



CONFIRMED MINUTES

OF THE

ORDINARY COUNCIL MEETING

21 MAY 2026

These minutes were confirmed at a meeting held 25 June 2026 and signed below by the Presiding Person, at the meeting these minutes were confirmed.

Signed:

A handwritten signature in black ink, appearing to be 'J. Lee', is written over a horizontal line.

SHIRE OF BROOME
ORDINARY COUNCIL MEETING
THURSDAY 21 MAY 2026
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**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE SHIRE OF BROOME,
HELD IN THE COUNCIL CHAMBERS, CORNER WELD AND HAAS STREETS, BROOME,
ON THURSDAY 21 MAY 2026, COMMENCING AT 5.00 PM.**

1. OFFICIAL OPENING

The Shire President welcomed elected members, officers and members of the public and declared the meeting open at 5.01pm.

2. ATTENDANCE AND APOLOGIES

ATTENDANCE

Councillors:	Shire President C Mitchell Cr D Male Cr J Mamid Cr P Matsumoto Cr E Smith Cr P Taylor Cr M Virgo	Shire President Deputy Shire President Electronic Attendance
Apologies:	Nil	
Leave of Absence:	Cr S Cooper Cr J Lewis	
Officers:	Mr S Mastrolembo Mr J Hall Mr J Watt Ms K Minns Ms K Wood Ms B Anderson Ms L Blunt Ms C Patterson Ms H Toikander Ms S Massam Ms E Hallen	Chief Executive Officer Director Infrastructure Director Corporate Services Marketing & Communications Coordinator Acting Director Development & Community Senior Administration & Governance Officer Senior Property and Leasing Officer Land Tenure Officer Special Projects Coordinator Manager of Community Engagement and Projects Governance Officer
Media:	Nil	
Public Gallery:	Kelda Jones	Broome Turf Club

3. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

Nil.

4. DECLARATIONS OF INTEREST

FINANCIAL INTERESTS (s5.60A)			
Councillor	Item No	Item	Nature of Interest
Cr Desiree Male	9.2.1	BROOME TURF CLUB ANNUAL UPDATE	The Broome Turf Club is a client of my business
Cr Desiree Male	9.3.1	COMMUNITY DEVELOPMENT FUND	Some of the applicants are a clients of my business
Cr Johani Mamid	9.2.1	BROOME TURF CLUB ANNUAL UPDATE	Broome Turf Club is a customer of my business
Cr Johani Mamid	9.3.1	COMMUNITY DEVELOPMENT FUND	Boab Health Services and Skill Engineer are/have been clients of my tour business
Cr Melanie Virgo	9.3.1	COMMUNITY DEVELOPMENT FUND	The Broome Museum has an application in for the fund and they are a paid member of the Broome Visitor Centre which I am the General Manager

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

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

IMPARTIALITY (Clause 22 Code of Conduct)			
Councillor	Item No	Item	Nature of Interest
Nil.			
Staff	Item No	Item	Nature of Interest
CEO Sam Mastrolembo	9.2.1	BROOME TURF CLUB ANNUAL UPDATE	I am a member of the Broome Turf Club
Acting Director of Development and Community Kirsten Wood	9.2.1	BROOME TURF CLUB ANNUAL UPDATE	Because I am a member it could be perceived that impartiality is impacted

5. PUBLIC QUESTION TIME

A public question was received from Scott Kratochvill prior to the meeting however he was unable to attend. The Public Question has been responded to administratively through the minutes.

Question One (1)

My name is Scott Kratochvill and I run the Pilbara Fish Truck that supplies local seafood to outback WA. We have a council approved site to trade from 21 weekends a year on Old Broome road just north of Lorikeet drive. Our business relies on drive by traffic so this site is ideal and also keeps the 13m Truck out of the main town. The Shire of Broome failed to notify me of the roadworks before my last visit 16th and 17th. I had already travelled 840km from Karratha to get there so as an emergency measure we were directed to BRAC carpark. Although this is an approved trading location, we were unable to fit in the spot and parked nearby. The Rangers came out and assessed our parking and had no issues reported. We had no complaints from anyone attending BRAC, nor had anyone asking us to move.

I am seeking a temporary change to park at BRAC just outside the approved trading zone until the Old Broome Road roadworks are completed. Other locations for consideration could be Chinese cemetery on Port road or the Tourist Centre.

Can you please assist in approving a temporary location so we can continue to provide Broome residents with local quality healthy seafood. I have also submitted a trading request to approve the Old Broome Road site for 5years, which will come up in a Council meeting in the near future.

Thanks

Response provided by Kirsten Wood Acting Director Development and Community:

Firstly, officers have and wish to again apologise for the absence of direct notification of the Old Broome Road works to the Pilbara Fish truck operator. While, the Shire undertook extensive communication and notification to inform the community of the Old Broome Road works and associated closures (which included letters to all post office boxes within the Shire of Broome, public notices, social media updates, and signage on a variable message board) the Pilbara Fish Truck is not based in Broome this notification would not have been received.

The road directly in front of the Pilbara Fish Truck's usual trading location has remained open for the duration of the works, and access to that site has not been impeded. It is acknowledged, however, that the operator is likely to experience reduced passing traffic during the period of road closures.

Shire officers spoke with the operator on Friday, 15 May 2026, and advised that access to the approved trading location was not impacted. At that time, information on alternative trading locations, in accordance with Council policy, was also provided. The operator requested approval for additional sites; however, officers confirmed that approval for locations outside the policy requires a decision of Council.

The operator did trade in Broome over the weekend of 16 and 17 May 2026, but not from an approved trading location. Officers received several complaints from the public in relation to the trading location that was used.

Officers again spoke with the operator on Monday, 18 May, and reiterated the following:

- The Pilbara Fish Truck's approved trading zone is not directly impacted by the Old Broome Road works and will remain accessible throughout the project.
- Alternative approved trading zones are available under the Trading in Public Places Policy.
- Shire officers do not have the authority to approve locations outside of this policy.
- Trading from a non-approved location is a breach of the relevant local law and trading licence and may result in enforcement action.

Shire policy outlines that a verbal warning, followed by a written warning, will be issued in the event of a breach, with further breaches potentially leading to cancellation of the trading licence.

In summary, the Pilbara Fish Truck has alternative options to trade from which remain available during the period of the Old Broome Road works and is encouraged to utilise these locations. Shire officers cannot approve trading at locations outside of the existing policy. The Pilbara Fish Truck current trading licence expires on the 31 July 2026 and an application has been submitted to extend this trading permit which will be referred to Council for consideration. The applicant could seek an interim trading location which can be presented at this time, however the operator is encouraged to explore existing approved trading locations first.

6. APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL RESOLUTION:

Minute No. C/0526/046

Moved: Cr P Matsumoto

Seconded: Cr P Taylor

That Council grant Cr Virgo a Leave of Absence from Councillor duties inclusive of 24th May through to 9th June.

CARRIED UNANIMOUSLY 9/0

7. CONFIRMATION OF MINUTES

COUNCIL RESOLUTION:

Minute No. C/0526/047

Moved: Cr P Taylor

Seconded: Cr M Virgo

That the Minutes of the Ordinary Meeting of Council held on 30 April 2026, as published and circulated, be confirmed as a true and accurate record of that meeting.

CARRIED UNANIMOUSLY 9/0

8. PRESENTATIONS / PETITIONS / DEPUTATIONS

There are no reports in this section.

9. REPORTS FROM OFFICERS

9.1 PEOPLE

There are no reports in this section.

9.2 PLACE

Cr Male declared a financial interest in item 9.2.1, the reason being “The Broome Turf Club is a client of my business”

Cr Mamid declared a financial interest in item 9.2.1, the reason being ‘The Broome Turf Club is customer of my business’.

Cr Male and Cr Mamid left the Chambers at 5:13 pm.

The Director Infrastructure advised that Attachment 3, Terms of Reference - Broome Turf Club Leasing Committee has been amended administratively to correct a typographical error.

9.2.1 BROOME TURF CLUB ANNUAL UPDATE

LOCATION/ADDRESS:	Reserve 22648, Gantheaume Point Road
APPLICANT:	Nil
FILE:	LSS005; Reserve 22648
AUTHOR:	Director Infrastructure
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Infrastructure
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

At the Ordinary Meeting of Council held 31 October 2024, Council resolved to authorise the Chief Executive Officer to negotiate and enter into a new three-year lease with the Broome Turf Club Incorporated for a portion of Reserve 22648.

The lease included several special conditions requiring the Broome Turf Club to progress planning and strategic work associated with the Broome Turf Club Masterplan 2023.

This report provides an annual update on the progress of the Special Conditions within the lease and the progress of the Broome Turf Club Masterplan 2023.

BACKGROUND

Previous Considerations

OMC 31 March 2022	Item 9.2.1
OMC 29 June 2023	Item 9.2.5
OMC 29 Feb 2024	Item 9.2.2
OMC 31 October 2024	Item 9.2.2

The Shire of Broome holds the Management Order over Reserve 22648 for the purpose of Recreation, Racecourse, Aged Care Facility and Short-Term Accommodation.

The Broome Turf Club has operated from the Gantheaume Point site since the late 1940s and continues to deliver thoroughbred racing in Broome, including the annual Broome Cup carnival.

The previous lease between the Shire and the Broome Turf Club expired on 31 December 2021, with the Club remaining on the premises pursuant to the holding over provisions of that lease. Prior to considering a new lease, Council required the development of the Broome Turf Club Masterplan 2023 to ensure the site had a clear strategic direction for future development.

At the Ordinary Meeting of Council held 29 February 2024, Council endorsed the Broome Turf Club Masterplan 2023.

<u>COUNCIL RESOLUTION:</u>	Minute No. C/0224/024
Moved: Cr P Taylor	Seconded: Cr M Virgo
That Council:	
<ol style="list-style-type: none"> 1. Endorse the Broome Turf Club Masterplan 2023; 2. Requests the Chief Executive Officer thank the Broome Turf Club for their efforts, contributions and collaboration through the Master planning process; and 3. Requests the Chief Executive Officer to negotiate draft terms and milestones with the Broome Turf Club for a new lease, and present the lease formally to Council for consideration of endorsement. 	
For: Shire President C Mitchell, Cr J Lewis, Cr J Mamid, Cr P Matsumoto, Cr P Taylor, Cr M Virgo	
CARRIED UNANIMOUSLY 6/0	

At the Ordinary Meeting of Council held 31 October 2024, Council resolved to enter into a new three-year lease with the Broome Turf Club commencing 1 December 2024.

The purpose of the shorter lease term was to provide the Broome Turf Club with the opportunity to demonstrate progress against the short-term priorities identified in the masterplan and undertake strategic planning required to deliver those priorities.

Council Resolution:	Minute No. C/1024/008
Moved: Shire President C Mitchell	Seconded: Cr P Taylor
That Council:	
<ol style="list-style-type: none"> 1. Advertises the lease disposal of Reserve 22648 in accordance with section 3.58 (3) and (4) of the Local Government Act 1995. 2. Authorises the Chief Executive Officer to seek Ministerial approval and negotiate the final terms and conditions of the lease in line with: <ol style="list-style-type: none"> (a) A new lease to be entered into with the Broome Turf Club Incorporated for a 3-year term commencing 1 December 2024; (b) Rent to be \$2,000 per annum; (c) The Lessee to be responsible for all associated costs in preparing the lease; and (d) The following special conditions be included within the lease; <ol style="list-style-type: none"> (i) The Broome Turf Club shall remove any structures outside the lease area and into the abutting Lot 602 reserve and remediate the area. (ii) The Broome Turf Club investigate options to address the conflict between the stable and track with the Kavite Road reserve. 	

- (iii) **Develop detailed plans for the delivery of the short term priorities as identified in the Broome Turf Club Masterplan 2023.**
 - (iv) **Develop a funding strategy for the delivery of the short term priorities as identified in the Broome Turf Club Masterplan 2023.**
 - (v) **Develop a detailed financial business case outlining how loan commitments to support the delivery of priorities will be achieved as identified in the Broome Turf Club Masterplan 2023.**
3. **Authorises the Chief Executive Officer to engross the final lease documentation.**
 4. **Requests, that if a lease cannot be agreed to formally by the Chief Executive Officer and the Broome Turf Club by 1 December 2024, that no new lease be granted to the Broome Turf Club and the Chief Executive Officer present further options for the premises to Council.**
 5. **Request the Chief Executive Officer to provide Council an annual update on the progress of the Special Conditions within the lease.**
- CARRIED UNANIMOUSLY 5/0**

Following the resolution of Council, Shire officers advertised the lease disposal of Reserve 22648 in accordance with section 3.58(3) and (4) of the Local Government Act 1995 and obtained Ministerial approval for the final terms and conditions of the lease.

The Shire entered into a new three year lease with the Broome Turf Club commencing 1 December 2024. The lease included a number of Special Conditions intended to ensure progress is made towards the priorities identified in the Broome Turf Club Masterplan 2023, while also addressing compliance matters relating to the existing use of the reserve.

COMMENT

In accordance with the Council resolution at the Ordinary Meeting of Council held 31 October 2024 the Chief Executive Officer is required to provide an annual update on the progress of the Special Conditions within the lease.

Special Condition - The Broome Turf Club shall remove any structures outside the lease area and into the abutting Lot 602 reserve and remediate the area.

Progress	Removal of one stable block and round yards outside the boundary.
Broome Turf Club comment	Continuing
Shire officer comment	Not completed, there are still Broome Turf Club assets that sit on Lot 602 that require removal. The Shire is aware that the Broome Turf Club have reached out to Nyamba Buru Yawuru about amending the boundary alignment, in favour of the Broome Turf Club. This lot is jointly managed by Nyamba Buru Yawuru and the Shire of Broome as a part of the Yawuru Park Council and Shire officers do not recommend supporting the amendment of the boundary alignment.

Special Condition - The Broome Turf Club investigate options to address the conflict between the stable and track with the Kavite Road reserve.

Progress	None reported
Broome Turf Club comment	Broome Turf Club will not be able to move the track as this is not viable and unaffordable

Shire officer comment	There is no evidence that any investigation has been undertaken to support the Broome Turf Clubs position and its recommended that Council reinforce the need for the Broome Turf Club to investigate how the Broome Turf Club can accommodate its assets within its lease boundary.
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The remaining three special conditions relate directly to the short term priorities (1-5 years) in the Broome Turf Club Masterplan 2023.

- Develop detailed plans for the delivery of the short term priorities as identified in the Broome Turf Club Masterplan 2023.
- Develop a funding strategy for the delivery of the short term priorities as identified in the Broome Turf Club Masterplan 2023.
- Develop a detailed financial business case outlining how loan commitments to support the delivery of priorities will be achieved as identified in the Broome Turf Club Masterplan 2023.

Broome Turf Club and Shire comments are matched to each of the short term priorities in the following table.

Short Term Priorities (1-5 years)	Broome Turf Club - comment	Broome Turf Club - next Actions	Shire comment - alignment with Special Conditions
Events Area			
Grandstand upper-level redevelopment	Structural engineer report required on existing areas to enable the development of appropriate design and cost concepts.	Structural engineer proposal has been sought with review scheduled for the first half of 2026	No progress
Grandstand upper-level renewal	Structural engineer report required on existing areas to enable the development of appropriate design and cost concepts	Structural engineer proposal has been sought with review scheduled for the first half of 2026	No progress

Short Term Priorities (1-5 years)	Broome Turf Club - comment	Broome Turf Club - next Actions	Shire comment - alignment with Special Conditions
Additional toilets	Funding for additional toilets in patrons area has been secured, with multiple toilets being already replaced in the venue.	RWWA to approve final quotes and location of new toilet areas identified. Options of self contained black water tanks to enable portability of toilet blocks under consideration	<p>The Shire has not been provided any plans for 'Additional Toilets' and are unclear on the design and whether they will improve provision for large-attendance events, incorporate dedicated universal access toilets and dedicated parents' change room.</p> <p>Shire officers have provided feedback to the Broome Turf Club that they need to consider the wastewater treatment and liaise with the Shire's Development Services team for any approvals.</p>
Services Area			
Relocation of Members' carpark	Funding for fencing and gates has been allocated by RWWA. Review of gate placement and boundary alignment underway.	Approval of funding allocation and quotes by RWWA required.	<p>The Shire has been provided with a sketch of the fencing alignment which confirms the fence is intended to be on the lease boundary.</p> <p>The Broome Turf Club have been referred to the Shire's Development Services team to obtain building approvals.</p> <p>The members carpark however is not going to be relocated and it appears it's going to be separated from horse areas with an internal fence.</p>
New service buildings (sheds, changerooms, first aid)	This item has been placed on hold subject to additional funding being sought. Feedback from RWWA is that this is no longer a priority.		No progress.

Short Term Priorities (1-5 years)	Broome Turf Club - comment	Broome Turf Club - next Actions	Shire comment - alignment with Special Conditions
Relocated horse-gathering area (1850m races)	Revised access and fencing has been put into place in line with official stewards assessment and feedback.	Upgrade to existing fencing.	The Broome Turf have determined to keep the horse gathering area in place with upgraded fencing addressing the conflict and safety risk between horses and people using the service area.
Stables Area			
Redevelopment of stables facilities	Several stables have already been upgraded, with more currently underway.	Upgrade to toilets in stable area a priority with Shire meeting required to review existing waste treatment facilities. Further meetings to be held with State Government to expedite funding allocations for stable area.	No progress. The Broome Turf Club has rebuilt existing stables insitu without assessing the full redevelopment of the stables area as described in the Masterplan. This was done without building approvals and Lessor consent.
Removal of structures from Lot 602	Clean up of area has commenced, with further discussions scheduled with Yawuru representatives to review option of adjusting boundary location.	Meeting scheduled with Yawuru for Q2 2026	
Temporary / transportable structures in Kavite Rd reserve	Review and costing of temporary stabling facilities underway with some items being purchased prior to race season commencing.	Clean up of unnecessary items and review potential placement areas.	

The Broome Turf Club were successful in obtaining \$2.6 million in funding via the State Governments Royalties for Regions Racing Fund (RRRF) for dedicated upgrades to the stables, jockey accommodation, and on-site facilities. \$2.6 million is not sufficient to meet all the priorities for these areas in the Masterplan and it's unclear for what purpose the Broome Turf Club will utilise the funding.

Shire officers met with representatives of the Broome Turf Club on 5 December 2025 to discuss progress against the Special Conditions of the lease and implementation of the

Broome Turf Club Masterplan 2023. The meeting provided an opportunity to discuss current funding constraints, infrastructure priorities and the steps required to progress the lease obligations.

The Broome Turf Club advised that the anticipated infrastructure funding they had previously expected from Racing and Wagering Western Australia will no longer proceed as its now unlikely the sale of the TAB will occur. On this basis they believe any funding from Racing and Wagering Western Australia would be directed toward horse-related activities rather than infrastructure upgrades.

At the in person meeting on 5 December 2025 officers reiterated that the purpose of the current three-year lease is to allow the Broome Turf Club to demonstrate progress against the Special Conditions and the short-term priorities identified in the Masterplan. Although both parties were unable to agree as to whether or not there was progress on the special conditions in the lease the Broome Turf Club agreed to provide the Shire with a project plan for the redevelopment of the stables over the next 12–18 months.

A further meeting was held on 27 January 2026 between the Shire and Broome Turf Club with attendees being the Shire President, Chief Executive Officer and Director Infrastructure and members of the Broome Turf Club committee including Derek Albert, Julia McIntyre and Rodney Giblett.

At that meeting various matters were discussed including the continued need to progress the planning and feasibility for the short term priorities and the requirement for Shire Officers to provide a full leasing update to Council in March 2026, in particular the Special Conditions in the lease. It was recommended by the Shire to the Broome Turf Club to approach Racing and Wagering Western Australia to request that a portion of the \$2.6 million in state funding be allocated towards progressing the Special Conditions to develop detailed plans, a funding strategy and a detailed business case. To affirm the matters discussed at the meeting a follow up letter was sent from the Shire President, Cr Mitchell, to the Broome Turf Club on 17 March 2026 (Attachment 1).

On the 15 February 2026 the Broome Turf Club provided the Shire with their progress report on the Broome Turf Club Masterplan 2023 (Attachment 2).

Based on the Broome Turf Club update and discussions held between both parties in December 2025 and January 2026 it is clear that progress has not being made on the Special Conditions within the lease. The Broome Turf Club does not appear to have the capacity to undertake the required forward planning to develop detailed plans, develop a funding strategy and to develop a detailed financial business case to deliver on the priorities in the Broome Turf Club Masterplan 2023.

Officers believe that by continuing to only liaise operationally, there is a significant risk that the Special Conditions will not be completed and that the Broome Turf Club Masterplan 2023 will not be delivered in part or whole.

To enable greater collaboration Officers recommend that Council create a Broome Turf Club Leasing Committee with the specific purpose of discussing the ongoing management of the lease. Specific topics will include but not be limited to;

1. Special Conditions within the lease;
2. Progress of the Broome Turf Club Masterplan 2023; and
3. Future leasing considerations.

The leasing committee is not intended to provide oversight for operational matters at the Broome Turf Club. Its purpose is to discuss and progress the strategic priorities of the Broome Turf Club and what's required to give Council the confidence to consider a long term lease for the Broome Turf Club. The Leasing Committee would be supported by an Shire of Broome executive team member and the Broome Turf Club Chief Executive Officer.

As per the conditions of the Lease, the Landlord has sole discretion to create the Leasing Committee. The draft Terms of Reference – Broome Turf Club Leasing Committee are included in Attachment 3.

CONSULTATION

The Shire has maintained regular correspondence with the Broome Turf Club and has met in person with its Chief Executive Officer and/or committee members on numerous occasions.

Recent meeting include;

- 5 December 2025 - Shire officers and the Broome Turf Club
- 27 January 2026 - Shire President, Chief Executive Officer and Director Infrastructure and members of the Broome Turf Club committee including Derek Albert, Julia McIntyre, and Rodney Giblett

A Council workshop was held on 7 April 2026 to update Council on the status of the lease and progress of the Special Conditions. The workshop was attended by Cr Mitchell, Cr Lewis, Cr Smith, Cr Taylor and Cr Virgo.

A further Council workshop was facilitated on 12 May 2026 for the Broome Turf Club to present to Council. The workshop was attended CR Mitchell, Cr Cooper, Cr Lewis, Cr Matsumoto, Cr Taylor and Cr Virgo.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The lease provides for rental income of \$2,000 (excl. GST) per annum, consistent with Council's previous resolution and the current lease arrangements with the Broome Turf Club.

The Broome Turf Club's audited financial statement for the year ended 31 August 2025 recorded a surplus of \$372,488 and retained cash and cash equivalents of \$1,203,646.

The implementation of the Broome Turf Club Masterplan 2023 will require significant capital investment over time. A high level cost estimate report was completed in August 2023 for the Broome Turf Club Masterplan 2023 with an estimated construction cost, excluding contingencies, of \$52.4 million. The stable area improvements alone were estimated at approximately \$11.5 million.

The Club has advised that approximately \$2.6 million in funding has been secured via State governments Royalties for Regions Racing Fund (RRRF) for dedicated upgrades to the

stables, jockey accommodation, and on-site facilities. The funding is being administered by the Department of Local Government, Industry Regulation and Safety (LGIRS). Note, this funding does not address all of the infrastructure priorities identified in the Masterplan or the requirements associated with the lease Special Conditions and further funding is required.

Any future requests for financial assistance from the Shire to support feasibility studies, planning or infrastructure upgrades associated with the Masterplan would require separate consideration by Council either directly or through the annual budget process.

RISK

The Broome Turf Club racing calendar remains a significant community and tourism event for Broome and contributes to the local economy. The continuation of thoroughbred racing in Broome is therefore considered important from both a community and economic perspective.

The delivery of the infrastructure priorities identified in the Broome Turf Club Masterplan 2023 will require significant planning, funding and coordination. The Masterplan identifies substantial infrastructure investment over the short, medium and long term and will require the development of detailed plans, cost estimates and funding strategies to support its implementation.

The current three-year lease was intentionally structured to allow the Broome Turf Club to demonstrate progress of the Special Conditions and the Short Term Priorities (1–5 year) identified in the Broome Turf Club Masterplan 2023. To date, the Broome Turf Club's focus has primarily been on day-to-day operational matters and maintenance activities with limited progress demonstrated for the Special Conditions and the strategic priorities identified in the Broome Turf Club Masterplan 2023. To support improvement in this area officers recommend the establishment of the Broome Turf Club Leasing Committee involving Shire of Broome Councillors and Broome Turf Club committee members.

There is a risk that the Special Conditions will not be progressed satisfactorily during the lease term. This increases reputational risk for both the Shire of Broome and the Broome Turf Club. To mitigate the risk officers recommend the establishment of the Broome Turf Club Leasing Committee involving Shire of Broome Councillors and Broome Turf Club committee members.

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.

Actions 8.2.10 **Facilitate** implementation of the Broome Turf Club Masterplan.

VOTING REQUIREMENTS

Absolute Majority

REPORT RECOMMENDATION:

That Council:

1. *Note the officer update on the progress of the special conditions associated with the Broome Turf Club lease on Reserve 22648.*
2. *Requests the Chief Executive Officer meet with the Broome Turf Club committee to reaffirm the Shire of Broome's concerns regarding the progression of the Broome Turf Club Lease Special Conditions.*
3. *Requests the Chief Executive Officer formally request the Broome Turf Club allocate their own financial and human resources towards the progression of the Broome Turf Club Lease Special Conditions.*
4. *Requests the Chief Executive Officer meet with the Racing and Wagering WA representatives to discuss the progress of the Broome Turf Club Masterplan and to seek support to reallocate part of the \$2.6million grant funding from the Royalties for Regions Racing Fund (RRRF) towards the progression of the Broome Turf Club Lease Special Conditions.*
5. *Adopts the Broome Turf Club Leasing Committee Terms of Reference as contained in Attachment 3.*
6. *Appoints _____ as Chairperson of the Broome Turf Club Leasing Committee;*
7. *Appoints _____ as Deputy Chairperson of the Broome Turf Club Leasing Committee.*
8. *Appoints _____ as Proxy Member of the Broome Turf Club Leasing Committee.*
9. *Requests the Chief Executive Officer write to the Broome Turf Club requesting they appoint two members from their Committee to the Broome Turf Club Leasing Committee.*

Cr Virgo moved the following motion.

COUNCIL RESOLUTION:**Minute No. C/0526/048****Moved: Cr M Virgo****Seconded: Cr P Taylor*****That Council:***

1. ***Note the officer update on the progress of the special conditions associated with the Broome Turf Club lease on Reserve 22648.***
2. ***Requests the Chief Executive Officer meet with the Broome Turf Club committee to reaffirm the Shire of Broome's concerns regarding the progression of the Broome Turf Club Lease Special Conditions.***
3. ***Requests the Chief Executive Officer formally request the Broome Turf Club allocate their own financial and human resources towards the progression of the Broome Turf Club Lease Special Conditions.***
4. ***Requests the Chief Executive Officer facilitate a joint meeting between the Shire of Broome, the Broome Turf Club and Racing and Wagering Western Australia representatives to discuss the progression and future implementation of the Broome Turf Club Masterplan, including opportunities for funding support, collaboration, and potential assistance/guidance towards the delivery of the Masterplan's priorities.***
5. ***Adopts the Broome Turf Club Leasing Committee Terms of Reference as contained in Attachment 3.***

- 6. Appoints Shire President C Mitchell as Chairperson of the Broome Turf Club Leasing Committee;**
- 7. Appoints Cr M Virgo as Deputy Chairperson of the Broome Turf Club Leasing Committee.**
- 8. Appoints Cr P Matsumoto as Proxy Member of the Broome Turf Club Leasing Committee.**
- 9. Requests the Chief Executive Officer write to the Broome Turf Club requesting they appoint two members from their Committee to the Broome Turf Club Leasing Committee.**

CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 7/0

Reason: The amendment broadens the intent of the original motion to encourage a more collaborative and strategic approach between all key stakeholders involved in the future of the Broome Turf Master Plan.

Cr Male and Cr Mamid returned to the Chambers at 5:21 pm. The Shire President read aloud the Council resolution.

Attachments

1. Letter - Broome Turf Club - 17 March 2026
2. Broome Turf Club's Progress Report
3. Terms of Reference - Broome Turf Club Leasing Committee

Our Ref: LSS005
Your Ref:
Enquiries: Shire of Broome
Telephone: 08 9191 3409
Email: shire@broome.wa.gov.au



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27 Weld Street
PO Box 44, Broome
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17 March 2026

Derek Albert
President
Broome Turf Club
PO Box 330
Broome WA 6725
jig@symbiotic-developments.com

Dear Jig,

RE: BROOME TURF CLUB LEASE – SPECIAL CONDITIONS

Thankyou for meeting with myself, the Shire’s Chief Executive Officer and the Shire’s Director Infrastructure on 27 February 2026.

I appreciate the update and the efforts of your team to progress and coordinate a major clean up of the site and as discussed, Council will consider assistance to waive waste fees in due course. We also wish you well in anticipation of the upcoming race season!

I would however, like to take the opportunity to reaffirm Council’s position regarding the lease, as resolved at the Ordinary Meeting of Council held 31 October 2024.

At that meeting Council authorised a three-year lease with several special conditions. These conditions were implemented to *‘provide Council with confidence that the Broome Turf Club will undertake the required level of planning to enable delivery of the short term priority actions in the Master Plan.’*

Council’s position reflects a deliberate leadership approach and seeks to ensure that progress is made in the planning and delivery of priority infrastructure upgrades at the Broome Turf Club.

The Special Conditions of the lease are clear and require the Broome Turf Club to;

- remove any structures outside the lease area and into the abutting Lot 602 reserve and remediate the area.
- investigate options to address the conflict between the stable and track with the Kavite Road reserve.
- Develop detailed plans for the delivery of the short term priorities.
- Develop a funding strategy for the delivery of the short term priorities.
- Develop a detailed financial business case outlining how loan commitments to support the delivery of priorities will be achieved.

At the meeting on 27 February 2026, discussion also occurred regarding the \$2.6 million in funding awarded to the Broome Turf Club by the State Government as part of the 2025 election commitments. During that discussion, the Shire suggested that the Broome Turf Club liaise with Racing and Wagering Western Australia to explore whether a portion of this funding could be reallocated toward progressing the aforementioned Special Conditions of your lease. This suggestion was made given that the development of designs, funding strategies, and the required business case have not yet commenced, despite the lease period now approaching its midpoint. We have concerns that without intervention or support, it is difficult to see how the required progress will be achieved within the current lease term.

Council's intentions remain constructive. The Shire has a strong interest in seeing the Broome Turf Club continue to deliver events and opportunities for the Broome community well into the future. Your committee has an opportunity to establish a sustainable foundation that will support future committees and members of the Broome Turf Club.

It's important the Broome Turf Club remain focussed on meeting your lease conditions and therefore we wish to reiterate the need for these matters to be prioritised and progressed please.

Should you require clarification on any matter outlined above, please contact the Shire of Broome Director Infrastructure, Mr Jeremy Hall.


Regards,





Chris Mitchell
Shire President

Traffic Light Definitions

Status

 **Green – On Track**

 **Amber – At Risk**

 **Red – Off Track**

 **Grey – Not Yet Commenced**

Meaning

Activity is progressing as planned. Timeframes, scope and resourcing remain achievable. No material issues identified.


Activity is underway or planned but subject to risks (e.g. funding, approvals, capacity, dependencies). Management attention required.

Activity is delayed, stalled or unable to proceed without intervention, decision or external dependency being resolved.

Activity is scheduled for a later phase and has not yet commenced.

SHORT TERM PRIORITIES (1–5 Years)




Events Area (3.4.1)

Ref	Initiative	Lead	Status	Commentary / Issues	Next Actions
1	Grandstand upper-level redevelopment	BTC		Structural engineer report required on existing areas to enable the development of	Structural engineer proposal has been sought with review scheduled for 1H 2026.

				appropriate design and cost concepts.	
2	Grandstand upper-level renewal (Members)	BTC	●	Structural engineer report required on existing areas to enable the development of appropriate design and cost concepts.	Structural engineer proposal has been sought with review scheduled for 1H 2026.
11	Additional toilets	BTC	●	Funding for additional toilets in patrons area has been secured, with multiple toilets being already replaced in the venue.	RWWA to approve final quotes and location of new toilet areas identified. Options of self contained black water tanks to enable portability of toilet blocks under consideration

Services Area (3.4.2)

Ref	Initiative	Lead	Status	Commentary / Issues	Next Actions
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1	Relocation of Members' carpark	BTC		Funding for fencing and gates has been allocated by RWWA. Review of gate placement and boundary alignment underway.	Approval of funding allocation and quotes by RWWA required.
2	New service buildings (sheds, changerooms, first aid)	BTC		This item has been placed on hold subject to additional funding being sought. Feedback from RWWA is that this is no longer a priority.	
4	Relocated horse-gathering area (1850m races)	BTC		Revised access and fencing has been put into place in line with official stewards assessment and feedback.	Upgrade to existing fencing

Stables Area (3.4.3)

Ref	Initiative	Lead	Status	Commentary / Issues	Next Actions
1	Redevelopment of stables facilities	BTC	●	Several stables have already been upgraded, with more currently underway.	Upgrade to toilets in stable area a priority with Shire meeting required to review existing waste treatment facilities. Further meetings to be held with State Government to expedite funding allocations for stable area.
2	Removal of structures from Lot 602	BTC	●	Clean up of area has commenced, with further discussions scheduled with Yawuru representatives to review option of adjusting boundary location.	Meeting scheduled with Yawuru for Q2 2026

3	Temporary / transportable structures in Kavite Rd reserve	BTC	●	Review and costing of temporary stabling facilities underway with some items being purchased prior to race season commencing.	Clean up of unnecessary items and review potential placement areas.
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MEDIUM TERM PRIORITIES (5–10 Years)

Events Area (3.4.1)

Ref	Initiative	Lead	Status	Commentary / Issues	Next Actions
5 & 6	Marquee / tent area expansion	BTC	●	Funding approval obtained for additional fencing, which will provide for fencing realignment to increase tent land area.	Review of location and extension area for tent land.

7	New refrigeration & bin storage	BTC	●	Bin Storage has been moved. Refrigeration will need to be part of the redevelopment of members and sponsors area	Review location.
9	Flexible space for parking, food vans & events	BTC	●	This has been completed.	
10	Relocation of Two-Up ring	BTC	●	TBA	BTC committee discussion
12	Improved stage event area	BTC	●	The stage has been improved and extended in the General Admission area. This has been upgraded. There are no toilets currently near the stage.	
13	Relocation of Bookmakers Ring	BTC	●	This will need to be included in the	

				upper-level expansion project.	
14	Relocation of Winner's Circle	BTC	●	The sheds will not be moved, so the winners circle will be trialled near the Seaview Bar in 2026.	

Services Area (3.4.1)

Ref	Initiative	Lead	Status	Commentary / Issues	Next Actions
3	Entry gate & merchandise facilities	BTC	●	Merchandise is at the kiosk and this location is adequate. Improvements to enhance the entry gate need to be discussed.	BTC to discuss entry gate.
3.4.2 (3)	Fire-fighting infrastructure	BTC	●	Additional water tanks capacity to improve the	BTC to get quotes for new tanks.

				firefighting capability.	
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Racetrack Area (3.4.4)

Ref	Initiative	Lead	Status	Commentary / Issues	Next Actions
1	Internal race-day viewing area	BTC	●		
2	Large video screen	BTC	●	Completed	
4	Multi-use event area	BTC	●	Report required on existing areas to enable the development of appropriate design and cost concepts.	Funding initiatives.

LONG TERM PRIORITIES (10+ Years)

Events Area (3.4.1)

Ref	Initiative	Lead	Status	Commentary / Issues	Next Actions
4	New BTC multi-purpose building	BTC	●	Report required on existing areas to enable the development of appropriate design and cost concepts.	Discussion on funding for this?
8	Drop-off area for buses, taxis & cars	Shire	○		
15	Relocation of race-day stalls & wash-down stalls	BTC	●	Will need to get costings to move the race day stall and wash down bays	
16	Gantheaume Point Road realignment & construction	Shire	○		

Racetrack Area (3.4.4)

Ref	Initiative	Lead	Status	Commentary / Issues	Next Actions
3	At-grade pedestrian racetrack crossing	BTC	●	Some race incidents have occurred with pedestrian crossings.	

North-Eastern Development Area (3.4.5)

Ref	Initiative	Lead	Status	Commentary / Issues	Next Actions
1	Public parking area (~800 bays)	Shire	○		
2	New road along eastern boundary of Lot 1848	Shire	○		

Reporting Notes

Terms of Reference (TOR)

Broome Turf Club Leasing Committee

Membership	2 x Councillors of the Shire of Broome 2 x Committee Members of the Broome Turf Club
Proxies	Each member may delegate a proxy to attend in their place providing the Chairperson is advised in writing or by email.
Chairperson	Councillor of the Shire of Broome
Staff	The Leasing Committee will be supported by a Shire of Broome Executive team member and the Broome Turf Club Chief Executive Officer
Meeting Schedule	2 monthly
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. The agenda will be distributed to all members no later than 5 working days prior to the meeting. The minutes will be distributed to all members within 2 working days of the meeting.
Quorum	All members
Purpose	In accordance with Clause 9.3 of LSS005 the purpose of the leasing committee is to discuss any aspects regarding ongoing management of the lease. Specific topics will include but not be limited to; <ol style="list-style-type: none"> 1. Special Conditions within the lease; 2. Progress of the Broome Turf Club Masterplan 2023; and 3. Future leasing considerations.
Delegated Authority	The Broome Turf Club Leasing Committee has no delegated authority under the meaning of the Local Government Act (WA) 1995.
Establishment	The Broome Turf Club Leasing Committee was established by a resolution of Council [insert resolution number] at the Ordinary Meeting of Council held [insert date].
File Number	LSS005 COUNCIL PROPERTIES - USAGE - LEASING - RESERVE 22648 - BROOME TURF CLUB INC

Agendas and Minutes of Meetings

The Secretariat is responsible for preparing, authorising and distributing the Agenda and Minutes using the Shire's InfoCouncil software.

Agenda

The Secretariat will issue the Agenda by email and via the Outlook calendar meeting invitation no later than 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 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 and/or Broome Turf Club committee action will be presented to the next Ordinary Meeting of Council (OMC).

9.2.2 BROOME PLAYGROUND STRATEGY

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	COM21
AUTHOR:	Special Projects Coordinator
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Acting Director Development and Community
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

The draft Playground Strategy was endorsed for a four-week public comment period at the 11 December 2025 Council meeting. This report presents feedback and proposed amendments for Council's consideration and adoption of the final plan.

It is recommended that the Playground Strategy is adopted by Council subject to modifications.

BACKGROUNDPrevious Considerations

OMC 11 December 2025

Item 9.2.1

The Shire of Broome's Council Plan 2025–2035 highlights the importance of creating attractive, sustainable streetscapes, parks, and open spaces that contribute to the community's well-being. A core function of Council is the ongoing maintenance and improvement of local parks, playgrounds, and green spaces to ensure they remain safe, accessible, and enjoyable for residents and visitors.

In 2023 the Shire engaged Ecoscape Australia Pty Ltd (Ecoscape) to develop the Playground Strategy (Strategy). The Strategy provides a framework to guide the provision, renewal, and future development of playgrounds across Broome.

At the 11 December 2025 Ordinary Council Meeting (OMC), Council endorsed advertising the Draft Broome Playground Strategy for a four-week public comment period.

COUNCIL RESOLUTION:

Minute No. C/1225/010

Moved: Cr M Virgo

Seconded: Cr S Cooper

That Council:

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

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

CARRIED UNANIMOUSLY 8/0**COMMENT**

The draft Broome Playground Strategy was advertised for public comment from 2 to 28 February 2026. During this period, officers undertook the following activities to promote the Draft Broome Playground Strategy and gather feedback:

- Poster created and distributed on key noticeboards around Broome
- Large display at the Broome Library and flyers handed out in relevant children's activities
- Emailed to all previous survey respondents
- Emailed to all schools in Broome with the request to put in newsletters
- Emailed to members of the Shire's Disability Access and Inclusion Working Group and Youth Network
- Social media (2 and 17 February 2026)
- News story on website (2 February 2026)
- Shire Library E-Newsletter (6 February 2026)
- Shire News - Broome Advertiser (12 February 2026)

A total of 17 submissions were received during the public comment period. Submissions were reviewed by officers and Ecoscape and are outlined in Attachment No 1.

Public comment suggested consideration be given to fencing playgrounds that are in close proximity to designated dog exercise areas. Recommendation is to review designated dog off-lead areas in close proximity to playgrounds following the Shire's Animal Management Plan 12-month trial in 2026, considering community feedback and outcomes.

Following a review of the submissions, officers recommend the following amendments to the Strategy:

- In Planning Context and the classification framework for District Open Space and Neighbourhood Open Space, update to outline that design is to consider:
 - Consideration of suitable natural shade and a preference for permanent shade structures in place of constructed installations.
 - Consideration of soft-fall use around accessible features and play equipment.
- Early engagement with the Shire's Disability Access and Inclusion Working Group during the concept design phase to enable input on accessibility and inclusive play opportunities.
- Correct a drafting error in the Playground Hierarchy table, and list Cygnet Park as High Priority.

Based on the submissions received it is proposed that modifications are performed to the Playground Strategy. Attachment No 2 is the Schedule of Modifications and Attachment No 3 is a copy of the draft Playground Strategy.

Summary

The Strategy has been prepared with community input and is considered to provide a comprehensive framework to guide the provision, renewal, and future development of playgrounds across Broome. As such it is recommended that Council endorse the Strategy subject to the modifications outlined in Attachment No 2.

If the Strategy is endorsed, it is also recommended that the Asset Management Plan is updated and a prioritisation/implementation schedule is prepared and grant opportunities are identified to deliver the recommendations in the Strategy.

CONSULTATION

A comprehensive community and stakeholder consultation process was undertaken to ensure the Strategy reflects the needs, values, and priorities of the Broome community. The consultation process and outcomes are summarised below, with a full Community Consultation Report provided in [Appendix A](#) - in Attachment 3.

Consultation Process

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

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

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

Additionally, Workshops were held with Councillors on the following dates and the elected members in attendance:

- 10 June 2025 – Cr Male, Lewis, Matsumoto and Smith
- 7 October 2025 – Cr Cooper, Smith and Virgo
- 7 April 2025 – Shire President Mitchell, Cr Taylor, Cr Virgo, Cr Cooper, Cr Lewis and Cr Smith

The Strategy was presented to the 11 December 2025 OMC for a 4 week public comment period from 2 to 28 February 2026. The 17 submissions received during this period are included in Attachment 1.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Asset Management Policy

Local Planning Policy 5.22

FINANCIAL IMPLICATIONS

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

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

RISK

Risk	Type (Health, Financial Impact, Service Interruption, Compliance, Reputational, Property Environment)	Rank (based on measures of consequence and likelihood)	Mitigation
Draft Broome Playground Strategy not endorsed Non-endorsement maybe negatively received by the community and result in delayed or non-delivery of playground upgrades.	Reputational	Medium	The Strategy has been developed through detailed audit, gap analysis, and community consultation.
Funding and resourcing required to implement recommendations is insufficient.	Financial Reputational	Medium	The Strategy is designed to guide prioritisation within existing Asset Management and budget processes. External grant opportunities will also be pursued to support delivery of additional upgrades.

STRATEGIC ASPIRATIONS

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

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

Objective 6.2 Develop and maintain community facilities.

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

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/0526/049

Moved: Cr M Virgo

Seconded: Cr P Taylor

That Council:

- 1. Notes the feedback on the Broome Playground Strategy received through the public comment period (Attachment 1);**
- 2. Adopts the Broome Playground Strategy with amendments set out in Attachment 2.**
- 3. Request the Chief Executive Officer review the Asset Management Plan and present to Council a prioritisation/implementation schedule and identify grant opportunities to deliver the recommendations of the Broome Playground Strategy.**
- 4. Request the Chief Executive Officer consider in the next review of the Long Term Financial Plan the actions in the Broome Playground Strategy that require additional funding to deliver.**

CARRIED UNANIMOUSLY 9/0

Attachments

1. Schedule of Submissions
2. Schedule of Modifications
3. Draft Playground Strategy

Attachment 1 – Playground Strategy Submissions and Responses

No.	Submitter	Submission	Shire of Broome Response	Shire of Broome Recommendation
1	Andre Rees	<p>I'm so excited to read your playground improvement proposal!</p> <p>It sounds great. I live in Roebuck and I am pleased to see your considering a revamp of Cygnet Park. I was thinking today how valuable a footpath would be either going through or on the side of cygnet park. We walk to school from Pipit Loop and as I have little kids it would be much safer and faster to go on a path through or on the side of Cygnet park instead of across the road. You have to stop and check for cars every time there is an opening to a street over the other side.</p>	<p>Thank you for your feedback on the draft Playground Strategy and for sharing your experience walking to school via Cygnet Park.</p> <p>Safe pedestrian access and connectivity are important considerations in park planning. Your suggestion regarding a potential footpath connection will be recorded and considered as part of any future planning or detailed design investigations for Cygnet Park. Should a master planning process be initiated, further community consultation would be undertaken at that time.</p>	<p>That the submission be noted.</p> <p>No change recommended.</p>
2	Nikki Sarginson	<p>Thank you for the opportunity to comment on the DRAFT Broome Playground Strategy.</p> <p>I found the report very interesting, and generally support the strategy and its recommendations.</p> <p>I live in Djugun, with two young boys, so I obviously have an interest in this area.</p> <p>Noting that:</p>	<p>Thank you for your submission and for your support of the draft Broome Playground Strategy.</p> <p>The Shire acknowledges the error identified in the document — Cygnet Park is intended to be listed as a High Priority site. This is recommended to be corrected in the final Strategy.</p> <p>The Strategy aims to balance upgrades to existing playgrounds with addressing</p>	<p>That the submission be noted.</p> <p>The following amendments are recommended:</p> <p>Page 33. Playground hierarchy - priority for renewal - Cygnet Park to be listed as High Priority.</p>

		<ul style="list-style-type: none"> • There are currently only 2 public playgrounds in the whole Djugun suburb; • While BRAC may be included within Djugun, it is more accessible to Cable Beach and Broome residents; • Djugun has the highest percentage of youth proportionally by suburb; • There is current housing development in the western part of Djugun along Jigal Drive (more residences, more youth); • All (but 1) of the high priority scorecards are located in the Cable Beach suburb and 4 out of 6 locations are in very close proximity; • Cygnet Park is a very highly valued neighbourhood playground and has huge potential for improvements, <p>I believe it would be appropriate and more equitable to elevate upgrades to Cygnet Park to a High Priority. It is actually stated as a High Priority on pg. 45 of the report, but I suspect this was made in error.</p> <p>Additionally, given the current relatively high gap in existing playground provision in the suburb of Djugun, and the housing development in the western part of Djugun as mentioned above, I would strongly support prioritising building of a new playground in</p>	<p>identified gaps in provision across suburbs, including Djugun. Future decisions regarding both new playground development and upgrades will be guided by the adopted Strategy, population data, projected growth and available funding.</p> <p>The Shire will continue to liaise with the Department of Education regarding community access to Roebuck Primary School outside school hours, noting the role school facilities play in overall play provision within Djugun.</p> <p>While locations such as Sugar Glider Park may present future opportunities, there is currently no funding allocated for new play equipment at this site. Any future works would be subject to further assessment and budget consideration through the Shire’s annual planning process.</p>	
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		<p>Djugun. I think Sugar Glider Park is probably a better location to help close the gap in Djugun (particularly if Roebuck Primary School becomes fully fenced, which I understand is a possibility).</p> <p>It is not clear from the strategy what priority is given to building new playgrounds in Broome compared with upgrading existing playgrounds.</p>		
3	Rowena Harries	<p>I live close to Dakkas St Park and I'm very pleased to see it has been given first priority. Too late for my daughter and her friends who grew up round here, but maybe my grandchildren will get to play there.</p> <p>Your goals seem very sensible. The playground at Town Beach is a great example of a playground for all ages and inclusive of abilities, and it's creative and beautiful. It's so well used because of this. I know every neighbourhood park can't be as big as that, but I hope we'll see all those qualities in each park, especially in Dakkas Street Park.</p> <p>Please let me know if there are more opportunities to participate in the playground strategy.</p>	<p>Thank you for your feedback on the draft Playground Strategy and for your interest in the future of Dakas Street Park.</p> <p>The Shire acknowledges the important role neighbourhood playgrounds play for local families. While each site will be designed according to its size, function and available budget, the Strategy aims to deliver inclusive, engaging and well-designed play spaces across the Shire.</p> <p>When works at Dakas Street Park proceed, further community consultation will be undertaken, including engagement with nearby residents. Opportunities for input will be communicated as the project progresses through future planning stages.</p>	<p>That the submission be noted.</p> <p>No change recommended.</p>
4	Julia Huxley	<p>There seems to be a discrepancy in the document regarding Cygnet Park.</p>	<p>Thank you for your email and for raising this mistake. Cygnet Park should be listed as a high priority and we will request</p>	<p>That the submission be noted.</p>

		<p>It is listed as medium priority in the table but then high priority in the park overview. I have attached photos.</p> <p>I think Roebuck park needs a higher priority given the amount of children in the area and the poor infrastructure there at the moment.</p>	<p>that this is updated for the final version of the Playground Strategy.</p>	<p>The following amendments are recommended:</p> <p>Page 33. Playground hierarchy - priority for renewal - Cygnet Park to be listed as High Priority.</p>
5	Kristen Cookson	<p>Although some of the parks are great, they are mostly open areas with no fencing around. It makes it harder for parents of multiple children to keep them safe and contained within the park/play area. My feedback is to suggest fencing for safety reasons for some of the playgrounds.</p>	<p>Thank you for your feedback regarding fencing.</p> <p>While fencing can feel like a straightforward safety solution, it is not always the preferred approach in playground design. Landscape architects often favour more integrated design responses, as full perimeter fencing can create separation within a park, reduce visual connection between spaces, and limit flexibility of use.</p> <p>In some situations, fencing can also create practical challenges, particularly where children of different ages are using different areas of the park at the same time.</p> <p>Fencing and other safety measures can continue to be assessed on a case-by-case basis as part of future playground renewals and new playground planning, balancing safety, accessibility, supervision and overall park function.</p>	<p>That the submission be noted.</p> <p>No change recommended.</p>

6	Emily Little	<p>In regards to the Shire’s request for community feedback regarding playgrounds, my feedback would be for shade and established trees to be a priority.</p>	<p>Thank you for your feedback on the draft Playground Strategy.</p> <p>Shade is a key consideration in Broome’s climate, particularly during the hotter months. We recognise that without adequate shade, playgrounds can become uncomfortable and at times unusable.</p> <p>The current draft Strategy specifically recommends permanent shade structures at Dakas Street Park and Palmer Road Park. Many other playgrounds currently rely on shade sails, which can sometimes be removed due to weather or maintenance, impacting usability.</p> <p>In response to feedback, it is recommend that the final Strategy include consideration of shade solutions as part of future playground upgrades where feasible.</p>	<p>That the submission be noted.</p> <p>The following amendments are recommended:</p> <p>Page 5. Executive Summary - Include; consideration for natural, constructed or permanent shade solutions within available budget.</p> <p>Page 20. District open space; Design Section and Page 21 Neighbourhood open space; Design Section - amend ‘constructed shade’ to ‘natural, constructed or permanent shade’.</p>
7	Kobe McDougall	<p>Having reviewed the recent Playground Strategy draft, I would like to suggest that consideration be given to fencing playgrounds that are shared with designated dog exercise areas, to support the comfort and safety of both parents and caregivers, as well as dog owners.</p>	<p>Thank you for your feedback on the draft Playground Strategy.</p> <p>We acknowledge the importance of ensuring parks are comfortable and safe for families, caregivers and dog owners, particularly where playgrounds and off-</p>	<p>That the submission be noted.</p> <p>No change to strategy recommended.</p>

			<p>lead dog areas are located within the same reserve.</p> <p>The Shire’s Animal Management Plan includes a 12-month trial of off-lead dog areas in selected parks across Broome. A report will be presented to Council at the conclusion of the trial.</p> <p>No change to the Strategy is recommended and instead it is recommended that the dog exercise area be reviewed.</p>	<p>The following action is recommended:</p> <p>Review of designated dog off-lead areas in close proximity to playgrounds following the Shire’s Animal Management Plan 12-month trial in May 2026, considering community feedback and outcomes.</p>
8	Adrian Rigby	<p>I would like to provide feedback on the use of shade sails in playgrounds and other outdoor public spaces.</p> <p>Broome regularly experiences cyclones and high winds, often over 100kmph. Under current Shire policy, shade sails must be removed in the event of a cyclone. This can leave playgrounds without shade for extended periods and reduces usability. Given our climate, it may be worth reconsidering shade sails as the primary shade solution.</p> <p>Other local governments, such as Derby, have installed solid shade structures over playgrounds. PVC membrane structures</p>	<p>Thank you for your feedback and for sharing your practical experience regarding shade structures in Broome’s climate.</p> <p>We acknowledge the importance of considering local conditions, cost, durability and design consistency when selecting shade solutions for playgrounds.</p> <p>We will recommend that the Strategy include consideration of shade solutions as part of future playground upgrades where feasible and within available budget.</p>	<p>That the submission be noted.</p> <p>The following amendments are recommended:</p> <p>Page 5. Executive Summary - Include; consideration for natural, constructed or permanent shade solutions within available budget.</p> <p>Page 20. District open space; Design Section and Page 21 Neighbourhood open space; Design Section - amend ‘constructed shade’ to</p>

		<p>designed to withstand high winds may provide a more durable long-term option.</p> <p>The height and design of shade structures should also be reviewed. The new park in Blue Grass has installed higher shade sails to reduce vandalism, which has increased the overall cost. Other parks do not have shade sails installed at this height, raising questions about consistency and value for money. Lower structures, where appropriate, may help reduce costs and make removal easier if required.</p> <p>It is recommended that local contractors be consulted early in the design phase of playground projects. Their experience with Broome's climate can help inform practical and cost-effective shade solutions.</p>		'natural, constructed or permanent shade'
9	Tuti Mawo Adung	<p>We're a new family in the Roebuck Estate West End, and our first thought when visiting the local playground was: wow, this place is massive! Our second thought was... where's all the playground?</p> <p>It's such a huge space, but at the moment there's very little equipment and almost no shade, which makes it feel like a bit of a wasted opportunity. With the size and location, this playground could easily become an amazing community hub for families, kids, and neighbours to connect.</p>	<p>Thank you for your feedback and welcome to the neighbourhood.</p> <p>Blue Grass Park is a relatively new playground and is classified as a local open space under the draft Playground Strategy. The park currently includes picnic settings under permanent shade, accessible pathways, a drink fountain, a spider climber and rope swing.</p> <p>We appreciate your comments about the size of the space and its potential. As a local park, it is designed to provide</p>	<p>That the submission be noted.</p> <p>No change recommended.</p>

		<p>We'd absolutely love to see this space brought to life with more play equipment for different ages and abilities, shaded areas for hot Broome days, seating for parents, and maybe some natural play elements. With a few upgrades, this big open area could be transformed into a vibrant, welcoming, and well-loved playground that truly reflects the goals of the Broome Playground Strategy.</p> <p>Thanks so much for the opportunity to share feedback we're really excited to see how playgrounds across Broome continue to grow and improve.</p>	<p>smaller-scale play opportunities for nearby residents. At this stage, it is not identified as a high priority for upgrade.</p> <p>The Strategy prioritises upgrades based on the age and condition of equipment, park classification and community need. In Djugun, Cygnet Park has been prioritised for upgrade and will include additional and more diverse play equipment due to its size and broader catchment.</p>	
10	Tarna Waters	<p>I've read the Broome Playground Strategy and want to raise several concerns.</p> <p>I see that accessible pathways and ACROD parking are recurring recommendations throughout the strategy, and are pointless if all play equipment is surrounded by sand. In practice, this means children who use wheelchairs can reach a playground but cannot access the play. Much like at Januburu Park (our local park) in which all equipment is surrounded by sand, and all equipment is not accessible. This is listed as a "low priority" which I disagree with. The first guiding principle of this document is "inclusivity & accessibility," which the recommendations within the strategy fails at. The strategy suggests that one can park and wheel themselves to Januburu Park, but offers no suggestions for how a child</p>	<p>Thank you for your detailed feedback and for sharing your perspective as both a parent and a member of the Broome Disability Access and Inclusion Plan Working Group.</p> <p>We acknowledge your concerns regarding the difference between physical access to a playground and meaningful access to play. The intent of the Strategy is to support genuine inclusion, and your comments highlight areas where improvements can be made.</p> <p>In response to feedback, it is recommend:</p>	<p>That the submission be noted.</p> <p>The following amendments are recommended:</p> <p>4.21 Town Beach Reserve - Include; Explore softfall and lighting solutions in areas where needles are located.</p> <p>Page 5. Executive Summary - Include; consideration for natural, constructed or permanent shade solutions within available budget.</p> <p>Page 20. District open space; Design Section and</p>

		<p>can participate. If a child in a wheelchair can only watch others play, that is not inclusion.</p> <p>The Strategy describes Town Beach Playground as having excellent inclusive access and play opportunities. I disagree and would like this clarified. For a 7-year-old in a wheelchair, what play equipment is actually usable? The only accessible element I can identify is the lower deck of the pirate ship. How is this excellent inclusive access?</p> <p>This is something that I have heard many parents talk about and that is that sand play areas are inappropriate in Broome due to the ongoing dangerous public health issue with discarded needles in public spaces. We have endless sand at beaches for kids to play in, to make playgrounds more accessible and safer, soft-fall is a much better solution.</p> <p>I am providing this feedback as a member of the Broome Disability Access and Inclusion Plan Working Group and as a parent.</p>	<ul style="list-style-type: none"> • That the Strategy explore installation of soft-fall surfacing in priority upgrade parks, including Cygnet Park, particularly where accessible play equipment is provided. • That accessible play features be supported by appropriate surfacing, such as soft-fall rather than sand, to enable meaningful participation. • That concept designs for neighbourhood and district-level playground upgrades be reviewed by the Shire’s Disability Access and Inclusion Working Group during the design phase to allow early input and feedback. <p>We also acknowledge that soft-fall surfacing requires appropriate shade to manage heat, and that shade solutions should be considered where feasible and within available budget.</p>	<p>Page 21 Neighbourhood open space; Design Section - amend ‘constructed shade’ to ‘natural, constructed or permanent shade’ and Include; consideration for soft-fall use around accessible features</p> <p>Page 20. District open space; Planning and consultation Section and Page 21 Neighbourhood open space; Planning and consultation Section - Include; consultation and feedback from the Shire’s Disability Access and Inclusion Working Group.</p>
11	Vanessa Mills	<p>Disappointed in the overall result of the strategy which reads more like a maintenance audit rather than a strategy with a vision.</p> <p>A summary of all the parks amenities and shortfalls with a few minor recommendations for improvements is really just an audit that could have been done by parks and gardens</p>	<p>Thank you for your detailed submission and for the time taken to review the Playground Strategy.</p> <p>The Strategy has been developed primarily to guide renewal priorities, capital investment and asset management for playground</p>	<p>That the submission be noted.</p> <p>The following amendments are recommended:</p> <p>Page 63. 5.4 Site Eligibility. Site Miller Park - Correct text</p>

		<p>staff with a check list. The report’s summary however does show how poor overall maintenance and design has been. It highlights the glaring need for a concerted focus by the shire to increase its parks and gardens staff (and associated team of infrastructure) to keep on top of maintenance, to prioritise upgrades in these public spaces, to be doing more to maintain and grow the gardens at these spaces, and to increase natural shade at the town’s playgrounds - rather than a “set and forget” attitude.</p> <p>The strategy doesn’t include ways to increase public space or to enhance the current public open space in neighbourhoods.</p> <p>The final chapter on Open Space glosses over the potential of these areas because there isn’t a playground structure present. Play does not solely mean on a swing set and plastic slide. A genuine vision or strategy should also be looking at how a pocket of open space could be made more useable, beautiful and of benefit to surrounding neighbours who may not have any other open space within walking/riding distance. Miller Park is a prime example of this attitude of neglect of a neighbourhood open space. The playground was removed and the park has deteriorated and the ‘gym equipment’ is all but unusable in the hot sun and stark public view, a single picnic table set is usually dirty and a small square of lawn surrounded by</p>	<p>infrastructure across the Shire. While it includes park-by-park assessments, its purpose is to provide a structured framework for maintenance scheduling and future upgrades. We acknowledge your view that the document reads more as an audit and understand that some community members may have been seeking a broader public open space vision. A broader Public Open Space Strategy, which considers greening, beautification and enhancement of neighbourhood open space beyond playground equipment, is outside the scope of this document but may be considered by Council in the future.</p> <p>The comments regarding parks and gardens resourcing are noted. Operational staffing levels and maintenance programs are determined through Council’s annual budget and workforce planning processes. The Shire undertakes routine inspection and maintenance across playgrounds and public open spaces, with renewal priorities guided by asset condition assessments and available funding. Broader resourcing considerations sit outside the scope of this Strategy but are reviewed through Council’s ongoing planning and budget cycles.</p>	<p>and change to; Frederick Street (not Gubinge Road).</p> <p>Page 20. District open space; Design Section and Page 21 Neighbourhood open space; Design Section - amend ‘constructed shade’ to ‘natural, constructed or permanent shade’.</p>
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		<p>dirt or long Buffel grass. It needs improvements! Miller Park could also benefit from some appropriate fencing, as could Cygnet Park, to provide additional safety for younger children using the space from the nearby roads.</p> <p>The strategy is very focussed on traditional playground structures of metal/plastic and has wholly neglected nature play. Nature Play and associated elements are proven to have more benefits for children and families than traditional single-use playground structures https://aifs.gov.au/resources/policy-and-practice-papers/nature-play-and-child-wellbeing</p> <p>It would have been preferable to include in this strategy how the Shire could increase nature play elements and enhance all neighbourhood space areas – which are currently designated solely as ‘playgrounds’ in this report thus ignoring other spaces.</p> <p>The report fails to detail how the shire can improve safety for children, in play areas which are mulched or have sandpits, from discarded needles – this was an issue raised by people in the consultation/survey process. The shade sail policy of taking them down at the slightest whiff of a cyclone and the long period of time</p>	<p>With regard to Miller Park, it is a relatively small neighbourhood space located adjacent to a highly trafficked road. The outdoor exercise equipment was installed prior to the Town Beach redevelopment and remains in place. While the Shire has not received formal feedback specifically regarding its use or visibility, we acknowledge your observation that the location is highly exposed. Your comments regarding amenity, fencing and overall improvement of the space are noted and can inform any future review of the site.</p> <p>We recognise that play extends beyond traditional playground structures and that nature-based play provides important developmental and wellbeing benefits. The Strategy focuses specifically on playground assets; however, opportunities to incorporate natural elements are considered during individual renewal projects, as demonstrated in recent upgrades. Broader landscape and neighbourhood open space enhancements are typically addressed through separate planning and capital works processes.</p> <p>Safety concerns, including discarded needles, are taken seriously and managed through routine inspections</p>	
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		<p>taken to put them back up is also not addressed.</p> <p>Also there is an error on Page 63 – Miller Park is listed as being on Gubinge Road when in fact it is on Frederick Street.</p>	<p>and responsive maintenance. Surfacing materials require balancing safety, heat retention, durability and maintenance. In Broome’s climate, rubberised softfall can retain significant heat and is more vulnerable to vandalism, while sand and mulch provide softer and more natural play outcomes but require ongoing monitoring.</p> <p>Shade sails are removed during cyclone season in accordance with safety requirements. We acknowledge that this can be challenging for families wishing to use playgrounds during the wet season. The Strategy is recommended to be amended to include recommendations to consideration of shade solutions as part of future playground upgrades to provide more consistent shade.</p> <p>Finally, thank you for identifying the error on Page 63. Miller Park is located on Frederick Street and this will be corrected in the final document.</p>	
12	Holliandra Taylor	<p>Being a Broome resident, pro-active community member and parent of children who enjoy the use of many playgrounds, ages ranging from 17years to 5years old. This is including a disabled child which involves additional elements of safety & accessibility</p>	<p>Thank you for your detailed submission and for providing a copy of the 2023 Dakas Street Park petition. We acknowledge the time, effort and care you have invested in advocating for improvements to this important</p>	<p>That the submission be noted.</p> <p>No change recommended.</p>

		<p>requirements, lived experience allows for strong viewpoints to be shared under a unique lens.</p> <p>With plenty of playground experience & local knowledge I am happy to share my thoughts on the Broome Shire playground strategy.</p> <p>In 2023 I had taken action on the need for the upgraded of Dakas St park, many community members shared the same interests when met with discussion about requesting what could work and what would be suitable for the area.</p> <p>The petition item included the following;</p> <p>“Dakas Street Park is located in the heart of Cable Beach Suburb of Broome W.A. surrounded by schools, daycares, a community health centre, local IGA, Yawuru Language Centre- and most importantly many young & multigenerational families calling this area home.</p> <p>Us community members are asking the Shire of Broome to upgrade this park for our families. The much-needed upgrade is long overdue, this includes the request of a Basketball Court & inclusive signage to cater for our children & youth with disabilities, shade so our children can play in the warmer seasons.</p>	<p>neighbourhood space. Your lived experience as a Broome resident, parent and carer of a child with additional accessibility needs provides valuable and practical insight.</p> <p>The Playground Strategy recognises Dakas Street Reserve as a high priority site for renewal. This reflects asset condition assessments and the strong level of community interest demonstrated over recent years, including the petition you have provided.</p> <p>In relation to the 2023 petition, Council is required to assess petitions in accordance with governance and legislative requirements, including verification of submitter details. While the petition was not formally accepted under those requirements, the matters raised have informed broader planning considerations for the site.</p> <p>The Strategy establishes the framework for prioritisation and funding allocation. Once a playground is funded for renewal, detailed community consultation will occur during the planning and design phase. For Dakas Street Reserve, this would likely involve multiple engagement opportunities, including on-site sessions with</p>	
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		<p>If there is something to do after school or in the evenings that is close to home it will help connect children/youth while keeping them healthy & occupied. They were asked if they lived or regularly visited this area to Please take time to sign in support of a hopeful outcome. Signatures were collected online & also a paper petition was sent around to visit homes & businesses in the area”</p> <p>this was presented at the Shire of Broome playground strategy information session. With the response of unacceptance due to the reasoning of “it didn’t have every individual’s home address on”.</p> <p>as a community we then felt let down, unaccounted for and dismissed, with no accessible opportunity to move forward and have a genuine sense of self determination when amenities in Broome town are being planned.</p> <p>(Many residents’ voices are missed, those who do not have English as first language, little to no computer skills, tech know how or general lack of trust when it comes to completing a community engagement survey or questionnaire about community development).</p> <p>I am pleased to read the reports in the playground strategy, with hope that Dakas Reserve is prioritised while seeking genuine community inputs such as the ideas listed in</p>	<p>surrounding residents, families and key stakeholders. This stage is where specific elements — such as a basketball court, additional seating, shade, lighting, inclusive signage and other play features — would be explored in detail, subject to site constraints, safety requirements and available budget.</p> <p>Your additional suggestions, including an urban food tree forest incorporating native species, painted ground games such as four square or hopscotch, and increased seating, are constructive ideas and will be noted for consideration during future concept planning.</p> <p>With respect to fencing and double-gated playgrounds, we recognise that families with multiple young children, neurodiverse children or children with disabilities may experience playground safety differently. Fencing requires careful assessment of site context, proximity to roads, water bodies and overall park design.</p>	
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		<p>the petition & other great recommendations included the Broome Shire's report.</p> <p>Other recommendations I can suggest to include in the draft are:</p> <ul style="list-style-type: none"> -an urban food tree Forrest, bringing native fruit plants/trees back into urban areas so community members can have safe and sustainable access to endemic foods which have been around prior to clearing for residential areas. (This will hold value as an area for education and health, with many schools incorporating these skills into curriculum). -2 sets of Seating/tables will be welcomed. -A four square game, hop scotch, ball or counting games painted onto a cemented surface within park. -Lighting included at the basketball court to play in cooler temperatures in the evening. <p>We are looking forward to a respectful and engaging future that is for everyone. With this potential for upgrade there are many opportunities for collaboration and community engagement as there has been in the past, the playgroups using park for story time picnics,</p>		
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		<p>youth programs running holiday activities, health screenings /promotions and sport events held by local health organisations such as 3v3 basketball games.</p> <p>the goal gives potential to our next generation to be a part of creating an environment to grow and be proud of.</p> <p>Please see attached, copy of 2023 Dakas St Park Petition.</p> <p>My recommendations for any other/all suitable playgrounds in Broome to be Double gated and fully fenced, an example would be town beach water park and town beach large playground with extremely busy Carpark and ocean access. While it is fenced, the gate has easily been opened causing no boundary or filter point for young children and the road & ocean. there are no current Broome playgrounds that have full fencing with safe double gating, making it difficult for families with multiple child & neurodiverse or disabled children to visit a safe & secure play area).</p>		
13	Martin Johnston	<p>Rather than limit Strategy to 'Children Playgrounds', consider : Broome Play & Leisure time Strategy</p> <p>'Play/Leisure time: Activity, Engagement, Enjoyment - Directly contributes to Broome Community SOCIAL HARMONY'</p>	<p>Thank you for your submission.</p> <p>The Shire acknowledges the important role that play and leisure spaces contribute to community wellbeing, connection and social harmony. This Playground Strategy is focused</p>	<p>That the submission be noted.</p> <p>No change recommended</p>

		<p>Priority Focus should be: Growing - Strategic Play/Leisure time facilities <u>INFRASTRUCTURE</u>.</p> <ul style="list-style-type: none"> • Cable Beach, Town Beach, BRAC, Male Oval <p>1/ First: Clearly Identify Shire of Broome : Key Strategic Play/Leisure time facilities.</p> <ul style="list-style-type: none"> • Apply Common, Essential Standards ‘Design & Amenities’ where practical. (Substantial Economy of Scale ‘Cost benefit’.) • Planning & implementation consistency is important for better Community / Public Engagement. <p>2/ ‘Movement Planning’ - Connection/Access ...is <u>Must Have</u></p> <ul style="list-style-type: none"> • TransBroome Bus connection solutions - To/From: Strategic Play/Leisure areas. • 2 way Shared Pathway -To/From. (Must meet shared pathway guidelines) • Bike/Scooter ‘locking capable’ Parking • Vehicle Parking – designated space - Off Street <p>3/ Multi-use -Everybody: ‘Play & Stay Design, Planning Focus’</p> <ul style="list-style-type: none"> • Playground equipment / Types / Placement / Safety – diverse age appropriate @ Shire of Broome planning discretion. 	<p>specifically on children’s playground infrastructure, renewal priorities and establishing a clear and consistent planning hierarchy. Broader leisure infrastructure and open space planning are addressed through other strategic documents, including the Sport and Recreation Plan and future master planning processes.</p> <p>Scope of the Strategy The Playground Strategy is focused on playground provision and renewal across the Shire, and it recognises that several of Broome’s key play destinations have been prioritised for investment and planning. This includes recent and ongoing playground delivery and upgrades at Town Beach and Cable Beach, as well as future playground planning identified at BRAC. The Strategy also acknowledges Male Oval as a strategic location where future master planning will guide the timing and scope of any playground and supporting park improvements.</p> <p>Consistency, Standards and Planning Approach The Strategy introduces a clear playground hierarchy which establishes consistent expectations around scale, amenities and design elements for local,</p>	
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		<ul style="list-style-type: none"> • Open space – Grassed & other Play areas for Ball Sports etc @ Shire of Broome discretion. • Perimeter Pathway with Tree Shading + Shaded bench seating. • Permanent Shade & Shelter structure/s. • ‘Seasonal’ shade provisions for Playground Equipment locations. • Electricity & Water station for Food Van Service / Events (locate adjacent car parking) • Solar Lighting – recommended only for Car Park. (*No Lighting @ play areas - encourage children to go home at nightfall.) <p>4/ Common Design – Facilities/Amenities</p> <ul style="list-style-type: none"> • Permanent Shade & Shelter Huts • Table & Seating for Huts • Dog lead ‘catches’ (Attach to Permanent Shelter & Seating benches) • Toilets • Bike & Scooter parking - ‘locking capable’ • Bench Seating • Water Fountain • Bins • Dog Poo - Bag dispensers • Solar lighting – (Car Park) <p>5/ General Safety Elements planning</p>	<p>neighbourhood and district playgrounds. This approach supports planning consistency, improved community understanding and better long-term asset management outcomes.</p> <p>Common design elements and amenity standards are embedded within this hierarchy and are further refined during master planning and detailed design phases.</p> <p>Access and Movement Planning Connectivity and access are recognised as important considerations in future park upgrades and new developments. Shared pathways, bike and scooter parking, and vehicle parking are assessed as part of site-specific planning and design processes.</p> <p>TransBroome services are managed by the State Government and sit outside the scope of this Strategy.</p> <p>Multi-use Design and Amenities Many of the elements outlined in your submission — including shade structures, seating, shelters, open grassed areas, perimeter pathways, water fountains, bins and lighting — are addressed within the playground hierarchy framework and are considered</p>	
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		<ul style="list-style-type: none"> • Dogs on Leish or secured. • Dogs not allowed within 20 metres of Children Playground Equipment areas. • Permanent Shade / Shelter Huts : Locate approx 20m from Playground equipment with good sight-lines. • Maintenance schedule to be established. • Ranger, Police, drive-by timetable to be established. <p>Gantheaume Beach: Strategic large Play/Leisure area for Community, Families, Visitors.</p> <ul style="list-style-type: none"> • Biggest request is for Toilets / Drinking Water access. • Recommend make use of closest Broome Turf Club Toilet Block, <u>except</u> race days. • Construct 'New Gate Solutions' to provide Daily Access via Beach whilst restricting general access to Turf Club. • Rangers to open/close@ designated times - morning/night. • Cleaning & Maintenance becomes responsibility of Shire of Broome. • Best Beach Environmental Protection & Cost viable solution. 	<p>during master planning and detailed design.</p> <p>Infrastructure to support food vans and events is generally considered for larger regional park spaces such as Town Beach and Cable Beach, rather than local and neighbourhood parks.</p> <p>Lighting is recommended in appropriate locations. Operational experience has shown a correlation between well-designed lighting and a reduction in antisocial behaviour, including discarded sharps. Lighting design is carefully considered to balance safety, amenity and environmental impacts.</p> <p>Dog Management and Safety Considerations</p> <p>Dog management is addressed through the Animal Management Plan and relevant local laws. Considerations such as separation distances, signage and compliance are managed under that framework.</p> <p>Operational matters such as ranger patrols and maintenance schedules are managed separately from this Strategy.</p> <p>Gantheaume Point and Turf Club Proposal</p>	
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			Gantheaume Point and the Broome Turf Club facilities are not included within the scope of this Playground Strategy. Any proposal relating to shared access arrangements or facility upgrades in that location would require separate investigation, consultation and stakeholder agreement.	
14	Laura Clark	<p>I am writing to provide feedback regarding the current play parks in Broome North. While it is wonderful to have several playgrounds throughout the area, there are some concerns that could be addressed to improve safety, usability, and enjoyment for children and families.</p> <p>Currently, the six or seven playgrounds in Broome North feature mostly small play equipment, and some areas—such as the skate park—only have a swing. Many of the parks are scattered and provide limited opportunities for play. In addition, there is very little shade available, making the playgrounds less comfortable and practical, especially during hot weather.</p> <p>I would like to suggest considering the development of one or two central playground areas that include larger play structures, such as climbing frames and multiple swings, combined with adequate shaded areas. It would also be beneficial to include a water play area, parking, and perhaps a BBQ area to make</p>	<p>Thank you for your feedback regarding the playgrounds in Broome North.</p> <p>Broome North was planned with a number of smaller local parks distributed throughout the suburb to ensure most residents are within walking distance of a play space. These parks are intended to provide convenient, everyday play opportunities and therefore generally contain smaller-scale equipment consistent with their local classification and catchment.</p> <p>Under the Playground Strategy hierarchy, Neighbourhood and District Parks are designed to provide larger, more diverse play experiences and cater to a broader catchment. Within Broome North, the Strategy includes recommendations for new play equipment at Tanami Park, equipment upgrades at Ibasco Park, and additional shade over play elements at Hin Park and Nakamura Park. These</p>	<p>That the submission be noted.</p> <p>The following amendments are recommended:</p> <p>4.21 Town Beach Reserve - Include; Explore softfall and lighting solutions in areas where needles are located.</p>

		<p>these spaces more family-friendly and encourage longer visits.</p> <p>A specific concern is the playground at Town Beach, which has sand beneath the equipment. Many families have reported finding needles and other hazardous items in the sand, creating a serious safety risk. For this reason, it is recommended that playground surfaces be made from rubber or similar materials, which are safer and easier to monitor.</p> <p>Thank you for taking the time to consider these suggestions. Improving the playgrounds in Broome North could greatly benefit local families and encourage more active outdoor play.</p>	<p>improvements are intended to strengthen the overall play network in Broome North while aligning with the adopted hierarchy and available funding priorities.</p> <p>Shade provision has been identified as an important theme across the Strategy. In addition to the specific recommendations for Hin Park and Nakamura Park, shade — whether through tree planting or built structures — is considered during all renewal and upgrade projects to improve comfort, usability and seasonal access.</p> <p>With respect to BBQ facilities and water play, these amenities are generally located within District or Regional Parks that are designed to support longer visits and higher levels of infrastructure. Broome will soon have two water play areas located at Town Beach and Cable Beach, which are intended to serve the broader community rather than individual neighbourhood or local parks.</p> <p>Regarding Town Beach, the playground has been intentionally designed as a nature-based play space, with sand forming a key element of the play experience. We acknowledge the concerns raised about discarded sharps</p>	
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			and associated safety risks. While sand is integral to the design intent, the Shire recognises the operational challenges this presents. The Strategy will include further investigation into surface treatments (such as softfall in selected areas) and lighting improvements in locations where higher incidences of discarded sharps have been identified.	
15	Bryn James	<p>I'd like to provide feedback on the playground strategy.</p> <p>As a resident of Broome for 8 years and a parent for 4 years , I've gained valuable insight into the needs of parents and children in the area and believe Broome has a long way to go to be a truly family friendly and progressive community investing in families and outdoor infrastructure.</p> <p>Some main recommendations are:</p> <p>1. A large playground hub in Broome North. As much as the scattering of parks is nice , there are only 1-2 pieces of equipment at each park. This is not conducive to long play times, and children are often bored quickly. There is so much park space wasted and often left empty with little to no use by the community because of this. Town beach playground for example is always busy, because it has the size and facilities to support longer play. Broome North desperately needs a playground of the same</p>	<p>Thank you for your detailed feedback and for sharing your experience. The Shire acknowledges the important role that playgrounds and public spaces play in supporting families, connection and community wellbeing.</p> <p>Broome North – Play Provision Broome North was planned with a number of smaller local parks distributed throughout the suburb to ensure most residents are within walking distance of a play space. These parks are intended to provide convenient, everyday play opportunities and therefore generally contain smaller-scale equipment.</p> <p>Under the Playground Strategy hierarchy, larger and more diverse play experiences are delivered at District Parks, which are designed to service a broader catchment and support longer</p>	<p>That the submission be noted.</p> <p>No change recommended</p>

		<p>size as town beach to support the large and growing population of this area. Of course Broome's expansion will continue in this area, so investing now would not be a waste. Large playgrounds are not only important for children, but become a social hub for parents, which is important for community , psychological and social welfare. Tanami park has a large amount of space, but is underutilised for its size and location. Whenever we travel away from Broome we are often reminded of the investment other councils have made to their playground spaces, and it is disappointing to return home to old and sparse equipment not serving community needs. We want large playgrounds in central areas, NOT one piece of equipment every 500m.</p> <p>Along with central parks needs to come toilets, water and shade. Currently Broome North has NO public toilets leaving parents to toilet small kids in the park or have to leave.</p> <p>2. Water park improvements. Having visited Kununurra last year we were hugely impressed with their FREE water park. Broome could gain a lot from their set up. Broome's water park has been in a state of dysfunction since we have been here. Half the equipment is often not working (i'm aware it was fixed recently). For a town of this size with half of the year being too dangerous to swim in the ocean, the fact we don't have better water park facilities is</p>	<p>visits. In recent years, the Shire has prioritised significant investment in two District-level destinations — Town Beach and Cable Beach — both of which include larger play structures, shade and supporting amenities.</p> <p>The Strategy also identifies future investment in Cygnet Park to strengthen the District-level play network. Within Broome North specifically, the Strategy recommends additional play equipment at Tanami Park. While this is currently identified as a lower priority compared to older parks requiring renewal, it does acknowledge the opportunity to expand the play offering in that location.</p> <p>The hierarchy aims to balance walkable access to smaller local parks with strategically located larger destination playgrounds.</p> <p>Toilets and Amenities Public toilets are typically only installed in District Parks due to the significant capital cost and ongoing maintenance requirements associated with cleaning, servicing and vandalism management. As such, they are not generally provided within local or neighbourhood level parks.</p>	
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		<p>mind boggling. When the shoulder and wet season hits, parents are left with little to do with kids. Playgrounds become too hot in the daytime (to touch even), and the only outside activity during the day is the BRAC pool. We do not have a pool at home, and have found this time of year particularly challenging due to a lack of outdoor activities available during the day. In summary, the water park space needs massive investment, overhaul and improvement. We have a long beach closure season in a tropical area, Just look at Kununurra or even man made lagoons like in Cairns.</p> <p>I hope Broome council sees investment in playgrounds and public space a massive priority, and can get on the front foot rather than lagging behind the rest of the nation in this area. Broome is a family town, we have 5 primary schools and a growing population. So many families move here for work and are an asset to the community. Unfortunately the town thus far has had little to give back to young families other than the natural areas like Cable Beach. Town beach development was the first real progress for families and In my eyes was a huge success. Well done on that, But It is time Broome spent big on improving playgrounds and making Broome a town people talk about for its commitment to its own community, not tourists or big business.</p>	<p>Shade, seating, bins and water fountains are considered during renewal and upgrade projects, with shade provision remaining an important focus given Broome’s climate.</p> <p>Water Play Facilities The Shire recognises the importance of water-based recreation, particularly during periods when ocean swimming is restricted. Town Beach includes a water play facility, and a new water play area is currently being delivered as part of the Cable Beach redevelopment.</p> <p>Water infrastructure requires substantial capital investment and ongoing operational maintenance. Improvements and upgrades are addressed through asset management planning and future capital works programming.</p> <p>Moving Forward The Playground Strategy focuses on bringing existing playgrounds up to an appropriate standard while planning for future growth. Broome North’s expanding population is recognised, and future planning will continue to assess play provision in line with the adopted hierarchy and available funding.</p>	
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16	Stacey Thompson	<p>In reference to the proposal for playgrounds going forward I would like to submit my feedback.</p> <p>Could ablution blocks be close to any playgrounds rather than walking for ages to get to them, small kids can't wait. Think it would be great to have facilities at Gantheaume Point too, as there is so much toilet paper etc in the sand dunes, it's disgusting.</p> <p>Appropriate soft floor matting. NOT sand or mulch or similar, this is a haven for animal faeces, glass and needles. I heard that it wasn't supposed to be sand in the nature playground at town beach, but due to budget it was changed. Not a good idea as the cost of upkeep and ensuring it's safe would most likely be costly also.</p> <p>Some decent shade, preferably permanent. Other places such as Port Hedland have this over their parks and they are cyclone rated.</p> <p>Zip line would be fantastic, Kalbarri has a great one that kids and adults can enjoy.</p> <p>A better waterpark, ours is way too small and needs a major refresh, lost opportunity when it was upgraded last time that's for sure!</p> <p>Thank you for the opportunity to give feedback.</p>	<p>Thank you for your feedback and for taking the time to share your suggestions.</p> <p>Toilets and Proximity to Playgrounds Access to ablution facilities is an important consideration, particularly for families with young children. At Cable Beach, public toilets are planned directly adjacent to the playspace as part of the redevelopment. At Town Beach, the water play area is located immediately next to the existing toilet facilities.</p> <p>The larger nature playground at Town Beach is positioned further away due to site layout and space constraints during the master planning process.</p> <p>Public toilets are not typically installed in smaller local parks due to the high capital cost and ongoing maintenance requirements. As such, they are generally provided within District level parks.</p> <p>Gantheaume Point is not included within the scope of the Playground Strategy.</p> <p>Playground Surfacing Playground surfacing is assessed carefully to balance safety, durability and maintenance. The Town Beach</p>	<p>That the submission be noted.</p> <p>The following amendments are recommended:</p> <p>Page 5. Executive Summary - Include; consideration for natural, constructed or permanent shade solutions within available budget.</p> <p>Page 20. District open space; Design Section and Page 21 Neighbourhood open space; Design Section - amend 'constructed shade' to 'natural, constructed or permanent shade'</p> <p>4.21 Town Beach Reserve - Include; Explore softfall and lighting solutions in areas where needles are located.</p>
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			<p>playground was intentionally designed as a nature-based space, with sand forming part of the play experience. However, the Shire acknowledges concerns regarding safety and maintenance.</p> <p>It is recommended that the Strategy amended to further explore surfacing options — including softfall in selected areas — particularly where higher incidences of discarded sharps have been identified.</p> <p>Shade Shade is recognised as essential in Broome’s climate. The Strategy is recommended to be amended to include assessment of shade provision across the playground network, with shade solutions as part of future playground upgrades.</p> <p>Zip Lines A zip line is a positive suggestion and aligns with contemporary design in larger district playgrounds.</p> <p>Water Play The Shire acknowledges the importance of water-based recreation. A new water play area is currently under construction at Cable Beach, and Town Beach also includes a water play facility. Ongoing</p>	
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			improvements are addressed through capital works planning and asset management processes.	
17	Sherie McKenzie	<p>Dear Shire of Broome Council,</p> <p>Thank you for the opportunity to provide feedback on the Playground Strategy.</p> <p>I would like to offer the following suggestions for future playgrounds in our community:</p> <p>1. Safer Ground Surfacing Please include soft, safe flooring (e.g., rubberised or artificial turf) instead of sand. Broome has an ongoing issue with discarded needles, and sand makes them difficult to see and remove, posing a serious risk to children and carers.</p> <p>2. Shade and Comfort Adequate shade is essential in Broome’s climate. I strongly recommend shaded play areas and seating with shade so that adults can comfortably supervise children.</p> <p>3. Water Play Features A great water play area would be a wonderful addition, given how hot it gets here for much of the year.</p> <p>4. Seating and Amenities</p>	<p>Thank you for your feedback and for taking the time to share your suggestions.</p> <p>Playground surfacing is assessed carefully to balance safety, durability and maintenance. The Town Beach playground was intentionally designed as a nature-based space, with sand forming part of the play experience. However, the Shire acknowledges concerns regarding safety and maintenance.</p> <p>It is recommended that the Strategy amended to further explore surfacing options — including softfall in selected areas — particularly where higher incidences of discarded sharps have been identified.</p> <p>Shade is recognised as essential in Broome’s climate. The Strategy is recommended to be amended to include assessment of shade provision across the playground network, with shade solutions as part of future playground upgrades.</p> <p>The Shire recognises the importance of water-based recreation, particularly</p>	<p>That the submission be noted.</p> <p>The following amendments are recommended:</p> <p>Page 5 – Executive Summary - Include; consideration for natural, constructed or permanent shade solutions within available budget.</p> <p>Page 20. District open space; Design Section and Page 21 Neighbourhood open space; Design Section - amend ‘constructed shade’ to ‘natural, constructed or permanent shade’ and Include; consideration for soft-fall use around accessible features</p>

		<p>Please include plenty of seating and strategically placed rubbish bins to help keep the area clean and comfortable.</p> <p>5. Facility Maintenance It is crucial that all playground facilities are well maintained. In the past, toilets at some sites have been in a revolting condition — I urge regular cleaning and upkeep.</p> <p>6. Play Variety and Safety Lots of climbing and active play opportunities would be great. Please avoid the use of stainless steel or aluminum surfaces that can become dangerously hot in the sun and cause burns.</p> <p>7. Picnic Areas and Parking Well-maintained picnic areas and adequate parking should be included to make playgrounds family-friendly and accessible.</p> <p>Thank you for considering this feedback. I would be happy to discuss further if needed.</p>	<p>during periods when ocean swimming is restricted. Town Beach includes a water play facility, and a new water play area is currently being delivered as part of the Cable Beach redevelopment.</p> <p>Water infrastructure requires substantial capital investment and ongoing operational maintenance. Improvements and upgrades are addressed through asset management planning and future capital works programming.</p>	
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Attachment 2 – Schedule of Modifications

SCHEDULE OF MODIFICATIONS

Schedule of Modifications: Playground Strategy

No.	Reference	Modification	Reason
1	1.0 Executive Summary Recommendations (Page 5.)	“Recommendations” to include additional point; Consideration for natural, constructed or permanent shade solutions within available budget.	In response to Submission No. 6, 8, 10, 11, 16, 17 and to address feedback that many playgrounds lack essential amenities such as permanent shade due to the shade sail policy which includes removal during cyclone season.
2	3.1 Planning Context District open space. Design Section. (Page 20.) Neighbourhood open space. Design Section. (Page 21.)	Design Sections and “Minimum provisions” to include additional points: <ul style="list-style-type: none"> • Replace the term ‘constructed shade’ with “natural, constructed or permanent shade’. • Include consideration for soft-fall use around accessible features 	In response to Submissions No. 6, 8, 10, 11, 16, 17, supporting safety, accessibility and visitor comfort.
3	3.1 Planning Context District open space Planning and consultation Section. (Page 20.)	Table Section Planning and consultation to include: Consultation and feedback from the Shire’s Disability Access and Inclusion Working Group	In response to Submission No 10, ensure upgrades are reviewed during the design phase, enabling early input on accessibility and inclusive play

No.	Reference	Modification	Reason
	<p>Neighbourhood open space. Planning and consultation Section. (Page 21.)</p>		<p>opportunities, as well as best practice and cost-efficiency.</p>
4	<p>3.7 Classification Review Map 4: Playground POS classifications (Page 31.)</p>	<p>Map 4: Playground POS classifications to be modified as follow:</p> <ul style="list-style-type: none"> • Change colour coding to differentiate classifications • Increase circle illustrations 	<p>To provide further clarity and differentiation on the classifications of Playground Public Open Space (POS) Overview illustrated in Map 4.</p>
5	<p>4.0 Playground Assessment, Playground hierarchy - priority for renewal. (Page 33.)</p>	<p>Playground Hierarchy tables to be updated to site Cygnet Park being listed as High Priority No.7 from Medium Priority table No.11.</p>	<p>In response to Submission No. 2 and 4, to correct a drafting error with Cygnet Park intended to be listed as a High Priority site based on Playground Assessments.</p>
6	<p>Site Scorecards 4.21 Town Beach Reserve (Page 55.)</p>	<p>Under “Recommendations” include consideration for soft-fall and lighting solutions in areas where needles are located, to improve safety and take action to the raised concerns about discarded sharps and associated safety risks.</p>	<p>In response to Submission No. 14, 16.</p>
7	<p>5.4 Site Eligibility Site Miller Park (Page 63.)</p>	<p>Correct text and change to; Frederick Street (not Gubinge Road).</p>	<p>In response to Submission No. 11.</p>



Broome Playground Strategy

Prepared for the Shire of Broome

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

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



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Broome Playground Strategy

Our reference: Broome Playground Strategy
Reviewed by: PJ (19/01/2026)

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

REVISION	DESCRIPTION	AUTHOR	QA REVIEWER	APPROVED	DATE
0	ISSUE FOR REVIEW	NS	PJ	PJ	29.09.2023
1	ISSUE FOR REVIEW	NS	PJ	PJ	20.10.2023
2	ISSUE FOR REVIEW	NS	PJ	PJ	20.11.2024
3	FINAL ISSUE	NS	PJ	PJ	25.11.2025
4	FINAL ISSUE	NS	PJ	PJ	19.01.2026

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EXECUTIVE SUMMARY

1 EXECUTIVE SUMMARY

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

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

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

Key Findings:

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

Recommendations

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

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

EXECUTIVE SUMMARY

1.1 GUIDING PRINCIPLES



INTRODUCTION

2 INTRODUCTION

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

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

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

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

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

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

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

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

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

INTRODUCTION

2.1 STUDY AREA

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

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

Overview:

Reserves, parks and open space: 48

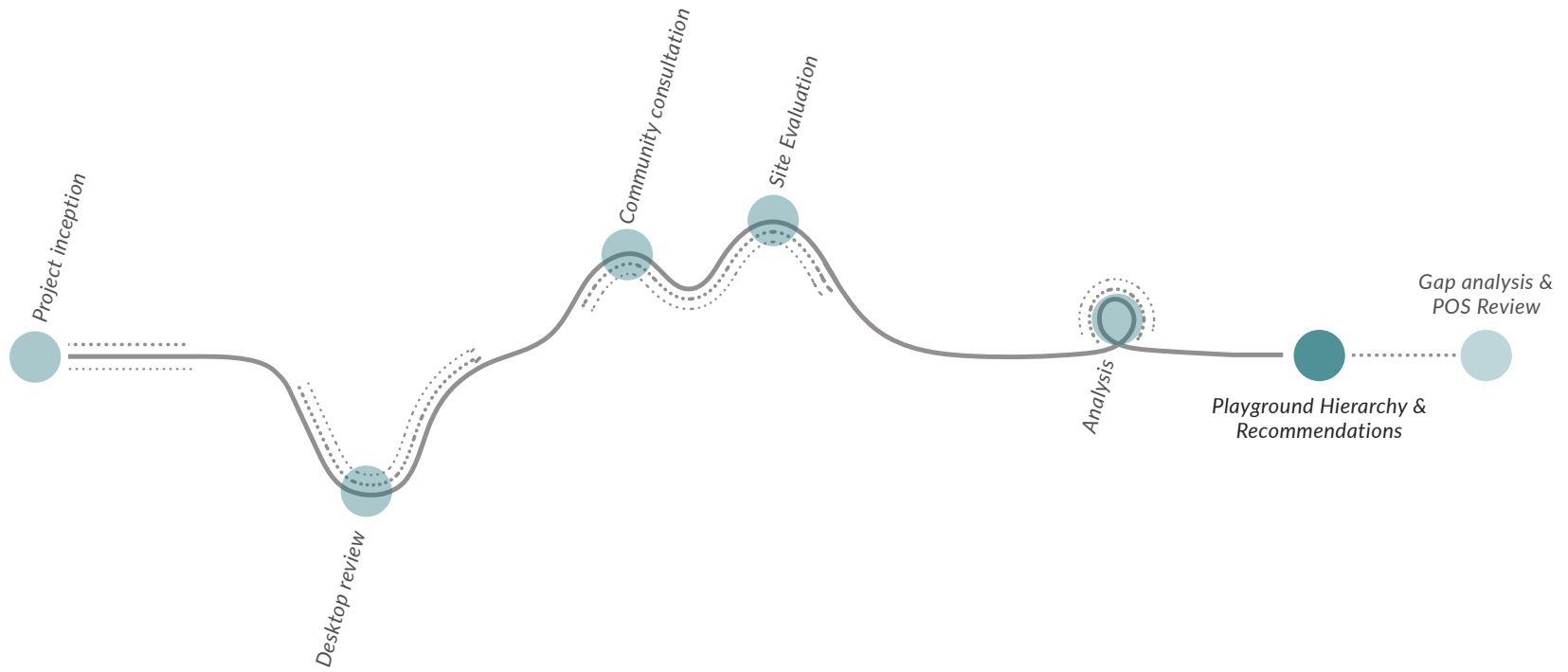
Playgrounds: 23

Schools and Institutions: 14

Private Dwellings: 7,399



INTRODUCTION



INTRODUCTION

2.2 VALUE OF PLAY

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

Physical Movement

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

Social Interaction

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

Imagination, creativity and cognitive development

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

Variety in Play

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

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

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

INTRODUCTION

Nature



Themed



Sensory



Inclusive



Youth



INTRODUCTION

2.3 INCLUSIVE DESIGN

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

Inclusive Play

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

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

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

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



INTRODUCTION

Design Considerations

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

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

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

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

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

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

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

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

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

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

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

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

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

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

INTRODUCTION

Accessibility



Universal Principles



Cultural Sensitivity



Safety and Comfort



Social Inclusion



INTRODUCTION

2.4 LITERATURE REVIEW

A review of relevant documentation provides an understanding of priorities and values. Key recommendations and findings relevant to this Strategy have been summarised below and form the preliminary considerations for this Strategy.

PUBLICATION	OVERVIEW	IMPLICATIONS
Community Scorecard (2024)	<p>The Shire of Broome undertakes a Community Scorecard process every two years, with the results used to provide direction for the Shire's future development. Around 1200 community members provided feedback through the 2024 Community Scorecard. Key findings include:</p> <p>Playgrounds, parks and reserves</p> <ul style="list-style-type: none"> + 81% of respondents gave the Shire's <i>Playgrounds, parks and reserves</i> a positive rating (Okay 33% / Good 38% / Excellent 10%), down from 92% (Okay 26% / Good 43% / Excellent 23%) in 2022. + Overall, they received a Performance Index Score of 58 (out of 100), down from 70 in 2022 and below the industry average of 64. <p>Community safety and crime prevention</p> <ul style="list-style-type: none"> + Only 24% of respondents gave the Shire a positive rating for <i>Community safety and crime prevention</i> (Okay 16% / Good 6% / Excellent 1%), down from 27% (Okay 20% / Good 7% / Excellent 0%) in 2022. + Overall, it received a Performance Index Score of 23 (out of 100), down from 26 in 2022 and below the industry average of 46. <p>Lighting of streets and public places</p> <ul style="list-style-type: none"> + 50% of respondents gave the Shire a positive rating for <i>Lighting of streets and public places</i> (Okay 32% / Good 16% / Excellent 2%), down from 55% (Okay 32% / Good 20% / Excellent 3%) in 2022. + Overall, it received a Performance Index Score of 38 (out of 100), down from 42 in 2022 and below the industry average of 51. 	<p>Playgrounds, parks and reserves</p> <ul style="list-style-type: none"> + The reduction in positive ratings and Performance Index Score since 2022 suggests a decline in the condition of parks, playgrounds and reserves within the Shire, and/or a change in resident expectations for these facilities. + Consider measures that will raise public perception of parks, playgrounds and reserves by increasing both the condition of existing facilities and improving the level of amenity provided. <p>Community safety and crime prevention</p> <ul style="list-style-type: none"> + The reduction in positive ratings and Performance Index Score since 2022 highlights a decline in the community's perception of safety, which was already well below the industry average in 2022. + Consider measures that will increase the perception of safety for visitors to parks and playgrounds, e.g. increased lighting, improved sightlines, replacement or removal of damaged/vandalised equipment. <p>Lighting of streets and public places</p> <ul style="list-style-type: none"> + The reduction in positive ratings and Performance Index Score since 2022 suggests a decline in the condition of lighting within the Shire, and/or a change in resident expectations for lighting. + Consider increased lighting to parks and playgrounds, particularly those that support amenities that encourage after-hours use, e.g. barbecue facilities, equipment aimed at older age groups.

INTRODUCTION

PUBLICATION	OVERVIEW	IMPLICATIONS
Shire of Broome Local Planning Strategy (2023)	<ul style="list-style-type: none"> + The Strategy sets out the long-term planning directions for the local government, outlining vision for land-use, development and planning in alignment strategic community plan. 	<ul style="list-style-type: none"> + Appropriate allocation of land to support provision of health, sport and recreation activities in line with community needs + Alignment with Strategic Community Strategy 6.3 Objective Create attractive, well designed and climate-responsive built environments, streetscapes and green spaces.
Shire of Broome Disability and Inclusion Plan (2023-2028)	<p>The Disability Access and Inclusion Plan (DAIP) objective is to assist the Shire with the coordination of planning and activities to ensure that Broome is accessible and inclusive for everyone, including people with disability, their families and carers and other members of the community who have access considerations.</p> <p>44% of community survey respondents and 53% of staff respondents said that they agreed or strongly agreed that the Shire of Broome is welcoming and inclusive of people with disabilities.</p> <ul style="list-style-type: none"> + Suggestions for improving access to buildings and other facilities include improved ACROD parking, footpaths, accessible play opportunities, improved beach access and direct consultation efforts with disability access consultants. 	<ul style="list-style-type: none"> + Consider the range of play experiences available in Broome for children/youth across a range of abilities. + Consider the accessibility and comfort of parents/carers across a range of abilities attending parks and playgrounds. + Prioritise all-abilities play in locations that already have a level of universal amenities, e.g. ACROD parking, accessible toilets, changing places etc.
Shire of Broome Asset Management Plan (2022-2025)	<p>This plan ensures the delivery of services from infrastructure in the Shire of Broome, prioritising the management of assets to provide for present and future consumers.</p> <ul style="list-style-type: none"> + Consultation found customers were Fairly Satisfied with <i>Playgrounds, parks and reserves</i> as well as <i>Footpaths, cycle ways and trails</i>, and only Somewhat Satisfied with <i>Lighting</i>. + The plan identified eight Public Open Spaces sites for asset renewal in the 2023/2024 financial year, including three playgrounds: Cygnet Park, Tanami Park and Town Beach. 	<ul style="list-style-type: none"> + Increase public perception of <i>Playgrounds, parks and reserves</i> through improvements to playground condition and amenities. + Increase public perception of <i>Lighting</i> through improvements to lighting in playground facilities, where appropriate. + Prioritise Cygnet Park, Tanami Park and Town Beach for asset renewal.
Shire of Broome Community Safety Plan (2021 - 2025)	<p>The plan guides the Shire to provide the foundation for a safe and thriving community, facilitating partnership with agencies and the community to reduce the risk of crime and anti-social behaviour and improve community perceptions of safety.</p>	<ul style="list-style-type: none"> + Identify improvements to existing playgrounds that can assist in addressing community perceptions of safety, e.g. increased lighting, improved sightlines.

INTRODUCTION

PUBLICATION	OVERVIEW	IMPLICATIONS
<p>Shire of Broome Sport and Recreation Plan (2021 - 2031)</p>	<ul style="list-style-type: none"> + Broome's climatic conditions are a significant factor when it comes to sport and recreation, with many choosing to play at night to avoid the heat, emphasising the importance for provision of sufficient lighting at outdoor venues. + Popularity and participation in sport and recreation activities in Broome is seen to be increasing, with football and soccer seeing significant growth in female participation. + Top community priorities include community safety, marine facilities, economic development, and youth services. + Support facilities such as parking, lighting, shade, and other spectator facilities are critical considerations for facility design and usage. + Key philosophy includes to prioritise playing amenity provision over social and spectator amenity. + A category one priority of the plan outlines prioritise development of facilities such as parks, BBQ's, fitness equipment, playgrounds, skate park, youth precinct. + Consultation identified support for a water space at BRAC (50 m pool) and aquatic play elements. + Consultation identified support for indoor air conditioned playground to provide safe indoor play opportunities for children while siblings or parents train. + Consultation identified support for a shaded and gated playground for 0-5-year-olds 	<ul style="list-style-type: none"> + Prioritise the provision of shade in playgrounds and public open spaces to support use during daylight hours, particularly for facilities aimed at younger age groups where recreation after dark may not be appropriate. + Identify where playgrounds can be co-located with organised recreation facilities to support use by a range of age groups. + Consider improvements that increase safety for visitors to parks and playgrounds. + Consider the range of facilities for spectators/carers in the overall amenity of parks and playground. + Consider the identified community priorities for the BRAC, which include a water space and aquatic play, indoor air conditioned playspace, shaded and gated playground for 0-5 years of age.

INTRODUCTION

PUBLICATION	OVERVIEW	IMPLICATIONS
<p>Broome Youth Precinct Master Plan Report (2017)</p>	<ul style="list-style-type: none"> + Broome Youth Precinct site is located in an existing concentration of recreation activities with the Broome Recreation and Aquatic Centre (BRAC). + Objective to develop a recreation-oriented master plan for the BRAC site, with a focus on youth and cycling. + Key community engagement findings include: <ul style="list-style-type: none"> - Providing a relaxed gathering space that is inviting and safe with shade, seating areas, water facilities - Install pump tracks and trails as priority - Create a community hub that has activities for all ages - Provide opportunities for creativity and public art - Plant local tree species and space that promotes healthy living and health and safety education, including educational signage. 	<ul style="list-style-type: none"> + Consider the range of facilities provided at BRAC to avoid duplication of high-cost facilities at nearby parks and playgrounds. + Consider the use of local tree species as part of the shade-provision Strategy across parks and playgrounds.
<p>Broome Recreation Trails Draft Marketing Plan (2016)</p>	<ul style="list-style-type: none"> + The plan explores making trails more user friendly and safe, including opportunities to promote the trails and increase awareness. + A master plan identifies six trails, each of different lengths and offering different functions chosen based on community use and needs in regard to movement and exercise, as well as heritage, cultural, environmental context. + The plan outlines potential marketing strategies for the trails, including themes, signage, maps and brochures, advertising and promotion (radio, internet), programs and events, apps and technology. 	<ul style="list-style-type: none"> + Consider theme and context of playgrounds where aligned with trails.

PROJECT CONTEXT

3 PROJECT CONTEXT

The following section establishes the foundation for understanding the Shire's playgrounds and provides the rationale for the Strategy's recommendations and implementation roadmap.

This establishes the planning and operational framework underpinning the Strategy, providing a comprehensive understanding of the challenges and opportunities in managing playgrounds and public open spaces. Project context integrates findings from assessments of existing assets, community feedback, and alignment with broader planning documents to deliver a targeted and future-focused approach.

This context ensures that playgrounds and public open spaces in Broome remain sustainable, accessible, and reflective of the community's needs and values.

3.1 PLANNING CONTEXT

The Playground Strategy utilises a classification framework to define existing and proposed play spaces. The framework allows for comparative assessment of the function and provision expectation, ensuring complementary play experiences are coordinated across the Shire.

Reference documents informing the classification framework include the Shire of Broome Local Planning Policy 5.22, Shire of Broome Sport and Recreation Plan 2021-2031, Department of Planning's Liveable Neighbourhoods (2015) and Department of Sport and Recreation's classification framework for public open space (2012).



PROJECT CONTEXT

District open space

Site purpose	<p>District open space (DOS) are designed to attract and accommodate a wide range of user groups for different purposes, including visitors from outside the municipality for experiences not available elsewhere. Their large size allows provision of small and large scale activities and leisure opportunities in the same space.</p> <p>Sites accommodate concurrent uses including formal sport, informal recreation, children's play, picnicking, dog walking, social gatherings and individual activities, and often higher order recreation infrastructure (club rooms, floodlights, multipurpose courts, etc).DOS may also serve conservation and environmental management goals.</p> <p>For the purpose of this strategy, DOS encompasses the Liveable Neighbourhood classifications of District and Regional public open spaces. As there is only one Regional level open space in the Shire, (Broome Recreation and Aquatic Centre, BRAC), it is included under the District heading for more direct comparison between POS of this scale.</p>
Size	Generally large sites, greater than 3 hectare, however size can vary based on site function.
Location & access	Attract visitors from a broad catchment, DOS serve as destination spaces and should be provided at key locations in the shire. May be in proximity to other significant facilities or attractions, or co-located with schools. DOS must be easily accessible by pedestrians, cyclists and vehicles close to major roads and other community facilities, with accessible path network and parking opportunities (including ACROD).
Provision	Attract and cater for large capacity of local and visitors for long duration stays (greater than 1 hour). DOS should be provided at key locations, may be sited to make use of a special feature, natural or man made, as an element of attraction, or experiences not available elsewhere.
Design	<p>Minimum provisions for a District open space:</p> <ul style="list-style-type: none"> + CPTED and inclusive access design; shared path access, general and ACROD parking. + Landscape provisions include shade trees, planting, greenspace, turf area minimum + Rest opportunities - including shaded bench with back seating + Comprehensive park furniture; seating, rubbish bin, drink fountain, lighting, constructed shade, picnic infrastructure and facilities including BBQ. + Play opportunities for all age groups & formal sport infrastructure. + Inclusive and accessible play opportunities + Ability to accommodate community events. + Dog-friendly amenities and cycle amenities + Public toilet facilities.
Planning & consultation	High level of planning and consultation required. Formal design development involving master planning, concept and detailed construction documentation, engaging specialist consultants as necessary. Consultation should engage the wider community and key stakeholder groups, using a range of communication and engagement methods to maximise awareness and input from the community.
Maintenance	Weekly maintenance, increased frequency to daily during peak usage seasons.

PROJECT CONTEXT

Neighbourhood open space

Site purpose	Neighbourhood open space (NOS) accommodate passive and informal active pursuits simultaneously, providing a recreational and social space for a whole neighbourhood to walk to and attract different user groups with a variety of activity opportunities, serving as a local destination for the community. Opportunity to provide a combination of recreation and nature functions, and may include accessible remnant bushland or conservation areas.
Size	Medium sites, between 1 - 3 hectares.
Location & access	Centrally located, accessible for the local neighbourhood and surrounding localities, within a 2 km radius of residential areas. Path network connectivity, and parking opportunities (including ACROD)
Provision	Medium duration stays (approximately 1 hour)
Design	Minimum provisions for a Neighbourhood open space: <ul style="list-style-type: none"> + CPTED and inclusive access design; shared path access, general and ACROD parking. + Landscape provisions include shade trees, planting, greenspace, turf area minimum + Rest opportunities- including shaded bench with back seating + Park furniture; seating, rubbish bin, drink fountain, lighting, constructed shade. + Play opportunities for multiple age groups + Inclusive and accessible play opportunities at least one NOS per suburb area + Ability to accommodate community events + Dog-friendly amenities and cycle amenities where appropriate
Planning & consultation	Moderate level of planning and consultation consideration. Design process should consider the whole site, provisions and surrounding connectivity. Consultation with local community and key stakeholder groups is essential, with invitation to comment on draft concept plans and sharing of information to the wider community via Shire website.
Maintenance	Monthly maintenance inspections.

PROJECT CONTEXT

Local open space

Site purpose	Local open space (LOS) encompass small to medium sites and linear open spaces, all of which provide an amenity function and accommodate daily passive recreation needs of immediate surrounding community. Activities may include dog walking, children's play and relaxation. LOS may provide opportunity to reflect local character and sense of place through ecological, cultural or physical landmarks. Linear sites provide opportunity for linkages in a network of green, shaded streetscapes and parklands to facilitate ease of access for all residents.
Size	Small to medium sites, less than 1 hectare in size.
Location & access	Accessible for the local neighbourhood. LOS should be within a 5 minute (400 m) 'walkable' distance of residences. Path network connectivity.
Provision	Short duration stays (approximately 30 minutes).
Design	Minimum provisions for a Local open space: <ul style="list-style-type: none"> + CPTED and inclusive access design. + Landscape provisions include shade trees, planting, greenspace, + Rest opportunities - including shaded bench with back seating + Basic park furniture; seating, rubbish bins, lighting + Play opportunities for at least one age group
Planning & consultation	Concept design minimum. Engage consultation with the local community, with invitation to comment on draft concept plans and sharing of information to the wider community via Shire website.
Maintenance	Monthly maintenance inspections.

PROJECT CONTEXT

3.2 COMMUNITY CONSULTATION

A comprehensive community and stakeholder consultation process was conducted to gain an understanding of the needs and values of the Broome community with regards to the provision and use of playgrounds and public open spaces and align Broome Playground Strategy with the needs of the Broome community. The consultation process and outcomes are summarised below; the *Broome Playground Strategy Community Consultation Report* is provided in Appendix A.

Consultation Process

The consultation process used several methods to reach as wide an audience as possible.



Targeted meeting

The Shire of Broome arranged a meeting with the Disabled Access and Inclusion Plan (DAIP) group and with an inclusion advocate of the Broome community. The purpose of this meeting was to gain an understanding of the significance of inclusivity and access considerations in the provision of playgrounds in Broome, and how the development of the Playground Strategy could be aligned to these.



On-line survey

The online survey was advertised and distributed by the Shire of Broome through the Shire's website and social media platforms between 24th July and 20th August 2023. It contained 26 questions across a range of topics including respondent demographics, visitation and transport, preferences, satisfaction and comfort.



Public drop-in sessions

Two community consultation 'drop-in' sessions were held at local playgrounds to reach community members who may not be able or willing to contribute to the survey in an online format. Attendees were given a brief project background and provided the opportunity to ask questions and discuss concerns or thoughts as to what they would like to see implemented.

The Shire of Broome conducted three additional in-person consultation sessions at Broome Public Library. At these sessions, the age of children in attendance ranged from 2 to 14 years. Younger children completed a drawing activity, which was annotated by their parent or carer. Older children were encouraged to complete the survey.

PROJECT CONTEXT

3.3 CONSULTATION OUTCOMES

A total of 236 responses were received from surveys completed online and at the drop-in consultation sessions. A number of key themes emerged from the data collected, which informed the development of the Broome Playground Strategy.

Community values

Survey participants were asked to rank what they value most in a playground. The top three values ranked of highest importance by the community were:

Site condition

General appearance and upkeep, landscape maintenance, cleanliness, free from litter graffiti or significant damage, quality and condition of facilities and amenities on site.

Play activities

Variety of play opportunities that cater for multiple age groups, provision for social activities, able to cater for community events, infrastructure for formal sport and recreation activities.

Safety

Visibility within the park (natural sight lines), visibility from nearby streets or houses (passive surveillance), provision and placement of lighting, general feeling/sense of safety.

Satisfaction and comfort

Between 30 - 40% of responses indicated they were 'not at all satisfied' with the playgrounds in Broome, primarily citing a lack of shade, and a lack of amenities and equipment that cater for all ages and access abilities. Perceived safety concerns also contributed to dissatisfaction amongst respondents. Respondents indicated level of comfort as impacted by time of day.

Inclusive playgrounds

While only a minority of participants identified as being affected by a disability, there was wide support for the prioritisation of inclusive access infrastructure and playground equipment. Many responses recognised inclusive playground equipment as a priority to improve playgrounds for all users, noting the current lack of any inclusive opportunities in playgrounds within Broome.

What would improve your ability to use playgrounds?



67% said inclusive play equipment



58% said accessible infrastructure



36% said wider footpaths



41% said access ramps

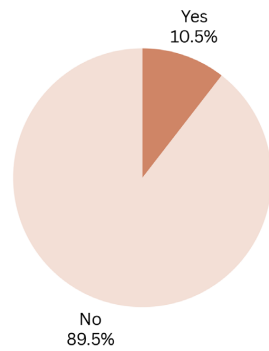


32% said ACROD parking

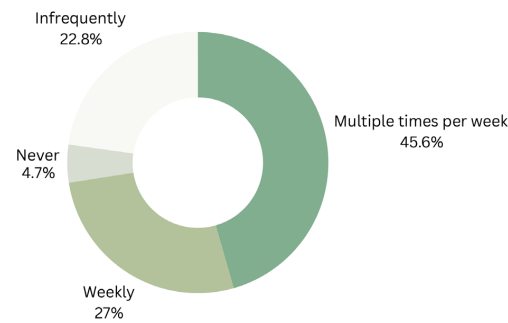
PROJECT CONTEXT

COMMUNITY SNAPSHOT

Individuals with a disability

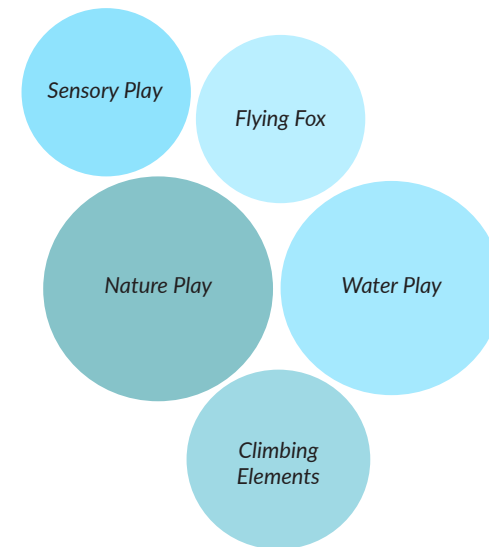


Playground visitation frequency



Play opportunities

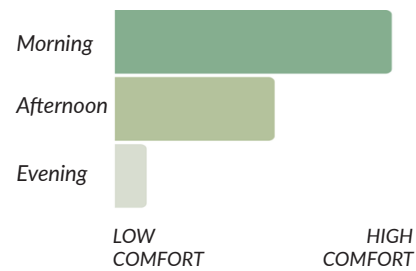
Survey findings observed the most popular playground activities were:



Satisfaction with your local playground



Comfort level across the day



'DESIGN YOUR DREAM PLAYGROUND' CHILDRENS ACTIVITY





PROJECT CONTEXT

3.4 DEMOGRAPHICS

Population data offers an overview of the user groups in a region, however it should not be the only factor considered when assessing local community needs.

Table 3 presents Broome’s age range data, compared against Western Australia, where the higher percentage for an age range is highlighted in green. Data presented was retrieved from the Australian Bureau of Statistics 2021 Census for the Shire of Broome and State average [15].

Overview:

- + Total population in Broome (at the time of collection) was 14,660
- + Broome has a higher percentage of children between 0 to 14 years (23.3%) compared to the state average (19%); highest percentage sits within the 5-9 age bracket (8.3%), followed by 10-14 (7.8%)
- + Broome’s under 14 population (at the time of collection) was 3,428, equating to a child to playground ratio of 180 to 1
- + The highest adult population age range in Broome is between 30-39 (18.5%), with an overall median age of 34
- + There is a lower than average number of people over the age of 55 residing in Broome, and significantly less between the ages of 65 and 85+

Note: Census population data provides a indication of general demographic patterns, however should be interpreted with caution, providing only a snapshot overview from a single time point.

AGE	BROOME	BROOME (%)	WESTERN AUSTRALIA	WESTERN AUSTRALIA (%)
0-4	1,060	7.2	161,753	6.1
5-9	1,219	8.3	172,654	6.5
10-14	1,149	7.8	171,377	6.4
15-19	804	5.5	153,263	5.8
20-24	748	5.1	158,817	6
25-29	1,099	7.5	176,045	6.6
30-34	1,408	9.6	196,312	7.4
35-39	1,308	8.9	200,904	7.6
40-44	1,100	7.5	178,589	6.7
45-49	1,041	7.1	174,632	6.6
50-54	1,033	7	173,622	6.5
55-59	865	5.9	162,778	6.1
60-64	713	4.9	150,667	5.7
65-69	524	3.6	132,186	5
70-74	295	2	115,196	4.3
75-79	161	1.1	78,012	2.9
80-84	74	0.5	53,115	2
85 +	63	0.4	50,106	1.9

Table 3: Age range comparison between Broome and Western Australia

PROJECT CONTEXT

3.5 YOUTH ACROSS BROOME

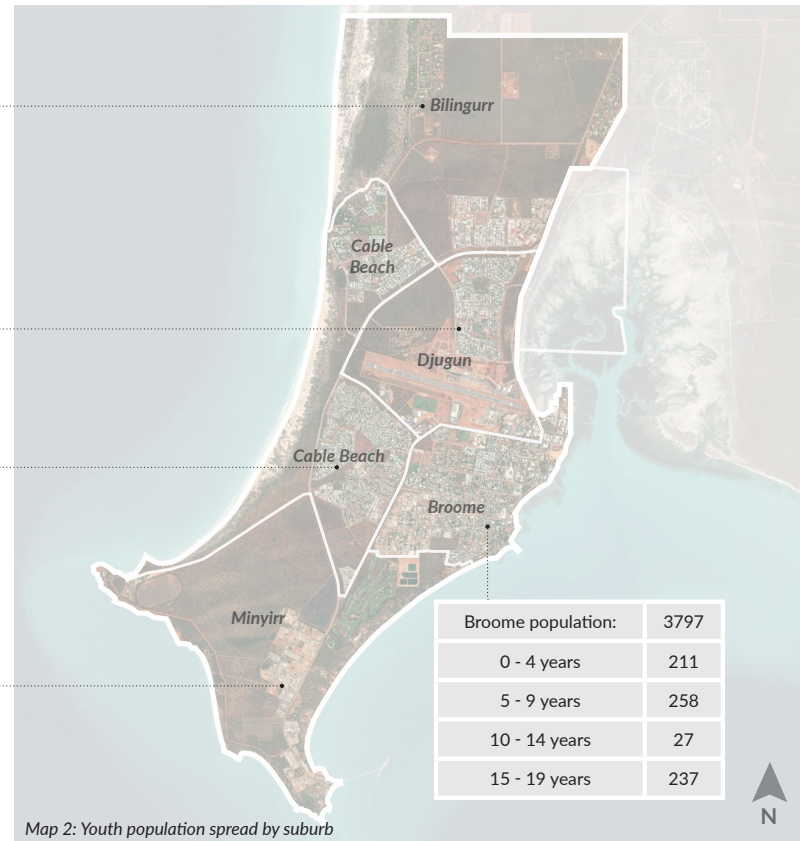
As playground need differs across ages, it is valuable to understand the youth population across the Shire. Census data presents the population of youth by age group, across the suburbs of the Shire. For the purpose of the Strategy, the definition of 'youth' is capped at 19 years.

The population of Minyirr is too low to generate data by age bracket; the number of families recorded in the suburb is reported instead.

Overview:

- + Cable Beach has the highest total population of youth under 19 years (1635 individuals)
- + Bilingurr has the lowest population of youth under 19 years (456 individuals)
- + Proportionally by suburb population, Djugun has the highest percentage of youth 31.8% of the Djugun population are under 19 years.
- + Bilingurr has a low number of youth in the 15 - 19 years bracket (32 individuals)
- + Broome has a low number of youth in the 10 - 14 age bracket (27 individuals)

Bilingurr population:	1540
0 - 4 years	159
5 - 9 years	163
10 - 14 years	102
15 - 19 years	32
Djugun population:	3291
0 - 4 years	292
5 - 9 years	295
10 - 14 years	292
15 - 19 years	166
Cable Beach population	5730
0 - 4 years	374
5 - 9 years	476
10 - 14 years	457
15 - 19 years	328
Minyirr population:	76
Number of families:	19
Total Population	14434



PROJECT CONTEXT

3.6 PLAYGROUNDS

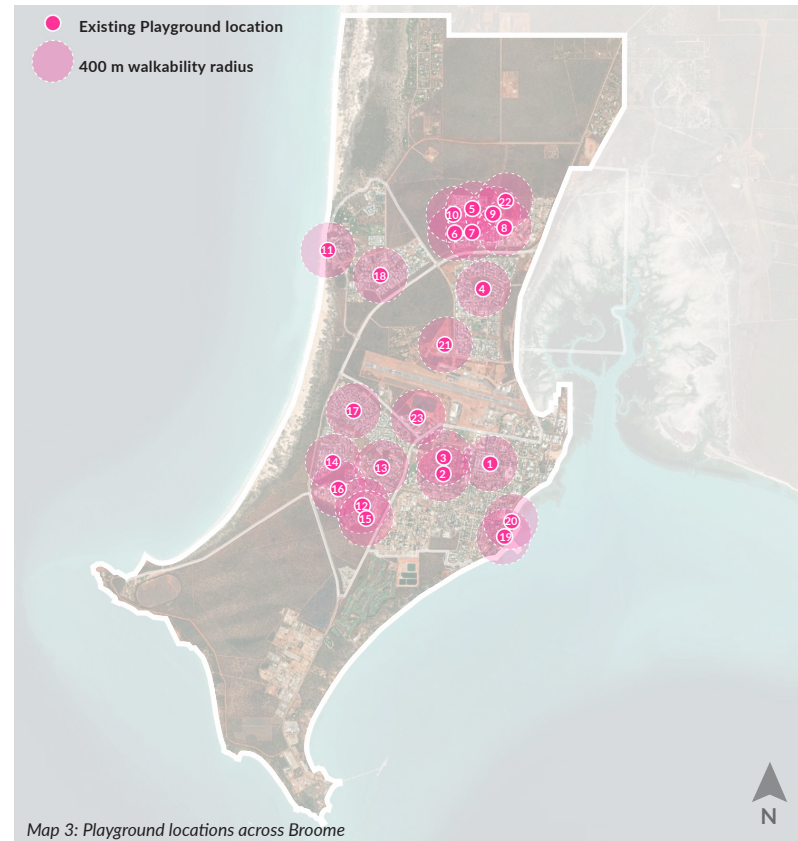
The location of Broome's playgrounds assessed in the Strategy are illustrated in *Map 3*. A walkability radius of 400 metres (approximately 5 minute walk) is indicated around each site.

For the purpose of assessment, Town Beach Water Park [19] and Town Beach Reserve [20] were assessed independently.

Overview:

- + 8 playgrounds are located in Cable Beach (2 in the north and 6 in the south)
- + 7 playgrounds are located in Bilingurr
- + 5 playgrounds are located in Broome
- + 3 playground is located in Djugun

1	Herbert Street
2	Lawrence Park
3	Tolentino Park
4	Cygnets Park
5	Hin Park
6	Ibasco Park
7	Nakamura Park
8	Oku Park
9	Tanami Park
10	Tomarito Park
11	Cable Beach Foreshore
12	Chippindall Park
13	Dakas Reserve
14	Januburu Park
15	Palmer Road
16	Sibosado Park
17	Solway Park
18	Sunset Park
19	Town Beach WaterPark
20	Town Beach Reserve
21	Bluegrass Road
22	Hatoyama
23	BRAC



Map 3: Playground locations across Broome

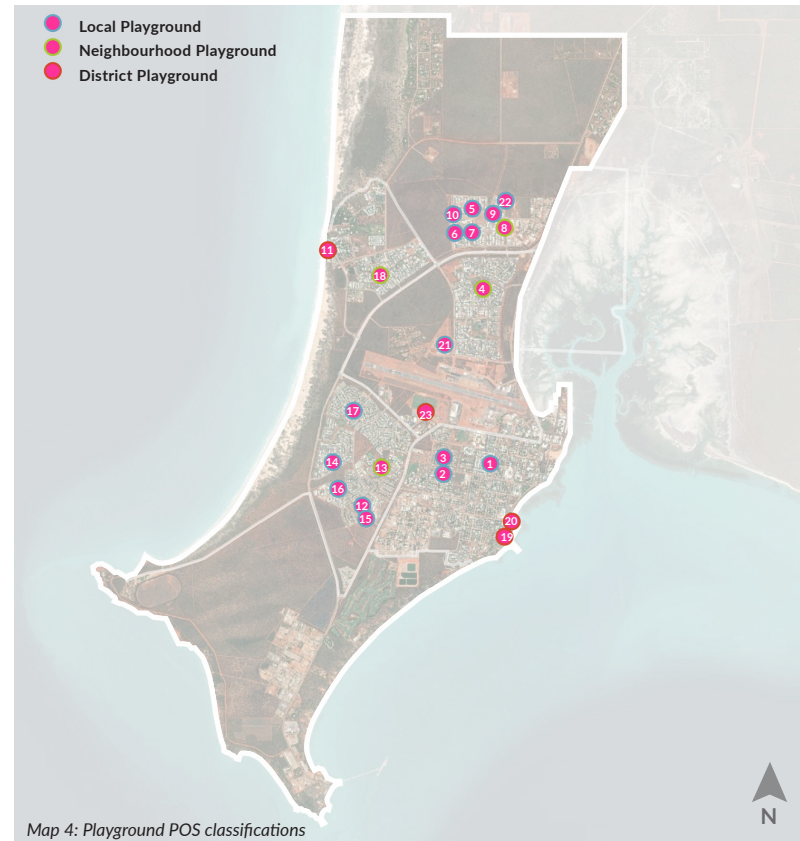
PROJECT CONTEXT

3.7 CLASSIFICATION OVERVIEW

Map 4 provides an overview of the Shire's playground network, bringing together the classification framework outlined in Section 3.1 and the playground locations detailed in Section 3.6. Each site is shown as Local, Neighbourhood or District, reflecting the scale of its surrounding public open space and the corresponding expectations for play provision and supporting amenities. Presenting this spatially clarifies the role each site is intended to serve within its catchment and illustrates how the broader system of play spaces functions across Broome. This overview establishes the assessment lens applied throughout the Strategy, ensuring that each playground is evaluated against the provisions appropriate to its classification and provides essential context for the hierarchy of renewal and the individual site Scorecards that follow (Section 4). Of the 23 sites mapped, 15 are classified as local, 4 as neighbourhood, and 4 as district.

Below is an overview of minimum design provisions for each level of public open space (POS). For more detailed classification provision expectations refer to 3.1 Planning Context.

Local	Neighbourhood	District
<ul style="list-style-type: none"> + CPTED & inclusive access + Landscape provisions + Rest opportunities + Basic park furniture; seating, rubbish bins, lighting + Play opportunities for at least one age group 	<ul style="list-style-type: none"> + CPTED, inclusive access, shared path, ACROD + Landscape provisions + Rest opportunities + Park furniture + Play opportunities for multiple age groups + Inclusive and accessible play opportunities + Accommodate events + Dog / cycle amenities 	<ul style="list-style-type: none"> + CPTED, inclusive access, shared path, ACROD + Landscape provisions + Rest opportunities + Comprehensive park furniture + Play opportunities for all age groups & formal sport + Inclusive and accessible play opportunities + Accommodate events. + Dog / cycle amenities + Public toilet facilities.



Map 4: Playground POS classifications

PLAYGROUND ASSESSMENT

4 PLAYGROUND ASSESSMENT

A comprehensive audit and review of the existing playgrounds within the Broome township was conducted under the playground assessment. The assessment findings will provide the Shire of Broome with a guide for enhancing existing playground amenity, guiding the prioritisation of provision, and analysis of gaps across the township for future development to meet community need.

The assessment was conducted through the following process:

1. Site Evaluation

A detailed assessment undertaken of each playground's amenities, condition, and overall quality. An assessment matrix was developed to score the amenity and condition values of each site.

This approach allowed for a understanding of each playground's performance and community value.

2. Analysis

Recorded scores from the *Site Evaluation* were analysed, with consideration of individual park size and category, and community values.

An analysis was conducted to synthesize the findings from the desktop review, community consultation, and site evaluations

3. Hierarchy and Scorecards

Analysis findings are presented as a Scorecard for each site, summarising the individual site level of amenity, condition of facilities and specific recommendations.

Refer Section 4.1 - 4.22

4. Gap Analysis

Informed by location and census data from the Desktop Review, a gap analysis was conducted; assessing each playground against mapped residential zones, using a 400 m walkability radius to determine accessibility. This analysis identified areas that lie outside of the walkable radius, highlighting gaps in playground provision relative to community needs, forming the foundation for understanding where enhancements or new playgrounds are necessary to better serve the community.

Refer Section 4.22, Maps 4 & 5.

PLAYGROUND ASSESSMENT

PLAYGROUND HIERARCHY - PRIORITY FOR RENEWAL

The hierarchy table offers a snapshot overview of the assessment findings and the resulting prioritisation of playgrounds for renewal. The hierarchy orders sites from most to least in of attention; additionally sites are categorised into High, Medium and Low priority according to the defined cut-off criteria. Individual site 'Scorecards' detailing site specific details are provided within the following Sections 4.1 - 4.21.

High Priority

High need for upgrade and renewal. Must score **less than 60%** in either Provision or Condition target

NUMBER	SITE NAME
1	Dakas Reserve (Section 4.1)
2	Chippindall Park (Section 4.2)
3	Sunset Park (Section 4.3)
4	Tolentino Park (Section 4.4)
5	Palmer Road (Section 4.5)
6	Cable Beach Foreshore (Section 4.6)

Medium Priority

Some need for upgrade and renewal. Must score equal to or **greater than 60%** in both Provision and Condition targets

NUMBER	SITE NAME
7	Lawrence Park (Section 4.7)
8	Sibosado Park (Section 4.8)
9	Hatoyama (Section 4.9)
10	Herbert Street (Section 4.10)
11	Cygnets Park (Section 4.11)
12	Oku Park (Section 4.12)
13	Nakamura Park (Section 4.13)
14	Solway Park (Section 4.14)
15	Tomarito Park (Section 4.15)

Low Priority

Minor improvements required, to be maintained to keep high amenity. Must score **greater than 70%** in both Provision and Condition targets

NUMBER	SITE NAME
16	Tanami Park (Section 4.16)
17	Janburu Park (Section 4.17)
18	Hin Park (Section 4.18)
19	Town Beach Waterpark (Section 4.19)
20	Ibasco Park (Section 4.20)
21	Town Beach Reserve (Section 4.21)
22	Broome Recreation and Aquatic Centre (Section 4.22)
23	Bluegrass Road (Section 4.23)

PLAYGROUND ASSESSMENT

READING THE SCORECARD

Priority - number and level.

POS Classification - Local, Neighbourhood or District (refer Section 3.3).

Description - site location and overview of notable elements or concerns.

Provision score bar - the amenity a site provides, scored against the expected amenity for POS in the same category (maximum 100%).

Condition score bar - the physical condition or quality of the site (maximum 100%).

Park name

4.1 DAKAS RESERVE

1 - High Priority

Classification: Neighbourhood Open Space


Dakas Reserve is a neighbourhood park located in the suburb of Cable Beach, Broome, positioned in close proximity to St Mary's College, Cable Beach Primary School, Kimberly Kids Child Care Centre, and residences.

The site lacks the basic level of amenity expected of a neighbourhood park. The limited amenity provided is in poor to moderate condition.

The reserve has notable natural shade amenity and open green space, and has potential to be a valuable space for the surrounding community.

Provision 21%

Condition 54%



Site Images - taken May - June 2023

Strength - the positive aspects relating to the condition and provision of amenity on the site.

- + Accessible via footpath from outside the site.
- + Amenities include drink fountain and rubbish bins.
- + Good site appeal with established trees and shade.

Weakness - the aspects of the site that need improvement.

- + Lacks seating, signage, shade, lighting, parking, connectivity within site and accessible infrastructure.
- + Basic play opportunity suitable for a limited age range (5-9 years) in moderate condition.
- + Some amenities in poor condition.
- + Moderate site condition (landscape, hard surfaces, site appearance and maintenance).
- + Poor passive surveillance.

Recommendations

- + Access
 - Pathways between playground and park elements for accessibility.
- + Amenity
 - Site signage.
 - Constructed shade.
 - Accessible picnic settings and seating to support group gatherings.
 - Lighting for evening use of site.
 - Cycle amenities (bike racks, repair station).
 - Parking opportunities (including ACROD) to enhance accessibility of the site.
- + Play Equipment
 - Play elements suitable to a broader range of ages (0-4 and 10-14 years) and larger group sizes.
 - Inclusive/accessible play opportunities.
- + Site Character & Maintenance
 - Establish a playground theme to enrich experience and engagement.

Recommendations - targeted improvements and development opportunities for each playground site.

Recommendations are aligned with the classification level, which sets standards and expectations for facilities and amenities according to the size and intended use of the space.

Colour coding - colours of the scorecards indicate the POS classification (refer Section 3.3)

Local Open Space (LOS)

Neighbourhood Open Space (NOS)

District Open Space (DOS)

PLAYGROUND ASSESSMENT

4.1 DAKAS RESERVE

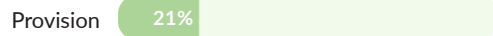
1 - High Priority

Classification: Neighbourhood Open Space [1.3 ha]

Dakas Reserve is a neighbourhood park located in the suburb of Cable Beach, Broome, positioned in close to St Mary’s College, Cable Beach Primary School, Kimberly Kids Child Care Centre, and residences.

The reserve has notable natural shade amenity and open green space, and has potential to be a valuable space for the surrounding community.

The site lacks the basic level of amenity expected of a neighbourhood park. The limited amenity provided is in poor to moderate condition.



Strength

- + Accessible via footpath from outside the site.
- + Amenities include drink fountain and rubbish bins.
- + Good site appeal with established trees and shade.

Weakness

- + Old equipment (installed from Solway Park) suitable for a limited age range (5-9 years)
- + Lacks seating, signage, shade, lighting, parking, connectivity within site and accessible infrastructure.
- + Moderate site condition (landscape, hard surfaces, site appearance and maintenance).
- + Poor passive surveillance.

Recommendations

- + **Access**
 - Pathways between playground and park elements for accessibility.
- + **Amenity**
 - Site signage.
 - Constructed permanent shade solution.
 - Accessible picnic settings and seating.
 - Lighting for evening use of site.
 - Parking opportunities (including ACROD)
- + **Play Equipment**
 - Play elements suitable to a broader range of ages (0-4 and 10-14 years)
 - Sport equipment to appeal to an older age range (15+ years)
 - Inclusive and accessible play opportunities
- + **Site Character & Maintenance**
 - Establish a playground theme.

PLAYGROUND ASSESSMENT

4.2 CHIPPINDALL PARK

2 - High Priority

Classification: Local Open Space [0.07 ha]

Chippindall Park is a small local park in the suburb of Cable Beach, positioned between residential lots on Chippindall Place.

The current location lacks seating for parental supervision, and easy accessibility to playgrounds. It has limited site aesthetic and natural appeal.

The park offers valuable play opportunities for the local neighbourhood, with the main attraction being the shaded playground area.



Strength

- + Accessible via footpath from outside the site.
- + Site amenities include drink fountain, rubbish bin, constructed shade, site signage.
- + Excellent condition of shade infrastructure over playground.
- + Good passive surveillance.

Weakness

- + Lacking basic amenities, specifically seating
- + Infrastructure in poor condition, specifically drink fountain, rubbish bin and play equipment.
- + Basic play opportunity suitable for a limited age range (5-9 years).
- + Moderate site condition (landscape, hard surfaces, site appearance and maintenance) and limited site aesthetic and character.

Recommendations

- + **Access**
 - Pathways between playground and park elements for accessibility.
- + **Amenity**
 - Seating and tables for gathering under existing shade trees.
 - Lighting for evening use of site.
- + **Site Character & Maintenance**
 - Locate seating areas near playground areas to assist with supervision.
 - Establish trees to increase shade and natural appeal of the site.
 - Remove damaged / poor condition furniture and fitness equipment.

PLAYGROUND ASSESSMENT

4.3 SUNSET PARK

3 - High Priority

Classification: Neighbourhood Open Space [22.8 ha]

Sunset Park is a neighbourhood park located in the heart of Cable Beach, offering the only other playground other than at the foreshore.

The site offers ample space for both passive and active recreation, and excellent landscape appeal with established trees providing natural shade. The current condition of the park does not respond to the site opportunity as it has no specific site character, and a limited variety of activities.

The park has potential to become a highly valued destination park and playground for the local community.



Strength

- + Site amenities include drink fountain and picnic facilities and seating.
- + Good constructed shade provision over play area.
- + Excellent landscape appeal and available natural shade through established trees.

Weakness

- + Amenities in poor condition.
- + Poor site condition (landscape, hard surfaces, site appearance and maintenance).
- + Basic play opportunity suitable for a limited age range (5-9 years) in moderate condition.

Recommendations

- + **Amenity**
 - Lighting along footpaths
 - Accessible picnic facilities.
 - Lighting for evening use of site.
 - Dog-friendly amenities (drink fountains with dog bowl, dog waste bins).
 - Parking opportunities (including ACROD) to enhance accessibility of the site.
- + **Play Equipment**
 - Play elements suitable to a broader range of ages (0-4 and 10-14 years).
 - Inclusive and accessible play opportunities
- + **Site Character & Maintenance**
 - Remove graffiti where practicable.
 - Replace damaged/poor condition furniture.

PLAYGROUND ASSESSMENT

4.4 TOLENTINO PARK

4 - High Priority

Classification: Local Open Space [0.48 ha]

Tolentino Park a local park in the suburb of Broome, located close to Broome Senior High School and St Mary's College. With sufficient space for both passive and active recreation, the site has potential to be highly valued and well used park and playground.

The current condition of the site is poor, lacking basic amenity (such as drink fountain and signage) to meet the expectations of a neighbourhood park. The limited amenity available is in poor to moderate condition.



Strength

- + Accessible via footpath from outside and within site
- + Shade infrastructure available over play, although not set up (seasonal).

Weakness

- + Lack of lighting, shade, bin facilities, signage and parking.
- + Limited play opportunities only suitable for a young age range (5-9 years) in moderate condition.
- + Poor condition of park amenities and facilities; notably shade, drink fountain, pathways and signage (heavily graffiti).
- + Poor site condition (landscape, hard surfaces, site appearance and maintenance).

Recommendations

- + **Play Equipment**
 - Play elements suitable to a broader range of ages (0-4 and 10-14 years).
 - Sport equipment to appeal to an older age range (15+ years)
- + **Amenity**
 - Seating and tables for gathering under existing shade trees.
 - Lighting for evening use of site.
 - Rubbish bin
 - Dog-friendly amenities (drink fountains with dog bowl, dog waste bins).
 - Parking opportunities (including ACROD) to enhance accessibility of the site.
- + **Site Character & Maintenance**
 - General site maintenance improvements
 - Replace damaged / poor condition furniture and site infrastructure (e.g pathways)
 - Enhance natural areas with understorey vegetation and additional shade trees.

PLAYGROUND ASSESSMENT

4.5 PALMER ROAD

5 - High Priority

Classification: Local Open Space [0.55 ha]

Palmer Road Reserve is situated close to residences and has the potential to be a valued local hub for the Cable Beach community.

Upgrade and addition of play infrastructure suitable to a broader age group and ability is needed to encourage greater engagement with the site. Damage to existing infrastructure and play equipment at the site has a significant impact on the sense of place.

The establishment of understorey vegetation could also add to site character and connect with the neighbouring bushland.



Strength

- + Good passive surveillance within the site and CPTED principles considered in design.

Weakness

- + Basic play opportunity suitable for a limited age range (5-9 years) in poor condition. Damage and graffiti evident.
- + Poor site condition (landscape, hard surfaces, site appearance and maintenance).
- + Lack of lighting, seating, dog facilities, signage, connectivity and accessibility infrastructure.

Recommendations

- + **Play Equipment**
 - Replace current play equipment at end of life with opportunities for older age range including sport equipment (10-14 and 15+ years)
 - Site suitable for softfall playground surface
- + **Amenity**
 - Accessible picnic facilities.
 - Constructed permanent shade solution.
 - Lighting for evening use of site.
- + **Site Character & Maintenance**
 - Replace damaged / poor condition furniture.
 - Replace current infrastructure at end of asset life
 - Improve site maintenance.
 - Establish under storey vegetation to improve site character and connect with neighbouring bush land.

PLAYGROUND ASSESSMENT

4.6 CABLE BEACH FORESHORE

6 - High Priority

Classification: District Open Space

Cable Beach Foreshore is situated prominently atop Cable Beach, an iconic Broome destination. Given its prominent location, there is demand for the site to provide substantially more amenity to accommodate recreation, nature and social needs.

Cable Beach Foreshore is currently under construction (2025) including water playground, youth skate park, basketball, climbing, toilet facilities, seating, shade and water fountains.



Under Construction - 2025

+ Play Equipment

- New splashpark under construction, including slides, spray features, permanent shade, streams, 20cm standing pool
- Dry playground under construction: including Kuranda Rainforest Town and an inclusive orbit spinner
- Inclusive and accessible play opportunities

+ Amenity

- Additions include picnic settings, seating, natural vegetation
- Facilities to support community events (Shade shelters, BBQs, picnic settings).
- Upgrade toilet/changing place facilities.

+ Site Character & Maintenance

- Develop playground and POS theme linked to Cable Beach location.
- Public art integration opportunity

SITE SCORECARDS

4.7 LAWRENCE PARK

7 - Medium Priority

Classification: Local Open Space [0.19 ha]

Lawrence Park is a local park in the suburb of Broome, located between residential lots, close to the University of Notre Dame and St Mary's College Secondary Campus.

The park has ample natural shade amenity and features established trees and open green space, with potential to be a valuable space for the local community.

Site is fenced on three sides with one set of swings at the back of the site. The condition is poor, lacking basic amenity. Passive surveillance should be considered; the sites position on a corner and boundary enclosed without sight lines does not support CPTED approach or a sense of safety.



Strength

- + Good natural site appeal, established trees and shade.

Weakness

- + Limited amenity, lacking connectivity and accessibility.
- + Basic play opportunity suitable for a limited age range (5-9 years).
- + Moderate site condition (landscape, hard surfaces, site appearance and maintenance) and limited site aesthetic and character.
- + Poor passive surveillance from surrounding residences and roads.
- + Poor placement of play equipment and amenity impedes passive surveillance.

Recommendations

- + **Access**
 - Pathways between playground and park elements for accessibility.
- + **Amenity**
 - Seating and tables for gathering under existing shade trees.
 - Additional lighting
- + **Play Equipment**
 - Play elements suitable to a young age (0-4 years).
- + **Site Character & Maintenance**
 - Low/medium shrubs to perimeter to screen fencing.
 - Maintain open views to interior of park from street.
 - Locate new equipment and amenities where visible from street to support CPTED principles.

SITE SCORECARDS

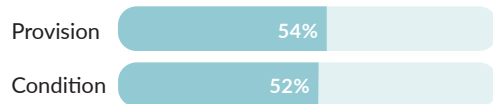
4.8 SIBOSADO PARK

8 - Medium Priority

Classification: Local Open Space [3.6 ha]

Sibosado Park functions as a neighbourhood park situated in the suburb of Cable beach, in close proximity to Cable Beach Primary School, Kimberley Kids Child Care Centre, and residences.

The playground is quite hidden on the site, with a mix of play opportunities. Improvements in site access, connectivity and addition of inclusive play elements could increase accessibility of the site. The addition of lighting would improve the feeling of safety of the site. Enhancing natural areas of the site would improve site aesthetic, natural function and connection to the nearby Minyirr Buru Conservation area.



Strength

- + Some play opportunities available for more than one age group.
- + Amenities include fitness equipment, shade shelter, signage and parking.
- + Sufficient natural shade.

Weakness

- + Lack of lighting, connectivity and accessible infrastructure, multi-use facilities, cycling and dog facilities, picnic facilities.
- + Poor site maintenance and condition; graffiti and damage to hard works and signage, poor landscape appearance, limited site aesthetic and character.
- + Poor quality equipment and exercise nodes, reaching end of life.
- + Lack of inclusive play opportunities.

Recommendations

- + **Access:**
 - Pathways to access playground and park from neighbourhood.
- + **Amenity:**
 - Site signage.
 - Accessible picnic settings and seating.
 - Lighting for evening use of site.
- + **Play Equipment**
 - Remove exercise existing at end of life and replace with more regular equipment
- + **Site Character & Maintenance**
 - Remove graffiti where practicable
 - Replace damaged / poor condition furniture and fitness equipment.

SITE SCORECARDS

4.9 HATOYAMA

9 - Medium Priority

Classification: Local Open Space [0.7 ha]

Hatoyama Park is located on the edge of Broome North close to residences and borderer by bushland reserve on two sides.

The site provides an opportunity to be a tranquil local greenspace and connection to adjacent natural bushland. Provision of additional amenity and play opportunities may be challenged by limited available space, and areas of inappropriate grade where the site functions as a drainage basin.

Provision



Condition



Strength

- + Good landscape condition, provision of open greenspace and established trees provide natural shade.
- + Amenities include drink fountain, shade and seating.
- + Good signage provided.
- + Play opportunities available for at least one age group

Weakness

- + Limited connectivity and accessibility infrastructure; lacking footpaths and lighting.
- + The site has limited available space for the provision of new playground infrastructure, and areas of inappropriate grade where the site functions as a drainage basin.

Recommendations

- + **Access:**
 - Pathways between playground and park elements for accessibility.
- + **Site Character & Maintenance**
 - Passive surveillance and CPTED principles necessary for this site, given its quiet location.
 - Establish understorey vegetation to enhance site character of a tranquil greenspace.

SITE SCORECARDS

4.10 HERBERT STREET

10 - Medium Priority

Classification: Local Open Space [0.88 ha]

Herbert Street Reserve is located in close proximity to Broome Senior High School and to several kindergartens, making it a valuable park for the local community.

While the site has an existing playground, there is potential for the site to accommodate the recreation, nature and social needs of the surrounding community through improvements to access, addition of more inclusive and varied play equipment, as well as upgrades to picnic facilities. The placement of the picnic setting and additional seating could be reconsidered to be within shaded areas, enhancing visitor experience and duration of stay.



Strength

- + Excellent constructed shade provision over play area
- + Amenities include drink fountain, shade and seating

Weakness

- + Poor condition and placement of seating and picnic facilities
- + Limited play opportunities lacking inclusive play elements.
- + Lack of signage, parking, dog facilities, lighting, connectivity and accessibility infrastructure.

Recommendations

- + **Access:**
 - Pathways between playground and park elements for accessibility.
- + **Play Equipment**
 - Play elements suitable to a broader range of ages (0-4 and 10-14 years).
 - Sport equipment to appeal to an older age range (15+ years)
 - Play equipment of a more traditional style.
- + **Amenity**
 - Dog-friendly amenities (drink fountains with dog bowl, dog waste bins).
 - Parking opportunities (including ACROD) to enhance accessibility of the site.

SITE SCORECARDS

4.11 CYGNET PARK

11 - High Priority

Classification: Neighbourhood / District Open Space [5.1 ha]

Cygnets Park is a valuable neighbourhood open space and playground for the Djugun and Bilingurr community.

It serves as a multi-use space for both passive and active recreation, including social gatherings, picnicking, play, dog walking and nature connection through the internal bushland area. There is opportunity to attract a broader community through the renewal and upgrade of the play infrastructure and accessibility. Currently classified as Neighbourhood, the site has the potential to meet District-level criteria. Its overall size, including adjoining bushland, capacity to accommodate additional amenities and opportune location suggest that the site could function as a District open space.



Strength

- + Excellent provision of signage (wayfinding, information and interpretive) in good condition.
- + Excellent constructed shade provision over play area.
- + Provision of infrastructure for social activities and ability to cater for community events.
- + Excellent natural appeal and available natural shade achieved through established trees.

Weakness

- + Lacking connectivity and accessibility infrastructure, particularly to playground.
- + Poor condition of drink fountain, dog and bin facilities.
- + Limited, basic play opportunities only suitable for a young age range (5-9 years).

Recommendations

- + **Access:**
 - Pathways between playground and park elements
- + **Play Equipment**
 - Identified as a site to prioritise inclusive/ accessible play opportunities
 - Youth and informal recreation activities (skate elements).
- + **Amenity**
 - Cycle amenities (bike racks).
 - Parking opportunities (including ACROD) to enhance accessibility of the site.
- + **Site Character & Maintenance**
 - Replace damaged / poor condition furniture.
 - Establish a playground theme, potentially through connection to the adjacent bushland area, to enrich experience and engagement.
 - Good site maintenance practices to ensure safety and visual appeal.

SITE SCORECARDS

4.12 OKU PARK

12 - Medium Priority

Classification: Local Open Space

Oku Park is a local park and playground located in the Bilingurr community, serving as a local recreational space for both active and passive opportunities. The natural aesthetic of the site is enhanced through established trees and nature strip that backs on to the park.

Areas for enhancement of the site include the playground, inclusive accessibility, and additional shade over play areas. Revegetation, particularly behind the shade structures, would improve the park's aesthetics and natural appeal.



Strength

- + Amenities include informal seating, signage, parking and cycling facilities.
- + Fair landscape condition and maintenance of hardworks, softworks and park
- + Excellent constructed shade provision over picnic facilities

Weakness

- + Limited play opportunities, no youth or informal recreation opportunities, and lack of inclusive play infrastructure.
- + Lack of shade over the playground.
- + Lack of dog facilities, picnic facilities and capacity to support social or community events.

Recommendations

- + **Play Equipment**
 - Opportunity to replace play equipment at assets end of life.
- + **Amenity**
 - Shade infrastructure for over play equipment
- + **Site Character & Maintenance**
 - Revegetation of damaged areas behind shelters using under storey vegetation could improve site aesthetic and natural appeal of the park.
 - General site maintenance, replace damaged / poor condition furniture.

SITE SCORECARDS

4.13 NAKAMURA PARK

13 - Medium Priority

Classification: Local Open Space [0.8 ha]

Nakamura Park is located in the suburb of Bilingurr, along Nakamura Ave and opposite Broome North Primary School, offering a valuable local space for the school community.

The site provides some playground provision, excellent signage and shade shelter over the picnic and seating amenities. Integration of the water play element beneath the shade shelter, leading to the play space, creates a sense of cohesion and design intent.

With proximity to the local Broome North Primary School, there is an opportunity for connection and to encourage before/after school use.



Strength

- + Appropriate level of amenity for POS scale, in satisfactory condition.
- + Integration of water play creates a notable element, with use of local materials palette rocks and textured tiles.
- + Ample open greenspace for informal recreation use.

Weakness

- + Lacking connectivity and access.
- + Lacking sufficient shade over playground area.
- + Limited, basic play opportunities only suitable for a young age range (5-9 years).
- + Site performs a drainage function, with stormwater drain entering at northeast corner. This should be considered in future use planning.

Recommendations

- + **Amenity**
 - Shade provision of playground.
- + **Site Character & Maintenance**
 - Opportunity for connection to the primary school nearby.

SITE SCORECARDS

4.14 SOLWAY PARK

14 - Medium Priority

Classification: Local / Neighbourhood Open Space

Solway Park is located at the junction of De Marchi Road and McKenzie Road, within a dense residential area of Cable Beach. While classified as local, the site could be considered within the neighbourhood category.

The park has notable natural aesthetic and is well maintained, with ample greenspace shaded by well established trees. Excellent constructed shade is also available over the playground, with surrounding space suitable for recreational activities and small social gatherings.

Provision of lighting and consideration of passive surveillance within the site would further enhance the sense of safety within the space.



Strength

- + Excellent constructed shade provision over play area.
- + Good accessibility to and within the park and playground, parking and ACROD available.
- + Amenities include drink fountain, shade and seating.
- + Excellent natural aesthetic, with established trees providing shade.

Weakness

- + Limited play opportunities, no youth or informal recreation opportunities, and lack of inclusive play infrastructure.
- + Lacking picnic facilities and cycle amenities
- + Lacking passive surveillance
- + Poor condition of some site infrastructure

Recommendations

- + **Amenity**
 - Maintain lighting along paths.
- + **Site Character & Maintenance**
 - Repair / replace site infrastructure in poor condition (e.g. Pathways, furniture elements)
- + **Considerations**
 - Passive surveillance and CPTED principles necessary for this site, given its quiet location

SITE SCORECARDS

4.15 TOMARITO PARK

15 - Medium Priority

Classification: Local Open Space [2.9 ha]

Tomarito Park is located in the suburb of Bilingurr in between Sariago Terrace and Tanami Drive, and is in close proximity to Broome North Primary School. The site backs onto a bushland reserve along its western border.

The park provides sufficient amenity expected of a local scale POS, however some infrastructure is in poor condition and would benefit from upgrade or replacement. While more than one play opportunity is available, the play value offered is limited, and a more engaging playground infrastructure or youth place opportunity for add greatly to the attraction to this site.



Strength

- + Appropriate level of amenity for POS scale, in satisfactory condition.
- + Good existing condition trees and natural shade provision.
- + Open greenspace well maintained appropriate for informal recreation.

Weakness

- + Limited play opportunities only suitable for a young age range (5-9 years) in moderate condition.
- + Some amenity in poor condition (e.g. fitness equipment).
- + The site has a drainage function, with some damage evident to the turf near the stormwater outfall.

Recommendations

- + **Access:**
 - Opportunity to enhance connection to Broome North Primary School
- + **Amenity**
 - Parking opportunities (including ACROD) to enhance accessibility of the site.
 - Dog-friendly amenities (drink fountains with dog bowl, dog waste bins).
- + **Site Character & Maintenance**
 - Replace damaged / poor condition furniture and fitness equipment at end of asset life
 - Consider alternative surfaces near stormwater outfall to reduce maintenance.

SITE SCORECARDS

4.16 TANAMI PARK

16 - Low Priority

Classification: Neighbourhood Open Space [0.9 ha]

Tanami Park is located in the suburb of Bilingurr on the corner of Tanami and Magabala Road.

The park offers a variety of recreational facilities, including a mini skate park, basketball ring, playground, and ample shaded areas with seating. The park is a valuable asset for the local and extended community of Broome, accommodating active and passive recreation, providing a comfortable environment to gather and enjoy outdoor activities.

Accessibility throughout the site is well considered, however slight adjustments would allow inclusive access to all element, such as pathway connection to the softfall beneath the basket swing.



Strengths

- + Good provision of play opportunities for a range of ages.
- + Good accessibility to and within the park and playground, parking available
- + Good passive surveillance throughout site
- + Provision of infrastructure for social activities and ability to cater for community events
- + Excellent natural appeal and available natural shade achieved through established trees

Weaknesses

- + Site infrastructure in moderate condition, some in need of upgrade or renewal
- + Lacking play opportunities for a young age range (0-5 years), and lack of inclusive play infrastructure.

Recommendations

+ Play Equipment

- Play opportunities for older age range (10-14 and 15+ years)
- Opportunity for informal recreation youth play in greenspace (e.g. Soccer, frisbee)
- Inclusive and accessible play opportunities

+ Amenity

- Nominated ACROD parking to enhance accessibility of the site.
- Slight amendments to the pathways and access throughout the site would greatly enhance inclusive accessibility

- Facilities to support community events and sporting events.

+ Site Character & Maintenance

- Upgrade / renewal of site infrastructure in poor condition

SITE SCORECARDS

4.17 JANUBURU PARK

17 - Low Priority

Classification: Local Open Space [0.6 ha]

Januburu Park, also known as Babagarraburu Park, is tucked into a residential pocket of Cable Beach, providing a valued space for the local community. Babagarraburu translates to 'children's area' in the local Yawuru language, emphasising the importance of a play space and creating open community spaces that exist in harmony with nature.

Existing native trees and areas of bushland are retained on the site, preserving the connection to the surrounding environment and providing an opportunity for interaction with nature.



Strength

- + Excellent level of amenities and facilities available, excellent constructed shade.
- + Site aesthetic is excellent across most of the site, with well maintained open greenspace and natural shade.
- + Designed with consideration and response to the cultural significance of the area - with retention of existing native trees and vegetation.
- + Pathway accessibility within and to site.

Weakness

- + Some infrastructure and playground equipment is dated and in need of upgrade.
- + Some areas of vegetation are not well maintained.
- + The site has a drainage function, with stormwater crossing through the mid-section of the site. This should be considered in future use planning.

Recommendations

- + **Play Equipment**
 - Enhance informal bike track in the south-west corner of the site as a youth play element.
- + **Amenity**
 - Improve site signage.
 - Accessible picnic settings and seating to support group gatherings.
 - Parking opportunities (including ACROD) to enhance accessibility of the site.
 - Dog-friendly amenities (drink fountains with dog bowl, dog waste bins).
- + **Site Character & Maintenance**
 - Upgrade / renewal of site infrastructure in poor condition.
 - General site maintenance to consider all areas of the site, including all pathways and southwest corner with informal bike track.

SITE SCORECARDS

4.18 HIN PARK

17 - Low Priority

Classification: Local Open Space [0.5 ha]

Hin Park is located in the suburb of Bilingurr, along Sarioago Terrace. With new residential properties being developed close by, local open spaces will be of high value to this community.

The park provides sufficient amenity expected of a local scale POS, however some infrastructure would benefit from upgrade or replacement. Accessibility throughout the site is well considered, however adjustment could be made to allow inclusive access to play elements. Integration of the water play element beneath the shade shelter, leading to the play space, creates a sense of cohesion and design intent.



Strength

- + Appropriate level of amenity for POS scale, in satisfactory condition.
- + Integration of water play creates a notable element, with use of local materials palette rocks and textured tiles.
- + Ample open greenspace is well maintained and accommodates informal recreation.

Weakness

- + Lacking sufficient shade over playground area
- + Limited play opportunities for youth or informal recreation opportunities, and lack of inclusive play infrastructure.
- + Site performs a drainage function, with stormwater drain entering at the southeast corner. This should be considered in future use planning.

Recommendations

- + **Access:**
 - Pathways between playground and park elements for accessibility.
- + **Play Equipment**
 - Opportunity to enhance and expand existing water play feature.
- + **Amenity**
 - Constructed shade to playground.
 - Dog-friendly amenities (drink fountains with dog bowl, dog waste bins).
 - ACROD parking to enhance accessibility.

SITE SCORECARDS

4.19 TOWN BEACH WATERPARK

19 - Low Priority

Classification: District Open Space [4.1 ha]

Town Beach Water Park is located in the suburb of Broome on the foreshore, adjacent to Pioneer Park, and is Broome's only public water playground. As Broome's only public water playground, the site is a popular family-friendly destination space. The park location enjoys scenic views of the coastline, with open green space to accommodate picnicking and social activities.

The design includes natural rocks, sculptures of marine animals and colourful water features, reflecting the Broome environment. The splashpad is shaded and fully fenced, and is designed to be accessible to all children. Site condition and infrastructure would benefit from upgrades and renewal.



Strength

- + Ample shade provided by shade sails
- + Fully-fenced accessible water play area
- + Provides unique play experience not available at other playgrounds

Weakness

- + Limited play opportunities for youth, older age groups or informal recreation opportunities
- + Limited passive surveillance, the park may feel isolated or less visible from surrounding locations.

Recommendations

+ Play Equipment

- Identified as a site to prioritise inclusive/ accessible play opportunities.
- Opportunity for the waterpark dry elements to be replaced with inclusive / accessible playground equipment at the end of asset life.

+ Site Character & Maintenance

- Enhancement to landscape and natural aesthetic of the site, addition of low and medium understorey vegetation.
- Replace current the waterpark dry elements with inclusive/accessible playground equipment at end of asset life.

+ Considerations

- Passive surveillance and CPTED principles necessary for this site

SITE SCORECARDS

4.20 IBASCO PARK

20 - Low Priority

Classification: Local Open Space

Ibasco Park is located in the Bilingurr community in close proximity to Broome North Primary School, and backs onto a bushland reserve.

The site offers a quiet and maintained space for the local community, with open green space and established trees providing natural shade. Play opportunities could benefit from upgrade to enhance its appeal and functionality for a wider age range of children.

While situated in a residential area, improvements in visibility would enhance sense of safety for all users, particularly in the evening, and should be considered in design.



Strength

- + Good natural site appeal, established trees and shade.
- + Accessible via footpath from outside site
- + Good provision of amenities include drink fountain, rubbish bin, constructed shade, picnic setting and seating, cycle facilities, site signage.

Weaknesses

- + Limited formal play opportunities and lack of inclusive play infrastructure.
- + Amenities provided have restricted access
- + Good to moderate site condition (landscape, hard surfaces, site appearance and maintenance)
- + Lacking ACROD parking, accessibility, dog-friendly amenities

Recommendations

- + **Access:**
 - Enhance variety of play experiences including inclusive/accessible play opportunities
- + **Play Equipment**
 - Equipment will require upgrade at end of life, formal playground elements for a range of ages and abilities, existing infrastructure is generally focused on imaginative play.
- + **Amenity**
 - ACROD parking to enhance accessibility.
- + **Site Character & Maintenance**
 - General site maintenance, repair/replace poor condition infrastructure (e.g. pathways, kerbs).
 - Opportunity for connection to the primary school nearby.

SITE SCORECARDS

4.21 TOWN BEACH RESERVE

21 - Low Priority

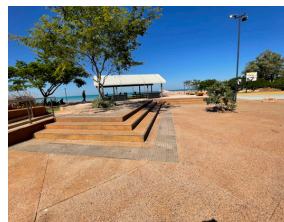
Classification: District Open Space

Town Beach Reserve is located on the foreshore of Town Beach, a well-loved destination space in Broome offering a peaceful and scenic environment.

The reserve offers expansive grassed areas, mature shade trees, a range of amenities for families and social events, and a destination playground space that was undergone recent renewal. Designed to cater to a range of age groups and abilities, the playground reflects a nautical theme, based around a large boat with inclusive access. Youth activities are provided in a basketball half-court and bike pump track. Town Beach Reserve and Playground is highly valued as a destination and community hub.

Provision 89%

Condition 93%



Strength

- + Excellent provision of amenities and inclusive access to and within the site
- + Excellent provision of play opportunities for a range of ages and abilities, including youth activities and fitness equipment
- + Provides unique play experience and theme not available at other playgrounds
- + Excellent natural and design aesthetic, well maintained landscape and site condition, reflecting the unique destination
- + Ample open greenspace is well maintained and appropriate to accommodate for informal recreation

Weakness

- + As the site is large, passive surveillance principles should be considered and maintained
- + Minor condition repairs for amenity on site

Recommendations

- + **Site Character & Maintenance**
 - Some amenities with minor damage or graffiti (e.g. signage) would benefit from repair or replacement
- + **Considerations**
 - Maintain passive surveillance and CPTED principles necessary for this site

SITE SCORECARDS

4.22 BROOME RECREATION AND AQUATIC CENTRE

22 - Low Priority

Classification: District Open Space

Broome Recreation and Aquatic Centre (BRAC) serves as the primary hub for sports and recreational activities in Broome, offering a range of facilities and services that cater to both locals and visitors. The centre's diverse and high quality amenities, make it a popular choice for a wide range of events and activities throughout the year.

BRAC includes a recently constructed skatepark, which has permanent shade and bench seating, drink fountain, lighting, parking and a bike repair station. The site also includes a pump track and a soon to be constructed mountain bike trail.

Provision of a playground at BRAC would complement existing sports and aquatic facilities and making it easier for parents with young children to enjoy extended visits, establishing it as a comprehensive family-friendly destination.



Strength

- + Excellent provision of youth activities in good condition (skatepark, pump track, bike trail)
- + Site is accessible via provision of footpaths and parking.
- + Well supported with amenities connected to the recreation and aquatic facilities
- + Excellent provision of constructed shade

Weakness

- + Limited play opportunities; there are only youth activities available currently (skatepark, pump track, bike trail)
- + Lacking inclusive and accessible play opportunities.

Recommendations

+ Play Equipment

- Recommended in line with the Sport and Recreation Plan, installation of playground at the sporting ovals area and the aquatic area.
- Consider inclusive/accessible play opportunities.

+ Amenity

- Constructed shade to new playgrounds.
- Dog-friendly amenities (drink fountains with dog bowl, dog waste bins).

SITE SCORECARDS

4.23 BLUEGRASS ROAD

23 - Low Priority

Classification: Local Open Space [1 ha]

Bluegrass Way is located in the suburb of Djugun, adjacent to Mimosa Way open space.

The site has been recently developed, providing a local playground and open space for the close by residential community to enjoy. Provision of a large open green space area allows for flexibility to use for the community, while the central playground is recently constructed and in excellent condition.



Strength

- + Site is accessible via provision of footpaths across the site and connecting playground elements.
- + Good provision of amenities include drink fountain, rubbish bin, constructed shade over play and picnic area, picnic setting, seating and lighting.
- + New playground with sand and shade sails - spider climber and rope swing.
- + Vegetated draining on edges of park

Weaknesses

- + Natural shade is limited, but will be enhanced with time and establishment of vegetation
- + Lacking parking provisions

Recommendations

- + **Amenity**
 - ACROD parking to enhance accessibility.
- + **Site Character & Maintenance**
 - Ongoing site maintenance to support longevity of infrastructure and amenities
 - Opportunity for connection to neighbouring Mimosa Way open space, when this is developed.

SITE SCORECARDS

4.24 PROVISION AND GAPS

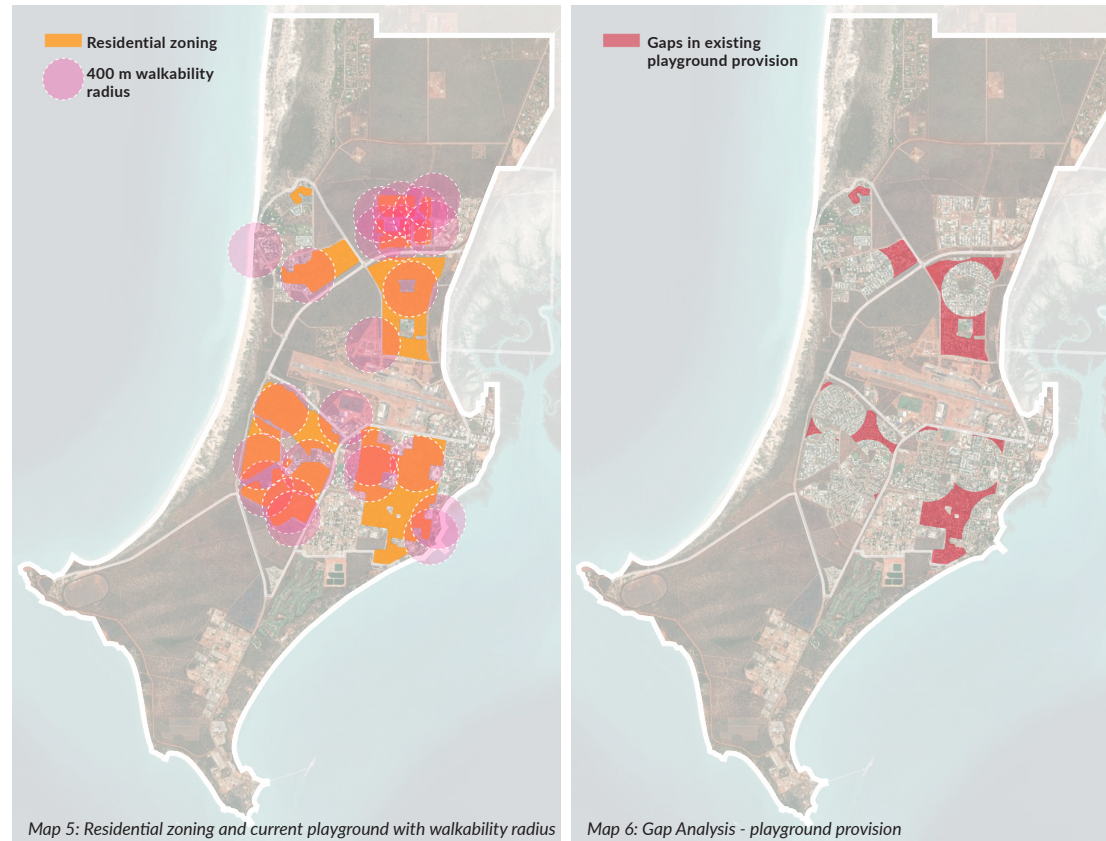
Walkable access to local playgrounds and public open space is an essential factor in enhancing the livability of a neighbourhood. These spaces not only contribute to residents' physical and mental well-being but also foster social connections and a sense of community.

A gap analysis was conducted by subtracting the location of existing playgrounds from Broome's residential areas, overlaid in Map 4.

Playgrounds by suburb:

- + 8 playgrounds are located in Cable Beach (2 in the north and 6 in the south)
- + 7 playgrounds are located in Bilingurr
- + 5 playgrounds are located in Broome
- + 2 playgrounds are located in Djugun

Gaps in provision, where residential area is outside of an existing playground catchment, are illustrated in Map 5, highlighting the areas where additional playgrounds are needed.



PUBLIC OPEN SPACE REVIEW

5 PUBLIC OPEN SPACE REVIEW

In addition to the Playground Assessment, a review of all public open spaces (POS) in Broome was conducted, to identify suitable sites for development of new playgrounds.

Currently there are 48 POS across Broome, including 20 playgrounds (refer to Section 4 Playground Assessment). An additional two sites, Mimosa Way and Bluegrass Road, were noted by the Shire of Broome for inclusion. A comprehensive audit and review of each POS was conducted, in combination with the gap analysis, to provide the Shire of Broome with a hierarchy of POS for the provision of future playgrounds development to meet community need.

The review following the below process:

1. Desktop Review and Eligibility

A desktop assessment was conducted to map locations of POS across Broome by category: DOS, NOS and LOS.

Eligibility was assessed, with criteria to determine a site as compatible with playground provision. Criteria includes existing site use conflicts, availability of open space, suitability of land and/ or slope.

2. Site Evaluation

A detailed assessment of each POS was conducted, recording amenities, condition, and overall quality. The playground assessment matrix was adjusted to score the amenity and condition values of each POS site.

This approach allowed for an understanding of what each POS currently offers.

3. Assessment and summary

Eligible sites were mapped against *Section 4.22 Provision and Gaps Analysis*, to identify priority locations for the provision of future playgrounds.

PUBLIC OPEN SPACE REVIEW

5.1 DISTRICT OPEN SPACE

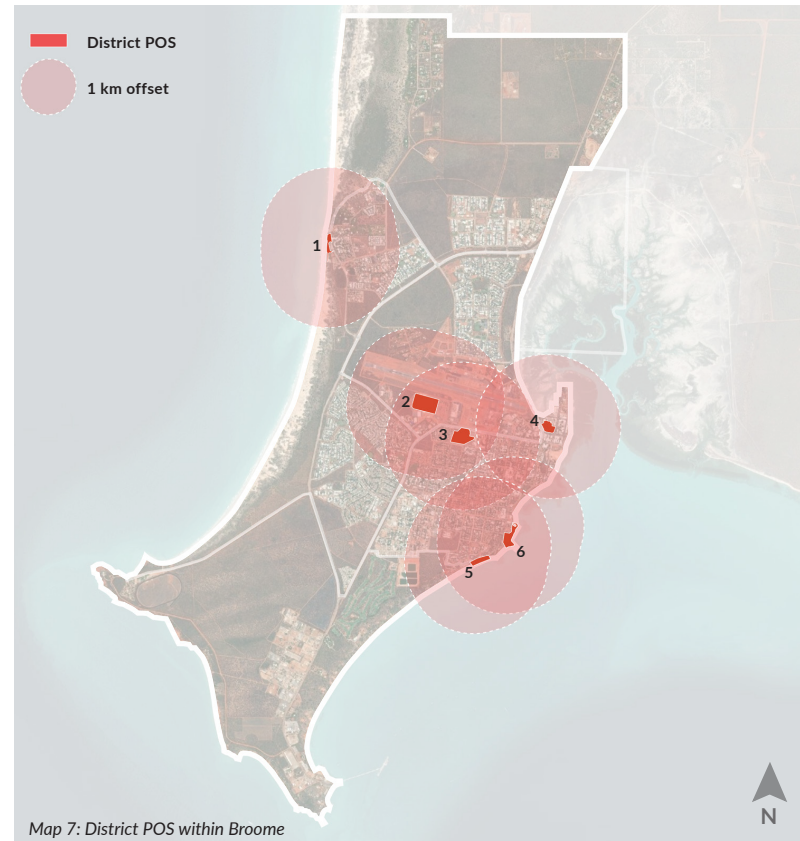
District Open Spaces (DOS) are categorised by the Shire of Broome as larger than 3 hectares in size or of significant value as a destination, designed to attract and accommodate a wide range of user groups for different purposes. Their large scale allows provision of large and small scale activities and leisure opportunities, including formal or informal recreation, play opportunities, picnicking, dog walking, and social gathering. This higher level of amenity provided by a District POS is expected to draw visitors from a wider area.

Observations

- + There are 6 parks categorised as DOS.
- + 2 out of the 6 District Parks have an existing playground.
- + BRAC is an active recreation precinct currently providing youth recreation opportunities including a pump track and skate park.
- + While assessed separately under the playground assessment, Town Beach and Water Park are presented as one DOS site.
- + One site classified as DOS has eligibility conflicts, refer to *Section 5.4 Site Eligibility*.

1	Cable Beach Foreshore (P)
2	Broome Recreation and Aquatic Centre (BRAC)
3	Haynes Oval Reserve
4	Male Oval
5	Town Beach Waterpark (P)
6	Town Beach Reserve (P)

Note (P) indicates the POS contains a playground.



PUBLIC OPEN SPACE REVIEW

5.2 NEIGHBOURHOOD OPEN SPACE

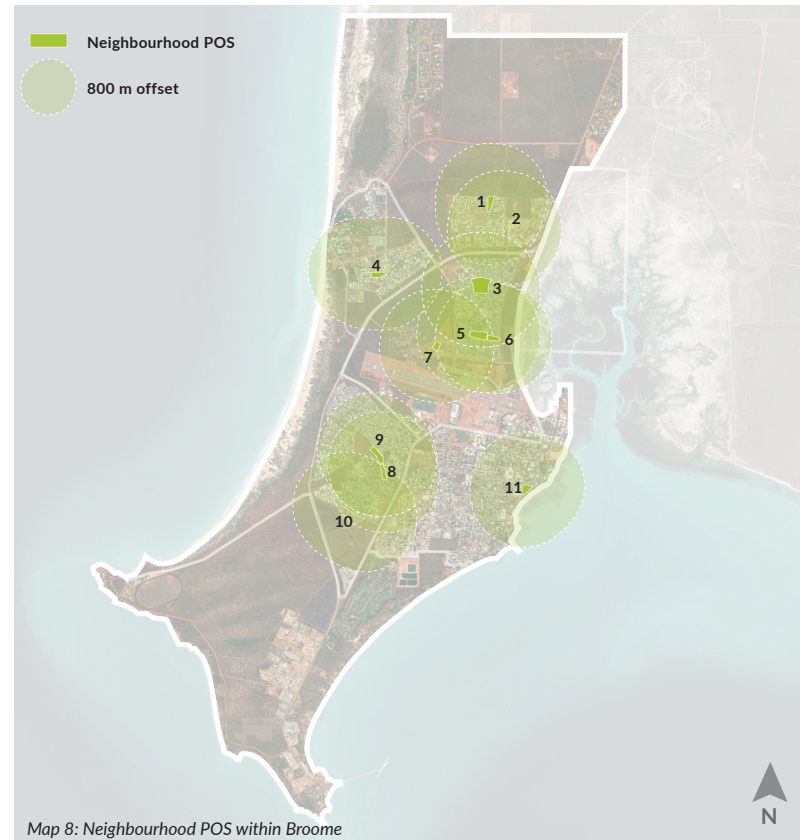
Neighbourhood Open Space (NOS) are categorised by the Shire of Broome as between 1 and 3 hectares in size, able to provide a space for passive, informal recreation and social activities, assessable to a neighbourhood. Their scale should attract and support different user groups in a local area by providing a variety of opportunities, such as children play areas and conservation areas.

Observations

- + There are 11 parks categorised as NOS, including a new development site identified by the Shire; Mimosa Way.
- + 4 out of the 11 NOS have existing playgrounds.
- + McMahon Reserve shape, size and location is nominal and subject to a Local Structure Planning process that is currently underway
- + 4 sites classified have eligibility conflicts, refer to Section 5.4 Site Eligibility.

1	Magabala Park
2	Oku Park (P)
3	Cygnets Park (P)
4	Sunset Park (P)
5	Sugar Glider Park
6	Planigale Park
7	Mimosa Way
8	Dakas Reserve (P)
9	McMahon Reserve
10	Woods Drive
11	Bedford Park

Note (P) indicates the POS contains a playground.



Map 8: Neighbourhood POS within Broome

PUBLIC OPEN SPACE REVIEW

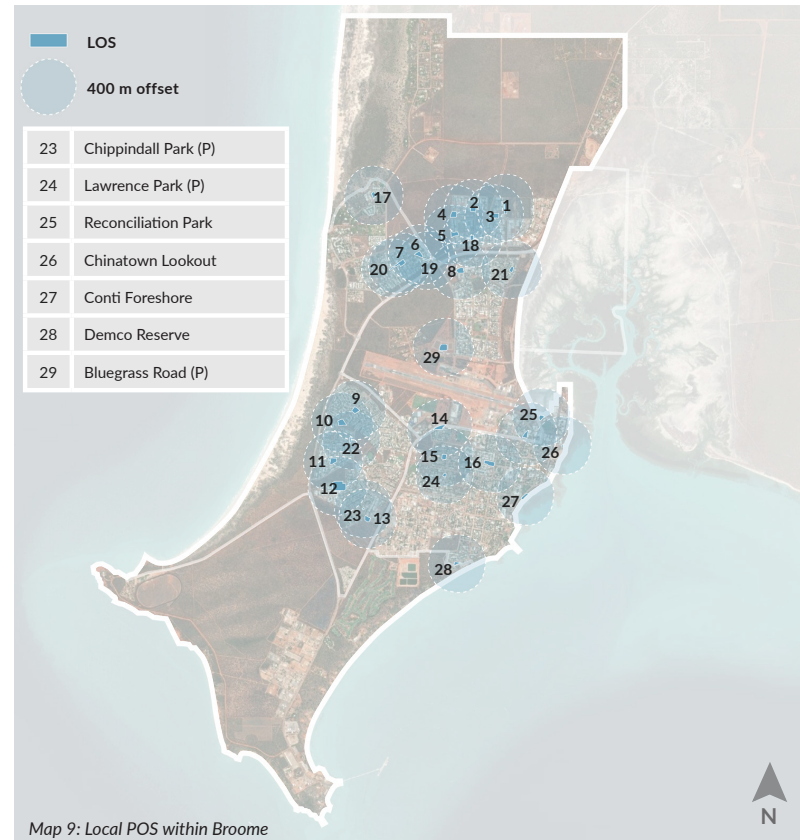
5.3 LOCAL OPEN SPACE

Local Open Spaces (LOS) are categorised by the Shire of Broome as between 0.5 and 1 hectare in size, able to accommodate the daily recreational needs of the local community. They provide opportunity to reflect local character and sense of place through ecological, cultural or physical landmarks. Local POS should provide the amenities to support local users.

Observations

- + The Shire of Broome has 29 parks categorised as Local size, including a new development site identified by the Shire; Mimosa Way.
- + 13 out of the 29 LOS have existing playgrounds.
- + 10 sites classified as LOS have eligibility conflicts, refer to *Section 5.4 Site Eligibility*.

1	Hatoyama (P)
2	Hin Park (P)
3	Tanami Park
4	Tomarito Park (P)
5	Ibasco Park (P)
6	Sunset Rise Park North
7	Maritana Park
8	Koel Way
9	Solway Park (P)
10	Gibson Park
11	Januburu Park (P)
12	Sibisado Park (P)
13	Palmer Road (P)
14	Miller Park
15	Tolentino Park (P)
16	Herbert Street (P)
17	Frangipani Park
18	Nakamura Park (P)
19	Sunset Rise Park South
20	Sayonara Park
21	Brolga Park
22	Mackie Reserve



Note (P) indicates the POS contains a playground.

PUBLIC OPEN SPACE REVIEW

5.4 SITE ELIGIBILITY

Eligibility was also assessed, with criteria to determine a site as compatible with playground provision. Criteria used in this assessment included:

- + Existing site use conflicts
- + Inadequate available open space
- + Suitability of land and/or slope.

Sites deemed as incompatible with the provision of a new playground development are identified in the below table, with details of their ineligibility.

SITE	REASONS FOR INELIGIBILITY
Plangale Park	Inadequate open space, site use conflict (drainage reserve)
Conti Foreshore	Inadequate open space, unsuitable grade , site use conflict (Women of Pearling Memorial)
Bedford Park	Site use conflict (War Memorial)
Sunset Rise South	Inadequate open space, site use conflict (drainage reserve)
Maritana Park	Unsuitable slope, site use conflict (drainage reserve)
Reconciliation Park	Inadequate open space, major road adjacent

SITE	REASONS FOR INELIGIBILITY
Woods Drive	Inadequate open space
Mackie Park	Inadequate open space
McMahon Reserve	Site use conflict (bush reserve), inadequate open space
Chinatown Lookout	Site use conflict (lookout), inadequate open space, unsuitable grade
Miller Park	Site use conflict (bordered by major road, Gubinge Road)

PUBLIC OPEN SPACE REVIEW

5.5 ELIGIBLE POS AND GAPS

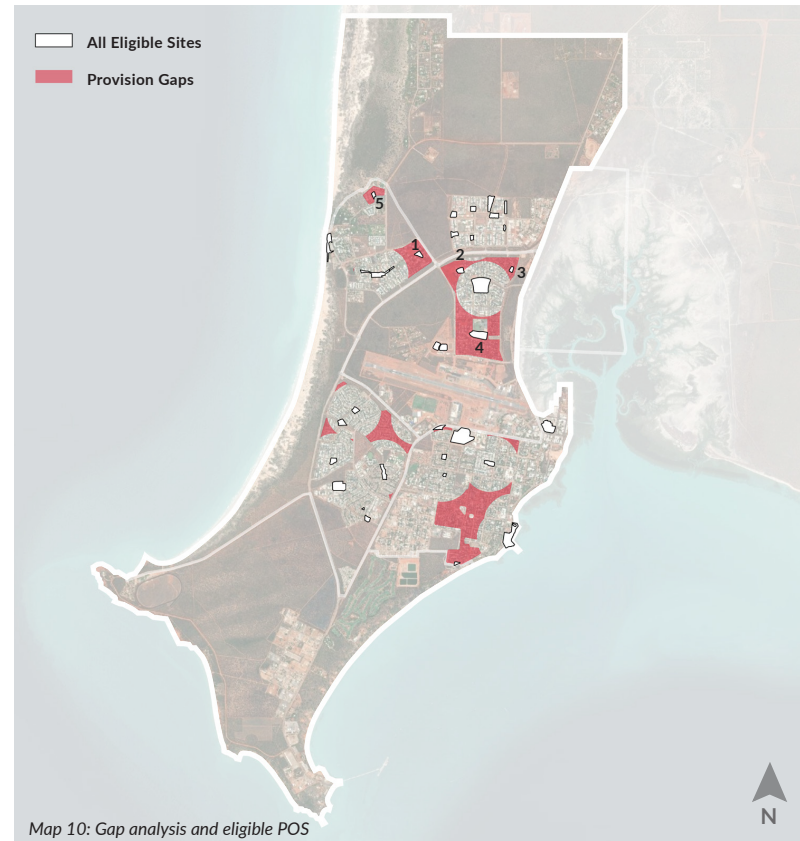
A gap analysis was conducted by subtracting the locations of existing playgrounds from Broome's residential areas, identifying regions across Broome where additional playgrounds are needed.

Upon review of the gap analysis (refer to Section 4.22: *Provision and Gaps*), eligible POS were overlaid to highlight those situated for future playground provision, as presented in Map 9.

Observations

- + 4 eligible POS sites were identified as full or partial overlap with the provision gaps analysis areas
- + 2 sites, Sugar Glider Park and Frangipani Park, have partial overlap in the provision gaps analysis areas

1	Sunset Rise Park North
2	Koel Way
3	Brolga Park
4	Sugar Glider Park
5	Frangipani Park
6	Demco Reserve



PUBLIC OPEN SPACE REVIEW

1 - Sunset Rise North

Sunset Rise North has available space and appropriate grade to accommodate a new playground. The site condition and quality of current amenity is very good. Natural site aesthetic and is very good, with some connectivity infrastructure available.



2 - Koel Park

Koel Park has available space and appropriate grade to accommodate a new playground. The condition and quality of current amenity is satisfactory, however natural site aesthetic and is excellent, with ample natural shade available. The site also has excellent passive surveillance available from surrounding residences.



3 - Brolga Park

Brolga Park has available space and appropriate grade to accommodate a new playground. Condition and quality of current amenity is very good. The site boasts excellent site appeal, atmosphere and aesthetic, with excellent natural site aesthetic and natural shade available. The site has excellent passive surveillance available from surrounding residences.



PUBLIC OPEN SPACE REVIEW

4 - Sugar Glider Park

Sugar Glider Park has available space and appropriate grade to accommodate a new playground. The site is in a prominent location with access connection to Roebuck Primary School and adjacent residences. A makeshift rope swing is present on the site, indicating the desire of the local community for play experiences. The site aesthetic is excellent with natural shade and good passive surveillance from residences.



5 - Frangipani Park

Frangipani Park has available space and appropriate grade to accommodate a new playground. The site boasts excellent site appeal, atmosphere and aesthetic, with excellent natural site aesthetic. The site provides appropriate infrastructure for its POS size, and condition and quality of current amenity is very good. Available good passive surveillance opportunity is good.



6 - Demco Reserve

Demco Reserve has available space and appropriate grade to accommodate a new playground. The location is proximate to residences and close access to ocean foreshore, boasting site appeal for mixed user groups. The site is in good condition and is well maintained, with natural site aesthetic and some natural shade. It provides excellent passive surveillance available from surrounding residences.

As part of a new paths program, Demco Reserve is also soon to be connected by 716 metre shared path extending from Town Beach, in front of the caravan park, to Demco Park to the west, consisting of 178m of boardwalk and 538m of path.



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6 BIBLIOGRAPHY

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APPENDIX

7 APPENDIX



The Acting Director of Development and Community advised that item 9.2.3 has been updated since the publishing of the Agenda, to confirm the consultation process that has taken place.

9.2.3 PROPOSED PERMANENT CLOSURE OF THE CHARLES ROAD/MCKENZIE ROAD PEDESTRIAN ACCESS WAY

LOCATION/ADDRESS:	4L Charles Road, Cable Beach (Lot 2206 on DP 216953 and Lot 2254 on DP188554 of Reserve 41257)
APPLICANT:	Sarah West - Adjoining Resident
FILE:	MCK-2/12A
AUTHOR:	Land Tenure Officer
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Acting Director Development and Community
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

The Applicant has lodged an enquiry with the Department of Planning, Lands and Heritage (DPLH) requesting to purchase the portion of Lot 2254 that adjoins their property, 12A Mckenzie Road. Lot 2254 is part of Reserve 41257 currently vested with the Shire of Broome for the purpose of Pedestrian Access Way (the PAW).

DPLH has advised the Applicant that as the PAW is currently vested with the Shire there is a formal process that the Shire must undertake before DPLH can consider the request for the Applicant to complete the purchase of land from the State.

The Applicant, who is one of the adjoining property owners to the PAW, has contacted the Shire to complete the required process to allow for the purchase of the PAW to take place.

Council at the 26 February 2026 Ordinary Meeting resolved to seek public comment on the proposed PAW closure. The proposed closure was advertised between 1 April 2026 and 30 April 2026 with one submission received.

This report recommends Council requests that the PAW is permanently closed to allow for the Applicant to proceed with the purchase of the land from the State.

BACKGROUND

Previous Considerations

OMC 15 Dec 2016	Item 9.2.6
OMC 26 Feb 2026	Item 9.2.3

At the Ordinary Meeting of Council (OMC) held on 15 December 2016, Council resolved the following:

Council Resolution:

Moved: Cr C Mitchell

Seconded: Cr M Fairborn

That Council:

1. **Endorses in principal the following laneway closures by erecting fencing subject to outcomes of the community consultation:**
 - a) **Puertollano Place;**
 - b) **Plancania Place;**
 - c) **Martin Court;**
 - d) **Cox Place;**
 - e) **Wing Place;**
 - f) **Ellies Court;**
 - g) **McKenzie Road; and**
 - h) **Pryor Drive.**
2. **Endorses the Community Engagement Plan, with submission period of 22 December 2016 to 17 February 2017, and submission form for the proposed laneway closures.**
3. **Notes that the responses of the community engagement process and amended proposed lane closures will be presented to Council.**

CARRIED UNANIMOUSLY 7/0

The Pedestrian Access Way (PAW) is located between 10 and 12 McKenzie Road through to between 6 and 4 Charles Road, see Figure 1 below, and has been closed with a gate and fence since early 2017. At the OMC) held on 26 February 2026 Council resolved the following:

Council Resolution

Minute No. C/0226/010

Moved: Cr M Virgo

Seconded: Cr S Cooper

That Council:

1. **Requests the Chief Executive Officer to undertake Step 2 and Step 3 as outlined in the Procedure for the Closure of Pedestrian Access Way Planning Guidelines, and seek public comment on the proposed closure of the Pedestrian Access Way (located at 4L Charles Road, Cable Beach, within Reserve 4125 being Lot 2206 on DP216953 and Lot 2254 on DP188554): and**
2. **Requests the Chief Executive Officer to provide an update to Council once the above steps have been undertaken for Council to assess any comments received and make a final determination on the closure of the Pedestrian Access Way.**

CARRIED UNANIMOUSLY 6/0



Figure 1 – Aerial of the Site (full street context)

COMMENT

Shire officers have now undertaken the required consultation which included a direct mail out to surrounding landholders, a public notice in the Broome Advertiser, a public notice attached to the fencing on the Reserve, a public notice on the Shire's website and direct correspondence to all adjoining landowners.

Shire officers have also sought comments from all relevant infrastructure providers in accordance with the requirements of the Western Australian Planning Commission (WAPC) Procedure for the Closure of Pedestrian Access Way Planning Guidelines (WAPC procedure).

The Shire received one response from a surrounding landholder which supported the proposed permanent closure of the PAW.

Each of the responses received from the infrastructure providers have been assessed and Shire officers are comfortable that while there is currently Horizon Power and Water Corporate infrastructure located within the PAW, representatives from Horizon Power and Water Corporation have confirmed that they will agree to an easement, should the lot be subdivided and sold to the adjoining landowners. The Applicant has indicated that they are willing to cover all associated costs with the registration of an easement.

Detail of all submissions is outlined Attachment 1 Schedule of Submissions and Responses from Infrastructure Providers.

The WAPC procedure requires that the Shire assesses the comments received from infrastructure providers and the community to determine whether to proceed with the permanent closure. If Council resolves to close the pedestrian access way, the next step is for Shire Officers to write to all abutting landowners to advise them of the Council's decision and seek the following;

1. Written support for the closure;
2. Written agreement as to how the land is to be divided; and
3. Written agreement from those wishing to purchase a portion of the pedestrian access way that they are prepared to meet all costs associated with the closure including the possible relocation of infrastructure and registration of easements, removal of improvements from the pedestrian access way, and cost of reinstatement of kerbing.

Once all of the above has been received Shire Officers will then submit a written request to close the pedestrian access way to the WAPC together with:

- The closure report (amended to include an assessment of the responses received from the infrastructure providers, agencies, abutting landowners and other members of the community);
- Copies of all letters received from infrastructure providers; and
- Copies of all letters received from abutting landowners.

This report recommends that Council resolves to permanently close the pedestrian access way located between 10 and 12 McKenzie Road through to between 6 and 4 Charles Road.

CONSULTATION

Since the 26 February 2026 OMC Shire officers have undertaken the following consultation:

- all relevant infrastructure providers were advised of the proposed closure.
- written notification to all adjoining landowners and landowners within 100m of the PAW.
- publication of a notice in the Broome Advertiser newspaper; and
- placement of signage at the entrances/exits of the pedestrian access way on Charles and McKenzie Roads.

A 29 day public comment period was provided.

One submission was received from the public and that is included in Attachment 1 as well as responses from each infrastructure provider.

STATUTORY ENVIRONMENT

Land Administration Act 1997

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Option 1 – No Action

The Shire would continue to maintain the reserve under the existing operational budget, with no additional costs incurred.

Option 2 – Permanently Close the Laneway for Purchase by Adjoining Landowners

Closure of the reserve would relieve the Shire of ongoing maintenance responsibilities,

resulting in savings to the operational budget. Should the sale proceed, adjoining landowners would assume all costs associated with maintenance and fencing.

RISK

Nil

STRATEGIC ASPIRATIONS

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

Outcome 5 - Responsible management of natural resources

Objective 5.2 Adopt and encourage sustainable practices.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:

Minute No. C/0526/050

Moved: Cr M Virgo

Seconded: Cr J Mamid

That Council:

1. **Recommends to the West Australian Planning Commission that the Pedestrian Access Way (being Lot 2206 on DP 216953 and Lot 2254 on DP188554 of Reserve 41257) is permanently closed, subject to the Applicant agreeing to pay all costs associated with the closure, including but not limited to;**
 - (a) **Registration of easements within the Pedestrian Access Way that belong to Water Corporation, Horizon Power and Telstra, as required,**
 - (b) **Removal of Shire fencing,**
 - (c) **Removal of any other Shire infrastructure that remains within the Pedestrian Access Way and any reinstatement works required, and,**
 - (d) **Any costs relating to having the Pedestrian Access Way surveyed.**
2. **Requests the Chief Executive Officer to undertake the remaining steps required by the Western Australian Planning Commission to complete the procedure for the closure of pedestrian access ways.**

CARRIED UNANIMOUSLY 9/0

Attachments

1. Schedule of Submissions and Infrastructure Providers Responses

Schedule of Submissions - Charles Road/Mckenzie Road Pedestrian Access Way Proposed Closure

No.	Name	Feedback	Summary of Submission	Officer Comment	Officer Recommendation
1.	Craig Doyle	<p>My name is Craig Doyle and I reside at [REDACTED] McKenzie Road and one of the owners of the adjoining block to the laneway between McKenzie and Charles. We have lived here for approximately 12 years and since the laneway has been fenced off and closed life has been more enjoyable living here.</p> <p>When the laneway was open, we had unruly behaviour trespassers on property, Graffiti, drug paraphernalia found in the laneway, discarded alcohol Cans and bottles, used syringes, motorbikes regularly using the laneway and at one stage a car drove through it which prompted the Shire to put a Bollard up at each end to stop this behaviour.</p> <p>As the resident of [REDACTED] McKenzie Road we are in full support of closing the laneway permanently and very interested in purchasing the land to completely close it off forever.</p> <p>I would be more than happy to comment further if required and really hoping this process is a speedy one and not something that is dragged on for months or years.</p> <p>Thank you for your assistance in this process.</p> <p>Kind regards Craig Doyle</p>	Resident is in favour of the proposal	Acknowledges the concerns that the residents raised and thank them for taking the time to respond to our community engagement.	Officers recommend to proceed with the formal closure of the pedestrian access way.

Infrastructure Providers responses to WAPC questions.

1. Whether there is any infrastructure located in the pedestrian access way?
2. Whether that infrastructure is proposed to be relocated at some stage in the future or will remain in situ?
3. Whether they have any objection to the closure?
4. If they have no objection to the closure, what their requirements are in relation to service relocation and easements?

No.	Provider	Responses	Summary of Response	Officer Comment
1.	Telstra	<ol style="list-style-type: none"> 1. Whether there is any infrastructure located in the pedestrian access way? There is no Telstra network located in the pedestrian access way. Noting that there are Telstra assets in the vicinity of the pedestrian access way, in the road reserves located at each of the pedestrian access way. 2. Whether that infrastructure is proposed to be relocated at some stage in the future or will remain in situ? Telstra has no proposal to relocate the existing Telstra infrastructure located in the road reserve located in the vicinity of the pedestrian access way. 3. Whether they have any objection to the closure? Telstra has no objection. 4. If they have no objection to the closure, what their requirements are in relation to service relocation and easements? No relocation required as there are no Telstra assets located within the pedestrian access way. No easement required. Although there may be a requirement to relocate the Telstra assets located in the road reserves located at each end of the pedestrian access way if the adjoining properties are redeveloped and associated activities have an impact on the Telstra assets. 	There is no Telstra infrastructure within the Pedestrian Access Way	Noted

2.	Horizon Power	<ol style="list-style-type: none"> Whether there is any infrastructure located in the pedestrian access way? Yes, Horizon Power has electricity network distribution cables in the pedestrian access way. Whether that infrastructure is proposed to be relocated at some stage in the future or will remain in situ? These cables are required to remain in situ for the supply of electricity to neighbouring properties. Whether they have any objection to the closure? Subject to the response to question 4, Horizon Power does not have objection to the closure of the pedestrian access way. If they have no objection to the closure, what their requirements are in relation to service relocation and easements? Horizon Power requires an easement to be granted over the land that comprises the current accessway in favour of Horizon Power. The terms of the easement must be approved by Horizon Power and need to include access rights for Horizon Power to continue to maintain, repair, replace, operate etc the cables and a prohibition on any structures or trees to be located on the easement area. 	<p>There is Horizon Power infrastructure within the Pedestrian Access Way and Horizon Power have indicated that they will agree to an easement.</p>	<p>Officers note that Horizon has confirmed that their infrastructure does not need to be removed, however will require that an easement is registered as part of the subdivision and sale process.</p>
3.	Water Corporation	<ol style="list-style-type: none"> Whether there is any infrastructure located in the pedestrian access way? There is a sewer main crossing the PAW Whether that infrastructure is proposed to be relocated at some stage in the future or will remain in situ? There are no plans to relocate the sewer main. Whether they have any objection to the closure? Water Corporation has no objection to the closure of the PAW. If they have no objection to the closure, what their requirements are in relation to service relocation and easements? There are no requirements for the sewer main within the PAW, it can remain as is regardless of which lots the PAW is amalgamated with. This sewer main is already running within private property and is protected by the existing rear lot boundary. 	<p>There is Water Corporation owned infrastructure within the Pedestrian Access Way and Water Corporation have indicated that they will not require for it to be moved.</p>	<p>Officers note that Water Corporation have indicated that they do have existing infrastructure within the Pedestrian Access Way</p>

9.2.4 RFQ25/32 SUPERINTENDENT’S REPRESENTATIVE – WALMANYJUN CABLE BEACH FORESHORE REDEVELOPMENT

LOCATION/ADDRESS: Nil
APPLICANT: Nil
FILE: CON-25/32
AUTHOR: Director Infrastructure
CONTRIBUTOR/S: Nil
RESPONSIBLE OFFICER: Director Infrastructure
DISCLOSURE OF INTEREST: Nil

SUMMARY:

The Shire of Broome engaged ACOR Consultants Pty Ltd to undertake the role of Superintendent’s Representative for Stage 2 of the Walmanyjun Cable Beach Foreshore Redevelopment, commencing 9 January 2026.

It is proposed to extend the contract term for ACOR Consultants Pty Ltd to continue as the Superintendent’s Representative, which requires a decision of Council.

BACKGROUND

Previous Considerations

Nil.

Construction of Stage 2 of the Walmanyjun Cable Beach Foreshore Redevelopment upgrade (the Project) commenced in May 2025 with the Shire (the Principal) awarding a Contract to CMA Contracting.

Within the AS4000-1997 Construction Contract the Principal nominated its Project Manager as the Superintendent's Representative (the Superintendent). At the time this was considered a sound approach as the Shire had just successfully delivered Stage 1 with the same approach.

Unfortunately, in August 2025, the Superintendent suddenly passed away.

To ensure the immediate continuity of the Project the Principal's Manager Engineering stepped into the role as Superintendent. This approach allowed the Project to continue however was not a sustainable solution based on the existing responsibilities of the Manager Engineering and the overall reduced capacity of the Principal's team.

In December 2025 the Shire of Broome engaged ACOR Consultants Pty Ltd (ACOR) to perform the function of Superintendent for the Project.

In the context of the AS400-1997 standard, a Superintendent is defined as the person appointed to perform contract administration functions under the contract. The Superintendent acts as both the Principal's agent and an independent certifier, responsible for administrative duties and making assessments such as extension of time and payment claims. The superintendent's role is crucial for ensuring the integrity of the contract.

The Shire procured ACOR's services through a Request for Quotation process utilising the WALGA Preferred Supplier Arrangements panel Contract number (PSP002 – Engineering Environmental and Technical Consultancy) and the AS4122:2010 Consultants Contract. ACOR were engaged on an hourly rates basis, with a capped value of \$261,900 excl. GST. ACOR commenced as Superintendent on 9 January 2026 with an initial engagement timeframe through to the end of May 2026.

To ensure continuity of Superintendent services for the full duration of the Project, ACOR has submitted a fee proposal to the Shire of Broome.

Shire officers are unable to vary the Contract as the revised Contract Value would exceed the delegated procurement threshold. The decision to vary the Contract is therefore required to be presented to Council for consideration.

COMMENT

The continued engagement of ACOR in the role of Superintendent is considered critical to the successful delivery of the Project. ACOR has developed a comprehensive understanding of the Project, including its ongoing challenges and opportunities, and possesses the experience and resources necessary to effectively administer a construction project of this scale.

In May 2025 the Shire sought and received a fee proposal (**Confidential Attachment 1**) from ACOR to continue as Superintendent. The scope was for a fixed number of hours, per week based on the known hours per week that are currently needed to administer the Contract.

ACOR's fee proposal represents improved value for money compared to the original hourly rate structure as it includes for administrative support which reduces the overall reliance on the higher-cost engineering resources.

Given ACOR's established involvement and project-specific knowledge, undertaking a new procurement process at this stage would likely result in limited competitive benefit. Any alternative consultant would require a significant onboarding period, potentially introducing delays, increased costs, and additional project risks. To our knowledge, there are also no other established Consultants in Broome able to offer this service.

It is therefore recommended that Council approve a variation to RFQ25/32 SUPERINTENDENT'S REPRESENTATIVE – WALMANYJUN CABLE BEACH FORESHORE REDEVELOPMENT

CONSULTATION

Consultation has been undertaken with ACOR regarding the revised fee structure and proposed contract variation.

STATUTORY ENVIRONMENT

The Shire procured ACOR's services through a tender exempt Request for Quotation process utilising the WALGA Preferred Supplier Arrangements panel Contract number (PSP002 – Engineering Environmental and Technical Consultancy) and the AS4122:2010 Consultants Contract.

The procurement was undertaken in accordance with the Shire's Procurement Policy.

To vary the Contract and therefore increase the value of the Contract Shire officers are required to seek Council approval as the new Contract value would exceed the delegated authority to vary a Contract within delegation 1.2.16 *Tenders for Goods and Services*.

Local Government Act 1995 (WA)

Local Government (Functions and General) Regulations 1996 (WA)

21A. Varying a contract for the supply of goods or services

If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless —

- (a) the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- (b) the variation is a renewal or extension of the term of the contract as described in regulation 11(2)(j), (ja) or (jb).

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The Project budget did not contain funding for an external Consultant to provide Superintendent services and the current engagement of ACOR has been funded from the Project contingency to the value of \$261,900 excluding GST.

As of 12 May 2025 the Project Contingency was calculated to have \$665,000 remaining for re-allocation if required. This figure recognises the current approved variations to the Contract, all budgets amendments to date, in 2025/26, and the forecast interest earnings from the grant funds held by the Shire for the Project.

ACOR's fee proposal to continue as Superintendent is \$404,900 excl. GST which would also be funded from the project contingency.

Liquidated Damages are intended to cover the Principal's extended supervision costs, loss of revenue, financing costs, operational disruption, or inability to use the asset and are a pre-agreed amount that the Contractor must pay to the principal if the Contractor fails to achieve Practical Completion by the contractual date for Practical Completion. From 9 June 2026 the Head Contract will begin to incur Liquidated Damages and these accrued funds will be used to cover the recommend extension of the Shire's Contract with ACOR.

It is recommended that Council approve the following budget amendments, which have an overall NIL impact to the Project;

- a budget amendment of -\$405,000 excluding GST in the 2025/26 financial year to Expense Account CB21 - Cable Beach Stage 2 - Head Contract; and
- a budget amendment of \$405,000 excluding GST in the 2025/26 financial year to Expense Account CB30 - Cable Beach Stage 2 – Contingency and Misc Costs.

Note, the calculation of the extension of ACOR's services has been conservatively calculated to ensure that the Shire has both obtained the services of ACOR and compliantly executed the procurement process in the event further delays are experienced on the project.

RISK

If the contract variation is approved, the primary risk is the increase in project costs beyond the originally approved budget. This is mitigated by applying Liquidated Damages to the Head Contractor past the approved Practical Completion date of the Project.

However, there are significantly greater risks associated with not extending ACOR's engagement and by reverting to the Principals team to provide Superintendent Services;

- Loss of continuity in the Superintendent role
- Reduced effectiveness in contract administration and oversight

- Increased exposure to contractual disputes and claims
- Reduced ability to manage contractor performance issues effectively

Given ACOR's critical role within the project team and their detailed knowledge of the project, extending their engagement is considered the lowest-risk option to support successful project delivery.

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

Absolute Majority

<u>COUNCIL RESOLUTION:</u>	Minute No. C/0526/051
Moved: Cr P Taylor	Seconded: Cr M Virgo
That Council:	
<ol style="list-style-type: none"> 1. Accepts the variation proposal from ACOR Consultants Pty Ltd to continue as the Superintendent's Representative for Stage 2 of the Walmanyjun Cable Beach Foreshore Redevelopment upgrade. 2. Authorises the Chief Executive Officer to vary CON-25/32 Superintendent's Representative – Walmanyjun Cable Beach Foreshore Redevelopment, and negotiate contract variations during the engagement if necessary. 3. Notes the NIL financial impact to the Shire of Broome and its ratepayers of the decision to vary CON-25/32 Superintendent's Representative – Walmanyjun Cable Beach Foreshore Redevelopment. 4. Approves a budget amendment of -\$405,000 excluding GST in the 2025/26 financial year to Expense Account CB21 - Cable Beach Stage 2 - Head Contract. 5. Approves a budget amendment of \$405,000 excluding GST in the 2025/26 financial year to Expense Account CB30 - Cable Beach Stage 2 – Contingency and Misc Costs. 	
CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 9/0	

Attachments

- Attachment 1 - Fixed fee variation to extend ACTOR's contract as superintendent
(Confidential to Councillors and Directors Only)
This attachment is confidential in accordance with section 5.23(4) of the Local Government Act 1995 as it contains "information contained in a tender received by the local government for a contract to the extent that the information; is a tendered price".

9.3 PROSPERITY

Cr Male declared a financial interest in item 9.3.1, the reason being “the Broome Turf Club is a client of my business”.

Cr Mamid declared a financial interest in item 9.3.1, the reason being “Boab Health and Skill Engineer are both clients of my tour business”.

Cr Virgo declared a financial interest in item 9.3.1, the reason being “the Broome Museum has an application in for the fund and they are a paid member of the Broome Visitor Centre and I am the General Manager”.

2 elected members were on approved leave of absence and 3 elected members declared a financial interest in the item. A quorum could not be achieved and the item was deferred.

9.3.1 COMMUNITY DEVELOPMENT FUND APPLICATIONS STREAM 1 AND 2, FOR 2026/27

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	GPC16
AUTHOR:	<i>Economic Development Coordinator</i>
CONTRIBUTOR/S:	<i>Development and Community Project Officer</i>
RESPONSIBLE OFFICER:	<i>Manager Community and Special Projects</i>
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

Council is requested to consider applications submitted under Stream 1 and 2 of the Community Development Fund, with funding allocations to be made in the 2026/27 financial year.

BACKGROUND

Previous Considerations

OMC 22 May 2025	Item 9.3.3
OMC 27 March 2025	Item 9.3.1
SMC 6 June 2024	Item 5.3.1
OMC 27 April 2023	Item 13.1
OMC 30 March 2023	Item 9.3.1
OMC 15 December 2022	Item 9.3.1

COMMENT

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

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

The CDF is separated into 3 streams.

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

This agenda item will consider applications that were received under Stream 1 and Stream 2 for events and projects that will be held in the 2026/27 financial year. Stream 3 was last considered at the OMC 27 March 2025, where a multiyear agreement with Shinju Matsuri Inc was approved and concludes in 2027.

COMMENT

Applications for the CDF program were accepted from 10 January to 20 March 2026. It was advertised via the Shire website, Facebook, the Shire News section in the Broome Advertiser, radio ads, poster advertising, media release and targeted emails to community and sporting groups. Previous applicants were also notified of the rounds' opening and closing dates.

Application Assessment Process

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

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

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

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

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

Officers presented the assessment at a Council workshop held on 14 April, with Shire President Mitchell, Cr Cooper, Cr Lewis, Cr Smith, Cr Taylor and Cr Virgo in attendance and direction was provided on funding to be allocated.

Applications

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

Stream 1 Applications and Recommendations for Funding

For Stream 1 events, applicants are required to be based within the Shire of Broome or, if based outside the Shire boundaries, partner with a local organisation to demonstrate a commitment to local impact.

Applicants must be an incorporated not-for-profit organisation or community group, or have a confirmed auspice arrangement with a partner organisation. Applicants must also have an annual turnover of \$500,000 or less, or where their turnover exceeds \$500,000, demonstrate a significant need for funding.

Applicants are required to demonstrate that they have secured at least 50% of project costs from sources other than the CDF.

For Stream 1 events, 25 applications were received for 2026/27, with a total funding request of \$207,366. This compares to the previous year, where 11 applications were received in 2025/26, with a total funding request of \$125,219.

Given Stream 1 was heavily subscribed, and Council seeks to support a wide range of beneficial community programs, most applicants have been recommended to receive less than the amount requested. This approach allows for a more equitable distribution of available funding across eligible projects.

S101 – Live to Tell Your Story Inc t/a Prepare Produce Provide Kimberley Bushfoods & Storytelling Student Showcase

Live to Tell Your Story Inc proposes to deliver a Kimberley Bushfoods and Storytelling Student Showcase, engaging secondary students in hands-on workshops that combine cultural knowledge, storytelling, and bushfood education. The project supports youth engagement and cultural learning, with broader community benefits through showcasing local knowledge and participation.

This project is not recommended for funding as the applicant is an external, non-Broome based organisation and has not sufficiently demonstrated local partnerships or engagement with Broome-based people, organisations or service providers.

Requested: \$10,000

Recommended: \$0,000

S102 – Healthy Mind Menu Mental Health in Hospitality Broome Roadshow

Healthy Mind Menu proposes to deliver a mental health roadshow targeting the hospitality sector in Broome, expanding Mental Health First Aid initiatives and supporting workforce wellbeing within the industry.

This project is not recommended to allocate funding as the application does not sufficiently demonstrate eligibility under the Guidelines, including lack of clear local connection and unresolved assessment criteria.

Requested: \$3,000

Recommended: \$0

S103 – Pearl Coast Gymnastics Club Airfloor Replacement or Gymnasium Rental Cost

Pearl Coast Gymnastics Club seeks funding to replace an essential Air Floor used in training and competitions, or alternatively to support gymnasium rental costs. The project supports ongoing access to recreational and sporting activities for local participants.

The applicant received funding in 2025/26 for a different project, with demonstrated delivery.

It is recommended to allocate \$10,000 to the air floor replacement only, as rental costs are ineligible for funding as per section 3.3 of the CDF guidelines.

Requested: \$10,000

Recommended: \$10,000

S104 – Illyarrie Pty Ltd ATF The Trustee Cable Beach Free Community WiFi

Illyarrie Pty Ltd proposes a cost-sharing arrangement to provide free community WiFi at Cable Beach, aimed at improving connectivity for residents and visitors.

It is not recommended to allocate funding, as the applicant does not meet eligibility requirements under Stream 1, including not being a not-for-profit organisation.

Requested: \$2,500

Recommended: \$0

S105 – Broome Town Band Broome Town Band Rehearsal Venue Hire 2026–2029

Broome Town Band seeks funding to secure a three-year rehearsal venue, supporting the continuation of regular rehearsals and performances that contribute to community events and cultural activation in Broome.

The applicant is an ongoing community organisation with demonstrated contribution to local events.

It is recommended to allocate \$3,000, as the project supports sustained community cultural activity. The recommended amount supports one year in venue hire costs but is less than the requested amount due to budget constraints and to ensure equitable distribution across applicants.

Requested: \$9,020
Recommended: \$3,000

**S106 – Broome Athletics Club
WA State Junior Track & Field Event 2027**

Broome Athletics Club seeks funding to support eligible athletes aged 8 to 12 to travel from Broome to Perth to attend the Fuel to Go & Play Little Athletics WA Challenge in March 2027. The event provides junior athletes with the opportunity to participate in a State-level athletics competition based on performance during the 2026/27 season.

The project is eligible; however, the applicant has received Shire funding for two consecutive years for the same project. It is not recommended to allocate funding due to the limited available budget and the need to support a broader range of applicants.

Requested: \$6,360
Recommended: \$0

**S107 – RSPCA WA
RSPCA WA Community Action Day**

RSPCA WA proposes to deliver a free community event providing animal health services, education, and support to pet owners. The event is designed to improve animal welfare outcomes and provide accessible services to the Broome community.

The applicant received funding in 2024/25.

It is recommended to allocate \$5,000, as the project provides a direct community benefit and supports animal welfare outcomes. The recommended amount is less than requested due to budget constraints and to ensure equitable distribution across applications.

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

**S108 – Broome Boxing Club Inc
Kimberley Championships Red Dirt Rumble 2026**

Broome Boxing Club Inc proposes to deliver the Kimberley Championships Red Dirt Rumble, supporting local fighters and providing opportunities for competition and community engagement.

This is a new application under the Community Development Fund.

It is recommended to allocate \$6,000, as the project supports youth engagement, sport development, and community participation. The recommended amount is slightly less than requested due to budget constraints.

Requested: \$6,316
Recommended: \$6,000

**S109 – Broome Youth & Families Hub
Broome Youth and Families Hub Drop In Revitalisation**

Broome Youth & Families Hub proposes to upgrade the Drop-In Youth Centre through the purchase of furniture, equipment, and improvements to enhance the space for young people and families.

This is a new application under the Community Development Fund.

It is recommended to allocate \$6,000, as the project supports youth engagement and provides a safe and accessible community space. The recommended amount is less than requested due to budget constraints.

Requested: \$7,172

Recommended: \$6,000

S110 – Boab Health Services Little Feet, Big Steps

Boab Health Services proposes to deliver a community-based podiatry program providing checks, education, and early intervention services.

It is not recommended to allocate funding, as the applicant has not met the Guideline criteria by demonstrating a need for the funding despite having an annual turnover of over \$500,000.

Requested: \$9,800

Recommended: \$0

S111 – Broome Floorball Inc Youth Development Project 2026–2027

Broome Floorball Inc proposes to deliver a youth-focused sporting program supporting participation, skill development, and inclusive engagement. The applicant has previously received funding for similar initiatives.

It is recommended to allocate \$6,000, as the project supports youth participation and community sport outcomes. The recommended amount is less than requested due to budget constraints.

Requested: \$10,000

Recommended: \$6,000

S112 – Broome Historical Society Indonesian Canoe Shed Interpretive Upgrade

Broome Historical Society proposes to upgrade interpretive materials at the Indonesian Canoe Shed to enhance visitor experience and historical understanding. The applicant received funding in 2025/26 for a different project.

It is recommended to allocate \$4,500, as the project supports heritage interpretation and tourism outcomes.

Requested: \$4,500

Recommended: \$4,500

S113 – Pilbara Kimberley University Centres Inc (Broome)

PKUC 2027 Scholarship Program

Pilbara Kimberley University Centres Inc proposes to provide a \$5,000 scholarship to support higher education students from remote regions accessing study through the Broome centre.

It is not recommended to allocate funding, as the application does not meet eligibility criteria under Section 3.3 of the Guidelines which states that grant funding may not be used for 'fundraising to support the provision of community grants or donation programs by the applicant.'

Requested: \$5,000

Recommended: \$0

S114 – Backroom Press**Write By the Bay**

Backroom Press proposes to deliver a three-stage creative writing program supporting local writers through workshops, mentorship, and publication outcomes.

It is recommended to allocate \$6,000, as the project supports arts development and community participation. The recommended amount is less than requested due to budget constraints.

Requested: \$8,650

Recommended: \$6,000

S115 – The Skill Engineer Ltd**Kimberley Beats; Remote Youth Digital Access Program**

The Skill Engineer Ltd proposes to deliver a youth-focused music and digital arts program, improving access to creative technologies and skill development opportunities.

The applicant received funding in 2025/26 for a different project.

It is recommended to allocate \$8,500, as the project supports youth engagement, creative skill development and local participation.

Requested: \$9,500

Recommended: \$8,500

S116 – Sammy the Dragon**Sammy the Dragon for Shinju Matsuri**

Sammy the Dragon proposes to deliver a child-focused cultural activation as part of Shinju Matsuri.

It is not recommended to allocate funding, as the applicant is not an incorporated organisation and does not meet eligibility requirements.

Requested: \$5,000

Recommended: \$0

S117 – Chrissy Carter Fund**Feline Rescue and Rehoming Initiative**

Chrissy Carter Fund proposes to coordinate the rescue, care, and rehoming of cats, including transport and veterinary support.

The applicant received funding in 2025/26. The project has previously demonstrated positive impacts for the community by saving cats and reducing the overall numbers of potential strays. It is recommended that a reduced amount of \$8,000 is allocated due to budget constraints.

Requested: \$10,000

Recommended: \$8,000

S118 – Broome Soccer Association Building Better Pathways Program

Broome Soccer Association proposes to establish additional intra-club programs to improve participation pathways and player development.

It is recommended to allocate \$6,000, as the project supports community sport and youth engagement. The recommended amount is less than requested due to budget constraints.

Requested: \$10,000

Recommended: \$6,000

S119 – Nikkei Australia When You Call My Name Project

Nikkei Australia proposes to deliver a photographic exhibition at the Broome Historical Museum, supporting cultural storytelling and community engagement.

It is recommended to allocate \$6,000, as the project provides cultural and community benefit. The recommended amount is less than requested due to budget constraints.

Requested: \$8,276

Recommended: \$6,000

S120 – Judo Broome Development of a Judo Club in Broome

Judo Broome proposes to establish a new sporting club, increasing participation opportunities through introductory programs and equipment.

The project is eligible; however, the applicant has received Shire funding for two consecutive years. It is not recommended to allocate funding due to budget constraints and the need to support a broader range of applicants.

Requested: \$8,758

Recommended: \$0

S121 – Saving Animals from Euthanasia Animal Welfare and Wellbeing

Saving Animals from Euthanasia proposes to deliver volunteer-led animal rescue services, including veterinary care and rehoming.

This is a new application under the Community Development Fund.

It is recommended to allocate \$6,000, as the project supports animal welfare outcomes and community benefit. The recommended amount is less than requested due to budget constraints.

Requested: \$10,000

Recommended: \$6,000

**S122 – Breaking the Silence Limited t/a DV Assist
Stronger Kimberley Responses: FDV & Trauma Informed Support**

Breaking the Silence Limited proposes to deliver family and domestic violence support services, focusing on trauma-informed responses and community capacity building.

Not recommended for funding as the applicant is an external, non-Broome based organisation and has not sufficiently demonstrated local partnerships or engagement with Broome-based people, organisations or service providers.

Requested: \$10,000

Recommended: \$0

**S123 – Coolamon Community
Coolamon Community and KAMS Strong Beginnings**

Coolamon Community proposes to continue delivery of the Coolamon Gift program supporting early childhood outcomes.

It is not recommended to allocate funding due to budget constraints and limited local delivery.

Requested: \$20,000

Recommended: \$0

**S124 – Cable Beach Primary School P&C
Debate Club Camp**

Cable Beach Primary School P&C proposes to deliver a two-day Debate Skills Camp to build confidence and communication skills among students. The applicant is eligible as an incorporated P&C.

It is recommended to allocate \$3,500, as the project supports youth development and education outcomes.

Requested: \$3,514

Recommended: \$3,500

**S125 – Broome Circle
Broome Empowerment Centre Activation Project**

Broome Circle proposes to activate the Broome Empowerment Centre through community programs and service delivery.

This is a new application under the Community Development Fund.

It is recommended to allocate \$3,000, as the project demonstrates strong community support and service delivery outcomes. The recommended amount is less than requested due to budget constraints.

Requested: \$10,000

Recommended: \$3,000

STREAM 2 APPLICATIONS & RECOMMENDATIONS FOR FUNDING

All Stream 2 applications for funding must be for an event, and all applicants are required to demonstrate that they have secured at least 50% of project costs from sources other than the CDF. Businesses are eligible to apply, provided the event meets the relevant eligibility and assessment criteria.

Events must demonstrate that they will deliver long-term social and economic outcomes for the Broome community. To be eligible for a higher level of support, the event should be identified as a drawcard, enhancer or community event.

The Shire also seeks appropriate acknowledgement of its contribution to Stream 2 events. This may include an opportunity for a Shire representative to speak at the event, as well as recognition through banner display or other agreed promotional material.

For Stream 2 events, 12 applications were received for 2026/27, with a total funding request of \$211,124. This compares to the previous year, where 15 applications were received in 2025/26, with a total funding request of \$376,819.

S201 – Broome Netball Association Nets on the Beach

Broome Netball Association proposes to deliver Nets on the Beach, an annual Cable Beach netball fundraiser scheduled for May 2027. The event supports social connection, physical activity and local economic activation, with proceeds supporting netball programs and travel to the North West Championships.

The event is established and low risk, with strong participation, local engagement and letters of support.

It is recommended to allocate \$6,500, as the event demonstrates clear youth and community benefits.

Requested: \$6,500

Recommended: \$6,500

S202 – Purple Hands Foundation Kimberley 9s Carnival

Purple Hands Foundation proposes to deliver the Kimberley 9s Carnival, a two-day youth engagement event held in late October. The event combines football with structured workshops and targets at-risk youth across the Kimberley, with approximately 500 students expected to participate.

The applicant has been funded previously and demonstrates strong stakeholder and local partnerships, including WA Police and community organisations.

It is recommended to allocate \$15,000, as the event provides youth engagement, wellbeing, community safety and regional participation outcomes. The recommended amount is less than requested due to budget constraints and the request for multiyear funding was not supported.

Requested: \$34,700

Recommended: \$15,000

S203 – The Kids Research Institute Australia The Kids STEM Festival Broome 2026

The Kids Research Institute Australia proposes to deliver the Kids STEM Festival Broome 2026, an established two-day STEM engagement event for students and families. The event includes hands-on science activities, school workshops and a community session, and is scheduled for 12 and 13 August at the Civic Centre.

The application is well supported by partners and aligns with youth and social impact priorities.

It is recommended to allocate \$5,000, as the event provides educational and community benefit. The recommended amount is less than requested due to budget constraints and noting some expenses were high.

Requested: \$9,968

Recommended: \$5,000

S204 – Broome Bowling Club Broome Bowling Events 2026/2027

Broome Bowling Club proposes to deliver established annual bowls tournaments attracting interstate and WA participants, including events held during Shinju Matsuri and in May 2027.

The applicant has received Shire support previously and has demonstrated an economic rationale through visitor attraction and club activation.

It is recommended to allocate \$6,000, as the events provide economic and tourism benefits. The recommended amount is less than requested due to budget constraints, and it is recommended that this be the final year of funding.

Requested: \$18,075

Recommended: \$6,000

S205 – Monsterball Broome Monster Beach Club

Monsterball Broome proposes to deliver Monster Beach Club, a 10-day school holiday activation from 10 to 20 July 2026 at BRAC, featuring inflatable-based recreational activities.

The project is recommended for funding due to its positive impact during the school holiday period, providing structured recreational activities for local children and young people. The

activation is also expected to attract visitors and tourists, support family-friendly activity in Broome, and contribute to local economic activity during the July peak season.

Requested: \$15,000

Recommended: \$5,000

S206 – Environs Kimberley Environs Kimberley Art Auction

Environs Kimberley proposes to deliver the Environs Kimberley Art Auction, an established annual ticketed arts event and fundraiser featuring a live and online auction of Kimberley artworks. The event is scheduled to be held in July 2026 at the Civic Centre.

The project demonstrates community participation, volunteer involvement and artist engagement, with economic impact extending beyond the event through direct art sales and longer-term support for the Kimberley arts sector. However, the application is not recommended for funding as the primary purpose of the event is fundraising, rather than the delivery of a community activity.

Requested: \$10,000

Recommended: \$0

S207 – Broome Sports Association Broome Sports Awards

Broome Sports Association proposes to deliver the Broome Sports Awards, an established annual gala awards event recognising athletes, volunteers and community contributors across multiple sports. The event is scheduled for 21 November 2026.

The applicant is a repeat applicant and previously received multi-year funding of \$10,000. The event is established and low risk, with strong local engagement, volunteer participation and sponsorship support.

It is recommended to allocate \$10,000, as the event provides community recognition and supports local sporting participation.

Requested: \$11,000

Recommended: \$10,000

S208 – Broome Barracudas Swimming Club Kimberley Open Short Course (KOSC)

Broome Barracudas Swimming Club proposes to deliver the Kimberley Open Short Course, a three-day Swimming WA sanctioned competition at BRAC from 25 September to 4 October 2026. The event enables swimmers across age groups and abilities to achieve official qualifying times, supported by officiating, training clinics and regional participation from clubs across WA.

The project demonstrates economic impact through visitor spend and repeat attendance, alongside youth development outcomes. The applicant has a strong track record and partnerships with Swimming WA and BRAC, with high reliance on volunteer delivery.

It is recommended to allocate \$10,000, as the event supports youth development, regional sport participation and visitor activity. The recommended amount is less than requested due to budget constraints. A multi-year funding agreement was not supported.

Requested: \$15,875

Recommended: \$10,000

S209 – Australian String Quartet Creative Residency in Broome

Australian String Quartet proposes to deliver a four-day arts residency from 24 to 28 August 2026 at the Civic Centre. The program includes performances, workshops, masterclasses and open rehearsals with Stephen Pigram, with a focus on cultural participation, inclusion and local capacity building through free community access.

The project is a high-quality arts residency with strong cultural and community engagement outcomes, supported by credible partners and a significant in-kind contribution.

It is recommended to allocate \$11,500, as the project supports cultural participation, local collaboration and community access. The recommended amount is less than requested due to budget constraints.

Requested: \$24,380

Recommended: \$11,500

S210 – Black Swan Theatre Raised in Big Spirit Country

Black Swan Theatre proposes to deliver Raised in Big Spirit Country, a three-night music and storytelling event from 3 to 5 September 2026 at Goolarri Amphitheatre. The event is led by Naomi Pigram-Mitchell and returns a successful Perth production to Broome through Pigram Productions, with local artists, crew, youth engagement and school programs.

The event is expected to attract approximately 500 attendees per performance, with an estimated total attendance of 1,500. Approximately 20 to 30 percent of attendees are expected to travel from outside Broome. The application is supported by strong sponsorship partners, including Minderoo Foundation.

It is recommended to allocate \$10,000, as the project supports cultural activation, local employment and visitor attraction. The recommended amount is less than requested due to budget constraints.

Requested: \$20,000

Recommended: \$10,000

S211 – Marrugeku Cut the Sky

Marrugeku proposes to deliver Cut the Sky, a free three-day immersive indoor video installation from 20 to 22 August 2026 at the Civic Centre. The project combines filmed dance, sound and large-scale projection exploring climate change through Indigenous perspectives, with a flexible drop-in format accessible to all ages. It also includes a one-day community forum and broader Kimberley tour.

The project is well supported, with significant confirmed co-funding and clear alignment with social, community and economic impact priorities.

It is recommended to allocate \$10,000, as the project supports cultural participation, free community access, school and visitor engagement, and broader regional activation. The recommended amount is less than requested due to budget constraints.

Requested: \$20,626

Recommended: \$10,000

S212 – Broome TriSports Association Cable Beach Triathlon

Broome TriSports Association proposes to deliver the Cable Beach Triathlon, an established annual multi-sport event from 17 to 19 July 2026 at Cable Beach. The event includes a triathlon, the 5km Dash for Cash fun run, a 600m open water swim, and pre-event community activities including swim clinics and group rides.

The event is inclusive and supports participation across all ages and abilities, from beginner to competitive athletes. The application notes significant cash and donation prizes and includes high costs for flights and accommodation for travelling service providers, although explanations were provided.

It is recommended to allocate \$8,000, as the event supports sport participation, community activation and visitor activity. The recommended amount is less than requested due to budget constraints and noting the high level of requested Shire support.

Requested: \$25,000

Recommended: \$10,000

CONSULTATION

CDF was widely publicly advertised, and one community engagement workshop was held to provide guidance on the application process. Officers also meet with local applicants to discuss their projects whilst the CDF round was open for submissions and provided feedback on applications that were submitted well before the deadline.

Multiyear Funding Applications

No projects or events have been recommended for multi-year funding, despite some applicants requesting this support. This is due to Councillor's concern that the available annual funding pool is reducing and that multi-year commitments would further limit the amount available for new applications in future years.

Officers acknowledge Council concern, but also that multi-year funding can be beneficial. It reduces administrative workload for both officers and proponents, creates a more streamlined funding process, and provides greater certainty for organisations to focus on establishing and delivering their programs rather than preparing annual grant applications.

For these reasons, officers are not recommending any change to the Guidelines at this time.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

Stream1 Funding Implications

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

EDL funding is provided through Reserve Funding, which currently has a balance of \$25,000. Should the officer's recommendations be supported, applications will be recommended to EDL for funding if they meet the EDL-specific guidelines. Funding for projects determined to be eligible through EDL will be assigned to that relative account.

The Shire signed a Memorandum of Understanding with EDL on 8 August 2011; in 2024, EDL agreed to contribute an additional \$50,000 to the West Kimberley Community Fund, to be allocated across 2025-26 and 2026-27. This is the final year EDL funding will be available, however, Shire officers have initiated discussions with EDL to renew this funding agreement.

Stream 1 had one multiyear agreement in place with Kyle Andrews Foundation; and 2026/27 is the last year of this agreement. Should the officer recommendations be supported, the table below outlines the full financial allocation for Stream 1 in 2026/27.

STREAM 1

Proponent	2026-27
Kyle Andrews Foundation	\$ 7,500.00
Pearl Coast Gymnastics Club	\$ 10,000.00
Broome Town Band	\$ 3,000.00
RSPCA WA	\$ 5,000.00
BROOME BOXING CLUB INC	\$ 6,000.00
Broome Youth & Families Hub	\$ 6,000.00
Broome Floorball Inc	\$ 6,000.00
Broome Historical Society	\$ 4,500.00
Backroom Press	\$ 6,000.00
The Skill Engineer Ltd	\$ 8,500.00
Chrissy Carter Fund	\$ 8,000.00
Broome Soccer Association	\$ 6,000.00
Nikkei Australia	\$ 6,000.00
Saving Animals from Euthanasia	\$ 6,000.00
Cable Beach Primary School	\$ 3,500.00
Broome Circle	\$ 3,000.00
	\$ 95,000.00

Stream 2 Funding Implications

There are seven current multi-year event agreements in place for 2026/27, which were all decided at an OMC in previous years (below in table). The total already committed amount is \$166,000 in 2026/27 and \$136,000 in 2027/28.

Should the officer recommendations be supported, the table below outlines the full financial allocation for Streams 2 and 3 in 2026/27.

STREAM 2 & 3

Proponent	2026-27	2027-28
Shinju Matsuri Inc	\$ 100,000.00	\$ 100,000.00
Theatre Kimberley	\$ 15,000.00	\$ 15,000.00
Cinefest Oz	\$ 20,000.00	
Broome Performing Arts Coop	\$ 6,000.00	\$ 6,000.00
Broome Aboriginal Media Association	\$ 10,000.00	\$ 10,000.00
Bidyadanga Aboriginal Community La Grange	\$ 10,000.00	
Australia's NorthWest ANW	\$ 5,000.00	\$ 5,000.00
Broome Netball Association	\$ 6,500.00	
Purple Hands Foundation	\$ 15,000.00	
The Kids Research Institute Australia	\$ 5,000.00	
Broome Bowling Club	\$ 6,000.00	
Monsterball Broome	\$ 5,000.00	
Broome Sports Association	\$ 10,000.00	
Broome Barracudas Swimming Club	\$ 10,000.00	
Australian String Quartet	\$ 11,500.00	
Black Swan Theatre	\$ 10,000.00	
Marrugeku	\$ 10,000.00	
Broome TriSports Association	\$ 10,000.00	
	\$ 265,000.00	\$ 136,000.00

RISK

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

Funding recipient dissatisfaction with allocations	Perception the Shire is not maximising opportunity to support organisations providing social and economic benefits.	Reputational	Low	Guidelines have been put in place establishing eligibility criteria.
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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. Approves the allocation of the following amounts to the applicants under Stream 1 of the Community Development Fund and considers for inclusion in the 2026/27 annual budget:
 - (a) Pearl Coast Gymnastics Club, Airfloor Replacement \$10,000
 - (b) Broome Town Band, Broome Town Band Rehearsal Venue Hire 2026-2029, \$3,000
 - (c) RSPCA WA, RSPCA WA Community Action Day, \$5,000
 - (d) Broome Boxing Club Inc, Kimberley Championships Red Dirt Rumble 2026, \$6,000
 - (e) Broome Youth and Families Hub, Broome Youth and Families Hub Drop In Revitalization, \$6,000
 - (f) Broome Floorball Inc, Youth Development Project 2026 - 2027, \$6,000
 - (g) Broome Historical Society, Indonesian Canoe Shed Interpretive Upgrade, \$4,500
 - (h) Backroom Press, Write By the Bay, \$6,000
 - (i) The Skill Engineer Ltd, Kimberley Beats; Remote Youth Digital Access Project, \$8,500
 - (j) Chrissy Carter Fund, Feline rescue and rehoming initiative: Transporting 131 cats to Perth for a new beginning over one year, \$8,000
 - (k) Broome Soccer Association, Broome Soccer Association - Building Better Pathways Program, \$6,000
 - (l) Nikkei Australia, When You Call My Name project, \$6,000
 - (m) Saving Animals from Euthanasia, Animal Welfare and Wellbeing, \$6,000
 - (n) Cable Beach Primary School, Debate Club Camp, \$3,500
 - (o) Broome Circle, Broome Empowerment Centre Activation Project, \$3,000

2. Approves the allocation of the following amounts to the applicants under Stream 2 of the Community Development Fund and considers for inclusion in the 2026/27 annual budget:

- (a) Broome Netball Association, Nets on the Beach, \$6,500
- (b) Purple Hands Foundation, Kimberley 9s Carnival, \$15,000
- (c) The Kids Research Institute Australia, The Kids STEM Festival Broome 2026, \$5,000
- (d) Broome Bowling Club, Broome Bowling Events 2026/2027, \$6,000
- (e) Monsterball Broome, Monster Beach Club, \$5,000
- (f) Broome Sports Association, Broome Sports Awards, \$10,000
- (g) Broome Barracudas Swimming Club, Kimberley Open Short Course (KOSC), \$10,000
- (h) Australian String Quartet, Creative Residency in Broome, \$11,500
- (i) Black Swan Theatre, Raised in Big Spirit Country, \$10,000
- (j) Marrugeku, Cut the Sky, \$10,000
- (k) Broome TriSports Association, Cable Beach Triathlon, \$10,000

2 elected members were on approved leave of absence and 3 elected members declared a financial interest in the item. A quorum could not be achieved and the item was deferred.

Attachments

Nil

9.4 PERFORMANCE

9.4.1 MONTHLY FINANCIAL REPORT APRIL - 2026

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	FRE02
AUTHOR:	Accountant
CONTRIBUTOR/S:	Nil
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 April 2026.

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 April 2026 Monthly Financial Report provides an overview of operating and capital project progress.

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

Budget Year Elapsed	83%
Total Rates levied	100%
Total Operating Revenue (excluding Rates and Profit on asset disposals)	90%
Total Operating Expenditure (excluding Loss on asset disposals)	78%
Total Capital Revenue	60%
Total Capital Expenditure	41%

For activity categories where progress notably differs from the 83% budget year elapsed, high-level explanations for the variances are provided.

Operating Revenue

Grants, Subsidies and Contributions

Grants are subject to year-end accounting treatment that is dependent on the individual contract under which each grant is governed. All budgeted amounts are expected to be recovered. Timing variance.

Other Revenue

Workers Compensation and other insurance reimbursements have been received, creating a permanent variance of approximately \$121,000. Timing of invoices in relation to cost recoveries for leased Shire properties have resulted in a variance of approximately \$70,000.

Operating Expenditure

Materials & Contracts

Timing of invoices received for kerbside rubbish and recycling collections has resulted in a variance of approximately \$750,000. Timing of invoices received for site remediation has resulted in a variance of approximately \$800,000. Expenditure on rural road maintenance is showing a timing variance of \$290,000. This is a temporary variance; works have commenced and funds are expected to align with budget through to the EOFY. There are minor variances across several business units which will be monitored prior to year end.

Utilities

Utilities is generally tracking lower than expected however is affected by the timing of invoices. It is expected that there will be surplus of between \$150,000 - \$250,000 to the EOFY. These savings/lower expenditure are related to Water usage. 2026/27 budget estimates have been revised to reflect 2025/26 actuals. Permanent Variance.

Capital Revenue

Proceeds from capital grants, subsidies and contributions

Receipts of grant funding relating to the Stage 2 Walmanyjun Cable Beach Foreshore Redevelopment will be a carryover as the contractor has not met contract project completion date. Recognition of revenue for this project will be reviewed in line with construction milestones and relevant accounting standards. Timing issue.

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. A significant portion of this expenditure relates to the Stage 2 Walmanyjun Cable Beach Foreshore Redevelopment.

Budget Amendment – Regional Resource Recovery Park

To maintain the level of service within the Engineering Office for the progression of the Regional Resource Recovery Park, a budget amendment is required to transfer funds from Engineering Salaries to Engineering Consultants. Funds will be utilised to engage a specialist Project Manager consultant.

It is noted that the proposed amendment has nil impact on overall budget.

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 2025/26 financial year. The closing position as of 30 June 2026 may change due to year-end accruals and non-cash adjustments. The final closing position and statements will be provided in the audited annual financial report.

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

Budget Amendment – Regional Resource Recovery Park

To maintain the level of service within the Engineering Office for the progression of the Regional Resource Recovery Park, a budget amendment is required to transfer funds from Engineering Salaries to Engineering Consultants. Funds will be utilised to engage a specialist Project Manager consultant.

It is noted that the proposed amendment has nil impact on overall budget.

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

Absolute Majority

COUNCIL RESOLUTION:

Minute No. C/0526/052

Moved: Cr M Virgo

Seconded: Cr J Mamid

That Council:

- 1. Adopts the Monthly Financial Activity Statement Report for the period ended 30 April 2026 as attached;**
- 2. Approves a budget amendment of -\$30,000 to account 101430100 Salary - Op Exp - Engineering Office; and**
- 3. Approves a budget amendment of \$30,000 to account 101430380 Consultants Engineering Office.**

CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 9/0

Attachments

1. Monthly Statement of Financial Activity April 2026



SHIRE OF BROOME

MONTHLY FINANCIAL REPORT

**(Containing the required statement of financial activity and statement of financial position)
For the period ended 30 April 2026**

***LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996***

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SHIRE OF BROOME
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026

Note	Original Adopted	Amended Budget	YTD Budget	YTD	Variance*	Variance*	Var.
	Budget	Estimates (a)	Estimates (b)	Actual (c)	\$ (c) - (b)	% ((c) - (b))/(b)	
		\$	\$	\$	\$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	30,427,031	30,146,535	30,136,535	30,138,332	1,797	0.01%	
Grants, subsidies and contributions	2,979,405	2,058,200	1,516,241	1,803,591	287,350	18.95%	▲
Fees and charges	12,596,615	13,081,427	11,743,665	11,709,593	(34,072)	(0.29%)	
Interest revenue	2,582,313	2,647,517	2,215,024	2,333,555	118,531	5.35%	
Other revenue	1,142,115	1,417,731	1,249,454	1,497,339	247,885	19.84%	▲
Profit on asset disposals	214,410	214,410	0	174,863	174,863	0.00%	
	49,941,889	49,565,820	46,860,919	47,657,273	796,354	1.70%	
Expenditure from operating activities							
Employee costs	(21,194,246)	(20,594,047)	(17,387,400)	(16,995,425)	391,975	2.25%	
Materials and contracts	(14,370,581)	(17,561,536)	(15,476,698)	(11,315,071)	4,161,627	26.89%	▲
Utility charges	(2,652,516)	(2,652,516)	(2,210,430)	(1,881,024)	329,406	14.90%	▲
Depreciation	(15,833,748)	(15,833,748)	(13,194,790)	(13,616,565)	(421,775)	(3.20%)	
Finance costs	(440,171)	(440,171)	(229,642)	(210,450)	19,192	8.36%	
Insurance	(898,526)	(878,000)	(878,000)	(862,173)	15,827	1.80%	
Other expenditure	(1,707,894)	(1,609,769)	(1,378,080)	(1,319,561)	58,519	4.25%	
Loss on asset disposals	(262,363)	(262,363)	0	(118,074)	(118,074)	0.00%	
	(57,360,045)	(59,832,150)	(50,755,040)	(46,318,343)	4,436,697	8.74%	
Non cash amounts excluded from operating activities	2(c) 15,881,701	15,881,701	13,194,790	13,559,776	364,986	2.77%	
Amount attributable to operating activities	8,463,545	5,615,371	9,300,669	14,898,706	5,598,037	60.19%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	48,251,874	46,509,823	38,353,685	33,299,527	(5,054,158)	(13.18%)	▼
Proceeds from disposal of assets	1,014,638	1,039,068	0	366,180	366,180	0.00%	
Proceeds from self supporting loans	145,323	145,323	72,371	72,371	0	0.00%	
	49,411,835	47,694,214	38,426,056	33,738,078	(4,687,978)	(12.20%)	
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)	(6,294,099)	(6,323,099)	(2,817,772)	3,505,327	55.44%	▲
Payments for construction of infrastructure	(55,426,943)	(53,929,887)	(43,554,988)	(23,165,243)	20,389,745	46.81%	▲
	(63,185,105)	(60,251,868)	(49,878,087)	(25,983,015)	23,895,072	47.91%	
Non-cash amounts excluded from investing activities	2(d) 0	0	0	34,966	34,966	0.00%	
Amount attributable to investing activities	(13,773,270)	(12,557,654)	(11,452,031)	7,790,029	19,242,060	168.02%	
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	1,818,402	0	0	0	0.00%	
Transfer from reserves	4,814,943	6,602,214	530,212	0	(530,212)	(100.00%)	▼
	7,077,607	8,448,498	530,212	0	(530,212)	(100.00%)	
Outflows from financing activities							
Payments for principal portion of lease liabilities	(162,848)	(162,848)	(164,050)	(164,050)	0	0.00%	
Repayment of borrowings	(910,108)	(910,108)	(448,253)	(448,253)	0	0.00%	
Transfer to reserves	(3,567,276)	(6,014,350)	(2,313,189)	(1,071,033)	1,242,157	53.70%	▲
	(4,640,232)	(7,087,306)	(2,925,492)	(1,683,335)	1,242,157	42.46%	
Amount attributable to financing activities	2,437,375	1,361,192	(2,395,280)	(1,683,335)	711,945	29.72%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a) 2,872,350	5,385,631	5,385,631	5,385,631	0	0.00%	
Amount attributable to operating activities	8,463,545	5,615,371	9,300,669	14,898,706	5,598,037	60.19%	▲
Amount attributable to investing activities	(13,773,270)	(12,557,654)	(11,452,031)	7,790,029	19,242,060	168.02%	▲
Amount attributable to financing activities	2,437,375	1,361,192	(2,395,280)	(1,683,335)	711,945	29.72%	▲
Surplus or deficit after imposition of general rates	0	(195,460)	838,989	26,391,031	25,552,042	3045.57%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF BROOME
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 APRIL 2026**

	Actual 30 June 2025	Actual as at 30 April 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	59,765,655	72,626,962
Trade and other receivables	3,204,598	3,404,200
Other financial assets	145,322	72,952
Inventories	37,732	87,615
Other assets	1,756,188	442,368
TOTAL CURRENT ASSETS	64,909,495	76,634,097
NON-CURRENT ASSETS		
Trade and other receivables	163,075	163,075
Other financial assets	1,964,996	1,964,996
Property, plant and equipment	89,098,905	87,629,695
Infrastructure	328,795,823	342,447,539
Right-of-use assets	279,489	154,042
TOTAL NON-CURRENT ASSETS	420,302,288	432,359,347
TOTAL ASSETS	485,211,783	508,993,444
CURRENT LIABILITIES		
Trade and other payables	5,550,157	2,476,811
Other liabilities	7,171,152	0
Lease liabilities	6,819	(157,231)
Borrowings	903,032	454,781
Employee related provisions	1,972,629	1,972,629
Other provisions	2,229,058	2,229,058
TOTAL CURRENT LIABILITIES	17,832,847	6,976,048
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	2,596,147	2,596,147
TOTAL NON-CURRENT LIABILITIES	12,350,678	12,350,678
TOTAL LIABILITIES	30,183,525	19,326,726
NET ASSETS	455,028,258	489,666,718
EQUITY		
Retained surplus	155,382,854	188,950,281
Reserve accounts	46,127,288	47,198,321
Revaluation surplus	253,518,116	253,518,116
TOTAL EQUITY	455,028,258	489,666,718

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026**

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 05 May 2026

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- 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 APRIL 2026

2 NET CURRENT ASSETS INFORMATION

	Amended Budget Opening	Actual as at	Actual as at
Note	1 July 2025	30 June 2025	30 April 2026
	\$	\$	\$
(a) Net current assets used in the Statement of Financial Activity			
Current assets			
Cash and cash equivalents	58,882,853	59,765,655	72,626,962
Trade and other receivables	3,275,507	3,204,598	3,404,200
Other financial assets	(46,898)	145,322	72,952
Inventories	37,732	37,732	87,615
Other assets	303,322	1,756,188	442,368
	62,452,516	64,909,495	76,634,097
Less: current liabilities			
Trade and other payables	(5,903,098)	(5,550,157)	(2,476,811)
Other liabilities	(9,934,991)	(7,171,152)	0
Lease liabilities	(6,819)	(6,819)	157,231
Borrowings	(903,033)	(903,033)	(454,781)
Employee related provisions	(2,006,753)	(1,972,629)	(1,972,629)
Other provisions	(103,000)	(2,229,058)	(2,229,058)
	(18,857,694)	(17,832,848)	(6,976,048)
Net current assets	43,594,822	47,076,647	69,658,049
Less: Total adjustments to net current assets	2(b) (40,722,472)	(41,691,016)	(43,267,014)
Closing funding surplus / (deficit)	2,872,350	5,385,631	26,391,035
(b) Current assets and liabilities excluded from budgeted deficiency			
Adjustments to net current assets			
Less: Reserve accounts	(43,267,928)	(46,127,288)	(47,198,320)
Less: Financial assets at amortised cost - self supporting loans	46,898	(145,322)	(72,952)
Less: Current assets not expected to be received at end of year			
- Current financial assets at amortised cost - self supporting loans			
- 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	(157,231)
- Current portion of borrowings	903,033	903,033	454,781
- Current portion of remediation provision	103,000	2,186,036	2,186,036
- Current portion of employee benefit provisions held in reserve	1,470,140	1,470,140	1,505,106
Total adjustments to net current assets	2(a) (40,722,472)	(41,691,016)	(43,267,014)
(c) Non-cash amounts excluded from operating activities			
Adjustments to operating activities			
Less: Profit on asset disposals	(214,410)	0	(174,863)
Add: Loss on asset disposals	262,363	0	118,074
Add: Depreciation	15,833,748	13,194,790	13,616,565
Total non-cash amounts excluded from operating activities	15,881,701	13,194,790	13,559,776
(d) Non-cash amounts excluded from investing activities			
Adjustments to investing activities			
Right of use assets received	27,882	0	0
Movement in current other provision associated with restricted cash	0	0	34,966
Total non-cash amounts excluded from investing activities	27,882	0	34,966

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
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
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026

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 2025-26 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	287,350	18.95%	▲
Grants are subject to year end accounting treatment that is dependant on the individual contract under which each grant is governed. All budgeted amounts are expected to be recovered. Timing variance.		Timing	
Other revenue	247,885	19.84%	▲
Permanent variance. Workers Compensation and other insurance reimbursements of approximately \$121,000 were received. Timing of invoices in relation to cost recovery on leased properties has resulted in a variance of approximately \$70,000.		Permanent	
Expenditure from operating activities			
Materials and contracts	4,161,627	26.89%	▲
Timing of invoices received for kerbside rubbish and recycling collections has resulted in a variance of approximately \$750,000. Timing of invoices received for site remediation has resulted in a variance of approximately \$800,000. Expenditure on rural road maintenance is running approximately \$290,000 behind budget. There are minor variances across several business units which will be monitored prior to year end.		Timing	
Utility charges	329,406	14.90%	▲
Timing of invoices received for utility costs for has resulted in a variance, particularly within Parks and Grounds maintenance, and Community Facilities, which are currently running around \$191,000 and \$80,000 below budget respectively. This will continue to be monitored.		Timing	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(5,054,158)	(13.18%)	▼
Receipts of grant funding relating to the Cable Beach Walmanyjun Stage 2 Foreshore development are currently behind budgeted timeframes. Recognition of project revenue will be reviewed subsequently, in line with construction milestones and relevant accounting standards.		Timing	
Outflows from investing activities			
Payments for property, plant and equipment	3,505,327	55.44%	▲
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	20,389,745	46.81%	▲
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 after imposition of general rates	25,552,042	3045.57%	▲

SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$5.39 M	\$5.39 M	\$5.39 M	\$0.00 M
Closing	(\$0.20 M)	\$0.84 M	\$26.39 M	\$25.55 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$25.43 M	35.0%
Restricted Cash	\$47.20 M	65.0%

Refer to 3 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.54 M	
0 to 30 Days		71.3%
Over 30 Days		28.7%
Over 90 Days		1.7%

Refer to 7 - Payables

Receivables		
	\$	%
Rates Receivable	\$1.71 M	94.6%
Trade Receivable	\$1.71 M	
Over 30 Days		22.2%
Over 90 Days		7.2%

Refer to 6 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$5.62 M	\$9.30 M	\$14.90 M	\$5.60 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$30.14 M	
YTD Budget	\$30.14 M	0.0%

Grants and Contributions		
	\$	% Variance
YTD Actual	\$1.80 M	
YTD Budget	\$1.52 M	19.0%

Refer to 10 - Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$11.71 M	
YTD Budget	\$11.74 M	(0.3%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$12.56 M)	(\$11.45 M)	\$7.79 M	\$19.24 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		
	\$	% Spent
YTD Actual	\$23.17 M	
Amended Budget	\$53.85 M	(57.0%)

Refer to 5 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$33.30 M	
Amended Budget	\$46.43 M	(28.3%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.36 M	(\$2.40 M)	(\$1.68 M)	\$0.71 M

Refer to Statement of Financial Activity

Borrowings		
	\$	
Principal repayments	(\$0.45 M)	
Interest expense	(\$0.20 M)	
Principal due	\$9.62 M	

Refer to 8 - Borrowings

Reserves	
	\$
Reserves balance	\$47.20 M
Net Movement	\$1.07 M

Refer to 4 - Cash Reserves

Lease Liability	
	\$
Principal repayments	(\$0.16 M)
Interest expense	\$0.00 M
Principal due	\$0.46 M

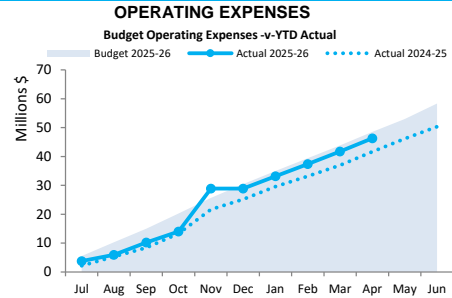
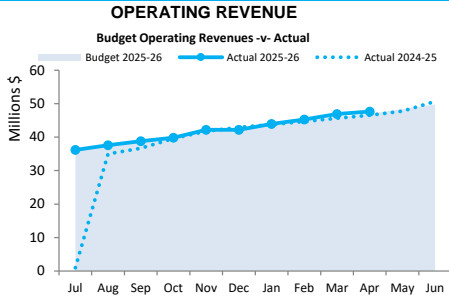
Refer to Note 9 - Lease Liabilities

This information is to be read in conjunction with the accompanying Financial Statements and notes.

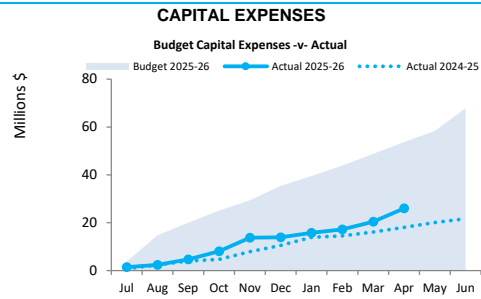
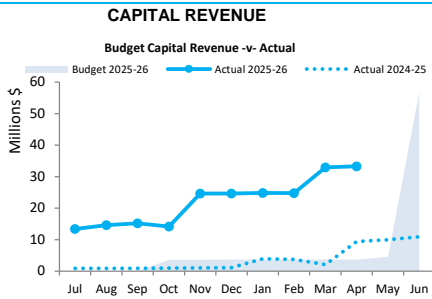
SHIRE OF BROOME
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 30 APRIL 2026

2 KEY INFORMATION - GRAPHICAL

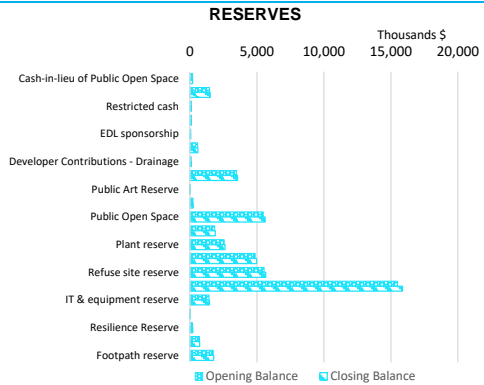
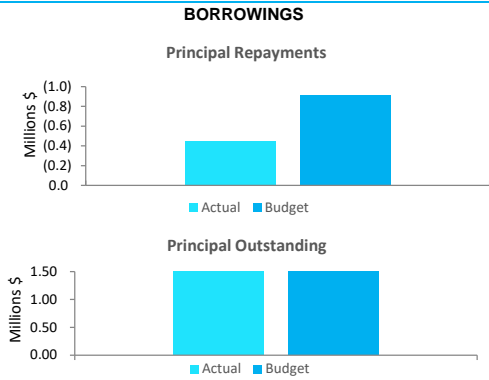
OPERATING ACTIVITIES



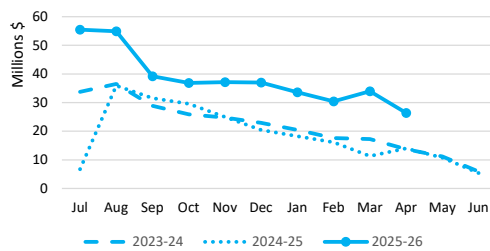
INVESTING ACTIVITIES



FINANCING ACTIVITIES



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 APRIL 2026

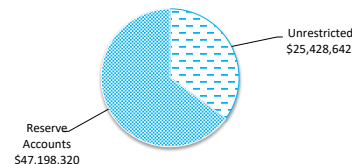
3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

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	905,098	0	905,098	0	CommBank	3.10%	At Call
Business Online Saver	Cash and cash equivalents	3,012,880	0	3,012,880	0	CommBank	3.50%	At Call
Reserve Bank Account	Cash and cash equivalents	0	2,198,320	2,198,320	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	341,354	0	341,354	0	CommBank	3.50%	At Call
Term Deposit	Cash and cash equivalents	0	10,000,000	10,000,000	0	Westpac	4.40%	26/06/2026
Term Deposit	Cash and cash equivalents	0	25,000,000	25,000,000	0	Westpac	5.05%	13/02/2027
Term Deposit	Cash and cash equivalents	0	10,000,000	10,000,000	0	Westpac	4.65%	26/06/2026
Term Deposit	Cash and cash equivalents	9,000,000	0	9,000,000	0	Westpac	4.38%	04/05/2026
Term Deposit	Cash and cash equivalents	5,000,000	0	5,000,000	0	CommBank	4.60%	26/06/2026
Term Deposit	Cash and cash equivalents	7,000,000	0	7,000,000	0	Westpac	4.65%	26/06/2026
Total		25,428,642	47,198,320	72,626,962	0			
Comprising								
Cash and cash equivalents (including Financial Assets - Term Deposits)		25,428,642	47,198,320	72,626,962	0			
		25,428,642	47,198,320	72,626,962	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.



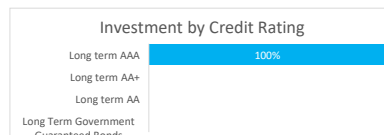
Term deposit information

Investment Type	Institution	Rating	Interest rate	Deposit Date	Maturity	Investment Term (days)	Investment \$	Forecast interest \$
Reserve Funds	WBC	AAA	4.40%	18/11/2025	26/06/2026	221	10,000,000	266,411
Reserve Funds	WBC	AAA	5.05%	13/02/2026	13/02/2027	365	25,000,000	1,262,500
Reserve Funds	WBC	AAA	4.65%	13/02/2026	26/06/2026	133	10,000,000	169,438
Municipal Funds	WBC	AAA	4.38%	05/12/2025	04/05/2026	151	9,000,000	163,080
Municipal Funds	CBA	AAA	4.60%	06/03/2026	26/06/2026	112	5,000,000	70,575
Municipal Funds	WBC	AAA	4.65%	11/08/2025	26/06/2026	184	7,000,000	164,088
Weighted average interest rate			4.72%	Total			66,000,000	2,096,092

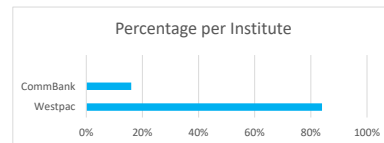
Investment Policy Reporting

Note: A review of the credit ratings held in the Investment Policy is required to ensure consistency with the Standard & Pooors credit ratings for short and long term ratings.

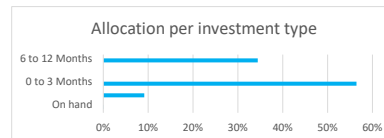
Credit Rating	Maximum % in credit rating category	Shire of Broome allocation
Long term AAA	100%	100%
Long term AA+	50%	0%
Long term AA	25%	0%
Guaranteed Bonds	100%	0%



Institution	Maximum % in authorised institute	Shire of Broome allocation
Westpac	100%	84%
CommBank	100%	16%



Institution	Allocation per investment type
On hand	0.01%
At call	9.12%
0 to 3 Months	56.45%
3 to 6 Months	0.00%
6 to 12 Months	34.42%



SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

4 RESERVE ACCOUNTS

Reserve account name	Original Budget				Amended Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
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	4,497	0	193,553
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	34,966	0	1,505,106
Restricted cash	31,500	421,122	(31,500)	421,122	31,500	0	(31,500)	0	96,500	0	0	96,500
Community sponsorship	91,675	3,135	0	94,810	91,675	3,135	0	94,810	101,746	2,380	0	104,126
EDL sponsorship	56,174	1,869	(25,000)	33,043	56,174	1,869	(25,000)	33,043	56,602	1,456	0	58,058
Developer Contributions - Footpaths	557,065	66,730	(260,777)	363,018	557,065	358,719	(260,777)	655,007	568,283	13,967	0	582,250
Developer Contributions - Drainage	93,975	32,150	0	126,125	93,975	50,570	0	144,545	94,305	2,119	0	96,424
Road reserve	3,457,260	506,658	(182,987)	3,780,931	3,457,260	750,298	(182,987)	4,024,571	3,474,667	82,275	0	3,556,942
Public Art Reserve	6,991	239	0	7,230	6,991	239	0	7,230	7,027	167	0	7,194
BRAC (Leisure Centre) Reserve	23,025	812	0	23,837	23,025	812	0	23,837	231,228	4,638	0	235,866
Public Open Space	5,474,894	1,074,689	(417,253)	6,132,330	5,474,894	1,883,940	(417,253)	6,941,581	5,476,513	131,885	0	5,608,398
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	43,712	0	1,881,580
Plant reserve	2,592,590	88,861	(55,747)	2,625,704	2,592,590	118,861	(91,013)	2,620,438	2,549,104	59,957	0	2,609,061
Buildings reserve	4,818,853	328,299	(2,220,810)	2,926,342	4,818,853	1,289,292	(1,667,517)	4,440,628	4,867,835	112,535	0	4,980,370
Refuse site reserve	2,355,388	45,547	(1,367,135)	1,033,800	2,355,388	45,547	(3,521,681)	(1,120,746)	5,538,907	118,608	0	5,657,515
Regional resource recovery park reserve	16,167,085	516,319	(87,500)	16,595,904	16,167,085	516,319	(71,593)	16,611,811	15,499,852	362,576	0	15,862,428
IT & equipment reserve	1,480,741	245,811	(82,800)	1,643,752	1,480,741	606,715	(82,800)	2,004,656	1,419,028	33,117	0	1,452,145
Kimberley zone reserve	0	0	0	0	0	0	0	0	3,262	472	0	3,734
Resilience Reserve	200,471	6,876	0	207,347	200,471	6,876	0	207,347	200,989	4,366	0	205,355
Carpark reserve	710,606	51,902	0	762,508	710,606	183,902	0	894,508	713,295	16,178	0	729,473
Footpath reserve	1,722,194	59,192	(79,000)	1,702,386	1,722,194	80,192	(245,659)	1,556,727	1,731,080	41,162	0	1,772,242
	43,267,928	3,567,276	(4,814,943)	42,020,261	43,267,928	6,014,350	(6,602,214)	42,680,064	46,127,288	1,071,033	0	47,198,320

SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Original	Amended		YTD Actual	YTD Variance
	Budget	Budget	YTD Budget		
		\$	\$	\$	\$
Buildings - non-specialised	3,878,793	2,390,139	2,390,139	1,245,155	(1,144,984)
Furniture and equipment	174,187	166,243	62,743	100,587	37,844
Plant and equipment	3,701,800	3,737,717	3,310,033	1,409,139	(1,900,894)
Acquisition of property, plant and equipment	7,754,780	6,294,099	5,762,915	2,754,880	(3,008,035)
Infrastructure - roads	7,360,244	7,341,025	6,945,641	2,512,030	(4,433,611)
Infrastructure - recreation areas	47,409,078	45,505,766	35,694,285	20,324,403	(15,369,882)
Infrastructure - other	632,562	1,083,096	1,047,004	391,703	(655,301)
Acquisition of infrastructure	55,401,884	53,929,887	43,686,930	23,228,135	(20,458,795)
Total of PPE and Infrastructure.	63,156,664	60,223,986	49,449,845	25,983,016	(23,466,829)
Total capital acquisitions	63,156,664	60,223,986	49,449,845	25,983,016	(23,466,829)
Capital Acquisitions Funded By:					
Capital grants and contributions	48,171,874	46,429,823	38,353,685	33,299,527	(5,054,158)
Borrowings	2,234,782	1,818,402	0	0	0
Other (disposals & C/Fwd)	1,014,638	1,039,068	0	366,180	366,180
Reserve accounts	4,534,954	4,534,954	530,212	0	(530,212)
Developer Contributions - Footpaths	80,000	80,000	0	0	0
Contribution - operations	7,120,974	7,120,974	10,779,149	(7,682,692)	(18,461,841)
Capital funding total	63,157,222	61,023,221	49,663,046	25,983,015	(23,680,031)

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

INVESTING ACTIVITIES

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	867	(867)
Town Beach Kiosk Cap Build New Const-Cap Exp-Other Build Lea	22,945	0	0	0	0
Pavillion Build New Const Stg 2 - Brac Ovals - Cap Exp	13,200	13,200	13,200	14,770	(1,570)
Toilet Block Renewal Town Beach Inc Furn & Services - Build Cap Exp	15,000	10,000	10,000	10,030	(30)
Building Renewal - Cap Exp - Brac Aquatic	234,250	234,250	234,250	96,079	138,171
Shire Staff Housing Building Renewal - Staff Housing	20,000	20,000	20,000	7,521	12,479
Visitor Centre Renewal (Inc plant & Furn) - Cap Bldg Exp	60,000	35,000	35,000	33,591	1,409
Shire Office Build Haas St Renewal - Cap Exp - Corp Gov	90,000	90,000	90,000	11,658	78,343
Cable Beach Restaurant Facilities Building Renewal (Inc Plant & Furn)-Cap Exp	350,000	350,000	350,000	264,551	85,449
Library Building Renewal	0	7,169	7,169	7,169	(0)
Museum Precinct Master Plan	68,430	57,973	57,973	23,570	34,403
Brac Building Renewal - Cap Exp - Brac Dry	10,000	16,736	16,736	16,736	(0)
Admin Building - Packaged Plant- Cap Ex	1,946,260	950,100	950,100	729,395	220,705
Depot Building Const Renewal - Cap Exp - Depot Operations	35,000	35,000	35,000	19,005	15,995
Brac Building Upgrade - Cap Exp - Brac Dry	320,000	318,986	318,986	0	318,986
Library Fixed Plant & Equipment New - Cap Exp - Libraries	10,213	10,213	10,213	10,213	(0)
KRO1 Building Renewal - Cap Exp - Office Prop Leased	0	200,000	200,000	0	200,000
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	0	0	0	0
Building Upgrade - Crib Room & Office Space - Cap Exp - San Gen Refuse	0	10,000	10,000	0	10,000
Depot Security Gates Upgrade	62,000	0	0	0	0
Total Buildings - non-specialised	3,878,793	2,390,139	2,390,139	1,245,155	1,144,984
Furniture and equipment					
Exhibition Infrastructure For Kimberley Artwork Grant - Cap Exp	70,687	62,743	62,743	65,545	(2,802)
Equip & H'Ware > \$5000 Cap Exp - IT	53,500	53,500	0	35,042	(35,042)
Mola Mapping	50,000	50,000	0	0	0
Total Furniture and equipment	174,187	166,243	62,743	100,587	(37,844)
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	88,105	88,105	0	88,105
Vehicle & Mobile Plant Renewal (Replacement) Cap Exp - Other Gov	0	21	21	0	21
Vehicles & Mob Plant Renewal > \$3000 - Cap Exp - SES/ FESA	0	152,934	152,934	152,934	(0)
Vehicle & Mobile Plant New - Cap Exp- IT	30,000	0	0	0	0
130238 Mobile Plant & Equip New - Cap Exp - Sanitation Other	0	25,000	25,000	0	25,000
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	297,433	297,433	0	297,433
Vehicle & Mobile Plant Renewal (Replacement) Cap Exp - Dev Services	0	1,285	1,285	7,803	(6,518)
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	968,358	968,358	33,979	934,379
Vehicle & Mobile Plant Renewal(Replacement)- Cap Exp - Eng Office	140,000	148,903	148,903	0	148,903
Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Works Ops	923,254	777,684	350,000	318,677	31,324
Mobile Plant & Equipment Renewal (Replacement) - Cap Exp - Sanitation Other	860,000	860,000	860,000	836,289	23,711
BRAC Booster Pump	0	0	0	0	0
Total Plant and equipment	3,701,800	3,737,717	3,310,033	1,409,139	1,900,894
Infrastructure - roads, footpaths & bridges					
Urban Maint Reseals Renewal Works Cap Exp.	1,392,364	1,392,364	1,392,084	761,072	631,012
Road Upgrade - Cb East Intersection (Brac) (Cap Ex)	517,500	41,712	41,712	52,126	(10,414)
Drainage Renewals Per Amp - Grate Replacement (Cap Ex)	34,000	34,000	34,000	0	34,000
Road Safety - Streets Alive - Robinson And Weld Street (Cap Ex)	98,750	98,750	98,750	12,127	86,623
Brac Parking Improvements/Sealing (Cap Ex)	504,033	194,025	194,025	97,556	96,469
Footpath Network Expansion - Dakas (Cap Ex)	15,600	15,600	15,600	14,443	1,157
Town Beach To Demco Pathway (Cap Ex)	35,174	35,174	35,174	14,657	20,517
Frederick St Footpath Construction - Jewell To The Boulevard	300,000	244,313	244,313	260,103	(15,790)
Various Footpath Renewals - Cap Exp .	410,233	410,233	341,860	208,429	133,431
Black Spot - Fairway Drive Traffic Calming Device	35,939	789	790	1,845	(1,055)
Frederick St Roundabout - Brac Entry	90,152	119,352	104,330	74,512	29,818
Old Broome Road	3,139,582	4,165,319	3,913,319	718,590	3,194,729
De Marchi Road Black Spot - Cap Exp	30,000	0	0	3,203	(3,203)
Various Footbridge Renewals - Cap Exp	0	48,774	48,774	48,825	(51)
Bus Shelters - Renewal - Various	0	8,800	8,800	7,900	900
State Blackspot - Frederick Street Off-Street Carpark Cap (Broome Shs) Exp	243,640	29,259	29,259	29,259	(0)
Footpaths - Various	246,672	246,672	186,962	207,284	(20,322)
Broome North Subdivision - New Footpath Construction	14,105	14,105	14,105	0	14,105

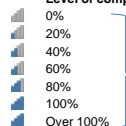
SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Account Description	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Sanctuary Road - Idf - 01 Cap Ex Grant Exp	240,000	241,784	241,784	0	241,784
Japanese Cemetery New Infra By P & G - Cap Exp	12,500	0	0	99	(99)
Total Infrastructure - roads, footpaths & bridges	7,360,244	7,341,025	6,945,641	2,512,030	4,433,611
Infrastructure - recreation areas					
Cable Beach Stage 1 - Other	0	0	0	1,480	(1,480)
Cable Beach Stage 1 Bbrf Grant Expenditure	250,000	267,907	267,907	0	267,907
Cable Beach Stage 1 Lotterywest Grant Expenditure	30,000	33,751	33,751	19,583	14,168
Cable Beach Stage 1 Loan Expenditure	150,000	123,812	123,812	33,813	89,999
Cable Beach Stage 2 - Head Contract	40,534,156	39,596,938	32,841,242	18,359,172	14,482,070
Cable Beach Stage 2 - Cultural Monitor & Specialist Consultants	250,000	250,000	177,250	250,000	(72,750)
Cable Beach Stage 2 - Shire Landscaping And Misc Items	391,388	391,388	159,480	543,678	(384,198)
Cable Beach Stage 2 - Art And Interpretation	935,000	1,100,000	944,170	301,834	642,336
Cable Beach Stage 2 - Marketing, Community Engagement, Place Activation And Events	325,000	355,292	300,352	114,424	185,928
Cable Beach Stage 2 - Threatened Ecological Community Boardwalk And Path	200,000	200,000	166,670	0	166,670
Cable Beach Stage 2 - Commercial Spaces	100,000	430,000	0	4,511	(4,511)
Cable Beach Stage 2 - Foreshore Access Path	376,938	566,097	220,630	11,894	208,736
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	1,443,612	0	536,179	(536,179)
Town Beach Renewal Works - Infra Cap Exp	5,750	5,750	3,450	4,475	(1,025)
Haynes Oval Reserve Renewal Of Infrastructure- Cap Exp	14,950	14,950	8,970	0	8,970
Sunset Park Renewal Infra - Cap Exp - Parks And Ovals	26,763	0	0	0	0
Brolga Park Renewal Infra - Cap Exp - Parks & Ovals	14,030	0	0	0	0
Solway Park Renewal Infra - Cap Exp - Pks & Ovals	38,088	0	0	0	0
Cygnat Park Infrastructure Renewal - Cap Exp	85,445	0	0	0	0
25-26 Amp Pos Renewal- Brac (Cap Ex)	399,395	0	0	0	0
Sugar Glider Park Renewal Infra - Cap Exp - Parks & Ovals (Cap Ex)	7,130	0	0	302	(302)
25-26 Amp Pos Renewal - Herbert St Reserve (Cap Ex)	7,130	0	0	0	0
25-26 Amp Pos Renewal - Januburu Park (Cap Ex)	8,280	0	0	0	0
25-26 Amp Pos Renewal - Koel Park (Cap Ex)	7,130	0	0	0	0
25-26 Amp Pos Renewal - Sibosado Park (Cap Ex)	7,015	0	0	0	0
Brac Oval Upgrade Of Infra - Cap Exp	322,286	0	0	0	0
Cable Beach Foreshore Upgrade	190,080	129,689	129,689	60,619	69,070
Mola Mapping	0	0	50,000	0	50,000
Youth Bike Recreation Area - New Construction - Cap Exp	0	178,008	148,340	0	148,340
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	60,000	60,000	60,311	(311)
Chippindale Park Renewal Infra - Cap Exp - Parks & Ovals	21,167	0	0	0	0
Male Oval Renewal Infra - Cap Exp - Parks & Ovals	113,800	0	0	0	0
Tolentino Park Infrastructure Renewal - Cap Exp	33,305	0	0	1,029	(1,029)
Depot Other Infra Renewal Const - Cap Exp - Depot Ops	17,000	22,322	22,322	18,000	4,322
Total Infrastructure - recreation areas	47,409,078	45,505,766	35,694,285	20,324,403	15,369,882
Infrastructure - other					
Mobile Garbage Bin Replacement - Cap Exp - San Gen Refuse	216,562	216,562	180,470	86,882	93,588
Other Infra Upgrade Const - Cap Exp - San Gen Refuse	0	42,000	42,000	38,001	3,999
Street Lighting At Various Locations - Renewal	228,500	292,034	292,034	203,928	88,106
Sam Male Lugger Restoration- Cap Ex	100,000	200,000	200,000	0	200,000
Bme Civic Centre Other Infrastructure Renewal - Cap Exp	0	200,000	200,000	0	200,000
Community Recycling Centre - Rrp - Cap Exp	87,500	132,500	132,500	62,892	69,608
Total Infrastructure - other	632,562	1,083,096	1,047,004	391,703	655,301
Capital expenditure total	63,156,664	60,223,986	49,449,845	25,983,016	46,933,659

Level of completion indicators



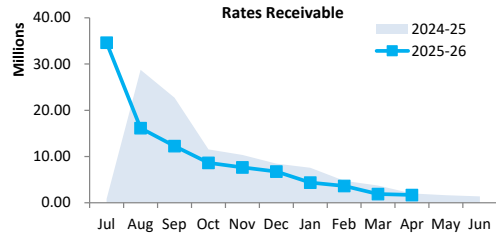
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

**SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026**

OPERATING ACTIVITIES

6 RECEIVABLES

Rates receivable	30 June 2025	30 Apr 2026
	\$	\$
Opening arrears previous year	1,052,012	1,382,568
Levied this year	28,795,118	30,138,332
Less - collections to date	(28,464,562)	(29,827,602)
Net rates collectable	1,382,568	1,693,298
% Collected	95.4%	94.6%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Trade receivables	(75,952)	812,676	126,217	16,523	68,002	947,466
Percentage	(8.0%)	85.8%	13.3%	1.7%	7.2%	
Balance per trial balance						
Trade receivables						644,688
Infringement Debtors						292,654
GST receivable						675,833
Receivables for employee related provisions						49,347
Allowance for credit losses of other receivables						(244,274)
Total receivables general outstanding						1,710,902

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

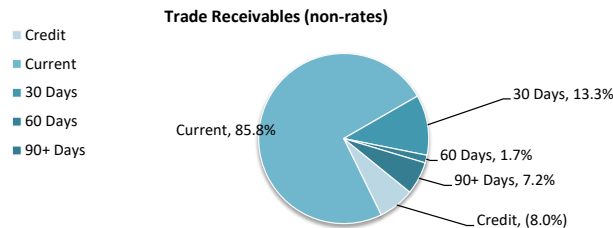
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026**

OPERATING ACTIVITIES

7 PAYABLES

Sundry creditors	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Sundry creditors	0	386,767	112,097	34,336	9,298	542,498
Percentage	0.0%	71.3%	20.7%	6.3%	1.7%	
Balance per trial balance						
Sundry creditors						542,498
Building Services Levy						29,889
Prepaid rates						801,679
Accrued payroll liabilities						60,178
ATO liabilities						90,549
Bonds and deposits held						783,522
Accrued liabilities						168,497
Total payables general outstanding						2,476,812

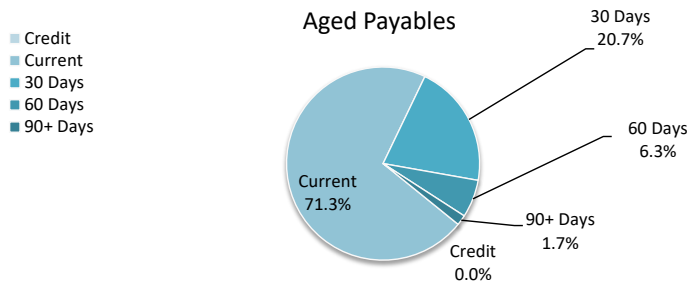
Amounts shown above include GST (where applicable)

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
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

FINANCING ACTIVITIES

8 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments		
		1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Town Beach Redevelopment	197	1,005,011	0	0	(46,501)	(93,378)	958,510	911,633	(10,944)	(22,906)
Chinatown Revitalisation Project Stage 1	196	718,588	0	0	(86,895)	(174,611)	631,693	543,977	(8,902)	(17,791)
Chinatown Revitalisation Project Stage 2	198	1,358,587	0	0	(55,667)	(111,877)	1,302,920	1,246,710	(17,820)	(35,459)
Chinatown Contingency	201	1,533,765	0	0	(48,137)	(97,418)	1,485,628	1,436,347	(39,873)	(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	(24,714)	(49,261)	588,439	563,892	(15,188)	(32,438)
Shire Key Worker Accommodation	202	2,827,600	0	0	(113,968)	(238,240)	2,713,632	2,589,360	(70,042)	(157,945)
Cable Beach Stage 2			0	1,818,402	0	0	0	1,818,402	0	0
		8,214,664	0	1,818,402	(375,882)	(764,785)	7,838,782	9,268,281	(162,769)	(349,055)
Self supporting loans										
Broome Golf Club	199	1,057,692	0	0	(48,077)	(96,154)	1,009,615	961,538	(13,894)	0
Broome Life Saving Club		795,142	0	0	(24,294)	(49,169)	770,848	745,973	(25,162)	0
		1,852,834	0	0	(72,371)	(145,323)	1,780,463	1,707,511	(39,056)	0
Total		10,067,498	0	1,818,402	(448,253)	(910,108)	9,619,245	10,975,792	(201,825)	(349,055)
Current borrowings		910,108					454,781			
Non-current borrowings		9,157,390					9,164,464			
		10,067,498					9,619,245			

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		Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				%	\$	\$	\$	
Cable Beach Stage 2	0	1,818,402	TBA	TBA	TBA	0	0.00	0	1,818,402	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 APRIL 2026

OPERATING ACTIVITIES

9 RATE REVENUE

General rate revenue

RATE TYPE	Rate in \$	Number of Properties	Rateable Value	Budget			YTD Actual		Total Revenue
				Rate Revenue	Reassessed Rate Revenue	Total Revenue	Rate Revenue	Reassessed Rate Revenue	
				\$	\$	\$	\$	\$	\$
Gross rental value									
GRV - Residential	0.068550	5,127	236,192,152	16,190,972	200,000	16,390,972	16,113,705	(88,699)	16,025,006
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	(88,699)	29,425,750
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	(88,699)	30,138,333

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SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

OPERATING ACTIVITIES

10 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Grant	Grants, subsidies and contributions revenue					YTD Revenue Actual
		Amended Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	
		\$	\$	\$	\$	\$	\$
Grants and subsidies							
WA Grants Commission	Financial Assistance Grant - General Purpose	861,554	609,280	1,449,096	(587,542)	861,554	646,164
WA Grants Commission	Financial Assistance Grant - Roads	363,719	182,044	726,700	(362,981)	363,719	272,791
Department of Health	Broome CLAG Funding	11,600	9,670	11,600	0	11,600	12,380
Rio Tinto - Pilbara Iron Company Pty Ltd	Youth Partnership Agreement 2022-2025	80,000	68,330	80,000	0	80,000	102,632
Department of Local Government, Sport and Cultural Industries	In the House	70,000	58,330	70,000	0	70,000	100,364
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	45,000	45,000	0	45,000	35,545
Library Various grants		47,667	44,517	38,994	8,673	47,667	35,221
Department of Planning, Lands and Heritage	Coastal Management Plan Assistance Program 2024-25	90,200	64,200	107,500	(17,300)	90,200	44,600
Department of Planning, Lands and Heritage	Inclusion Development Fund	1,000	830	1,000	0	1,000	0
Department of Primary Industries and Regional Development	Animal Welfare Program	15,698	15,698	23,798	(8,100)	15,698	15,668
Waste Management Grant	Waste Management	33,154	33,154	14,500	18,654	33,154	34,607
Mental Health Commission	Installation of needle disposal units	127,750	127,750	112,458	15,292	127,750	152,750
Various	Cable Beach Waterpark Detailed Design Income	58,248	53,248	46,149	12,099	58,248	55,247
TOTALS		2,058,200	1,516,241	2,979,405	(921,205)	2,058,200	1,803,591

SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

INVESTING ACTIVITIES

11 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Grant	Capital grants, subsidies and contributions revenue					YTD Revenue Actual
		Amended Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	
		\$	\$	\$	\$	\$	\$
Main Roads	Black Spot Frederick Street Carpark	42,302	36,302	30,000	12,302	42,302	42,302
Main Roads	RPG Stewart St, Port Guy intersection	2,031,006	2,031,006	0	2,031,006	2,031,006	995,403
Department of Water & Environmental Regulations	E-waste Infrastructure Milestone 1 For the construction of dedicated E-waste drop off area at the WMF	0	0	0	0	0	0
Main Roads	RTR/RPG Cable Beach Stage 1 - Cable Beach Road West	944,595	944,595	0	944,595	944,595	749,707
National Emergency Management Australia	Preparing Australian Communities Program - Local (PACP) Cable Beach (Walmanyjun) Coastal Protection Project	0	0	0	0	0	0
Department of Infrastructure	Building Better Regions Fund (BBRF) Cable Beach Stage 1 - Detailed Design	0	0	0	0	0	0
Department of Infrastructure	Local Roads & Community Infrastructure Program (LRCI) Cable Beach Stage 1 - LRCI Phase 3	0	0	0	0	0	0
Lotterywest	Cable Beach Stage 1 Cable Beach Stage 1	0	0	1,532,000	(1,532,000)	0	33,751
National Emergency Management Australia	Preparing Australian Communities Program - Local (PACP 2) Cable Beach (Walmanyjun) Coastal Protection Project	0	0	0	0	0	0
Department of Infrastructure	Local Roads & Community Infrastructure Program (LRCI) Cable Beach Stage 1 - LRCI Phase 4	0	0	0	0	0	0
Community Sporting & Recreation Facilities	BRAC Tennis Court Surface Renewal	108,986	(1,014)	110,000	(1,014)	108,986	56,708
SES / Department of Fire and Emergency Services	LGGs Capital Grant	152,394	152,394	0	152,394	152,394	107,934
Various	Cable Beach (Walmanyjun) Foreshore	41,223,725	33,898,404	42,175,321	(951,596)	41,223,725	29,841,163
Western Australian Football Commission		0	0	0	0	0	0
Roebuck Estate Development Pty Ltd	Drainage Headworks WAPC 155527 STAGE 11C 2022	48,420	43,420	30,000	18,420	48,420	48,420
Roebuck Estate Development Pty Ltd	Footpath Contribution WAPC 155527 STAGE 11C 2022	341,989	333,659	50,000	291,989	341,989	341,989
Education Department of Western Australia	Frederick Street Carpark Contribution towards parking at Broome SHS	0	0	0	0	0	0
Roebuck Estate Development Pty Ltd	Cash-in-lieu of public open space WAPC REF NO. 160671	0	0	0	0	0	0
Regional Bikeways Grant- Non Op Inc - Footpaths		913,135	913,135	0	913,135	913,135	377,312
Department of Planning, Lands, and Heritage	Sanctuary Road Detailed Design	250,278	1,784	240,000	10,278	250,278	251,845
Broome Civic Centre Capital Grants - Cap Inc - Bme Civic Centre		4,243	0	34,132	(29,889)	4,243	4,243
National Emergency Management Australia	Cable Beach (Walmanyjun) Coastal Protection Project	0	0	0	0	0	0
Town Team Movement Ltd	Streets Alive Grant	98,750	0	98,750	0	98,750	98,750
Lotterywest	Cable Beach Waterpark Detailed Design	350,000	0	350,000	0	350,000	350,000
		0	0	0	0	0	0
		0	0	0	0	0	0
		0	0	0	0	0	0
TOTALS		46,509,823	38,353,685	44,650,203	1,859,620	46,509,823	33,299,527

SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

12 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						
FACR1 Budget Amendments - OCM 16/10/25						
Reduction in Salaries due to vacant CEO EA position	Operating Expenditure	Employee costs		19,656		
Contractor engaged to cover vacant CEO EA position	Operating Expenditure	Materials and contracts			(33,520)	
Replacement of lighting controls - Father McMahon Oval	Operating Expenditure	Materials and contracts			(24,310)	
Salary savings from SAGO role vacancy	Operating Expenditure	Employee costs	10,000			
Consultant required for Business Continuity Plan review	Operating Expenditure	Materials and contracts			(25,000)	
Increased security service at library	Operating Expenditure	Materials and contracts			(17,238)	
Reduction in Financial Assistance Grant	Operating Income	Grants, subsidies and contributions			(330,671)	
Increase in untied roads grant funding	Operating Income	Grants, subsidies and contributions	36,900			
Reallocate general advertising funds to video production	Operating Expenditure	Materials and contracts			(20,000)	
Reallocate general advertising funds to video production	Operating Expenditure	Materials and contracts	20,000			
E- Scooter revenue share increased	Operating Income	Revenue from operating activities	15,000			
increased funding required for preventative / inspection minor expenditure	Operating Expenditure	Materials and contracts			(11,000)	
Additional funds required to reflect public health plan tender responses	Operating Expenditure	Materials and contracts			(25,000)	
Salary savings - to offset potential contract works - drainage maintenance	Operating Expenditure	Employee costs	15,000			
Contract works offset by salary savings - drainage maintenance	Operating Expenditure	Materials and contracts			(15,000)	
Decrease contractor requirement due to internal works - Yamashita st	Operating Expenditure	Materials and contracts	6,000			
Additional gravel fill required for Lawrence Rd	Operating Expenditure	Materials and contracts			(6,000)	
Increased income received from caravan park waste	Operating Income	Fees and charges	26,000			
Upgrades to fencing around landfill contingency area	Capital Expenditure	Materials and contracts			(42,000)	
Transfer from Refuse Site Reserve to fund fencing alignment	Capital Income	Transfer from reserves	16,000			
Town beach café redevelopment project on hold - budgeted funds transferred to reserve	Capital Expenditure	Materials and contracts	539,983			
Town beach café redevelopment project on hold - budgeted funds transferred to reserve	Capital Expenditure	Transfer to reserves			(539,983)	
Additional funds required for three high-spec computers for engineering department	Operating Expenditure	Materials and contracts			(12,000)	
Reallocating Salary Savings to external support for wet season weed management	Operating Expenditure	Materials and contracts			(20,000)	
Reallocating Salary Savings to external support for wet season weed management	Operating Expenditure	Employee costs	10,000			
Reallocating Salary Savings to external support for wet season weed management	Operating Expenditure	Employee costs	10,000			
Reallocating Salary Savings to external support for routine cemetery maintenance	Operating Expenditure	Materials and contracts	10,000			
Reallocating Salary Savings to external support for routine cemetery maintenance	Operating Expenditure	Materials and contracts			(10,000)	
Funding for Haynes Oval upgrade to be allocated to other projects	Capital Expenditure	Materials and contracts	181,713			
Increased expenditure required for Haynes Oval pump upgrade	Capital Expenditure	Materials and contracts			(30,000)	
Increased allocation to bus shelter renewal	Capital Expenditure	Materials and contracts			(13,800)	
Increased allocation to street lighting renewal	Capital Expenditure	Materials and contracts			(68,140)	
Increased allocation to footbridge renewal	Capital Expenditure	Materials and contracts			(69,773)	
Funding required to furnish a new staff house	Operating Expenditure	Other expenditure			(25,000)	
Overpend in finalising Frederick St Roundabout project	Capital Expenditure	Materials and contracts			(12,936)	
Reallocation from Jewell to Blvd project to fund Frederick St overrun	Capital Expenditure	Materials and contracts	12,936			
Budget allocated to specific jobs to simplify project mgmt, nil impact	Capital Income	Proceeds from capital grants, subsidies and contributions			(775,977)	
Budget allocated to specific jobs to simplify project mgmt, nil impact	Capital Income	Proceeds from capital grants, subsidies and contributions	517,500			
Budget allocated to specific jobs to simplify project mgmt, nil impact	Capital Income	Proceeds from capital grants, subsidies and contributions	238,477			
Budget allocated to specific jobs to simplify project mgmt, nil impact	Capital Income	Proceeds from capital grants, subsidies and contributions	20,000			
Budget allocated to specific jobs to simplify project mgmt, nil impact	Capital Income	Proceeds from capital grants, subsidies and contributions			(2,164,033)	
Budget allocated to specific jobs to simplify project mgmt, nil impact	Capital Income	Proceeds from capital grants, subsidies and contributions	206,186			
Budget allocated to specific jobs to simplify project mgmt, nil impact	Capital Income	Proceeds from capital grants, subsidies and contributions	1,957,847			
Budget allocated to specific jobs to simplify project mgmt, nil impact	Capital Income	Proceeds from capital grants, subsidies and contributions			(661,657)	
Budget allocated to specific jobs to simplify project mgmt, nil impact	Capital Income	Proceeds from capital grants, subsidies and contributions	17,587			
Budget allocated to specific jobs to simplify project mgmt, nil impact	Capital Income	Proceeds from capital grants, subsidies and contributions	644,070			
Additional funds required for failed aircon renewal	Capital Expenditure	Materials and contracts			(7,169)	
Aircon renewal to be funded by reserves	Capital Income	Transfer from reserves	7,169			(422,183)
SMC 03/11/25						
Additional funding for contaminated site remediation - funded through reserves	Operating Expenditure	Materials and contracts			(850,000)	
Additional funding for contaminated site remediation - funded through reserves	Capital Income	Transfer from reserves	850,000			(422,183)
OMC Dec 11/12/25						
Finalisation of Audited 2024-25 Closing Surplus - Impact on 2025-26 Opening surplus	Opening surplus(deficit)		2,513,281			
Transfer to Building Reserve	Opening surplus(deficit)	Transfer to reserves			(360,904)	
Transfer to IT Equipment Reserve	Opening surplus(deficit)	Transfer to reserves			(360,904)	
To correct advance payment of Financial Assistance Grant	Operating Income	Grants, subsidies and contributions			(256,871)	
To correct advance payment of Financial Assistance Grant	Operating Income	Grants, subsidies and contributions			(399,881)	
Additional Income - Old Broome Road Project	Capital Income	Proceeds from capital grants, subsidies and contributions	53,159			
Additional Income - Old Broome Road Project	Capital Income	Proceeds from capital grants, subsidies and contributions	693,519			
Additional Income - Old Broome Road Project	Capital Income	Transfer from reserves	166,659			
Additional expenditure required for Old Broome Road upgrade	Capital Expenditure	Payments for construction of infrastructure			(860,177)	
Additional funds required for purchase of light vehicles	Capital Expenditure	Payments for property, plant and equipment			(33,553)	
Additional funds required for purchase of light vehicles - transfer from reserve	Capital Income	Transfer from reserves	33,553			
						765,699
Finalisation of Carry-forward projects for the 2024-25 financial year						

SHIRE OF BROOME
SUPPLEMENTARY INFORMATION
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12 BUDGET AMENDMENTS

Operating Grants	Operating Income	Grants, subsidies and contributions	(14,200)	
Capital Grants	Capital Income	Proceeds from capital grants, subsidies and contributions	(2,533,537)	
Proceeds from Sale of Assets	Capital Income	Profit on asset disposals	24,430	
Transfer from Reserve	Capital Income	Transfer from reserves	1,199,796	
Operating Expenditure - Materials and Contracts (.34)	Operating Expenditure	Materials and contracts	(1,287,041)	
Operating Expenditure - Employee Costs (.61)	Operating Expenditure	Employee costs	5,918	
Operating Expenditure - Employee Costs (.76)	Operating Expenditure	Employee costs	(947)	
Capital Expenditure Projects	Capital Expenditure	Payments for property, plant and equipment	(64,090)	
Capital Expenditure Projects	Capital Expenditure	Payments for construction of infrastructure	1,113,828	
Estimated unallocated surplus transferred to Restricted Cash Reserve	Operating Expenditure	Transfer to reserves	421,122	(369,022)
FACR2 Budget Amendments - OCM 26/02/26				
Additional funds required for KRG Canberra trip and Developing Northern AU conference	Operating Expenditure	Materials and contracts	(10,000)	
Savings on print media allocations	Operating Expenditure	Materials and contracts	19,650	
Salary budget reallocated to correct departments	Operating Expenditure	Employee costs	226,954	
Reduced expenditure to offset KRG costs	Operating Expenditure	Materials and contracts	10,000	
Reallocate Media Monitoring budget	Operating Expenditure	Materials and contracts	15,000	
Adjustment required to reconcile carry forward project	Operating Expenditure	Materials and contracts	(5,761)	
Additional cost of community scorecard	Operating Expenditure	Materials and contracts	(10,000)	
Elected member development cost - Diploma of LG	Operating Expenditure	Materials and contracts	(15,000)	
Higher rates instalment fees received	Operating Income	Fees and charges	5,712	
Expenditure required for legal advice - SAT Rate exemptions	Operating Expenditure	Materials and contracts	(10,000)	
Increase expected to penalty interest	Operating Income	Interest revenue	20,000	
Increase expected to rate enquiry fees	Operating Income	Fees and charges	10,000	
Additional expense of impounding and storing buses	Operating Expenditure	Materials and contracts	(35,000)	
Cost of new SES vehicle	Operating Expenditure	Other expenditure	(152,934)	
Grant funding for SES vehicle	Operating Income	Grants, subsidies and contributions	152,934	
Property vacated - reduced income forecast - 69 Robinson St	Operating Income	Other revenue	(7,800)	
Increased reactive maintenance required across the key worker housing assets.	Operating Expenditure	Materials and contracts	(20,000)	
Property vacated - reduced income forecast - Honeyeater Loop	Operating Income	Other revenue	(7,600)	
Property vacated - reduced income forecast - Ibis Way	Operating Income	Other revenue	(7,200)	
Properties occupation rate forecasted to exceed budget estimate. 46 Tanami Dr	Operating Income	Other revenue	40,000	
Property vacated - reduced income forecast - Tanami Dr	Operating Income	Other revenue	(4,000)	
New lease commenced 24/11/2025 - Yako Mall	Operating Income	Other revenue	18,750	
Property vacated - reduced income forecast - Pandanus Rd	Operating Income	Other revenue	(4,000)	
New lease commenced 24/11/2025 - Cajuput Cr	Operating Income	Other revenue	18,750	
Income from container deposit scheme tracking ahead of budget	Operating Income	Fees and charges	42,000	
Additional grant funding received - keep Australia beautiful	Operating Income	Grants, subsidies and contributions	18,654	
Grant funded expenditure for keep Australia beautiful	Operating Expenditure	Materials and contracts	(4,154)	
Grant funded expenditure for community education (waste)	Operating Expenditure	Materials and contracts	(15,593)	
Waste Operations adjustment to Reserve Transfer	Capital Income	Transfer from reserves	(15,907)	
Reallocate Parks and Gardens team Salaries to enable temporary contractor support	Operating Expenditure	Materials and contracts	5,000	
Reallocate Parks and Gardens team Salaries to enable temporary contractor support	Operating Expenditure	Employee costs	15,000	
Reallocate Parks and Gardens team Salaries to enable temporary contractor support	Operating Expenditure	Materials and contracts	(20,000)	
Town Beach - Coastal pathway design works	Operating Expenditure	Materials and contracts	(40,000)	
Reallocate salary expense between Building and Planning teams	Operating Expenditure	Employee costs	294,084	
Reallocate salary expense between Building and Planning teams	Operating Expenditure	Employee costs	35,290	
Addition funding for legal expenses	Operating Expenditure	Materials and contracts	(10,000)	
Increased planning appeal fees received	Operating Expenditure	Materials and contracts	(15,000)	
Reallocate salary expense between Building and Planning teams	Operating Expenditure	Employee costs	(28,161)	
Reallocate salary expense between Building and Planning teams	Operating Expenditure	Employee costs	(234,675)	
Increased planning fees received	Operating Income	Fees and charges	20,000	
Correction of insurance budgets - Cemeteries	Operating Expenditure	Insurance	20,526	
Reallocate Parks and Gardens team Salaries to enable temporary contractor support	Operating Expenditure	Employee costs	2,000	
Reallocate Parks and Gardens team Salaries to enable temporary contractor support	Operating Expenditure	Materials and contracts	(2,000)	
Reallocate Parks and Gardens team Salaries to enable temporary contractor support	Operating Expenditure	Materials and contracts	(7,500)	
Reallocate Parks and Gardens team Salaries to enable temporary contractor support	Operating Expenditure	Materials and contracts	(5,000)	
Project to be rescheduled until the Cemetery Masterplan update is completed	Operating Expenditure	Materials and contracts	12,500	
Transfer of project savings to POS Reserve	Capital Expenditure	Transfer to reserves	(795,451)	
Reallocate Parks and Gardens team Salaries to enable temporary contractor support	Operating Expenditure	Employee costs	3,000	
Reallocate Parks and Gardens team Salaries to enable temporary contractor support	Operating Expenditure	Materials and contracts	(3,000)	
Reallocate Parks and Gardens team Salaries to enable temporary contractor support	Operating Expenditure	Employee costs	10,000	
Reallocate Parks and Gardens team Salaries to enable temporary contractor support	Operating Expenditure	Materials and contracts	(10,000)	
Reallocate Parks and Gardens team Salaries to enable temporary contractor support	Operating Expenditure	Employee costs	10,000	
Reallocate Parks and Gardens team Salaries to enable temporary contractor support	Operating Expenditure	Materials and contracts	(10,000)	
Cable Beach Contingency allocated to Public Art budget	Operating Expenditure	Materials and contracts	(165,000)	
Additional marketing and engagement costs for Cable Beach Redevelopment	Operating Expenditure	Materials and contracts	(43,000)	
Addition design costs for two commercial spaces in Cable Beach Redevelopment	Operating Expenditure	Materials and contracts	(330,000)	
Additional funding for digital light and sound, wayfinding signs, and dinosaur footprint costs	Operating Expenditure	Materials and contracts	538,000	
Solway Pk - infrastructure renewal deferred	Operating Expenditure	Materials and contracts	38,088	
Chippindale Pk - infrastructure renewal deferred	Operating Expenditure	Materials and contracts	21,167	
Januburu Pk - infrastructure renewal deferred	Operating Expenditure	Materials and contracts	8,280	
Sunset Pk - infrastructure renewal deferred	Operating Expenditure	Materials and contracts	26,763	
Koel Pk - infrastructure renewal deferred	Operating Expenditure	Materials and contracts	7,130	
Brolga Pk - infrastructure renewal deferred	Operating Expenditure	Materials and contracts	14,030	
Cygnat Pk - infrastructure renewal deferred	Operating Expenditure	Materials and contracts	85,445	
Talentino Pk - infrastructure renewal deferred	Operating Expenditure	Materials and contracts	33,305	
Sugar Glider Pk - infrastructure renewal deferred	Operating Expenditure	Materials and contracts	7,130	
Herbert St Pk - infrastructure renewal deferred	Operating Expenditure	Materials and contracts	7,130	
Sibossio Pk - infrastructure renewal deferred	Operating Expenditure	Materials and contracts	7,015	
BRAC POS - infrastructure renewal deferred	Operating Expenditure	Materials and contracts	399,395	
Recognition of water consumption recouped from St Marys	Operating Income	Other revenue	25,000	
Meeting Pod for library - to be grant funded	Operating Expenditure	Fees and charges	(12,766)	
Increased library printing income	Operating Income	Grants, subsidies and contributions	10,000	
Meeting Pod for library - to be grant funded	Operating Income	Grants, subsidies and contributions	12,766	
Reallocate Parks and Gardens team Salaries to enable temporary contractor support	Operating Expenditure	Employee costs	1,500	
Reallocate Parks and Gardens team Salaries to enable temporary contractor support	Operating Expenditure	Materials and contracts	(1,500)	
Increased reactive maintenance (Civic Centre)	Operating Expenditure	Materials and contracts	(27,000)	
Civic Centre Kitchen redesign not undertaken this year	Operating Expenditure	Materials and contracts	7,000	
Reallocate Parks and Gardens team Salaries to enable temporary contractor support	Operating Expenditure	Employee costs	10,000	

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Reallocate Parks and Gardens team Salaries to enable temporary contractor support	Operating Expenditure	Materials and contracts	(10,000)	
Funds required for lifeguarded room improvements	Operating Expenditure	Materials and contracts	(12,000)	
Additional building maintenance required (BRAC)	Operating Expenditure	Materials and contracts	(20,000)	
Higher sales of consumables than forecast	Operating Income	Fees and charges	25,000	
Higher court hire usage (BRAC)	Operating Income	Fees and charges	10,000	
Higher consumables cost of sales to keep up with demand	Operating Expenditure	Materials and contracts	(15,000)	
Higher pool entry fees than forecast	Operating Income	Fees and charges	20,000	
BRAC Oval - infrastructure renewal deferred	Operating Expenditure	Materials and contracts	140,573	
Fairway Drive traffic calming project completed with savings	Operating Expenditure	Materials and contracts	5,210	
De Marchi Rd Blackspot project completed with savings	Operating Expenditure	Materials and contracts	36,302	
Cable St East Intersection upgrade deferred	Operating Expenditure	Materials and contracts	475,788	
Old Broome Rd additional expense funded by Jewell savings	Operating Expenditure	Materials and contracts		
BRAC Carpark sealing project deferred - funds transferred to reserve	Capital Expenditure	Transfer to reserves	(132,000)	
		Proceeds from capital grants, subsidies and contributions		
RTR funding for CB East deferred	Operating Income	Proceeds from capital grants, subsidies and contributions	(475,788)	
		Transfer to reserves		
Underspend on grant funded project WABN Frederick St Footpath	Operating Income	Transfer to reserves	(87,000)	
Transfer remaining funds for Frederick St Broome Senior High School drop off to Road Reserve	Capital Expenditure	Transfer to reserves	(243,640)	
Carpark maintenance costs higher than forecast	Operating Expenditure	Materials and contracts	(15,000)	
Savings on planned works maintenance in chinatown	Operating Expenditure	Materials and contracts	15,000	
Reallocate Operations Crew salaries to deliver Youth Bike Track	Operating Expenditure	Employee costs	66,936	
Reallocate Operations Crew salaries to deliver Youth Bike Track	Operating Expenditure	Employee costs	111,072	
Funding for Frederick Street Broome Senior High School drop off transferred to Road Reserve	Operating Expenditure	Materials and contracts	243,640	
BRAC Carpark sealing project deferred	Operating Expenditure	Materials and contracts	132,000	
Transfer of footbridge renewal savings to Footpath Reserve	Capital Expenditure	Transfer to reserves	(21,000)	
Bus shelter renewal completed under budget	Operating Expenditure	Materials and contracts	5,000	
Various planned footbridge renewal works completed under budget	Operating Expenditure	Materials and contracts	21,000	
Jewell to the Blvd project completed under budget - savings allocated to Old Broome Rd	Operating Expenditure	Materials and contracts	139,000	
Broome Visitor Centre Airoon replacement completed under budget	Operating Expenditure	Materials and contracts	25,000	
Properties occupation rate forecasted to exceed budget estimate - Roeback Bay CP	Operating Income	Other revenue	90,000	
Reallocate salary expense between Building and Planning teams	Operating Expenditure	Employee costs	(7,129)	
Reallocate salary expense between Building and Planning teams	Operating Expenditure	Employee costs	(58,409)	
Salary budget reallocated to correct departments	Operating Expenditure	Employee costs	(57,763)	
Salary budget reallocated to correct departments	Operating Expenditure	Employee costs	(69,699)	
Lower than expected expenditure on staff uniforms	Operating Expenditure	Employee costs	20,000	
Increased bank fees in current year	Operating Expenditure	Other expenditure	(20,000)	
Costs expected for Risk Register and Business Continuity Planning	Operating Expenditure	Materials and contracts	(110,000)	
Reimbursement of employee costs received	Operating Expenditure	Employee costs	8,253	
Adjustment to Workers Compensation premiums	Operating Income	Other revenue	34,362	
Salary budget reallocated to correct departments	Operating Expenditure	Employee costs	(99,492)	
Reallocate Engineering salaries to Technical Officer	Operating Expenditure	Employee costs	127,455	
Reallocate Engineering salaries to Technical Officer	Operating Expenditure	Employee costs	17,698	
Additional costs of project management framework consultant	Operating Expenditure	Materials and contracts	(12,000)	
Diesel fuel rebate tracking ahead of budget	Operating Income	Other revenue	10,000	
Subdivision works income tracking ahead of budget	Operating Income	Fees and charges	125,000	
Reallocate Parks and Gardens team Salaries to enable temporary contractor support	Operating Expenditure	Employee costs	18,500	
Property vacated - reduced income forecast - Shelduck Way	Operating Income	Other revenue	(28,000)	
Reallocate Media Monitoring budget	Operating Expenditure	Materials and contracts	(15,000)	
Salary savings to fund Cyber Security Maturity project	Operating Expenditure	Employee costs	10,282	
Reallocating Salary budget from IT to Records	Operating Expenditure	Employee costs	34,630	
Reallocating Salary budget from IT to Records	Operating Expenditure	Employee costs	249,000	
Reallocating Salary budget from IT to Records	Operating Expenditure	Employee costs	(249,000)	
Reallocating Salary budget from IT to Records	Operating Expenditure	Employee costs	(34,630)	
Additional funds required for Cyber Security Maturity project	Operating Expenditure	Materials and contracts	(10,282)	
Reallocate Parks and Gardens team Salaries to enable temporary contractor support	Operating Expenditure	Materials and contracts	(6,000)	
Reallocate planned maintenance budget between KRO2 and KRO1	Operating Expenditure	Materials and contracts	(20,000)	
Reallocate planned maintenance budget between KRO2 and KRO1	Operating Expenditure	Materials and contracts	20,000	
Additional funding required for commercial office space maintenance works - BEC	Operating Expenditure	Materials and contracts	(8,587)	
Transfer BVC Airoon savings to Building Reserve	Capital Expenditure	Transfer to reserves	(25,000)	
Property vacated - reduced income forecast - Old Broome Lock up	Operating Income	Other revenue	(17,500)	
Rent Abatement to be considered for 25/26 - Sam Male Luggier	Operating Income	Other revenue	(7,500)	
Reallocate Engineering salaries to Technical Officer	Operating Expenditure	Employee costs	(127,455)	
Reallocate Engineering salaries to Technical Officer	Operating Expenditure	Employee costs	(17,698)	
Supply of two hooklift bins	Operating Expenditure	Materials and contracts	(25,000)	
Reallocate Operations Crew salaries to deliver Youth Bike Track	Operating Expenditure	Employee costs	(66,936)	
Reallocate Operations Crew salaries to deliver Youth Bike Track	Operating Expenditure	Employee costs	(111,072)	
Library feasibility study deferred	Operating Expenditure	Materials and contracts	100,000	
Depot relocation and Animal Mgmt plans deferred	Operating Expenditure	Materials and contracts	60,000	
		Grants, subsidies and contributions		
Adjustment required to reconcile carry forward project	Operating Income	Grants, subsidies and contributions	13,279	
Grant funding to facilitate Australia Day expense	Operating Income	Grants, subsidies and contributions	10,000	
Increased Australia Day expenditure	Operating Expenditure	Materials and contracts	(5,000)	
Additional expenditure required for out of scope works at elected member request	Operating Expenditure	Materials and contracts	(3,734)	(46,410)
OCM 26/03/26 - Minute # C/0326/025				
Reduction in Rate revenue - Foundation Housing exemptions	Operating Income	General rates	(240,496)	(286,906)
FACR3 Budget Amendments - OCM 30/04/26				
Funds required for McMahon Estate Business case	Operating Expenditure	Materials and contracts	(10,000)	
Reclassify performance based award expenditure	Operating Expenditure	Materials and contracts	8,000	
Reclassify performance based award expenditure	Operating Expenditure	Employee costs	(8,000)	
Reclassify and redistribute training expenditure	Operating Expenditure	Employee costs	20,000	
Reclassify and redistribute training expenditure	Operating Expenditure	Employee costs	5,000	
Reclassify and redistribute training expenditure	Operating Expenditure	Employee costs	10,000	
Reclassify and redistribute training expenditure	Operating Expenditure	Employee costs	(10,000)	
Reduced uniform expenditure	Operating Expenditure	Employee costs	20,000	
Reduced recruitment advertising expense	Operating Expenditure	Employee costs	10,000	
Legal costs lower than forecast	Operating Expenditure	Materials and contracts	10,000	
Reduced staff relocation expense	Operating Expenditure	Employee costs	10,000	
Reclassifying employee health and safety expense	Operating Expenditure	Materials and contracts	(15,000)	
Reclassifying employee health and safety expense	Operating Expenditure	Employee costs	15,000	
Lights and Pavilion maintenance	Operating Expenditure	Materials and contracts	(5,000)	
Costs associated with higher sales volume at BRAC	Operating Expenditure	Materials and contracts	(25,000)	
Higher sales receipts at BRAC	Operating Income	Fees and charges	45,000	

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Increased chemical usage due to unplanned shutdowns	Operating Expenditure	Materials and contracts	(16,500)
Increase to term two swimming lessons	Operating Income	Fees and charges	20,000
Greater entry fees than forecast	Operating Income	Fees and charges	10,000
Higher mid year holiday enrolments	Operating Income	Fees and charges	6,500
Additional maintenance required for start of peak season	Operating Expenditure	Materials and contracts	(5,000)
Savings on Rates related expenditure	Operating Expenditure	Materials and contracts	7,500
Adjustment to interim rates due to delays at Landgate	Operating Income	General rates	(40,000)
Greater instance of rates paid by instalment	Operating Income	Interest revenue	35,204
Increased instance of rate payment delinquency	Operating Income	Interest revenue	10,000
Ancillary audit expense allocated within individual grant acquittals	Operating Expenditure	Materials and contracts	20,000
External contractor support for finance operational review	Operating Expenditure	Materials and contracts	(52,704)
Relief contractor to cover finance long service leave vacancy	Operating Expenditure	Materials and contracts	(31,667)
Salary Savings reallocated to fund relief contractor	Operating Expenditure	Employee costs	26,667
Salary Savings reallocated to fund relief contractor	Operating Expenditure	Employee costs	5,000
Increased cemetery fees	Operating Income	Fees and charges	5,000
Savings on printing and stationery	Operating Expenditure	Materials and contracts	5,000
Estimated income from insurance claims (various)	Operating Income	Other revenue	40,000
Lighting damage - Father McMahon Oval	Operating Expenditure	Materials and contracts	(25,000)
Internal salary reclassification - ICT department	Operating Expenditure	Employee costs	(20,271)
Internal salary reclassification - ICT department	Operating Expenditure	Employee costs	50,471
Internal salary reclassification - ICT department	Operating Expenditure	Employee costs	5,000
Funding required for managed ICT service provider to cover ongoing vacancies	Operating Expenditure	Materials and contracts	(35,200)
Ongoing advertising demand	Operating Expenditure	Materials and contracts	(11,050)
Reallocate funds from video production account to general advertising	Operating Expenditure	Materials and contracts	6,050
Reallocate funds from promotion & printing account to general advertising	Operating Expenditure	Materials and contracts	5,000
No advertising scheduled for rangers for the financial year	Operating Expenditure	Materials and contracts	5,000
Development application panel expenditure	Operating Expenditure	Materials and contracts	(10,620)
Increased subdivision applications	Operating Income	Fees and charges	6,200
Increased miscellaneous town planning charges	Operating Income	Fees and charges	7,500
Building permit fees tracking below budget	Operating Income	Fees and charges	(10,000)
Reduction in budget as 'untamed' event did not go forward	Operating Expenditure	Other expenditure	20,000
Decreased expenditure related to Cruise Broome	Operating Expenditure	Other expenditure	10,000
Lower ad hoc funding requests than forecast	Operating Expenditure	Other expenditure	10,000
Housing Support Program complete, no further grant funds receivable	Operating Income	Grants, subsidies and contributions	(11,180)
Recognise interest earned on Sanctuary Road grant funding	Operating Income	Interest revenue	8,494
Lower animal tagging / control expense than forecast	Operating Expenditure	Materials and contracts	20,000
Increased funding for all abilities day 2026	Operating Expenditure	Materials and contracts	(7,300)
Savings in youth development allocated to disability programs	Operating Expenditure	Materials and contracts	7,300
Planned events completed at lower expense than forecast	Operating Expenditure	Materials and contracts	7,500
Reallocation of expense as hygiene officer role is now being completed internally	Operating Expenditure	Materials and contracts	35,000
Reallocation of expense as hygiene officer role is now being completed internally	Operating Expenditure	Employee costs	(35,000)
Depot security gates project deferred	Operating Expenditure	Materials and contracts	62,000
Reallocation of salaries for technical officer to relief contractor	Operating Expenditure	Employee costs	(36,424)
Reallocation of salaries for technical officer to relief contractor	Operating Expenditure	Employee costs	36,424
Vibe roller not replaced	Capital Expenditure	Materials and contracts	170,000
Reallocate drainage works salaries to contractor support = Broome Lotteries House	Operating Expenditure	Materials and contracts	(5,000)
Reallocate drainage works salaries to contractor support = Broome Lotteries House	Operating Expenditure	Employee costs	5,000
Resource reallocations between works maintenance projects - Sector 1 Chinatown	Operating Expenditure	Materials and contracts	30,000
Resource reallocations between works maintenance projects - Sector 5 Roebuck	Operating Expenditure	Materials and contracts	55,000
Resource reallocations between works maintenance projects - Fairway Drive	Operating Expenditure	Materials and contracts	20,000
Resource reallocations between works maintenance projects - Sector 3 Old Broome	Operating Expenditure	Materials and contracts	(100,000)
Resource reallocations between works maintenance projects - Bore line Road	Operating Expenditure	Materials and contracts	(5,000)
Resource reallocations between works maintenance projects - Sector 6 Broome North	Operating Expenditure	Materials and contracts	20,000
Resource reallocations between works maintenance projects - Sector 7 LIA HIA Port	Operating Expenditure	Materials and contracts	(20,000)
Resource reallocations between works maintenance projects - 80 Mile Beach Rd	Operating Expenditure	Materials and contracts	(5,000)
Resource reallocations between works maintenance projects - Port Smith Rd	Operating Expenditure	Materials and contracts	(10,000)
Resource reallocations between works maintenance projects - Yamashita Street	Operating Expenditure	Materials and contracts	25,000
Resource reallocations between works maintenance projects - Sands Street	Operating Expenditure	Materials and contracts	20,000
Resource reallocations between works maintenance projects - Wattle Drive	Operating Expenditure	Materials and contracts	5,000
Resource reallocations between works maintenance projects - Kanagae Drive	Operating Expenditure	Materials and contracts	30,000
Decreased expenditure on protective equipment	Operating Expenditure	Materials and contracts	10,000
Light vehicle replacement not required	Operating Expenditure	Materials and contracts	30,000
Transfer of funds to plant reserve for vehicle not replaced	Capital Expenditure	Transfer to reserves	(30,000)
Increased sundry depot expenditure	Operating Expenditure	Materials and contracts	(10,000)
Increased tools expense - depot	Operating Expenditure	Materials and contracts	(10,000)
Reduced safety equipment expense	Operating Expenditure	Materials and contracts	10,000
Increase expenditure on tyres	Operating Expenditure	Materials and contracts	(25,000)
Reduced depot repairs expense	Operating Expenditure	Materials and contracts	25,000
Funding required for consultant support - Waste Financial Model	Operating Expenditure	Materials and contracts	(45,000)
Upgrade of ICT infrastructure at Waste Mgmt Facility	Operating Expenditure	Materials and contracts	(10,000)
Bulk tyre export not required this year	Operating Expenditure	Materials and contracts	50,000
Additional carting of stockpiled material required.	Operating Expenditure	Materials and contracts	(50,000)
Additional security required on site - Waste Mgmt Facility	Operating Expenditure	Materials and contracts	(40,000)
Dry hire of excavator to support compactor while under repair	Operating Expenditure	Materials and contracts	(40,000)
Consultant required to undertake review of waste strategy and action plan	Operating Expenditure	Materials and contracts	(18,000)
Reallocation of grant funded expenditure to Waste Sorted	Operating Expenditure	Materials and contracts	(11,439)
Reallocation of grant funded expenditure from Keep Australia Beautiful	Operating Expenditure	Materials and contracts	11,439
Additional refuse and recycling income from interim rates levied	Operating Income	Fees and charges	10,000
Additional income generated from scrap steel processed on site	Operating Income	Other revenue	143,000
Underspend recognised and not required for remainder of FY.	Operating Expenditure	Materials and contracts	10,000
Reallocation of funding from CB30 to fund retaining walls & foreshore pathway	Operating Expenditure	Materials and contracts	200,000
Reallocation of funding from CB30 to fund retaining walls & foreshore pathway	Operating Expenditure	Materials and contracts	(200,000)
Expenses related to Blackspot funding - additional income received to offset	Operating Expenditure	Materials and contracts	(29,259)
Additional Main Roads WA income not previously budgeted. See offsetting blackspot expense	Operating Income	Proceeds from capital grants, subsidies and contributions	36,302
Recognise additional income received for future Footpath Works, transferred to Reserve.	Capital Income	Proceeds from capital grants, subsidies and contributions	291,989
Recognise additional income received for future Footpath Works, transferred to Reserve.	Capital Expenditure	Transfer to reserves	(291,989)
Recognise income received for future Headworks and Drainage works, transferred to Reserve	Capital Income	Proceeds from capital grants, subsidies and contributions	18,420
Recognise income received for future Headworks and Drainage works, transferred to Reserve	Capital Expenditure	Transfer to reserves	(18,420)
Opportunity to reallocate salary savings from vacancies within the team over the FY.	Operating Expenditure	Employee costs	50,000
Reallocation of salary & contractor expense between P&G activities - Japanese Cemetery	Operating Expenditure	Materials and contracts	(5,000)
Reallocation of salary & contractor expense between P&G activities - Japanese Cemetery	Operating Expenditure	Employee costs	5,000
Reallocation of salary & contractor expense between P&G activities - Broome Cemetery	Operating Expenditure	Materials and contracts	(15,000)

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Reallocation of salary & contractor expense between P&G activities - Male Oval	Operating Expenditure	Materials and contracts	10,000	
Reallocation of salary & contractor expense between P&G activities - Haynes Oval	Operating Expenditure	Materials and contracts	10,000	
Reallocation of salary & contractor expense between P&G activities - Bedford Park	Operating Expenditure	Employee costs	16,000	
Reallocation of salary & contractor expense between P&G activities - Town Beach	Operating Expenditure	Materials and contracts		(65,000)
Reallocation of salary & contractor expense between P&G activities - Town Beach Water Pk	Operating Expenditure	Materials and contracts		(18,000)
Reallocation of salary & contractor expense between P&G activities - Frangipani Park	Operating Expenditure	Employee costs	7,000	
Reallocation of salary & contractor expense between P&G activities - BRAC Grounds	Operating Expenditure	Materials and contracts		(17,000)
Reallocation of salary & contractor expense between P&G activities - BRAC Ovals	Operating Expenditure	Materials and contracts		(38,000)
Reallocation of salary & contractor expense between P&G activities - Chinatown	Operating Expenditure	Materials and contracts		(30,000)
Reallocation of salary & contractor expense between P&G activities - Chinatown	Operating Expenditure	Employee costs	10,000	
Reallocation of salary & contractor expense between P&G activities - Sunset Pk	Operating Expenditure	Employee costs	15,000	
Reallocation of salary & contractor expense between P&G activities - Roebuck Estate	Operating Expenditure	Employee costs	5,000	
Reallocation of salary & contractor expense between P&G activities - Broome North	Operating Expenditure	Employee costs	5,000	
Reallocation of salary & contractor expense between P&G activities - Drain Slashing	Operating Expenditure	Employee costs	5,000	
Reallocation of salary & contractor expense between P&G activities - Roundabouts	Operating Expenditure	Employee costs	20,000	
Salary Savings - reallocated to fund contractors in P&G projects	Operating Expenditure	Employee costs	40,000	
Increased expense on minor / handheld tools - P&G	Operating Expenditure	Materials and contracts		(12,500)
Salary Savings - reallocated to fund contractors in P&G projects (Town Beach / BRAC)	Operating Expenditure	Employee costs	70,000	
Decreased expenditure required for task specific protective equipment	Operating Expenditure	Materials and contracts	12,500	
Reallocation of salary & contractor expense between P&G activities - Shire office Barker St	Operating Expenditure	Materials and contracts		(20,000)
Reallocation of salary & contractor expense between P&G activities - KRO	Operating Expenditure	Materials and contracts		(10,000)
Male Oval renewal project deferred	Operating Expenditure	Materials and contracts	13,800	
Transfer of funds to POS reserve for deferred Male Oval project	Capital Expenditure	Transfer to reserves		(13,800)
Funding required for defects in Chinatown signage	Operating Expenditure	Materials and contracts		(15,000)
Recognising refund of rent paid following rent abatement	Operating Expenditure	Other expenditure		(9,375)
Increased rent from Camel tour operators	Operating Income	Other revenue	7,000	
		Proceeds from capital grants, subsidies and contributions		
Recognise additional WABN grant funding	Operating Income		100,000	
Recognise expenditure in connection with additional WABN grant funding	Operating Expenditure	Materials and contracts		(100,000)
Restoration of Sam Male lugger commencing in Q4, funded by Building Reserve	Operating Expenditure	Materials and contracts		(100,000)
Transfer from Building Reserve to fund lugger restoration	Capital Income	Transfer from reserves	100,000	
Recognition of project savings - Administration building air conditioning	Operating Expenditure	Materials and contracts	1,000,000	
Transfer of surplus funds from Admin building air conditioning project to Building Reserve	Capital Expenditure	Transfer to reserves		(1,000,000)
Funding required for structure demolition - Gantheaume Pt Ablutions	Operating Expenditure	Materials and contracts		(30,000)
Transfer from Building Reserve to fund demolition - Gantheaume Pt Ablutions	Capital Income	Transfer from reserves	30,000	
Town beach toilet block renewal project completed under budget	Operating Expenditure	Materials and contracts	5,000	
Funding required for escalating short term maintenance - Civic Centre	Operating Expenditure	Materials and contracts		(200,000)
Transfer from Building Reserve to fund Civic Centre maintenance	Capital Income	Transfer from reserves	200,000	
Funds required to replace air conditioning cassette - BRAC	Operating Expenditure	Materials and contracts		(6,736)
Funding required for escalating maintenance - KRO1	Operating Expenditure	Materials and contracts		(200,000)
Transfer from Building Reserve to fund KRO1 maintenance	Capital Income	Transfer from reserves	200,000	
Reallocate salary savings to relief contract staff for pressure washing of public infrastructure	Operating Expenditure	Employee costs	27,000	
Reallocate salary savings to relief contract staff for pressure washing of public infrastructure	Operating Expenditure	Materials and contracts		(27,000)
Reallocate FACR3 organisational savings to reduce Cable Beach Stage 2 Loan	Capital Income	Proceeds from new borrowings	(416,380)	(195,460)
			20,153,477	(20,348,937)
				(195,460)

9.4.2 MONTHLY PAYMENT LISTING - APRIL 2026

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 receive the list of payments made under delegated authority, as per the attachment to this report, for April 2026.

BACKGROUND

The Chief Executive Officer (CEO) has delegated authority via Delegation 1.2.20 Payments from the Municipal or Trust Funds, to make payments from the Municipal and Trust funds as per budget allocations and in line with applicable policies.

COMMENT

The Shire provides payments to suppliers by Electronic Funds Transfer (EFT and BPAY), cheque, credit card or direct debit. Attachment 1 provides a list of all payments processed under delegated authority in April 2026.

CONSULTATION

Nil.

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

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

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

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

13A. Payments by employees via purchasing cards.

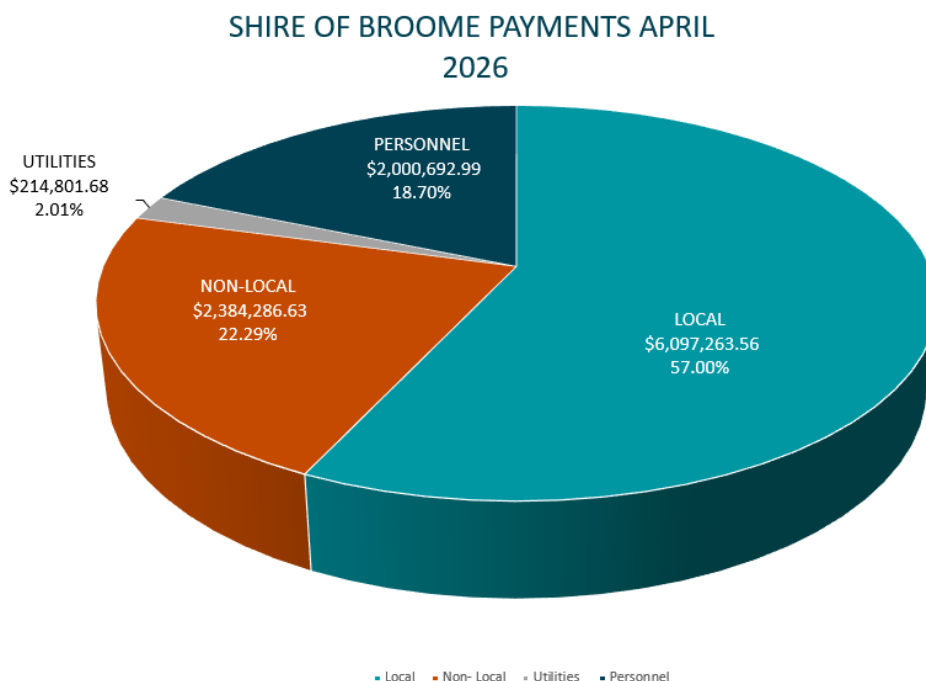
- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
- (a) the payee's name;
 - (b) the amount of the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

POLICY IMPLICATIONS

Nil.

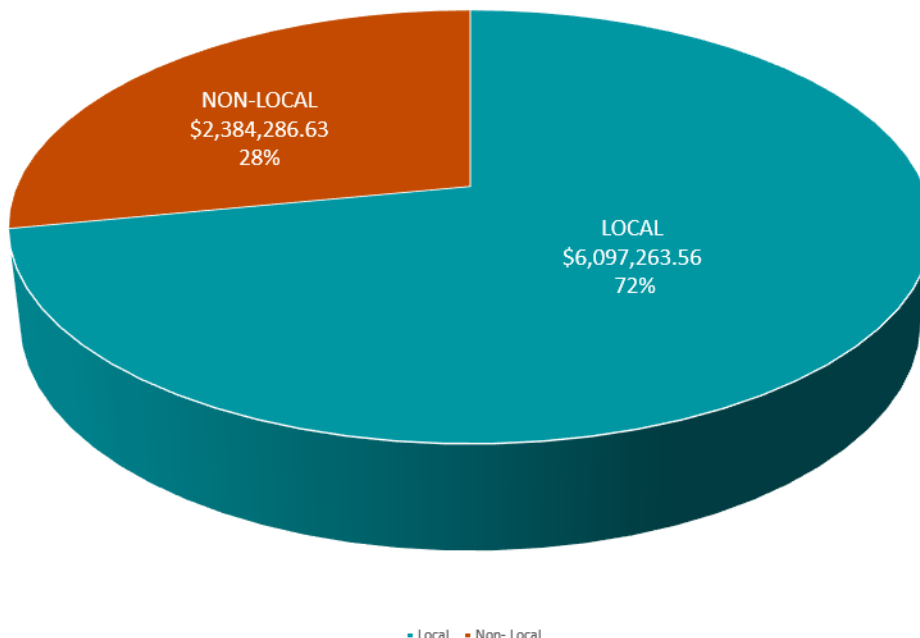
FINANCIAL IMPLICATIONS

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



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

LOCAL Vs NON-LOCAL PAYMENTS APRIL 2026



The above graph shows the percentage of local spend in comparison to non-local and recoupable spend for April 2026, after \$2,000,692.99 in personnel payments, \$214,801.68 in utilities, and other non-local sole suppliers were excluded.

YEAR TO DATE CREDITOR PAYMENTS

The table below summarises the total payments made to creditors year to date:

Month	Cheques	EFT Payments	Direct Debit	Credit Card	Trust	Payroll	Total Creditors
Jul-25	\$ 4,895.35	\$ 4,634,889.06	\$ 528,035.87	\$ 40,093.25	\$ -	\$ 877,394.96	\$ 6,085,308.49
Aug-25	\$ -	\$ 5,504,680.41	\$ 365,632.93	\$ 45,381.35	\$ -	\$ 853,707.24	\$ 6,769,401.93
Sep-25	\$ 3,500.00	\$ 6,108,370.52	\$ 402,977.55	\$ 44,223.11	\$ -	\$ 834,426.18	\$ 7,393,497.36
Oct-25	\$ -	\$ 6,082,061.10	\$ 557,648.24	\$ 34,571.75	\$ -	\$ 1,393,817.93	\$ 8,068,099.02
Nov-25	\$ -	\$ 4,053,227.00	\$ 444,421.59	\$ 34,486.06	\$ -	\$ 949,687.30	\$ 5,481,821.95
Dec-25	\$ 610.40	\$ 6,161,207.00	\$ 443,797.27	\$ 32,929.74	\$ -	\$ 933,837.26	\$ 7,572,381.67
Jan-26	\$ 311.85	\$ 4,343,202.19	\$ 543,228.47	\$ 22,796.01	\$ -	\$ 898,109.77	\$ 5,807,648.29
Feb-26	\$ -	\$ 3,353,085.67	\$ 393,916.42	\$ 27,519.71	\$ -	\$ 907,957.68	\$ 4,682,479.48
Mar-26	\$ -	\$ 5,002,038.90	\$ 288,770.90	\$ 45,518.47	\$ -	\$ 929,437.45	\$ 6,265,765.72
Apr-26	\$ 557.05	\$ 8,774,191.05	\$ 537,169.95	\$ 33,673.78	\$ -	\$ 1,351,453.03	\$ 10,697,044.86
May-26							
Jun-26							
TOTAL	\$ 9,874.65	\$ 54,016,952.90	\$ 4,505,599.19	\$ 361,193.23	\$ -	\$ 9,929,828.80	\$ 68,823,448.77

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

<u>COUNCIL RESOLUTION:</u>	Minute No. C/0526/053
Moved: Cr M Virgo	Seconded: Cr P Matsumoto
That Council:	
<ol style="list-style-type: none"> 1. Receives the list of payments made from the Municipal and Trust Accounts in April 2026, totalling \$10,697,044.86 (Attachment 1) per the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996 covering: <ol style="list-style-type: none"> a) EFT Vouchers EFT83589 – EFT83955 totalling \$8,774,191.05; b) Municipal Cheque Vouchers 57874 – 57874 totalling \$557.05; c) Trust Cheque Vouchers 00000 - 00000 totalling \$0.00; and d) Municipal Direct Debits, DD35327.1 – DD35433.9 including payroll totalling \$1,888,622.98. 2. Receives the list of payments made by credit cards in April 2026, totalling \$33,673.78 (contained within Attachment 1) per the requirements of Regulation 13A of the Local Government (Financial Management) Regulations 1996 covering Direct Debits DD35444.1 – DD35444.30. 3. Notes the local spend of \$ \$6,097,263.56 included in the amount above, equating to 72% of total payments excluding personnel, utility, and other external sole supplier costs. 	
CARRIED UNANIMOUSLY 9/0	

Attachments

1. MONTHLY PAYMENT LISTING - APRIL 2026

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2026				
PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2026				
EFT #	Date	NAME	Description	Amount
EFT83872	4/24/2026	A. AZAD	Bond Refund – Staff Housing	\$ 1,344.00
EFT83692	4/14/2026	A. COLLINS	Umpire Payments – 31 March 2026	\$ 140.00
EFT83874	4/24/2026	A. RAFFAN	Rates Refund- A306898	\$ 377.47
EFT83693	4/14/2026	A. RANN	Umpire Payments – 31 March 2026	\$ 140.00
EFT83597	4/7/2026	AARON MANSON (POOL WISDOM)	Pool Chemicals – BRAC	\$ 7,301.05
EFT83689	4/14/2026	AARON MANSON (POOL WISDOM)	Pool Chemicals – BRAC	\$ 1,953.94
EFT83744	4/17/2026	AARON MANSON (POOL WISDOM)	Pool Chemicals – BRAC	\$ 4,223.53
EFT83869	4/24/2026	AARON MANSON (POOL WISDOM)	Water Testing- Town Beach Water Park	\$ 569.60
EFT83904	4/30/2026	AARON MANSON (POOL WISDOM)	Water Testing- Town Beach Water Park	\$ 291.50
EFT83690	4/14/2026	ABL LANDSCAPING CONTRACTING PTY LTD	Landscape Maintenance – Town Beach Playground (RFT 25/06)	\$ 7,480.00
EFT83870	4/24/2026	ABL LANDSCAPING CONTRACTING PTY LTD	Landscape Maintenance- Broome Cemetery (RFT 25/06)	\$ 21,318.00
EFT83905	4/30/2026	ABL LANDSCAPING CONTRACTING PTY LTD	Landscape Maintenance- Chinatown	\$ 396.00
EFT83745	4/17/2026	ABLE ELECTRICAL (WA) PTY LTD	UV System Troubleshooting – BRAC	\$ 198.00
EFT83802	4/22/2026	ABLE ELECTRICAL (WA) PTY LTD	Electrical Lighting Repairs – Nipper Roe Oval	\$ 132.00
EFT83871	4/24/2026	ABLE ELECTRICAL (WA) PTY LTD	DALI System Fault Investigation – BRAC	\$ 550.00
EFT83746	4/17/2026	ACURIX NETWORKS PTY LTD	Public Wi-Fi Services – Library	\$ 497.20
EFT83598	4/7/2026	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Sharpening of Stationery Knife Reel Mower – Parks & Gardens	\$ 638.81
EFT83873	4/24/2026	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Mower Parts – Shire Fleet	\$ 462.35
EFT83906	4/30/2026	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Oil Seal- Shire Fleet	\$ 75.02
EFT83747	4/17/2026	AIT SPECIALISTS PTY LTD	Fuel Tax Credits Review – February 2026	\$ 784.63
EFT83748	4/17/2026	ALI RAZA	Meal & Travel Reimbursement- Manager Information Services	\$ 373.63
EFT83691	4/14/2026	ALL WEST BUILDING APPROVALS PTY LTD	Certificate of Design Compliance – Walmanyjun Cable Beach Foreshore Redevelopment	\$ 495.00
EFT83907	4/30/2026	ANDREW BISHOP	Millennial Tech Services- Civic Centre	\$ 600.00
EFT83749	4/17/2026	ASK WASTE MANAGEMENT PTY LTD	Waste Strategy & Action Plan Review – Infrastructure (RFQ 25/31)	\$ 15,121.92
EFT83750	4/17/2026	AUSSIE BROADBAND LIMITED	Aussie Broadband Internet Services – ICT	\$ 2,526.70
EFT83751	4/17/2026	AUSTRALIA POST	Postage Charges – Administration Building	\$ 599.22
EFT83599	4/7/2026	AUSTRALIAN HOTELS ASSOCIATION	Approved Manager & Responsible Service of Alcohol Online Training – BRAC	\$ 578.00
EFT83589	4/2/2026	AUSTRALIAN SERVICES UNION - WA BRANCH	Payroll Deductions/Contributions	\$ 581.00
EFT83794	4/17/2026	AUSTRALIAN SERVICES UNION - WA BRANCH	Payroll Deductions/Contributions	\$ 581.00
EFT83590	4/2/2026	AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions	\$ 138,598.00
EFT83795	4/17/2026	AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions	\$ 152,227.00
EFT83679	4/9/2026	AVIAIR	Sponsorship – Inter Regional Regular Flight Network (Development Services) C/1222/026	\$ 17,678.10
EFT83600	4/7/2026	B. BROWN	Staff Reimbursement for Safety Boots – Parks & Gardens	\$ 200.00
EFT83876	4/24/2026	B. WILSON	Rates Refund- A305045	\$ 421.75
EFT83908	4/30/2026	BIG SPOON ART SERVICES PTY LTD	Artwork- Cable Beach Stage 2 (RFT 25/01)	\$ 139,260.00
EFT83694	4/14/2026	BISHOPP OUTDOOR ADVERTISING PTY LTD	Fight the Bite Advertising – Environmental Health	\$ 2,062.52
EFT83803	4/22/2026	BLACKBOX CONTROL PTY LTD	GPS Tracking Fees- Depot	\$ 385.00
EFT83601	4/7/2026	BLACKWOODS	Electric Drum Pump – BRAC	\$ 4,184.85
EFT83695	4/14/2026	BLACKWOODS	Reflective Tape – Parks & Gardens	\$ 340.25
EFT83752	4/17/2026	BLACKWOODS	Spill Kits – Waste Management Facility	\$ 950.40
EFT83804	4/22/2026	BLACKWOODS	Fencing Materials- Parks & Gardens	\$ 3,357.08
EFT83875	4/24/2026	BLACKWOODS	PPE Supplies- BRAC	\$ 78.67
EFT83696	4/14/2026	BOC LIMITED	Oxygen Supply – BRAC	\$ 417.88
EFT83697	4/14/2026	BP AUSTRALIA PTY LTD - FUEL	Bulk Diesel Fuel – Depot	\$ 20,944.57
EFT83805	4/22/2026	BP AUSTRALIA PTY LTD - FUEL	Bulk Diesel Fuel – Depot	\$ 27,433.37

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2026				
PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2026				
EFT83909	4/30/2026	BP AUSTRALIA PTY LTD - FUEL	Bulk Diesel Fuel – Depot	\$ 21,893.97
EFT83698	4/14/2026	BRENNAN IT PTY LTD	Software Subscription- ICT	\$ 1,210.00
EFT83753	4/17/2026	BRENNAN IT PTY LTD	Mimecast Annual Licence – ICT	\$ 34,354.84
EFT83602	4/7/2026	BROOKS HIRE	Excavator Dry Hire – Waste Management Facility (RFT 24/14)	\$ 10,358.96
EFT83806	4/22/2026	BROOKS HIRE	Excavator Dry Hire – Waste Management Facility (RFT 24/14)	\$ 10,852.25
EFT83910	4/30/2026	BROOKS HIRE	Drum Roller Hire- Works Maintenance	\$ 1,644.72
EFT83603	4/7/2026	BROOME BOLT SUPPLIES WA PTY LTD	Stainless Steel Wire Rope – BRAC	\$ 66.83
EFT83911	4/30/2026	BROOME CAMPUS NORTH REGIONAL TAFE	Staff Training- Infrastructure	\$ 914.80
EFT83604	4/7/2026	BROOME CIRCLE	Half Day Venue Hire – Broome Circle	\$ 181.50
EFT83912	4/30/2026	BROOME CIRCLE	Venue Hire- Waste Management Facility	\$ 363.00
EFT83807	4/22/2026	BROOME FURNISHINGS PTY LTD	Furniture – Staff Housing	\$ 1,169.00
EFT83605	4/7/2026	BROOME HISTORICAL SOCIETY & MUSEUM	Arts Industry Night – Community Development	\$ 2,750.00
EFT83606	4/7/2026	BROOME PROGRESSIVE SUPPLIES	Kiosk Stock – BRAC	\$ 691.42
EFT83699	4/14/2026	BROOME PROGRESSIVE SUPPLIES	Kiosk Stock- BRAC	\$ 251.20
EFT83754	4/17/2026	BROOME PROGRESSIVE SUPPLIES	Kiosk Stock- BRAC	\$ 288.95
EFT83877	4/24/2026	BROOME PROGRESSIVE SUPPLIES	Milk- Depot	\$ 20.67
EFT83913	4/30/2026	BROOME PROGRESSIVE SUPPLIES	Kiosk Stock- BRAC	\$ 355.48
EFT83860	4/23/2026	BROOME PROPERTY PEOPLE	Staff Rent- MAY 2026	\$ 2,389.89
EFT83591	4/2/2026	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll Deductions/Contributions	\$ 720.00
EFT83796	4/17/2026	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll Deductions/Contributions	\$ 720.00
EFT83592	4/2/2026	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll Deductions/Contributions	\$ 990.00
EFT83797	4/17/2026	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll Deductions/Contributions	\$ 990.00
EFT83607	4/7/2026	BROOME SMALL ENGINE SERVICES	Pressure Cleaner – Parks & Gardens	\$ 5,223.90
EFT83700	4/14/2026	BROOME SMALL ENGINE SERVICES	Pressure Cleaner Fittings and Parts- Parks & Gardens	\$ 874.63
EFT83914	4/30/2026	BROOME SMALL ENGINE SERVICES	Pressure Water Trailer Repair- Shire Fleet	\$ 355.30
EFT83808	4/22/2026	BROOME TOURIST BUREAU INC	Annual Subsidy – Broome Visitor Centre C/0323/026	\$ 137,500.00
EFT83701	4/14/2026	BROOME TOWING & SALVAGE	Towing Services- Rangers	\$ 330.00
EFT83755	4/17/2026	BROOME TRAVEL CENTRE	Train Tickets- Taiji Council Visit	\$ 930.00
EFT83809	4/22/2026	BROOME TRAVEL CENTRE	Flight Ticket – Councillor Travel	\$ 634.00
EFT83608	4/7/2026	BROOME YOUTH AND FAMILIES HUB INCORPORATED	Sporting Chance Grant – Community Development	\$ 14,745.76
EFT83609	4/7/2026	BROOMECRETE	Sand Brick Landscaping – Cable Beach Stage 2	\$ 3,190.00
EFT83756	4/17/2026	BROOMECRETE	Tipper Hire – Waste Management Facility	\$ 6,886.00
EFT83878	4/24/2026	BROOMECRETE	Concrete- Works & Operations	\$ 578.60
EFT83915	4/30/2026	BROOMECRETE	Tipper Hire- Waste Management Facility	\$ 4,281.20
EFT83810	4/22/2026	BT EQUIPMENT PTY LTD (TUTT BRYANT)	Pressure Switch – Shire Fleet	\$ 516.35
EFT83879	4/24/2026	BUSHY'S PIZZA	Food- Youth Week Skate Party	\$ 1,450.00
EFT83880	4/24/2026	CABLE BEACH PAINTING SERVICES PTY LTD	Wall Repairs & Painting – Shire Administration	\$ 308.00
EFT83610	4/7/2026	CABLE BEACH TYRES CO PTY LTD (GOODYEAR AUTOCARE BROOME)	4 New Tyres & Wheel Alignment – Rangers	\$ 1,680.00
EFT83811	4/22/2026	CABLE BEACH TYRES CO PTY LTD (GOODYEAR AUTOCARE BROOME)	Tyre Services- Shire Fleet	\$ 258.00
EFT83881	4/24/2026	CABLE BEACH TYRES CO PTY LTD (GOODYEAR AUTOCARE BROOME)	Tyre Services- Shire Fleet	\$ 3,812.50
EFT83916	4/30/2026	CABLE BEACH TYRES CO PTY LTD (GOODYEAR AUTOCARE BROOME)	New Tyres & Wheel Alignment- Waste Management Facility	\$ 1,790.00
EFT83812	4/22/2026	CARPET PAINT & TILE CENTRE	Deck Oil & Rust Enamel Supply – Depot	\$ 593.00
EFT83813	4/22/2026	CENTRAL REGIONAL TAFE	Staff Training – Rangers	\$ 338.69
EFT83861	4/23/2026	CHARTER PROPERTY GROUP PTY LTD	Staff Rent- MAY 2026	\$ 4,127.85
EFT83702	4/14/2026	CHI MAYI KITCHEN (A.K KEARNEY & D.G KITCHEN)	Easter Trail Vouchers – Events	\$ 600.00
EFT83593	4/2/2026	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	\$ 528.41

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2026				
PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2026				
EFT83798	4/17/2026	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	\$ 1,560.24
EFT83814	4/22/2026	CIRCUITWEST INC	Presenter Fee – Civic Centre Event	\$ 2,200.00
EFT83611	4/7/2026	CLARK POOLS & SPAS BROOME (NEW)	Pool Servicing – Shire Housing	\$ 561.38
EFT83703	4/14/2026	CLEANAWAY CO PTY LTD	Residential & Commercial Two-Bin Service – Municipal Recycling (RFQ 23/16)	\$ 395,676.87
EFT83757	4/17/2026	CLEANAWAY CO PTY LTD	Bin Replacement & Repairs – Municipal Services (RFQ 23/16)	\$ 25,236.17
EFT83680	4/9/2026	CMA CONTRACTING PTY LTD	Head Contract Claim 11 – Cable Beach Foreshore Redevelopment Stage 2 (RFT 24/10)	\$ 4,599,982.10
EFT83612	4/7/2026	COAST & COUNTRY ELECTRICS	Twilight Post Light Driver & Labour – Chinatown	\$ 10,550.64
EFT83704	4/14/2026	COAST & COUNTRY ELECTRICS	Solar Light Replacement – Bus Shelter	\$ 3,064.82
EFT83758	4/17/2026	COAST & COUNTRY ELECTRICS	Electrical Outlet Installation – Broome Cemetery	\$ 1,290.98
EFT83917	4/30/2026	COAST & COUNTRY ELECTRICS	New LED Floodlights- BRAC	\$ 4,284.50
EFT83815	4/22/2026	COMBINED LOGISTICS PTY LTD	Excavator Transport – Waste Management Facility	\$ 4,840.00
EFT83918	4/30/2026	CONNECT CALL CENTRE SERVICES	After Hours Call Centre Charges- Administration Building	\$ 553.30
EFT83681	4/9/2026	D & G COMPANY WA PTY LTD TA (BROOME PLUMBING & GAS)	Plumbing Inspection – Medland Pavilion	\$ 940.00
EFT83705	4/14/2026	D & G COMPANY WA PTY LTD TA (BROOME PLUMBING & GAS)	Toilet Repairs – BRAC	\$ 1,095.00
EFT83759	4/17/2026	D & G COMPANY WA PTY LTD TA (BROOME PLUMBING & GAS)	Pan Collar Installation – Town Beach Ablutions	\$ 840.00
EFT83882	4/24/2026	D & G COMPANY WA PTY LTD TA (BROOME PLUMBING & GAS)	Hot Water System Replacement- BRAC	\$ 1,879.00
EFT83707	4/14/2026	D. RANN	Umpire Payments – 31 March 2026	\$ 105.00
EFT83613	4/7/2026	DAIMLER TRUCKS BROOME	Hook lift Servicing – Waste Management Facility	\$ 999.13
EFT83919	4/30/2026	DANS QUALITY PAINTING & DECORATING PTY LTD	Netball Court Marking- BRAC	\$ 1,100.00
EFT83760	4/17/2026	DAVID GRAY & CO PTY LTD	Supply & Delivery of SULO Bins – Waste Services	\$ 4,693.04
EFT83614	4/7/2026	DC DATA COMMS	CCTV Installation – Broome Surf Life Saving Club	\$ 11,337.66
EFT83920	4/30/2026	DEAN DB & FJ (TA CABLE BEACH ELECTRICAL SERVICE)	Meter Box Repair- Parks & Gardens	\$ 2,409.00
EFT83706	4/14/2026	DEPARTMENT OF FIRE & EMERGENCY SERVICES	ESLB 3rd Quarter Contribution	\$ 476,552.58
EFT83902	4/29/2026	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	March Building Service Levy 2026	\$ 7,539.69
EFT83761	4/17/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	Disclosure of Information Fees – Ranger Services	\$ 142.80
EFT83883	4/24/2026	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	Annual Refuse Site Licence Fee – Waste Management Facility	\$ 6,952.00
EFT83816	4/22/2026	DOMINIC VELLA	DJ Services – Civic Centre Event	\$ 600.00
EFT83682	4/9/2026	DONUT WASTE	Accommodation – Waste Management Facility	\$ 1,357.63
EFT83708	4/14/2026	DRAGONFLY CAFE (CREMA BROOME PTY LTD)	Easter Trail Vouchers – Events	\$ 600.00
EFT83615	4/7/2026	DS AGENCIES PTY LTD	Replacement Push Button Valve – Works & Operations	\$ 2,647.70
EFT83884	4/24/2026	DYSON POOLS PTY LTD	Media & Lateral Modifications – BRAC (RFQ 25/11)	\$ 16,975.92
EFT83862	4/23/2026	E & S ROWE	Staff Rent- MAY 2026	\$ 1,260.12
EFT83594	4/2/2026	EASISALARY PTY LTD TA EASI	Payroll Deductions/Contributions	\$ 10,303.25
EFT83799	4/17/2026	EASISALARY PTY LTD TA EASI	Payroll Deductions/Contributions	\$ 6,360.22
EFT83921	4/30/2026	ELGAS LTD	Gas Cylinders Exchange- BRAC	\$ 463.87
EFT83885	4/24/2026	ELMO SOFTWARE LIMITED	Annual Licence Fee – People & Culture	\$ 15,881.25
EFT83922	4/30/2026	FERRANTE ADVISORY	Consultancy Services- McMahon Estate Subdivision Project	\$ 4,606.25
EFT83616	4/7/2026	FIRESAFE RESOURCE & INDUSTRIAL TA FIRE & SAFETY SERVICES CO	Fire Panel Investigation – KRO 2	\$ 1,290.30
EFT83762	4/17/2026	FIRESAFE RESOURCE & INDUSTRIAL TA FIRE & SAFETY SERVICES CO	Routine Fire Servicing – Broome Civic Centre	\$ 349.80
EFT83817	4/22/2026	FIRESAFE RESOURCE & INDUSTRIAL TA FIRE & SAFETY SERVICES CO	Sprinkler System Rectification – Civic Centre	\$ 5,008.30
EFT83709	4/14/2026	FLOURISH ADMIN & MARKETING	Social Media Marketing – Civic Centre	\$ 1,000.00
EFT83923	4/30/2026	FLOWERS ON SAVILLE STREET	ANZAC Wreath 2026- Marketing & Communications	\$ 160.00
EFT83763	4/17/2026	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Cleaning Services – Broome Surf Life Saving Club	\$ 649.00
EFT83818	4/22/2026	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Cleaning Services – Staff Housing	\$ 962.50
EFT83710	4/14/2026	FORCH WA PTY LTD	Graffiti Removal Materials – Depot	\$ 819.50
EFT83924	4/30/2026	FORCH WA PTY LTD	Workshop Consumables- Depot	\$ 1,106.71

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2026				
PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2026				
EFT83819	4/22/2026	FULTON HOGAN INDUSTRIES PTY LTD (PIONEER ROAD SERVICES)	20kg Bags of EZ Street Asphalt – Depot	\$ 3,801.60
EFT83886	4/24/2026	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight – Depot	\$ 2,494.40
EFT83820	4/22/2026	GINA NICOLE HAILES	Group Fitness Program – BRAC	\$ 420.00
EFT83764	4/17/2026	GO GO MEDIA	In-Store Radio Service – BRAC	\$ 198.00
EFT83925	4/30/2026	GOOD EARTH GARDEN PRODUCTS PTY LTD	Potting Mix- Parks & Gardens	\$ 643.50
EFT83926	4/30/2026	GPC ASIA PACIFIC PTY LTD TA REPCO	Diagnostic Tablet Upgrade Kit – Shire Fleet	\$ 7,494.66
EFT83711	4/14/2026	GREAT NORTHERN LOGISTICS PTY LTD	Pensioner Skip Bin Service – Infrastructure	\$ 34,100.00
EFT83821	4/22/2026	GROW KIMBERLEY	Food Leftovers Workshop – Waste Management Facility	\$ 480.00
EFT83928	4/30/2026	H. TUENA	Rates Refund- A111173	\$ 2,136.58
EFT83822	4/22/2026	HAMES SHARLEY	Modifications to Cable Beach & Chinatown Precinct Structure Plan (RFQ 22/20)	\$ 2,664.75
EFT83823	4/22/2026	HARBY ENTERPRISES PTY LTD TA HARBY STUDIOS	Place Activation- Walmanyjun Cable Beach Foreshore Redevelopment (RFQ 25/08)	\$ 29,069.15
EFT83617	4/7/2026	HARROLD CONSTRUCTION PTY LTD	Replacement Upstairs Doors – Shire Depot	\$ 1,870.00
EFT83765	4/17/2026	HARVEY NORMAN AV IT SUPERSTORE BROOME	Printer – Library	\$ 248.00
EFT83824	4/22/2026	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Temporary Employee- Financial Services	\$ 5,041.74
EFT83927	4/30/2026	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Temporary Employee- Financial Services	\$ 3,151.09
EFT83683	4/9/2026	HOLDFAST FLUID POWER NW PTY LTD	Loader Couplings – Waste Management Facility	\$ 444.01
EFT83712	4/14/2026	HOLDFAST FLUID POWER NW PTY LTD	Grease Line Repair – Waste Management Facility	\$ 751.71
EFT83825	4/22/2026	HOLDFAST FLUID POWER NW PTY LTD	Hose Assemblies- Waste Management Facility	\$ 304.96
EFT83618	4/7/2026	HORIZON POWER (ELECTRICITY USAGE)	Street Lighting- Electricity Charges	\$ 11,580.99
EFT83929	4/30/2026	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Residential Housing	\$ 2,071.20
EFT83619	4/7/2026	HT CLEANING SERVICES PTY LTD	Cleaning Services – Various Shire Locations (RFT 23/04)	\$ 85,217.29
EFT83766	4/17/2026	HT CLEANING SERVICES PTY LTD	Cleaning Consumables – Various Shire Ablutions	\$ 4,653.82
EFT83863	4/23/2026	HUTCHINSON REAL ESTATE	Staff Rent- MAY 2026	\$ 9,776.78
EFT83620	4/7/2026	ILLUMINART PRODUCTIONS PTY LTD TA ILLUMINART STORIES IN LIGHT	Major Equipment Procurement – Cable Beach Stage 2 (RFT 25/12)	\$ 65,831.65
EFT83769	4/17/2026	J. DODDS	Staff Reimbursement – Financial Services	\$ 454.65
EFT83864	4/23/2026	J. HEARSCH	Staff Rent- MAY 2026	\$ 2,607.14
EFT83767	4/17/2026	J. JONES	Sympathy Gift for Staff – Information Services	\$ 105.95
EFT83887	4/24/2026	J. O'DONNELL	Rates Refund- A306372	\$ 295.80
EFT83888	4/24/2026	JAMES ANDREW WATT	Utilities Reimbursement – Community Development Services	\$ 2,308.63
EFT83768	4/17/2026	JEREMY JAMES HALL	Floodlights – Cable Beach Redevelopment	\$ 2,494.17
EFT83626	4/7/2026	K. HAWKINS	Rates Refund- A303664	\$ 1,251.64
EFT83716	4/14/2026	K. JOL	Umpire Payments – 31 March 2026	\$ 105.00
EFT83621	4/7/2026	KARRATHA ASPHALT (CORPS & MANNING PAVEMENT SERVICES PTY LTD)	Emulsion for Road Repairs – Works & Operations	\$ 4,514.40
EFT83826	4/22/2026	KAYNAR GROUP	Compactor Repair- Waste Management Facility	\$ 462.00
EFT83930	4/30/2026	KIMBERLEY ACCOMMODATION (WEST) PTY LTD (TA CABLE BEACH HOUSE)	Community Incentive Coffee Vouchers – Waste Management Facility	\$ 700.00
EFT83713	4/14/2026	KIMBERLEY CONTRACTING	Application of PosiShell – Waste Management Facility (RFT 23/07)	\$ 37,510.00
EFT83827	4/22/2026	KIMBERLEY FITNESS & SUPPORT SERVICES	Group Fitness Program – BRAC	\$ 1,653.00
EFT83714	4/14/2026	KIMBERLEY FUEL & OIL SERVICES	Filter Kit- Shire Fleet	\$ 1,279.35
EFT83931	4/30/2026	KIMBERLEY FUEL & OIL SERVICES	Batteries- Shire Fleet	\$ 1,288.59
EFT83622	4/7/2026	KIMBERLEY GARDENING AND MOWING	January and Febuary Lawn & Garden Maintenance – Shire Housing x 4	\$ 1,907.40
EFT83828	4/22/2026	KIMBERLEY GARDENING AND MOWING	Garden Maintenance- Shire Houses	\$ 1,171.17
EFT83715	4/14/2026	KIMBERLEY GOLD PURE DRINKING WATER	Water Bottles – Waste Management Facility	\$ 108.00
EFT83889	4/24/2026	KIMBERLEY GOLD PURE DRINKING WATER	Annual Water Cooler Hire- Waste Management Facility	\$ 132.00
EFT83623	4/7/2026	KIMBERLEY TREE CARE	Tree Removal & Mulching – Herbert Street Park	\$ 2,414.50
EFT83932	4/30/2026	KIMBERLEY TREE CARE	Tree Removal Services – Parks & Gardens	\$ 2,695.00
EFT83624	4/7/2026	KIMBERLEY WASHROOM SERVICES	Sanitary & Sharps Waste Disposal – Various Shire Locations	\$ 3,390.00

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2026				
PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2026				
EFT83890	4/24/2026	KIMBERLEY WASHROOM SERVICES	Sanitary Waste & Sharps Disposal- Shire Venues	\$ 1,873.00
EFT83717	4/14/2026	KISMET GROUP HOLDINGS TRADING AS SUNNY SCOOPS	Easter Trail Vouchers – Events	\$ 1,900.00
EFT83718	4/14/2026	KOLORS PTY LTD (PINDAN PRINTING)	Printing Services – Marketing & Communications	\$ 723.80
EFT83625	4/7/2026	KS MEDIA	Photography Services for All Abilities Day & Evening – BRAC & Surf Club	\$ 875.00
EFT83770	4/17/2026	KS MEDIA	Photography & Videography Services – Town Beach Christmas Party	\$ 962.50
EFT83627	4/7/2026	L. TAYLOR	Staff Reimbursement- Wellness Package	\$ 85.00
EFT83933	4/30/2026	LA TERRETA PTY LTD	Slushie Truck Hire – Skate Party Event	\$ 2,090.00
EFT83934	4/30/2026	LAIRD TRAN STUDIO	Historical Photo Framing – Walmanyjun Cable Beach Project	\$ 1,963.50
EFT83684	4/9/2026	LANDGATE	Landgate GRV Schedule – Rates	\$ 393.19
EFT83771	4/17/2026	LANE METALS PTY LTD	Refund of Overpayment- Revenue	\$ 2,191.64
EFT83595	4/2/2026	LGRCEU	Payroll Deductions/Contributions	\$ 24.00
EFT83800	4/17/2026	LGRCEU	Payroll Deductions/Contributions	\$ 24.00
EFT83891	4/24/2026	LIGHT APPLICATION PTY LTD	Remote Access Service Fees- Broome Civic Centre	\$ 1,188.00
EFT83892	4/24/2026	LINMAC BEARING EQUIPMENT	Hydraulic Hoses- Shire Fleet	\$ 569.61
EFT83935	4/30/2026	LINMAC BEARING EQUIPMENT	Hydraulic Hoses – Shire Fleet	\$ 1,309.77
EFT83829	4/22/2026	LISA WOODBROOK	Millennial Broome Performance- Civic Centre	\$ 4,400.00
EFT83719	4/14/2026	LITTLE RIPPERS TECHNOLOGY	Dog Waste Bags – Parks & Gardens	\$ 3,419.90
EFT83936	4/30/2026	LOCK & LOAD LASER TAG	Laser Tag Session – Civic Centre Event	\$ 5,280.00
EFT83937	4/30/2026	M. BARR-WILLANS	Bond Refund – Staff Housing	\$ 1,420.00
EFT83628	4/7/2026	MALCOLM THOMPSON PUMPS PTY LTD	Parts & Supplies – BRAC & Town Beach Water Park	\$ 2,344.10
EFT83629	4/7/2026	MARRUGEKU INC	Marrugeku’s Cut the Sky (1st Instalment) – Civic Centre	\$ 14,850.00
EFT83830	4/22/2026	MATTHEW FRANCIS	Professional MC Services- Youth Week Skate Party	\$ 300.00
EFT83720	4/14/2026	MCCORRY BROWN EARTHMOVING PTY LTD	Concrete Footpath Replacement – Infrastructure (RFT 25/02)	\$ 20,809.05
EFT83831	4/22/2026	MCCORRY BROWN EARTHMOVING PTY LTD	Footpath Replacement- Reid Road	\$ 7,568.00
EFT83630	4/7/2026	MCINTOSH & SON	LH Combination Lamp – Waste Management Facility	\$ 395.78
EFT83772	4/17/2026	MCLEODS LAWYERS	Legal Advice – Cost Indemnification	\$ 2,169.20
EFT83832	4/22/2026	MCLEODS LAWYERS	Legal Advice- Planning Compliance	\$ 1,934.68
EFT83833	4/22/2026	MCMULLEN NOLAN GROUP PTY LTD (MNG)	Landfill Volumetric Survey- Waste Management Facility	\$ 2,964.50
EFT83721	4/14/2026	METROCOUNT PTY LTD	Traffic Counter – Engineering	\$ 9,583.20
EFT83631	4/7/2026	MIRLI MIRLI PTY LTD TRADING AS OFFICE NATIONAL BROOME	Toner Cartridges – Administration Office	\$ 670.17
EFT83685	4/9/2026	MIRLI MIRLI PTY LTD TRADING AS OFFICE NATIONAL BROOME	Stationery – Library	\$ 102.89
EFT83722	4/14/2026	MIRLI MIRLI PTY LTD TRADING AS OFFICE NATIONAL BROOME	Stationery – Shire Administration	\$ 1,026.50
EFT83773	4/17/2026	MIRLI MIRLI PTY LTD TRADING AS OFFICE NATIONAL BROOME	Stationery – Library	\$ 72.00
EFT83834	4/22/2026	MODERN TEACHING AIDS PTY LTD	Program Materials- Library	\$ 63.69
EFT83893	4/24/2026	MONSTERBALL BROOME	Camouflage Obstacle Course – Community Safety	\$ 957.00
EFT83774	4/17/2026	NEXT LEVEL DIRTWORKS	Refund of Credit Note – Revenue	\$ 5,511.60
EFT83894	4/24/2026	NGALGUN CIVIL	Slash & Brush cut Services – Streeters Jetty	\$ 7,564.03
EFT83938	4/30/2026	NGALGUN CIVIL	BRAC Oval Remediation Works – Parks & Gardens	\$ 5,104.77
EFT83723	4/14/2026	NORTH WEST 4X4 (NORTH WEST MOTOR GROUP PTY LTD - BROOME TOYOTA)	Vehicle Service – Shire Fleet	\$ 290.00
EFT83939	4/30/2026	NORTH WEST 4X4 (NORTH WEST MOTOR GROUP PTY LTD - BROOME TOYOTA)	Vehicle Services – Shire Fleet	\$ 290.00
EFT83632	4/7/2026	NORTH WEST AUTO ELECTRICAL	GPS Installation – Parks & Gardens	\$ 880.00
EFT83724	4/14/2026	NORTH WEST AUTO ELECTRICAL	Proximity Sensor Repair – Waste Management Facility	\$ 2,465.89
EFT83775	4/17/2026	NORTH WEST AUTO ELECTRICAL	GPS Installation – Shire Fleet	\$ 880.00
EFT83940	4/30/2026	NORTH WEST AUTO ELECTRICAL	Air Conditioning Repair – Shire Fleet	\$ 2,517.79
EFT83633	4/7/2026	NORTH WEST COAST SECURITY	Regular Security Services – Various Shire Locations	\$ 4,517.88
EFT83725	4/14/2026	NORTH WEST COAST SECURITY	Security Services – BRAC	\$ 137.50

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2026				
PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2026				
EFT83776	4/17/2026	NORTH WEST COAST SECURITY	Security Services – Library (RFT 22/06)	\$ 10,974.88
EFT83835	4/22/2026	NORTH WEST COAST SECURITY	Security Services- Library	\$ 7,580.38
EFT83895	4/24/2026	NORTH WEST COAST SECURITY	Security Services- Medland Pavilion	\$ 220.00
EFT83941	4/30/2026	NORTH WEST COAST SECURITY	Security Services – Broome Administration	\$ 137.50
EFT83777	4/17/2026	NORTH WEST LOCKSMITHS	Lock Replacement – Broome Cemetery	\$ 690.00
EFT83836	4/22/2026	NORTH WEST LOCKSMITHS	Reticulation Cabinet Replacement – Haynes Oval	\$ 225.00
EFT83942	4/30/2026	NORTH WEST LOCKSMITHS	Padlock Supply – BRAC	\$ 1,189.00
EFT83943	4/30/2026	NORTH WEST STRATA SERVICES	Strata Administration Levy – Shire Property	\$ 8,640.00
EFT83726	4/14/2026	NORTH WEST TRIM & SHADE (RED HILL MOTOR TRIMMING)	Shade Sail Repairs – Town Beach Water Park	\$ 770.00
EFT83634	4/7/2026	NORTHERN RURAL SUPPLIES PTY LTD	80 Star Pickets – Works	\$ 924.00
EFT83635	4/7/2026	NORTHWEST HYDRO SOLUTIONS PTY LTD (THINK WATER BROOME)	Reticulation Parts – BRAC Ovals	\$ 3,615.17
EFT83727	4/14/2026	NORTHWEST HYDRO SOLUTIONS PTY LTD (THINK WATER BROOME)	Reticulation Parts – Parks & Gardens (RFT 24/16)	\$ 1,669.57
EFT83837	4/22/2026	NORTHWEST HYDRO SOLUTIONS PTY LTD (THINK WATER BROOME)	Irrigation Controller & Modules- Parks & Gardens	\$ 6,527.93
EFT83944	4/30/2026	NORTHWEST HYDRO SOLUTIONS PTY LTD (THINK WATER BROOME)	Reticulation Parts – Town Beach	\$ 293.19
EFT83945	4/30/2026	NORWEST PEST MANAGEMENT	Pest Management Services – Kimberley Regional Office	\$ 354.75
EFT83838	4/22/2026	NYAMBA BURU YAWURU LTD	Cultural Monitors – Old Broome Road Upgrade (RFT 25/11)	\$ 7,077.84
EFT83778	4/17/2026	OASIS EATERY	Catering – All Abilities Day	\$ 1,257.00
EFT83946	4/30/2026	OASIS EATERY	Catering – Councillor Workshop	\$ 392.50
EFT83636	4/7/2026	OPTIC SECURITY GROUP NORWEST	CCTV Installation – Town Beach (RFQ 25/30)	\$ 11,000.00
EFT83637	4/7/2026	PEARL COAST DISTRIBUTORS	Kiosk Stock- BRAC	\$ 3,571.95
EFT83728	4/14/2026	PEARL COAST DISTRIBUTORS	Kiosk Stock- BRAC	\$ 618.71
EFT83779	4/17/2026	PEARL COAST DISTRIBUTORS	Kiosk Stock- BRAC	\$ 676.83
EFT83839	4/22/2026	PEARL COAST DISTRIBUTORS	Kiosk Stock- BRAC	\$ 717.17
EFT83896	4/24/2026	PEARL COAST DISTRIBUTORS	Kiosk Stock- BRAC	\$ 3,184.40
EFT83947	4/30/2026	PEARL COAST DISTRIBUTORS	Kiosk Stock & Consumables – BRAC	\$ 1,436.14
EFT83840	4/22/2026	PERFORMANCE TINTING	Door Glass Replacement & Tinting – Shire Fleet	\$ 825.00
EFT83841	4/22/2026	PILA GROUP PTY LTD	Football Goalpost Set- BRAC	\$ 8,240.21
EFT83852	4/22/2026	PINDAN ENGRAVING	Replacement & New Staff Badges- Library	\$ 150.00
EFT83729	4/14/2026	PLAYGROUND CENTRE AUSTRALIA PTY LTD	Slide Chute- Parks & Gardens	\$ 3,428.70
EFT83780	4/17/2026	PRC BUILDING SERVICES PTY LTD	Roof Sheeting Replacement – Cable Beach House (RFT 25/09)	\$ 32,928.48
EFT83638	4/7/2026	PRD BROOME	Staff Rent- MAY 2026	\$ 1,178.57
EFT83865	4/23/2026	PRD BROOME	Staff Rent- MAY 2026	\$ 12,253.57
EFT83866	4/23/2026	PRD FAMILY TRUST	Staff Rent- MAY 2026	\$ 4,779.76
EFT83842	4/22/2026	PRINTING IDEAS	Biosecurity Signage – Waste Management Facility	\$ 1,403.60
EFT83948	4/30/2026	PRINTING IDEAS	Corflute Signage – Infrastructure	\$ 812.90
EFT83949	4/30/2026	RAIN BIRD AUSTRALIA PTY LTD	SIM Card Data Plan – Parks & Gardens	\$ 689.70
EFT83867	4/23/2026	RAY WHITE BROOME (STAFF RENTAL PAYMENTS)	Staff Rent- MAY 2026	\$ 4,127.98
EFT83639	4/7/2026	RED DIRT AUTO ELECTRICAL PTY LTD	Replacement Battery- Shire Fleet	\$ 1,121.25
EFT83730	4/14/2026	RED DIRT AUTO ELECTRICAL PTY LTD	Battery for Mulching Tipper Truck – Shire Fleet	\$ 434.30
EFT83781	4/17/2026	RED DIRT AUTO ELECTRICAL PTY LTD	Vehicle Battery- Shire Fleet	\$ 246.35
EFT83843	4/22/2026	RM SURVEYS PTY LTD	Survey Data Transformation- Engineering	\$ 272.25
EFT83731	4/14/2026	ROADLINE CIVIL CONTRACTORS	Old Broome Road Upgrade – Progress Claim #2 (RFT 25/11)	\$ 236,451.62
EFT83897	4/24/2026	ROADLINE CIVIL CONTRACTORS	Wheel Loader & Tipper Use- Waste Management Facility (RFT 24/14)	\$ 10,422.19
EFT83844	4/22/2026	ROBAK PHOTOGRAPHY (JOANNA CYRUPA)	Photography Services- Marrugekus Cut The Sky Event	\$ 650.00
EFT83640	4/7/2026	ROEBUCK BAY HOTEL	Alcohol Restock- Civic Centre	\$ 37.82
EFT83641	4/7/2026	ROSMECH SALES & SERVICE PTY	Air Suction Nozzle Cylinder – Road Sweeper	\$ 1,168.02

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2026				
PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2026				
EFT83732	4/14/2026	ROSMECH SALES & SERVICE PTY	Sweeper Truck Parts – Shire Fleet	\$ 2,263.10
EFT83782	4/17/2026	RSM AUSTRALIA PTY LTD	Sporting Chance Grant Acquittal Audit	\$ 3,300.00
EFT83899	4/24/2026	S. HILLS	Rates Refund- A303187	\$ 1,190.11
EFT83783	4/17/2026	S. MASTROLEMBO	Staff Reimbursement – Office of the CEO	\$ 1,930.77
EFT83737	4/14/2026	S. TAYLOR	Rates Refund- A106512	\$ 840.00
EFT83784	4/17/2026	S.NOBLE	Staff Reimbursement – Study Fees	\$ 875.00
EFT83733	4/14/2026	SAPNAC PTY LTD (TA HAVEN BROOME)	Easter Trail Vouchers – Events	\$ 600.00
EFT83845	4/22/2026	SEAT ADVISOR PTY LTD	Ticket Sales Processing Costs – Civic Centre	\$ 498.03
EFT83898	4/24/2026	SEEK LIMITED	Recruitment Expenses- People & Culture	\$ 1,078.00
EFT83642	4/7/2026	SERENA ZOE CRADDOCK	Easter Trail Map Design – Community Development	\$ 350.00
EFT83734	4/14/2026	SERENA ZOE CRADDOCK	Initial Poster Design Concept – Youth Week	\$ 1,050.00
EFT83950	4/30/2026	SERENA ZOE CRADDOCK	Scorecard Graphic Asset Revisions – Marketing & Communications	\$ 90.00
EFT83951	4/30/2026	SHENTON ENTERPRISES PTY LTD TA JOHN SHENTON PUMPS	UV Sensor Cable Supply – BRAC	\$ 1,017.50
EFT83903	4/29/2026	SHIRE OF BROOME	March Building Service Levy 2026	\$ 125.00
EFT83846	4/22/2026	SIGMA TELFORD GROUP	Water Tester Repair- BRAC	\$ 132.00
EFT83735	4/14/2026	SITE ENVIRONMENTAL & REMEDIATION SERVICES PTY LTD (SERS)	Reserve Remediation – BRAC (RFT 24/08)	\$ 305,138.13
EFT83785	4/17/2026	SOURCE BUSINESS PARTNERS PTY LTD (KELLI SMALL)	2026/27 Budget Preparation Assistance- Finance	\$ 9,900.00
EFT83847	4/22/2026	SOUTHERN CROSS AUSTEREO (SCA)	Radio Advertising Space – Fight the Bite Campaign	\$ 3,566.20
EFT83848	4/22/2026	SOUTHERN MERIDAN CONSULTING PTY LTD (TA LG PROJECT AND RISK SOLUTIONS)	Project Governance Framework Review- Milestone 2	\$ 24,729.00
EFT83596	4/2/2026	SPA SALARY PACKAGING AUSTRALIA	Payroll Deductions/Contributions	\$ 665.18
EFT83801	4/17/2026	SPA SALARY PACKAGING AUSTRALIA	Payroll Deductions/Contributions	\$ 665.18
EFT83736	4/14/2026	ST JOHN AMBULANCE AUSTRALIA (WA) INC	Staff CPR Training – People & Culture	\$ 76.00
EFT83868	4/23/2026	STELLA LUMINOSA HOLDINGS PTY LTD	Staff Rent- MAY 2026	\$ 7,821.43
EFT83786	4/17/2026	STREETER & MALE PTY MITRE 10	Newspapers- Library	\$ 103.80
EFT83900	4/24/2026	SUN PICTURES WA PTY LTD	Reimbursement- Missed Waste Collection	\$ 22.00
EFT83738	4/14/2026	T - QUIP	Ride-On Mower Parts – Shire Fleet	\$ 537.90
EFT83952	4/30/2026	T. GASIOR	Rates Refund- A306920	\$ 829.56
EFT83787	4/17/2026	TANA AUSTRALIA PTY LTD	Landfill Compactor Renewal – Waste Management Facility (RFQ 25/14)	\$ 919,917.90
EFT83739	4/14/2026	TAYLAH O'BRIEN (SUNDAY STUDIO BY TAYLAH)	Digital Poster Design – Waste Management Facility	\$ 150.00
EFT83849	4/22/2026	THE GREEN FAIRY CRAFT & ENTERTAINMENT	Face Painting & Craft Activities- Easter Events	\$ 1,350.00
EFT83953	4/30/2026	THE GREEN FAIRY CRAFT & ENTERTAINMENT	Face Painting & Glitter Tattoos – Skate Party Event	\$ 440.00
EFT83788	4/17/2026	THE TRUSTEE FOR HALLIDAY TRUST (TA BK SIGNS AND PROMOTIONS)	Printed Signage – Cable Beach House	\$ 264.00
EFT83686	4/9/2026	THE TRUSTEE FOR INSTRUMENT CHOICE TRUST	Waterproof Infrared Probe Thermometer – Environmental Health	\$ 743.60
EFT83850	4/22/2026	THE YOUTH IMPACT FOUNDATION LTD	Leadership Workshop- Community Development	\$ 5,681.50
EFT83851	4/22/2026	THINKPROJECT AUSTRALIA PTY LTD	Consultancy Services – Asset Data	\$ 1,320.00
EFT83643	4/7/2026	TNT AUSTRALIA PTY LTD	Freight Charges – Health	\$ 657.33
EFT83687	4/9/2026	TNT AUSTRALIA PTY LTD	Freight Charges – Health	\$ 155.44
EFT83644	4/7/2026	TOTAL VENTILATION HYGIENE PTY LTD (AVERY AIRCONDITIONING)	Air Conditioner Filter Replacement – KRO 1	\$ 1,461.85
EFT83688	4/9/2026	TOTAL VENTILATION HYGIENE PTY LTD (AVERY AIRCONDITIONING)	Replacement of APAC Units – Broome Visitor Centre (RFT 24/17)	\$ 36,949.80
EFT83740	4/14/2026	TOTAL VENTILATION HYGIENE PTY LTD (AVERY AIRCONDITIONING)	Air Conditioning Repairs – Depot	\$ 257.40
EFT83789	4/17/2026	TOTAL VENTILATION HYGIENE PTY LTD (AVERY AIRCONDITIONING)	Air Conditioning Repair – Kimberley Regional Offices	\$ 1,497.88
EFT83853	4/22/2026	TOTAL VENTILATION HYGIENE PTY LTD (AVERY AIRCONDITIONING)	Air Conditioning Leak Investigation – Civic Centre	\$ 943.80
EFT83790	4/17/2026	TOTALLY WORKWEAR	Staff Uniform – Office of the CEO	\$ 189.80
EFT83854	4/22/2026	TROPPO SOUND	Sound Desk Installation & Equipment – Civic Centre	\$ 3,162.50
EFT83645	4/7/2026	TUFFY'S PTY LTD TA RAPIDCLEAN BROOME	Pallet of Bin Liners – Parks & Gardens	\$ 5,075.14
EFT83646	4/7/2026	TYREPOWER BROOME	Tyre Fitting & Disposal – Parks & Gardens	\$ 360.00

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2026				
PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2026				
EFT83954	4/30/2026	UNBOUND HOLDINGS (WA) PTY LTD	Sound System Hire – Skate Party Event	\$ 652.30
EFT83741	4/14/2026	VANESSA MARGETTS (MUDMAP STUDIO)	Concept Design – Surf Club Accessible Ramp	\$ 968.00
EFT83647	4/7/2026	VISIMAX	Cadaver Bags – Ranger Services	\$ 564.58
EFT83791	4/17/2026	VOCUS COMMUNICATIONS	Monthly Phone Charges – ICT	\$ 1,002.71
EFT83648	4/7/2026	VORGEE PTY LTD	Goggles- BRAC	\$ 2,158.97
EFT83649	4/7/2026	W.M.L. HOLDINGS PTY LTD TRADING AS ARTFUL WAYS	Detailed Design- The Cable Connection Art Project	\$ 5,500.00
EFT83650	4/7/2026	WALCOTT GROUP PTY LTD	Air Conditioning Renewal Works – Shire Administration (RFT 25/04)	\$ 56,925.00
EFT83855	4/22/2026	WATER CORPORATION	Water Use & Service Charge- Road Fire Service	\$ 51.00
EFT83792	4/17/2026	WESTBOOKS	Books – Library	\$ 747.16
EFT83856	4/22/2026	WESTBOOKS	Ad Hoc Book Purchases- Library	\$ 431.96
EFT83651	4/7/2026	WESTCOAST SITEFAB PTY LTD	Bus Shelter Base Plate Repairs – Works & Operations	\$ 2,761.00
EFT83955	4/30/2026	WESTCOAST SITEFAB PTY LTD	Flag Bases for Surf Club Trailer – Depot	\$ 1,929.04
EFT83742	4/14/2026	WESTERN DIAGNOSTIC PATHOLOGY	Drug & Alcohol Screening – People & Culture	\$ 494.40
EFT83793	4/17/2026	WESTERN DIAGNOSTIC PATHOLOGY	Drug & Alcohol Screening – People & Culture	\$ 651.42
EFT83857	4/22/2026	WOLFCOM AUSTRALIA PTY LTD	Body Camera Equipment & Configuration Software – Rangers	\$ 1,263.00
EFT83652	4/7/2026	X2 ENGINEERING	Plant Equipment Upgrade – BRAC	\$ 7,603.20
EFT83901	4/24/2026	X2 ENGINEERING	Flow Sensor & VSD Installation – BRAC	\$ 1,100.00
EFT83858	4/22/2026	YOGAMON (MONIQUE ELLIS)	Group Fitness Program – BRAC	\$ 825.00
EFT83743	4/14/2026	YSP HOLDINGS PTY LTD (TA SHORT STREET CAFE)	Easter Trail Vouchers – Events	\$ 600.00
EFT83859	4/22/2026	ZIGGY DE BRUYN	Performances- Fusion Moon Event	\$ 300.00
MUNICIPAL & TRUST ELECTRONIC FUNDS TRANSFER TOTAL:				\$ 8,774,191.05
MUNICIPAL CHEQUES - APRIL 2026				
Cheque #	Date	NAME	Description	Amount
57874	4/20/2026	SHIRE OF BROOME	Administration- Petty Cash	\$ 557.05
MUNICIPAL CHEQUES TOTAL:				\$ 557.05
TRUST CHEQUES - APRIL 2026				
Cheque #	Date	NAME	Description	Amount
				\$ -
TRUST CHEQUES TOTAL:				\$ -
PAYROLL - APRIL 2026				
DD #	Date	NAME	Description	Amount
PAY 182	4/1/2026	PAYROLL	Councillor Sitting Fees- April 2026	\$ 30,344.89
PAY 183	4/2/2026	PAYROLL	Payroll Fortnight Ending 31/03/2026	\$ 437,826.90
PAY 184	16/04/2026	PAYROLL	Payroll Fortnight Ending 14/04/2026	\$ 455,619.59
PAY 185	17/04/2026	PAYROLL	Off Cycle Pay Run	\$ 2,347.62
PAY 186	30/04/2026	PAYROLL	Payroll Fortnight Ending 28/04/2026	\$ 425,314.03
PAYROLL TOTAL:				\$ 1,351,453.03
MUNICIPAL CREDIT CARD PAYMENTS - APRIL 2026				
EFT #	Date	CARD	Description	Amount
DD35444.1	4/20/2026	CIVIL OPERATIONS SUPERVISOR	PAYMENT	\$ 1,241.79
X000000000000000009089	3/25/2026	80 MILE BEACH CARAVAN PARK	80 Mile & Port Smith- Road Inspection	\$ 182.00
X000000000000000009043	3/24/2026	J BLACKWOOD & SON P/L	Work Boots- Employee PPE	\$ 149.18
X000000000000000009231	4/15/2026	NORTRUSS BUILDERS SUPPLIES	Decking Supplies- Works Maintenance	\$ 236.49

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2026				
PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2026				
X00000000000000009091	3/30/2026	SANDFIRE ROADHOUSE	Diesel- 80 Mile & Port Smith Road Inspections	\$ 168.43
X00000000000000009039	3/24/2026	KIMBERLEY KOLORS	Signs- CSR House Numbers	\$ 228.80
X00000000000000009040	3/24/2026	BROOME BOLT SUPPLIES	Ground Marking Paint- Works Maintenance	\$ 26.40
X00000000000000009092	3/30/2026	80 MILE BEACH CARAVAN PARK	Food- 80 Mile & Port Smith Road Inspections	\$ 8.50
X00000000000000008974	3/23/2026	BROOMECRETE	Sand- Town Beach Swing Area Top Up	\$ 127.60
X00000000000000009014	3/25/2026	BUNNINGS	Lock & Chain- Works Small Generator	\$ 49.26
X00000000000000009088	4/8/2026	BUNNINGS	Mortar For Tile Repairs- Chinatown	\$ 42.28
X00000000000000009090	3/30/2026	BP ROEBUCK ROADHOUSE	Lunch- 80 Mile & Port Smith Road Inspection	\$ 22.85
DD35444.2	4/20/2026	FLEET/STORE ADMINISTRATOR	PAYMENT	\$ 4,790.77
X00000000000000009075	3/31/2026	BP SHINJU BROOME	Fuel for Depot Vehicle	\$ 71.18
X00000000000000009003	3/25/2026	GERALDINE NOMINEES PL	Grease Fitting – Depot	\$ 21.77
X00000000000000009074	3/31/2026	GERALDINE NOMINEES PL	Loadbinder Ratchet for Plant Trailer	\$ 76.43
X00000000000000009076	4/1/2026	HOLDFAST FLUID POWER	Hydraulic Fittings – Depot	\$ 371.49
X00000000000000008948	3/23/2026	J BLACKWOOD & SON P/L	Safety Equipment – Depot	\$ 729.58
X00000000000000009137	4/15/2026	J BLACKWOOD & SON P/L	Safety Glasses – Depot	\$ 55.00
X00000000000000008951	3/25/2026	J BLACKWOOD & SON P/L	Broom – Depot	\$ 50.07
X00000000000000009072	3/31/2026	J BLACKWOOD & SON P/L	Garbage Pickers – Depot	\$ 438.41
X00000000000000009005	3/27/2026	J BLACKWOOD & SON P/L	Batteries – Depot	\$ 41.71
X00000000000000009149	4/15/2026	BROOME BOLT SUPPLIES	Cage Bolt – Depot	\$ 6.60
X00000000000000009145	4/15/2026	LINMAC BEARING EQUIPMENT BROOME	Jockey Wheel Handle – Depot	\$ 16.12
X00000000000000008950	3/23/2026	LINMAC BEARING EQUIPMENT BROOME	Roller – Depot	\$ 84.81
X00000000000000009103	4/8/2026	LINMAC BEARING EQUIPMENT BROOME	Gas Strut – Depot	\$ 59.40
X00000000000000009143	4/14/2026	BROOME BOLT SUPPLIES	Eyebolts & Nuts – Depot	\$ 17.05
X00000000000000009115	4/10/2026	LINMAC BEARING EQUIPMENT BROOME	Stainless Steel Hose Clamps – Depot	\$ 425.30
X00000000000000008946	3/19/2026	LINMAC BEARING EQUIPMENT	Mounts – Depot	\$ 43.76
X00000000000000009148	4/16/2026	NORTHERN RURAL SUPPLIES	Ant Killer – Depot	\$ 164.23
X00000000000000009035	3/30/2026	NORTRUSS BUILDERS SUPPLIES	30x30 Steel Angle – Depot	\$ 58.54
X00000000000000009100	4/2/2026	BROOME BOLT SUPPLIES	Lynch Pins – Depot	\$ 36.30
X00000000000000009135	4/14/2026	OFFICE NATIONAL BROOME	Notepads – Depot	\$ 38.85
X00000000000000009101	4/2/2026	BROOME BOLT SUPPLIES	Hinge & Screws – Depot	\$ 55.11
X00000000000000009147	4/16/2026	RED DIRT AUTO ELECTRICAL	UHF Antenna – Depot	\$ 41.00
X00000000000000008949	3/23/2026	RED DIRT AUTO ELECTRICAL	Rocker Switch – Depot	\$ 112.95
X00000000000000008945	3/19/2026	RED DIRT AUTO ELECTRICAL	Licence Plate Lamp – Depot	\$ 51.55
X00000000000000009034	3/27/2026	REPCO	Shock Absorbers – Depot	\$ 318.02
X00000000000000008947	3/20/2026	REPCO	Assorted Tools – Depot	\$ 147.00
X00000000000000009144	4/15/2026	KIMBERLEY FUEL & OIL SERVICES	Pre-Cleaner Bowl – Depot	\$ 22.46
X00000000000000009136	4/14/2026	KIMBERLEY FUEL & OIL SERVICES	Fuel Filters – Depot	\$ 34.54
X00000000000000009071	3/30/2026	STREETER & MALE HARDWARE	Paint, Brushes & Sandpaper – Depot	\$ 464.10
X00000000000000009073	3/31/2026	TRANSPORT WA BROOME	Shire Vehicle – New Number Plate Fees	\$ 32.00
X00000000000000009077	4/1/2026	WOOLWORTHS	Dish Brush Refills – Depot	\$ 16.60
X00000000000000009037	3/30/2026	BROOME TOYOTA	Winch Kit for Bullbar – Shire Vehicle	\$ 263.14
X00000000000000009001	3/25/2026	BUNNINGS	Paper Towels – Depot	\$ 26.19
X00000000000000009134	4/13/2026	BUNNINGS	Polycarbonate Sheet – Depot	\$ 127.67
X00000000000000009146	4/15/2026	BUNNINGS	Potting Mix – Depot	\$ 32.94
X00000000000000009036	3/30/2026	CABLE BEACH TYRE SERVICE PTY LTD	Puncture Repair Kit – Depot	\$ 55.00
X00000000000000009102	4/8/2026	CLARK POOLS & SPAS BROOME	Safety Mats – Depot	\$ 183.90
DD35444.3	4/20/2026	CIVIC CENTRE COORDINATOR	PAYMENT	\$ 1,852.95

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2026				
PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2026				
X0000000000000009161	4/9/2026	FACEBOOK	Social Media Advertising & Promotion	\$ 90.00
X0000000000000009047	3/18/2026	FACEBOOK	Social Media Advertising & Promotion	\$ 49.00
X0000000000000009156	4/3/2026	FACEBOOK	Social Media Advertising & Promotion	\$ 49.00
X0000000000000009159	4/6/2026	FACEBOOK	Social Media Advertising & Promotion	\$ 90.00
X0000000000000009048	3/21/2026	FACEBOOK	Social Media Advertising & Promotion	\$ 49.00
X0000000000000009049	3/19/2026	FACEBOOK	Social Media Advertising & Promotion	\$ 49.00
X0000000000000009157	4/4/2026	FACEBOOK	Social Media Advertising & Promotion	\$ 49.00
X0000000000000009158	4/5/2026	FACEBOOK	Social Media Advertising & Promotion	\$ 49.00
X0000000000000009050	3/29/2026	FACEBOOK	Social Media Advertising & Promotion	\$ 3.46
X0000000000000009051	3/24/2026	JUST BATTERIES	Rechargeable Batteries- Civic Centre	\$ 139.98
X0000000000000009163	4/11/2026	SPOTIFY	Music Streaming App- Civic Centre	\$ 22.99
X0000000000000009153	4/13/2026	SILENT BEATS	2 X Silent Beats Facilitated Sessions- Civic Centre	\$ 660.00
X0000000000000009057	3/24/2026	BROOME PROGRESSIVE SUPPLIES	PRO Dishwashing Liquid- Civic Centre	\$ 117.13
X0000000000000009155	4/1/2026	AMZNPRIME* AMZNPRIMEA	Refund Amazon PRIME Subscription	-\$ 9.99
X0000000000000009053	3/26/2026	COLES	Cleaning Products- Civic Centre	\$ 27.55
X0000000000000009054	3/25/2026	COLES	Juice For Cocktails- Civic Centre Bar	\$ 92.54
X0000000000000009055	3/20/2026	COLES	Lemons- Civic Centre Bar	\$ 6.50
X0000000000000009154	4/9/2026	COLES	Bread, Sausages, Vinegar and Tomato Sauce- Holiday Event	\$ 58.99
X0000000000000009162	4/14/2026	COLES	Bread and Sausages- School Holiday Event	\$ 77.09
X0000000000000009186	4/11/2026	COLES	Lemons- Civic Centre Bar	\$ 2.71
X0000000000000009198	4/18/2026	FACEBOOK	Social Media Advertising & Promotion	\$ 90.00
X0000000000000009160	4/8/2026	FACEBOOK	Social Media Advertising & Promotion	\$ 90.00
DD35444.4	4/20/2026	DIRECTOR INFRASTRUCTURE	PAYMENT	\$ 14.50
X0000000000000009230	4/16/2026	FOUR POINTS FLEX	Meal Expense – Work-Related Travel for Councillor	\$ 14.15
X0000000000000009166	4/16/2026	INTERNATIONAL TRANSACTION FEE	International Transaction Fee	\$ 0.35
DD35444.5	4/20/2026	PLACE ACTIVATION & ENGAGEMENT COORDINATOR	PAYMENT	\$ 447.90
X0000000000000008935	3/20/2026	BP SHINJU BROOME	ICE Program – All Abilities Day Event Expenses	\$ 12.50
X0000000000000008952	3/23/2026	KMART	Easter Community Engagement Supplies	\$ 90.00
X0000000000000008953	3/23/2026	KMART	Easter Community Engagement Supplies	\$ 90.00
X0000000000000008954	3/23/2026	KMART	Easter Community Engagement Supplies	\$ 92.00
X0000000000000008955	3/23/2026	KMART	Easter Community Engagement Supplies	\$ 11.00
X0000000000000008925	3/19/2026	WOOLWORTHS	All Abilities Day 2026 Event Supplies	\$ 94.20
X0000000000000008924	3/19/2026	COLES	All Abilities Day 2026 Event Supplies	\$ 58.20
DD35444.6	4/20/2026	PARKS AND GARDENS SUPERVISOR	PAYMENT	\$ 1,981.11
X0000000000000009058	3/31/2026	GREEN ACRES MOWERS	10mm Chainsaw Tools & Accessories	\$ 114.75
X0000000000000009064	3/31/2026	BROOME BOAT SHOP	6mm Rope for Bedford Park Flag Poles	\$ 19.45
X0000000000000009105	4/7/2026	J BLACKWOOD & SON P/L	Replacement Air Guns For Equipment Maintenance	\$ 65.97
X0000000000000008995	3/23/2026	NORTHERN RURAL SUPPLIES	Measuring Jugs for Chemical Mixing	\$ 82.51
X0000000000000008997	3/20/2026	OFFICE NATIONAL BROOME	Yellow Printer Cartridge – Depot	\$ 203.61
X0000000000000009002	3/23/2026	OFFICE NATIONAL BROOME	Blue Printer Cartridge- Depot Printer	\$ 203.61
X0000000000000009106	4/7/2026	NORTH WEST LOCKSMITH	MKB Bi-Lock Replacement Keys	\$ 135.00
X0000000000000009117	4/2/2026	TROOLA	Tyres & Freight for Flatbed Trailers	\$ 895.00
X0000000000000008900	3/19/2026	BUNNINGS	Replacement Sprayers & Repair Parts	\$ 215.52
X0000000000000009104	4/2/2026	BUNNINGS	Sikaflex & Straps for Cygnet Tank Repairs	\$ 45.69
DD35444.7	4/20/2026	ADMINISTRATION OFFICER- RANGERS	PAYMENT	\$ 740.90
X0000000000000009078	3/26/2026	HARVEY NORMAN	Fridge- Environmental Health Department	\$ 647.00
X0000000000000009151	4/16/2026	KMART	Dog Treat Storage Containers	\$ 12.00

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2026				
PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2026				
X000000000000009150	4/15/2026	REVS CHECK AUSTRALIA	REVS Check – Rego 1GCJ434 (Impounded Vehicle)	\$ 14.90
X000000000000009152	4/16/2026	WOOLWORTHS	Dog Treats for Ranger Vehicles	\$ 48.00
X000000000000008916	3/18/2026	COLES	Tinned Tuna for Cat Traps	\$ 19.00
DD35444.8	4/20/2026	MANAGER - COMMUNITY FACILITIES	PAYMENT	\$ 68.57
X000000000000009172	4/17/2026	HARVEY NORMAN	Ethernet Cable for Lighting Control System	\$ 7.95
X000000000000008982	3/27/2026	BROOME POST SHOP	Packaging & Bubble Wrap for Light Components	\$ 5.40
X000000000000008983	3/27/2026	BROOME POST SHOP	Freight Costs for Electrical Components	\$ 29.90
X000000000000009140	4/15/2026	STREETER & MALE HARDWARE	Minor Materials - BRAC	\$ 10.75
X000000000000009139	4/15/2026	BUNNINGS	Minor Materials - BRAC	\$ 14.57
DD35444.9	4/20/2026	PROPERTY MAINTENANCE OFFICER	PAYMENT	\$ 2,600.89
X000000000000009218	4/7/2026	HARVEY NORMAN	Replacement Director TV- Administration Building	\$ 1,135.00
X000000000000009219	4/1/2026	NORTRUSS BUILDERS SUPPLIES	BRAC - Indicator Locks	\$ 401.85
X000000000000009255	3/31/2026	REFUND	Refund of Payment Made In Error	-\$ 98.91
X000000000000009026	3/20/2026	SELBY ACOUSTICS	Director TV Wall Mount	\$ 46.08
X000000000000009027	3/20/2026	SPARKY DIRECT PTY LTD	Director TV GPO Installation	\$ 85.84
X000000000000009181	4/9/2026	NORTH WEST LOCKSMITH	Supply Additional Keys- Shire Housing	\$ 25.00
X000000000000009179	4/2/2026	NORTH WEST LOCKSMITH	Door Repairs- Cable Beach House	\$ 315.00
X000000000000009180	4/9/2026	NORTH WEST LOCKSMITH	Supply of GMK BiLock Keys- Administration Building	\$ 270.00
X000000000000009031	3/24/2026	STREETER & MALE HARDWARE	Lock Repairs- Cable Beach House	\$ 28.84
X000000000000009028	3/23/2026	ADVANCED ELECTRICAL EQUIPMENT	Replace Faulty LED- Administration Building	\$ 71.50
X000000000000009185	4/16/2026	BUNNINGS	House Supplies- Residential Housing	\$ 65.91
X000000000000009032	3/25/2026	BUNNINGS	Shelving Brackets- Depot	\$ 38.54
X000000000000009183	4/13/2026	BUNNINGS	Tools For Directors Wall Repairs	\$ 28.22
X000000000000009178	3/30/2026	BUNNINGS	Netball Poles- BRAC	\$ 36.52
X000000000000009182	4/10/2026	CARPET PAINT AND TILE	Directors Wall Paint- Administration Building	\$ 135.00
X000000000000009184	4/16/2026	CARPET PAINT AND TILE	Chambers – Paint Samples	\$ 16.50
DD35444.10	4/20/2026	BRAC OPERATIONS SUPERVISOR	PAYMENT	\$ 989.48
X000000000000008980	3/25/2026	INTERNATIONAL TRANSACTION FEE	International Transaction Fee	\$ 5.85
X000000000000009176	3/30/2026	HARFINGTON	Netball Post Pins – BRAC	\$ 104.00
X000000000000008984	3/20/2026	WOOLWORTHS	Milk Supplies – BRAC	\$ 22.95
X000000000000009119	4/7/2026	WOOLWORTHS	Kiosk Supplies – BRAC	\$ 47.20
X000000000000009121	4/8/2026	WOOLWORTHS	Milk Supplies – BRAC	\$ 6.40
X000000000000008986	3/25/2026	ZOOMSHIFT	Online Roster Platform Subscription – BRAC/Civic Centre	\$ 234.05
X000000000000009122	4/10/2026	BUNNINGS	White Spray Paint – BRAC	\$ 18.98
X000000000000008985	3/24/2026	BUNNINGS	Quick Clamp – BRAC	\$ 23.49
X000000000000009061	3/27/2026	BUNNINGS	Hose Supplies – BRAC	\$ 38.93
X000000000000009062	3/27/2026	BUNNINGS	Wall Fixings – BRAC	\$ 37.27
X000000000000009120	4/8/2026	BUNNINGS	Liquid Nails – BRAC	\$ 14.60
X000000000000009245	4/17/2026	BUNNINGS	Hardware Fixings – Town Beach Water Park	\$ 30.76
X000000000000009118	4/6/2026	CANVA	Annual Canva Subscription – BRAC	\$ 405.00
DD35444.11	4/20/2026	OPERATIONS COORDINATOR	PAYMENT	\$ 230.50
X000000000000008981	3/26/2026	INTERNATIONAL TRANSACTION FEE	International Transaction Fee	\$ 5.62
X000000000000009227	3/26/2026	SPATIAL NETWORKS INC.	Weed Mapping Software- Parks & Gardens	\$ 224.88
DD35444.12	4/20/2026	MANAGER ENGINEERING	PAYMENT	\$ 523.23
X000000000000008993	3/26/2026	J BLACKWOOD & SON P/L	Paint Pen	\$ 8.33
X000000000000008991	3/26/2026	STREETER & MALE HARDWARE	Cable Ties	\$ 10.00
X000000000000008992	3/26/2026	STREETER & MALE HARDWARE	Solar Lights	\$ 294.90

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2026				
PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2026				
X000000000000008990	3/24/2026	ENGAUS	Engineers Australia Session	\$ 210.00
DD35444.13	4/20/2026	ACTING STREETSCAPES SUPERVISOR	PAYMENT	\$ 249.34
X00000000000009065	4/1/2026	J BLACKWOOD & SON P/L	Respirator Mask & Filters	\$ 119.71
X00000000000009141	4/16/2026	BUNNINGS	Marking Out Paint Spraycans	\$ 16.58
X00000000000009010	3/26/2026	BUNNINGS	Spray Paint Cans	\$ 39.96
X00000000000009009	3/23/2026	BUNNINGS	Reciprocating Saw Blades	\$ 73.09
DD35444.14	4/20/2026	SPORT & RECREATION FACILITY COORDINATOR	PAYMENT	\$ 506.17
X00000000000009127	3/31/2026	J BLACKWOOD & SON P/L	PVC Gloves – BRAC	\$ 8.45
X00000000000009130	3/26/2026	OFFICE NATIONAL BROOME	Office Supplies – BRAC	\$ 291.93
X00000000000009132	3/26/2026	OFFICE NATIONAL BROOME	Credit Note for Office Supplies – BRAC	-\$ 54.55
X00000000000009133	3/26/2026	OFFICE NATIONAL BROOME	Stationery Supplies – BRAC	\$ 62.40
X00000000000009169	4/13/2026	BROOME BOLT SUPPLIES	Sikaflex & Caulking Gun – BRAC	\$ 37.90
X00000000000009170	4/16/2026	WOOLWORTHS	Bread Rolls – BRAC Kiosk	\$ 15.80
X00000000000009123	4/10/2026	WOOLWORTHS	Kiosk Consumables – SHP	\$ 31.45
X00000000000009124	4/1/2026	WOOLWORTHS	Milk Supplies – BRAC	\$ 8.90
X00000000000009129	3/27/2026	WOOLWORTHS	Milk Supplies – BRAC	\$ 6.25
X00000000000009171	4/15/2026	WOOLWORTHS	Milk Supplies – BRAC Kiosk	\$ 6.40
X00000000000009125	4/2/2026	WOOLWORTHS	D Cell Batteries – BRAC	\$ 56.00
X00000000000008977	3/25/2026	BUNNINGS	Tie Down Straps – BRAC	\$ 23.60
X00000000000009126	4/7/2026	BUNNINGS	R Clips for Beach Wheelchair – Town Beach	\$ 5.94
X00000000000009128	3/30/2026	BUNNINGS	Tie Down Straps – Town Beach Water Park	\$ 5.70
DD35444.15	4/20/2026	WASTE SUPERVISOR	PAYMENT	\$ 1,925.24
X00000000000009017	3/19/2026	J BLACKWOOD & SON P/L	Staff Work Boots- WMF	\$ 204.60
X00000000000009018	3/26/2026	J BLACKWOOD & SON P/L	Staff Work Boots and PPE- WMF	\$ 212.10
X00000000000009019	3/20/2026	KIMBERLEY FUEL & OIL SERVICES	Grease Cartridges- WMF	\$ 377.52
X00000000000009131	4/10/2026	KIMBERLEY FUEL & OIL SERVICES	Grease Gun For The Tana Compactor- WMF	\$ 158.76
X00000000000009012	3/20/2026	STREETER & MALE HARDWARE	Weber Barbecue- WMF	\$ 449.00
X00000000000009011	3/26/2026	TOTALLY WORKWEAR BROOME	Hats For Casual Workers- WMF	\$ 91.35
X00000000000009082	3/31/2026	TOTALLY WORKWEAR BROOME	Staff Work Boots- WMF	\$ 248.68
X00000000000009081	3/31/2026	BROOME PROGRESSIVE SUPPLIES	Long Life Milk- WMF	\$ 33.36
X00000000000009013	3/19/2026	BUNNINGS	Velcro Adhesive Strips	\$ 11.33
X00000000000009116	4/2/2026	BUNNINGS	Spray Units for Biosecurity Setup	\$ 138.54
DD35444.16	4/20/2026	LIBRARY COORDINATOR	PAYMENT	\$ 1,462.52
X00000000000009095	3/27/2026	MICROSOFT	Microsoft Suite Subscription – Library	\$ 1,188.00
X00000000000009142	4/16/2026	SAM AND NIKKI COLORS	Copies of Broome Book for Library Collection – Library	\$ 100.00
X00000000000008930	3/19/2026	YUEN WING STORE	Event Consumables – Library	\$ 6.50
X00000000000008931	3/19/2026	YUEN WING STORE	Event Consumables for Harmony Day – Library	\$ 6.50
X00000000000009083	3/27/2026	AUSTRALIAN POSTAL CORPORATION	Interlibrary Loan Postal Charges – Library	\$ 21.18
X00000000000008929	3/19/2026	COLES	Kitchen Supplies – Library	\$ 88.01
X00000000000009084	3/27/2026	COLES	Consumables for School Holiday Program – Library	\$ 17.50
X00000000000009096	4/2/2026	COLES	Event Catering – Library	\$ 24.24
X00000000000009138	4/9/2026	AUSTRALIAN POSTAL CORPORATION	Interlibrary Loan Postal Charges – Library	\$ 10.59
DD35444.17	4/20/2026	DIRECTOR CORPORATE SERVICES	PAYMENT	\$ 638.01
X00000000000009209	4/9/2026	MICROSOFT	Microsoft Azure Licensing	\$ 638.01
DD35444.18	4/20/2026	BRAC FACILITY LIAISON OFFICER	PAYMENT	\$ 421.15
X00000000000008911	3/18/2026	OFFICEWORKS	Peg Boards – BRAC	\$ 131.95
X00000000000009099	4/9/2026	WOOLWORTHS	Icy Poles for School Holiday Program – BRAC	\$ 5.00

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2026				
PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2026				
X0000000000000009098	3/27/2026	WOOLWORTHS	Cups – BRAC	\$ 18.00
X0000000000000009097	3/24/2026	WOOLWORTHS	Fly Spray – BRAC	\$ 26.00
X0000000000000008909	3/18/2026	WOOLWORTHS	Paper Cups – BRAC	\$ 4.50
X0000000000000008907	3/18/2026	BUNNINGS	Clips – BRAC	\$ 12.70
X0000000000000008906	3/18/2026	BUNNINGS	Trestle Table – BRAC	\$ 223.00
DD35444.19	4/20/2026	EXECUTIVE ASSISTANT TO THE CEO	PAYMENT	\$ 3,868.94
X0000000000000009194	4/14/2026	QANTAS AIRWAYS LIMITED	EHO Relief Officer- Flight	\$ 1,116.93
X0000000000000009174	4/16/2026	VIRGIN AU	WALGA State Council Meeting Attendance – Shire President	\$ 559.58
X0000000000000009187	3/25/2026	VIRGIN AU	Booking Amendment Fee- TAFE Prosecutors Course	\$ 155.59
X0000000000000009173	4/15/2026	BROOME CHAMBER OF COMMERCE & INDUSTRY	Indigenous Business Forum Attendance – Shire President and CEO	\$ 224.11
X0000000000000009196	4/17/2026	CORPORATE TRAVEL MANAGER	Accommodation for Children’s Book Week Author	\$ 6.13
X0000000000000009195	4/14/2026	CORPORATE TRAVEL MANAGER	EHO Relief Officer- Flight	\$ 23.14
X0000000000000009175	4/17/2026	CORPORATE TRAVEL MANAGER	WALGA State Council Meeting - Shire President	\$ 6.13
X0000000000000009188	4/2/2026	CORPORATE TRAVEL MANAGER	Accommodation In Perth- CEO	\$ 208.00
X0000000000000009189	4/2/2026	CORPORATE TRAVEL MANAGER	Accommodation In Perth- CEO	\$ 12.39
X0000000000000009190	4/2/2026	CORPORATE TRAVEL MANAGER	Accommodation In Perth- CEO	\$ 2.81
X0000000000000009191	4/2/2026	CORPORATE TRAVEL MANAGER	WALGA Council Meeting Accommodation- Shire President	\$ 481.00
X0000000000000009192	4/2/2026	CORPORATE TRAVEL MANAGER	WALGA Council Meeting Accommodation Cr Mitchell	\$ 6.49
X0000000000000009193	4/2/2026	CORPORATE TRAVEL MANAGER	WALGA Council Meeting Accommodation Cr Mitchell	\$ 12.39
X0000000000000008999	3/26/2026	CORPORATE TRAVEL MANAGER	Emperors Birthday Accommodation- Cr Matsumoto	\$ 12.39
X0000000000000009008	3/26/2026	CORPORATE TRAVEL MANAGER	Accommodation Service Fee for IPWEA Conference – Manager Engineering	\$ 6.07
X0000000000000009004	3/27/2026	CORPORATE TRAVEL MANAGER	TAFE Prosecutors Course Attendance	\$ 253.14
X0000000000000009006	3/27/2026	CORPORATE TRAVEL MANAGER	TAFE Prosecutors Booking Fee- Ranger Coordinator	\$ 12.39
X0000000000000009007	3/27/2026	CORPORATE TRAVEL MANAGER	TAFE Prosecutors Booking Fee- Ranger Coordinator	\$ 3.42
X0000000000000009229	4/14/2026	DISCOVERY HOLIDAY PARKS	Accommodation To Be Refunded	\$ 766.84
DD35444.20	4/20/2026	WASTE EDUCATION OFFICER	PAYMENT	\$ 762.09
X0000000000000009080	4/1/2026	SHOP FOR SHOPS PTY LTD	Clothing Racks for Wardrobe Swap Event	\$ 348.50
X0000000000000009042	3/30/2026	NOURISHED LIFE	Bokashi Bin Starter Kit Prize	\$ 112.98
X0000000000000009079	3/31/2026	WOOLWORTHS	Afternoon Tea for Beeswax Food Wraps Workshop	\$ 55.65
X0000000000000009110	4/7/2026	WOOLWORTHS	Popcorn for Library Movie Night	\$ 31.80
X0000000000000009111	4/7/2026	WOOLWORTHS	Produce for Cooking from Food Scraps Workshop	\$ 98.41
X0000000000000009108	4/7/2026	BUNNINGS	Worm Farm Setup Supplies	\$ 64.00
X0000000000000009107	4/7/2026	BUNNINGS	Gas for Cooking from Food Scraps Workshop	\$ 5.90
X0000000000000009041	3/29/2026	COLES	Afternoon Tea for Beeswax Food Wraps Workshop	\$ 44.85
DD35444.21	4/20/2026	PARKS COORDINATOR	PAYMENT	\$ 250.80
X0000000000000009087	3/27/2026	BROOME BOLT SUPPLIES	Bullnose Fencing Pliers	\$ 30.80
X0000000000000008979	3/24/2026	ENVIRONS KIMBERLEY	EK Weed Identification Cards	\$ 220.00
DD35444.22	4/20/2026	CHIEF EXECUTIVE OFFICER	PAYMENT	\$ 1,649.59
X0000000000000009085	4/1/2026	BROOME SURF LIFE SAVING CLUB	Refreshments- CBSRG Meeting	\$ 68.47
X0000000000000009086	4/1/2026	BROOME SURF LIFE SAVING CLUB	Refreshments- CBSRG Meeting	\$ 52.12
X0000000000000008897	3/19/2026	BROOME SURF LIFE SAVING CLUB	Refreshments- Management Team Meeting	\$ 162.50
X0000000000000009063	3/26/2026	CICHETTI	Meal Expense	\$ 1,366.50
DD35444.23	4/20/2026	EXECUTIVE SUPPORT OFFICER- DEVELOPMENT SERVICES	PAYMENT	\$ 1,125.95
X0000000000000009093	4/1/2026	THE PEARLE OF CABLE	Accommodation Deposit- Taiji Broome Visit	\$ 808.40
X0000000000000009094	4/2/2026	WOOLWORTHS	Community Development Easter Egg Event Supplies	\$ 107.65
X0000000000000009164	4/14/2026	COLES	Council CDF Workshop – April 2026	\$ 24.70
X0000000000000009167	4/14/2026	COLES	Community Development Skate Event – April 2026	\$ 185.20

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2026				
PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2026				
DD35444.24	4/20/2026	SENIOR CUSTOMER SERVICE OFFICER	PAYMENT	\$ 922.00
X000000000000000009015	3/20/2026	TRANSPORT WA PERTH	Shire of Broome Vehicle Plates	\$ 225.00
X000000000000000009068	3/31/2026	TRANSPORT WA PERTH	Shire of Broome Vehicle Plates	\$ 225.00
X000000000000000009069	3/31/2026	TRANSPORT WA PERTH	Shire of Broome Vehicle Plates	\$ 225.00
X000000000000000009016	3/23/2026	WOOLWORTHS	Lollies for Councillor Meetings	\$ 99.80
X000000000000000009067	3/27/2026	WOOLWORTHS	Function Room Supplies	\$ 43.25
X000000000000000009203	4/14/2026	COLES	Lollies for Councillor Meetings	\$ 103.95
DD35444.25	4/20/2026	MANAGER PEOPLE AND CULTURE	PAYMENT	\$ 162.98
X000000000000000009029	3/20/2026	VISTAPRINT AUSTRALIA	Business Cards- Shire President	\$ 40.98
X000000000000000008933	3/17/2026	COLES ONLINE	Meeting Refreshments	\$ 122.00
DD35444.26	4/20/2026	EXECUTIVE SUPPORT OFFICER- INFRASTRUCTURE	PAYMENT	\$ 1,372.00
X000000000000000009109	4/9/2026	WOOLWORTHS	Councillor Taiji Trip - Gifts	\$ 65.00
X000000000000000009059	3/31/2026	YAWURU JARNDU ABORIGINAL CORPORATION	Councillor Taiji Trip - Gifts	\$ 600.00
X000000000000000008978	3/24/2026	AUST INSTITUTE OF MANA	AIMWA Training - Manager Operations	\$ 707.00
DD35444.27	4/20/2026	MANAGER WASTE SERVICES	PAYMENT	\$ 1,250.00
X000000000000000009070	3/31/2026	AITGB	Approved Arrangements Accreditation - Classes 1-8 Training	\$ 1,250.00
DD35444.28	4/20/2026	MARKETING AND COMMUNICATIONS OFFICER	PAYMENT	\$ 585.56
X000000000000000009113	3/28/2026	CAMPAIGN MONITOR	Promotion & Advertising- Marketing	\$ 419.10
X000000000000000009114	4/4/2026	CANVA	Monthly Subscription	\$ 20.99
X000000000000000009112	3/22/2026	FACEBOOK	Promotion & Advertising- Marketing	\$ 145.47
DD35444.29	4/20/2026	WORK HEALTH, SAFETY AND WELLBEING OFFICER	PAYMENT	\$ 899.00
X000000000000000008898	3/20/2026	CENTRAL QUEENSLAND UNIVERSITY	Subscription- 10,000 Steps Challenge	\$ 899.00
DD35444.30	4/20/2026	ICT COORDINATOR	PAYMENT	\$ 139.85
X000000000000000009165	3/30/2026	ENTERTAINMENT KONNECT	iPhone Protector & Case- Engineering	\$ 139.85
MUNICIPAL CREDIT CARD TOTAL:				\$ 33,673.78

MUNICIPAL DIRECT DEBIT - APRIL 2026				
DD #	Date	NAME	Description	Amount
DD35327.1	4/16/2026	VESTONE CAPITAL PTY LIMITED	Equipment Lease- ICT	\$ 48,054.27
DD35357.1	4/7/2026	FORMS EXPRESS PTY LTD	Payment Gateway Fees	\$ 1,099.55
DD35366.1	4/10/2026	COCA COLA AMATIL (HOLDINGS) LTD	Kiosk Supplies - BRAC	\$ 1,360.54
DD35368.1	4/2/2026	SUPER EMPLOYEE PAYMENT DEFINITIV	Councillor Superannuation Payment	\$ 3,057.19
DD35370.1	4/2/2026	SUPER EMPLOYEE PAYMENT DEFINITIV	Payroll Superannuation Payment FE 02/04/2026	\$ 95,963.20
DD35372.1	4/1/2026	SUPER EMPLOYEE PAYMENT DEFINITIV	Payroll Superannuation Payment FE 17/03/2026	\$ 90,528.76
DD35389.1	4/16/2026	INLOGIK PTY LTD	Inlogik Monthly Fees	\$ 511.94
DD35397.1	4/20/2026	SUPER EMPLOYEE PAYMENT DEFINITIV	Payroll Superannuation Payment FE 16/04/2026	\$ 95,008.81
DD35413.1	4/24/2026	COCA COLA AMATIL (HOLDINGS) LTD	Kiosk Supplies - BRAC	\$ 1,489.91
DD35424.1	4/28/2026	TELSTRA LIMITED	Equipment Maintenance & Supplies- ICT	\$ 5,571.30
DD35429.1	4/28/2026	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	\$ 1,686.48
DD35429.10	4/21/2026	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	\$ 67,565.30
DD35429.2	4/17/2026	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	\$ 33,218.67
DD35429.3	4/13/2026	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	\$ 1,678.97
DD35429.4	4/10/2026	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	\$ 6.07
DD35429.5	4/9/2026	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	\$ 572.68
DD35429.6	4/8/2026	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	\$ 4,345.32
DD35429.7	4/7/2026	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	\$ 257.06
DD35429.8	4/24/2026	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	\$ 18,703.05

PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - APRIL 2026				
PAYMENT #	Date	NAME	Description	Amount
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - APRIL 2026				
DD35429.9	4/1/2026	HORIZON POWER (ELECTRICITY USAGE)	Electricity Usage	\$ 2,959.87
DD35433.1	4/30/2026	WATER CORPORATION	Water Use & Service Charge	\$ 647.76
DD35433.10	4/1/2026	WATER CORPORATION	Water Use & Service Charge	\$ 18,845.89
DD35433.11	4/28/2026	WATER CORPORATION	Water Use & Service Charge	\$ 3,240.91
DD35433.2	4/23/2026	WATER CORPORATION	Water Use & Service Charge	\$ 3,512.00
DD35433.3	4/22/2026	WATER CORPORATION	Water Use & Service Charge	\$ 19,063.14
DD35433.4	4/20/2026	WATER CORPORATION	Water Use & Service Charge	\$ 1,925.24
DD35433.5	4/16/2026	WATER CORPORATION	Water Use & Service Charge	\$ 170.15
DD35433.6	4/15/2026	WATER CORPORATION	Water Use & Service Charge	\$ 21.08
DD35433.7	4/7/2026	WATER CORPORATION	Water Use & Service Charge	\$ 1,888.20
DD35433.8	4/29/2026	WATER CORPORATION	Water Use & Service Charge	\$ 8,906.49
DD35433.9	4/2/2026	WATER CORPORATION	Water Use & Service Charge	\$ 5,310.15
MUNICIPAL DIRECT DEBIT TOTAL:				\$ 537,169.95

MUNICIPAL & TRUST ELECTRONIC TRANSFER TOTAL \$	8,774,191.05
MUNICIPAL CHEQUES TOTAL \$	557.05
PAYROLL TOTAL \$	1,351,453.03
TRUST CHEQUE TOTAL \$	-
MUNICIPAL CREDIT CARD TOTAL \$	33,673.78
MUNICIPAL DIRECT DEBIT TOTAL \$	537,169.95
TOTAL PAYMENTS JUNE 2025 \$	10,697,044.86

KEY FOR DELEGATION OF AUTHORITY:

CEO- Chief Executive Officer
DCS- Director Corporate Services
MFS- Manager Financial Services

9.4.3 ANNUAL REVIEW OF DELEGATION OF AUTHORITY REGISTER

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	ARE02
AUTHOR:	Project Officer
CONTRIBUTOR/S:	Senior Administration and Governance Officer
RESPONSIBLE OFFICER:	Director Corporate Services
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

The purpose of this report is for Council to consider the 2025/26 annual review of delegations across various legislations.

BACKGROUNDPrevious Considerations

OMC 30 March 2023	Item 9.4.2
OMC 28 September 2023	Item 9.2.3
OMC 30 May 2024	Item 9.4.3
OMC 22 May 2025	Item 9.4.2

The Register of Delegated Authority was last presented to Council for a full review on 22 May 2025.

Section 5.46(2) of the *Local Government Act 1995* (the Act) requires that a local government keep a register of delegations of authority made under the Act and that these are reviewed at least once every financial year.

In simple terms the need for a delegation occurs where the legislation refers to the "local government" having to "do something". In the absence of a delegation from Council, a Council decision would be required each time. Functions able to be delegated are administrative in nature and a function of the Chief Executive Officer (CEO) in accordance with section 5.41(d) of the Act.

Delegations are also required for other legislation such as the *Building Act 2011*, *Bushfires Act 1954*, *Cat Act 2011*, *Dog Act 1974*, *Food Act 2008*, *Graffiti Vandalism Act 2016*, *Public Health Act 2016* and *Planning and Development Act 2005*. Provisions within these acts also prescribe obligations on the Local Government to maintain a delegation register and review those delegations each financial year.

COMMENT

Following a review of the Delegations of Authority Register, amendments are proposed to delegations under the *Local Government Act 1995*, *Cat Act 2011* and *Dog Act 1976*.

Record Keeping

Records of exercise of delegations and supporting documentation are ordinarily recorded in Attain, the Shire's compliance management system and the Shire's record management system.

However, where delegations are administrative in nature and exercised frequently some delegations require record keeping to be solely recorded within the Shire's document management system.

The review proposes amendments to record keeping requirements for selected delegations.

Proposed amendments include:

Delegation Number	Delegation	Comments
1.2.4	Declare Vehicle is Abandoned Vehicle Wreck <i>Local Government Act 1995</i>	Amend Recordkeeping to: "Delegations exercised and supporting documentation are to be recorded in the Shire's document management system."
1.2.5	Confiscated or Uncollected Goods <i>Local Government Act 1995</i>	Amend Recordkeeping to: "Delegations exercised and supporting documentation are to be recorded in the Shire's document management system."
1.2.6	Disposal of Sick or Injured Animals <i>Local Government Act 1995</i>	Amend Recordkeeping to: "Delegations exercised and supporting documentation are to be recorded in the Shire's document management system."
1.3.11	Infringement Notices – Withdrawal and Extension of Time <i>Local Government Act 1995</i>	Amend Recordkeeping to: "Delegations exercised and supporting documentation are to be recorded in the Shire's document management system."
1.4.2	Local Government Property and Public Places Local Law 2016 <i>Local Government Act 1995</i>	Amend Recordkeeping to: "Delegations exercised and supporting documentation are to be recorded in the Shire's document management system."
1.4.3	Trading, Outdoor Dining and Street Entertainment Local Law 2016	Amend Recordkeeping to: "Delegations exercised and supporting documentation are to be recorded in

	<i>Local Government Act 1995</i>	the Shire's document management system."
4.1.1	Cat Registrations <i>Cat Act 2011</i>	Amend Recordkeeping to add the words " <i>and supporting documentation</i> ".
4.1.2	Cat Control Notices <i>Cat Act 2011</i>	Amend Recordkeeping to: "Delegations exercised and supporting documentation are to be recorded in the Shire's document management system."
5.1.2	Refuse or Cancel Registration <i>Dog Act 1976</i>	Amend Recordkeeping to: "Delegations exercised and supporting documentation are to be recorded in the Shire's document management system."
5.1.5	Dispose of or Sell Dogs Liable to be Destroyed <i>Dog Act 1976</i>	Amend Recordkeeping to: "Delegations exercised and supporting documentation are to be recorded in the Shire's document management system."

CONSULTATION

WALGA

STATUTORY ENVIRONMENT

Local Government Act 1995

5.42 *Delegation of some powers and duties to CEO*

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under –
- this Act other than those referred to in section 5.43; or
 - the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

5.46. *Register of, and records relevant to, delegations to CEO and employees*

- The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Cat Act 201147. *Register of, and review of, delegations*

- (1) The CEO of a local government is to keep a register of the delegations made under this Division to the CEO and to employees of the local government.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Division is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Dog Act 197610AB. *Register of, and review of, delegations*

- (1) The chief executive officer of a local government is to keep a register of —
 - (a) delegations made under section 10AA(1); and
 - (b) further delegations made under the authority of a delegation made under section 10AA(1).
- (2) At least once every financial year —
 - (a) delegations made under section 10AA(1); and
 - (b) further delegations made under the authority of a delegation made under section 10AA(1),

POLICY IMPLICATIONS

Relevant policies are cross referenced throughout the Instrument of Delegation Register.

FINANCIAL IMPLICATIONS

Nil.

RISK

The Register of Delegated Authority is an important governance tool that provides the Chief Executive Officer with the authority to manage the day-to-day operations of the Shire in accordance with section 5.41 of the Act.

The annual review of delegations provides the opportunity for Elected Members to ensure that sufficient controls are in place to meet fiduciary duties whilst being cognisant of the need for operational efficiency.

For compliance purposes, this item will meet the requirements for a review of delegations in the 2025/26 financial year.

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

<u>COUNCIL RESOLUTION:</u>	<i>Minute No. C/0526/054</i>
<i>Moved: Cr M Virgo</i>	<i>Seconded: Cr J Mamid</i>
<i>That Council:</i>	
<i>1. Notes the review of delegations; and</i>	
<i>2. Adopts the Register of Delegated Authority 2025-2026 as contained in Attachment 1.</i>	
<i>CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 9/0</i>	

Attachments

1. Proposed Shire of Broome Register of Delegated Authority 2025-2026



Shire of Broome
Register of Delegated Authority



REVIEW

There are no reviews to display

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Shire of Broome

INTRODUCTION

DELEGATIONS

Delegation	1.1.1 Behaviour Complaints Committee
Category	Council to Committee
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees
Express power or duty delegated	Shire of Broome - Code of Conduct for Council Members, Committee Members and Candidates (CoC) <i>Local Government (Model Code of Conduct) Regulations 2021:</i> Clause 12 Dealing with a complaint Clause 13 Dismissal of complaint
Function	<p>1. Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [CoC & MCC.cl.12(1) and (3)] In making any finding the Committee must also determine reasons for the finding [CoC & MCC.cl.12(7)]</p> <p>2. Where a finding is made that a breach has occurred, authority to:</p> <ol style="list-style-type: none"> take no further action [CoC & MCC.cl.12(4(a)); or prepare and implement a plan to address the behaviour of the person to whom the complaint relates [CoC & MCC.cl.12(4)(b), (5) and (6)] <p>3. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal [CoC & MCC.cl.13(1) and (2)]</p>
Delegates	Behavioural Complaints Committee
Conditions	<ol style="list-style-type: none"> The Committee will make decisions in accordance with the principles and specified requirements established in Council Policy - Code of Conduct Behaviour Complaints Management. That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act. The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a Committee meeting is either the Complainant or Respondent to the Complaint subject of a Committee agenda item. In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent, and a Deputy Committee Member is in attendance. <p><u>NOTE TO CONDITIONS(C) AND (D):</u> The purpose of this Condition is to require that a Committee Member who is identified as either the Complainant or Respondent is required to recuse themselves by notifying the Presiding Member of their intention to be an apology for the meeting at which the Complaint is an agenda item.</p>

<p>Statutory framework</p>	<p>Code of Conduct for Council Members, Committee Members and Candidates</p> <p>Council - Behaviour Complaints Committee Terms of Reference</p> <p>Local Government Act 1995</p> <p>Local Government (Model Code of Conduct) Regulations 2021</p>
<p>Policy</p> <p>Record keeping</p>	<p>Code of Conduct Behaviour Complaints Management</p> <p>Committee Minutes shall record the details of each decision made under this delegation in accordance with the requirements of Administration Regulation 19.</p>
<p>Date adopted</p>	<p>28 April 2022</p>
<p>Adoption references</p>	<p>Item 9.4.1 Minute No. C/0422/017</p>
<p>Last reviewed</p>	<p>22 May 2025</p>

Delegation	1.2.1 Performing Functions Outside the District
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.20(1) Performing functions outside district
Function	1. Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> • A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision. • Must comply with all relevant Policies.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	1.2.2 Compensation for Damage Incurred when Performing Executive Functions
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.22(1) Compensation s.3.23 Arbitration
Function	<ol style="list-style-type: none"> 1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Delegation is limited to settlements which do not exceed a material value of \$10,000. ▪ Council shall be informed of the details whenever this delegation is exercised. ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's documents management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
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Delegation	1.2.3 Powers of Entry
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Function	<ol style="list-style-type: none"> 1. Authority to exercise powers of entry to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property. ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Development and Community Director Infrastructure Manager Engineering Manager Environmental Health, Emergency and Rangers Manager Operations
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's documents management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017

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Last reviewed	22 May 2025
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Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by the CEO.	---

Delegation	1.2.4 Declare Vehicle is Abandoned Vehicle Wreck
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Function	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.5 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision. ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Development and Community Manager Environmental Health, Emergency and Rangers
Subdelegate conditions	Conditions on the Delegate also apply to the subdelegates.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	<p>Delegations exercised and supporting documentation are to be recorded in the Shire's document management system.</p> <p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's documents management system.</p>
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
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Delegation	1.2.5 Confiscated or Uncollected Goods
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Function	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 :Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section. Parking and Parking Facilities Local Law 2012

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Record keeping	<p>Delegations exercised and supporting documentation are to be recorded in the Shire's document management system.</p> <p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's documents management system.</p>
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Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	1.2.6 Disposal of Sick or Injured Animals
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Function	<ol style="list-style-type: none"> 1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Delegation only to be used where the Delegate’s reasonable efforts to identify and contact an owner have failed. ▪ Must comply with all relevant Policies
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers
Subdelegate conditions	<p>Conditions on the Delegate also apply to the Subdelegates.</p> <p>Officers must liaise with an authorised veterinarian if practicable and must not destroy an animal unless –</p> <ol style="list-style-type: none"> a. Because of the state of the animal, destroying it is urgent; or b. The Shire has taken reasonable steps to notify the owner and has complied with statutory requirements.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Dog Local Law 2012
Record keeping	<p>Delegations exercised and supporting documentation are to be recorded in the Shire’s document management system.</p> <p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>-</p> <p>Any supporting information should be recorded in the Shire’s document management system.</p>

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Adoption references	Item 9.4.1 Minute No. C/0422/017

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Last reviewed	22 May 2025
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Delegation	1.2.7 Close Thoroughfares to Vehicles
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Function	<ol style="list-style-type: none"> 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ol style="list-style-type: none"> 1. give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and 2. consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. ▪ Maintain access to adjoining land [s.3.52(3)] (relevant only to townsites). ▪ Must comply with all relevant Policies
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Manager Engineering Manager Operations
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as subdelegate approved by CEO.	---

Delegation	1.2.8 Control Reserves and Certain Unvested Facilities
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Function	<ol style="list-style-type: none"> 1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire of Broome that the Shire of Broome could do under s.5 of the Parks and Reserves Act 1895. [s.3.54(1)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Development and Community Manager Community Facilities Manager Environmental Health, Emergency and Rangers
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Property and Public Places Local Law 2016 Local Planning Policy 5.10 - Signs Alcohol Management Policy Events Policy
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022

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Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	1.2.9 Obstruction of Footpaths and Thoroughfares
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Function	<ol style="list-style-type: none"> 1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. ▪ Permission may only be granted where, the proponent has: <ul style="list-style-type: none"> ▪ Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ▪ Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. ▪ Provided evidence of sufficient Public Liability Insurance. ▪ Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Subdelegates	Director Infrastructure Manager Engineering Manager Operations
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.2 – Public Thoroughfare Obstruction – Determine Conditions Local Government (Uniform Local Provisions) Regulations 1996 Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
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Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO	---

Delegation	1.2.10 Gates Across Public Thoroughfares
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
Function	<ol style="list-style-type: none"> 1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [ULP r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Authority to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. ▪ Each approval provided must be recorded in the Shire of Broome’s statutory Register of Gates in accordance with Uniform Local Provisions Regulation 9(8). ▪ Must comply with all relevant Policies
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Manager Engineering Manager Operations
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995

Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
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Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO	---

Delegation	1.2.11 Public Thoroughfare – Dangerous Excavations
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Function	<ol style="list-style-type: none"> 1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. ▪ Permission may only be granted where, the proponent has: <ul style="list-style-type: none"> ▪ Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ▪ Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. ▪ Provided evidence of sufficient Public Liability Insurance. ▪ Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. ▪ Must comply with all relevant Policies
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Manager Engineering Manager Operations
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.

Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.3 – Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares</p> <p>Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995</p>
Record keeping	<p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
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Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO.	---

Delegation	1.2.12 Crossing – Construction, Repair and Removal
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7 (2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Function	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Manager Engineering Manager Operations
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995</p> <p>Refer also Delegation 1.4.1 under the Template Activities in <i>Thoroughfares and Public Places and Trading Local Law</i></p>

Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
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Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO.	---

Delegation	1.2.13 Private Works on, over or under Public Places
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> r.17 Private works on, over, or under public places – Sch.9.1 cl.
Function	<ol style="list-style-type: none"> 1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. ▪ Permission may only be granted where, the proponent has: <ul style="list-style-type: none"> ▪ Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ▪ Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. ▪ Provided evidence of sufficient Public Liability Insurance. ▪ Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Manager Engineering Manager Operations
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.

Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996– prescribe applicable statutory procedures</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995</p>
Record keeping	<p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as subdelegate approved by CEO.	---

Delegation	1.2.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) 1996:</i> r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12
Function	1. Authority to give notice to a land owner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [<i>ULP r.21(1)</i>].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Manager Engineering Manager Operations
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as subdelegate approved by CEO.	---

Delegation	1.2.15 Expressions of Interest for Goods and Services
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services. ▪ Must comply with Council's Purchasing Policy.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Director Development and Community Director Infrastructure
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Council Policy - Purchasing
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022

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Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	1.2.16 Tenders for Goods and Services
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
Express power or duty delegated	<p><i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services</p>

Function	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(f)]. 3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget [F&G.r.11 (2)]. 4. Authority to invite tenders although not required to do so [F&G r.13]. 5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 7. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14 (5)]. 8. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)]. 9. Authority to accept, or reject tenders, only within the \$500,000 detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)]. 10. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation and within the \$500,000 detailed as a condition on this Delegation, and to then negotiate minor variations with the successful tenderer before entering into a contract [F&G r.20(1) and (3)]. 11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 12. Authority to decline any tender [F&G r.18(5)]. 13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r.20(2)] 14. Authority to: <ol style="list-style-type: none"> i. Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10% or to a maximum of \$500,000 whichever is the lesser value. ii. Exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A]. 15. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].
Delegates	Chief Executive Officer

<p>Conditions</p>	<ul style="list-style-type: none"> ▪ Sole supplier arrangements may only be approved where a record is retained that evidences: <ul style="list-style-type: none"> ▪ A detailed specification; ▪ The outcomes of market testing of the specification; ▪ The reasons why market testing has not met the requirements of the specification; and ▪ Rationale for why the supply is unique and cannot be sourced through other suppliers; ▪ Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the: <ul style="list-style-type: none"> ▪ proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government, ▪ current supply contract expiry is imminent, ▪ value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and ▪ The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. ▪ In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget. ▪ Must comply with the Council's Purchasing Policy.
<p>Express power to subdelegate</p> <p>Subdelegates</p> <p>Subdelegate conditions</p>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p> <p>Director Corporate Services Director Development and Community Director Infrastructure</p> <p>Conditions on the Delegate also apply to the Subdelegates.</p>
<p>Statutory framework</p>	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures</p> <p>WALGA Subscription Service – Procurement Toolkit</p>
<p>Policy</p>	<p>Council Policy - Purchasing</p>
<p>Record keeping</p>	<p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
<p>Date adopted</p>	<p>28 April 2022</p>
<p>Adoption references</p>	<p>Item 9.4.1 Minute No. C/0422/017</p>
<p>Last reviewed</p>	<p>22 May 2025</p>

Delegation	1.2.17 Panels of Pre-Qualified Suppliers for Goods and Services
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Functions and General) Regulation 1996:</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Function	<ol style="list-style-type: none"> 1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 3. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 7. Authority to decline to accept any application [F&G r.24AH(5)]. 8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget. ▪ Must comply with Council's Purchasing Policy
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Director Development and Community Director Infrastructure

Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures</p> <p>WALGA Subscription Service – Procurement Toolkit</p>
Policy	Council Policy - Purchasing
Record keeping	<p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	1.2.18 Application of Regional Price Preference Policy
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Functions and General) Regulations 1996:</i> r.24G Adopted regional price preference policy, effect of
Function	1. Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Delegates	Chief Executive Officer
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Director Development and Community Director Infrastructure
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Council Policy - Purchasing Council Policy - Regional Price Preference
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	1.2.19 Disposing of Property
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property
Function	<ol style="list-style-type: none"> 1. Authority to dispose of property to: <ol style="list-style-type: none"> a. the highest bidder at public auction [s.3.58(2)(a)]. b. the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58 (3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. ▪ In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$500,000 or less. ▪ When determining the method of disposal: ▪ Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> ○ Reserve price has been set by independent valuation. ○ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. ▪ Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. ▪ Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> ○ Negotiate the sale of the property up to a -10% variance on the valuation; and ○ Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. ▪ Where the market value of the property is determined as being less than \$20,000 (F&G r.30(3) excluded disposal) may be undertaken: <ul style="list-style-type: none"> ○ Without reference to Council for resolution; and ○ In any case, be undertaken to ensure that the best value return is achieved
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Subdelegates	Director Corporate Services Director Development and Community Director Infrastructure
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – s.3.58 Disposal of Property Local Government (Functions and General) Regulations 1995 – r.30 Dispositions of property excluded from Act s. 3.58
Policy	Council Policy - Disposal of Assets
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	1.2.20 Payments from the Municipal or Trust Funds
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Authority to make payments is subject to annual budget limitations. ▪ Must comply with all relevant Policies
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Accountant Director Corporate Services Director Development and Community Director Infrastructure Manager Community Facilities Manager Financial Services Manager People & Culture
Subdelegate conditions	<ul style="list-style-type: none"> ▪ Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. ▪ Payments by Cheque and EFT transactions must be approved jointly by two Delegates. ▪ Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval. ▪ Must comply with all relevant Policies
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. Local Government (Audit) Regulations 1996
Policy	Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards Department of Local Government, Sport and Cultural Industries: Accounting Manual

Record keeping	Delegations exercised are to be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.3 Minute No. C/0524/073
Last reviewed	22 May 2025

Amendments			
Date	Type	Amendment	References
11 Sep 2023	Amended delegation	Added sub delegate - approved via memo to CEO	
12 Sep 2023	Amended delegation	Added Senior Finance Officer as a sub delegate temporarily until the role of the Coordinator of Financial Services has been filled.	Approved by Sam Mastrolembo CEO 12.09.2023
18 Dec 2024	Amended delegation	Manager of People and Culture and Manager of Community Facilities added as subdelegate. Coordinator of Financial Services renamed as Accountant.	Approved by CEO 18 December 2024 (See Synergy Record N250109-57564)
12 Mar 2026	Amended delegation	Removed Senior Finance Officer as subdelegate	CEO Approved 12 March 2026 (See Synergy Record N260312-63498)

Delegation	1.2.21 Defer, Grant Discounts, Waive or Write Off Debts
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Function	<ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire of Broome [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Broome [s.6.12(1) (b)]. 3. Write off an amount of money which is owed to the Shire of Broome [s.6.12(1)(c)]
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Broome. <ul style="list-style-type: none"> ▪ Limited to individual debts valued below \$2,000 (GST exclusive). Write off of debts greater than these values must be referred for Council decision. ▪ The waiving or refunding of fees and charges for applications made under the following legislation and local laws administered by the Development Services Directorate must comply with Council's Policy – Waiving and Refunding of Fees: <ul style="list-style-type: none"> ○ <i>Building Act 2011</i> ○ <i>Bush Fires Act 1954</i> ○ <i>Food Act 2008</i> ○ <i>Local Government Act 1995</i> ○ <i>Planning and Development Act 2005</i> ○ <i>Public Health Act 2016</i> ○ Local Government Property and Public Places Local Law 2012 ○ Trading, Outdoor Dining and Street Entertainment Local Law 2003 ▪ Amounts provided via the Quick Response Grants are to be reported to Council on a quarterly basis via the Councillor Information Bulletin.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Director Development and Community Manager Environmental Health, Emergency and Rangers Manager Financial Services Manager Planning and Building Services

Subdelegate conditions	<ul style="list-style-type: none"> ▪ Conditions on the Delegate also apply to the Subdelegates. ▪ Director Development Services, Manager Planning and Building Services and Manager Environmental Health, Emergency and Rangers delegation is limited to the waiver or refund of fees related to the legislation and local laws administered by the Development Services Directorate listed above, and must comply with Council's Policy – Waiving and Refunding of Fees. ▪ Sundry Debtor write offs must comply with Council's Policy - Debt Recovery
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Council Policy - Debt Recovery Council Policy - Waiving and Refunding of Fees
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	30 March 2023
Adoption references	Item 9.4.3 Minute No. C/0524/073
Last reviewed	22 May 2025

Amendments			
Date	Type	Amendment	References
8 Dec 2022	Amended delegation	Manager Financial Services added as sub delegate to provide operational efficiency.	CEO approved (See Synergy Record N221213-50609)
30 Mar 2023	Amended delegation	Update of Director Title following restructure at condition 2	

Delegation	1.2.22 Power to Invest and Manage Investments
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Function	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ All investment activity must comply with the Financial Management Regulation 19C and Council Investment Policy. ▪ A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. ▪ Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17] ▪ Must comply with Council's Investment Policy
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Accountant Director Corporate Services Director Development and Community Director Infrastructure Manager Financial Services
Subdelegate conditions	<ul style="list-style-type: none"> ▪ Conditions on the Delegate also apply to the Subdelegates. ▪ A decision to invest must be jointly confirmed by two Delegates.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a))
Policy	Council Policy - Investment
Record keeping	Delegations exercised are to be recorded in the Shire's document management system.

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Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Amendments			
Date	Type	Amendment	References
30 Jan 2025	Amended delegation	Coordinator Financial Services role changed to Accountant	Approved by Acting CEO 30 January 2025 (See Synergy Record N250130-57563)

Delegation	1.2.23 Rate Record Amendment
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
Function	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Delegates must comply with the requirements of s.6.40 of the Act. ▪ Must comply with all relevant Policies
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Financial Operations Director Corporate Services Manager Financial Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Amendments			
Date	Type	Amendment	References
30 Jan 2025	Amended delegation	Coordinator Financial Services sub delegation amended to Coordinator Financial Operations	Approved by Acting CEO - (See Synergy Record N250130-57563)

Delegation	1.2.24 Agreement as to Payment of Rates and Service Charges
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Function	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Delegates	Chief Executive Officer
Conditions	1. Decisions under this delegation must comply with Council Policy – Debt Recovery. 2. Agreements must be in writing and appropriate internal controls maintained to monitor compliance with the agreed repayment schedule.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Financial Operations Director Corporate Services Manager Financial Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Council Policy - Debt Collection Business Operating Procedure - Financial Hardship
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Amendments			
Date	Type	Amendment	References
8 Dec 2022	Amended delegation	Coordinator Financial Operations added as sub delegate to provide operational efficiency.	Approved by CEO (See Synergy record N221213-50609)

Delegation	1.2.25 Determine Due Date for Rates or Service Charges
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.50 Rates or service charges due and payable
Function	1. Authority to determine the date on which rates or service charges become due and payable to the Shire of Broome [s.6.50].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Manager Financial Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Delegations exercised are to be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	1.2.26 Recovery of Rates or Service Charges
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Function	<ol style="list-style-type: none"> 1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Decisions under this delegation must comply with Council Policy – Debt Collection
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Manager Financial Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Council Policy - Debt Collection Business Operating Procedure - Financial Hardship
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	1.2.27 Recovery of Rates Debts – Require Lessee to Pay Rent
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Function	<ol style="list-style-type: none"> 1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Broome [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Decisions under this delegation must comply with Council Policy – Debt Collection.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Manager Financial Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60.
Policy	Council Policy - Debt Collection
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	1.2.28 Recovery of Rates Debts - Actions to Take Possession of the Land
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.64(1) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Function	<ol style="list-style-type: none"> 1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: <ol style="list-style-type: none"> i. lease the land, or ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; o II. cause the land to be transferred to the Shire of Broome [s.6.71]. 2. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Decisions under this delegation must comply with Council Policy – Debt Collection. ▪ In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u>, within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes. ▪ Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the <i>Local Government Act 1995</i>. ▪ Council Members are to be informed as soon as practicable after the exercise of this delegation.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Manager Financial Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.

Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government Act 1995 – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation.</p> <p>Local Government (Financial Management) Regulations 1996 – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation.</p>
Policy Record keeping Date adopted	<p>Council Policy - Debt Collection</p> <p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p> <p>28 April 2022</p>
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	1.2.29 Rate Record – Objections
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Function	<ol style="list-style-type: none"> 1. Authority to extend the time for a person to make an objection to a rate record [s.6.76 (4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation. ▪ New rate exemptions are to be reported to Council via the Councillor Information Bulletin. ▪ Must comply with all relevant Policies
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Manager Financial Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Policy	Council Policy - Rating Council Policy - Rate Exemption Charitable Use
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022

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Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	1.2.30 Renewal or Extension of Contracts during a State of Emergency
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
Function	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: <ul style="list-style-type: none"> • contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250 000, and • contracts formed through a public tender.
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: <ul style="list-style-type: none"> ▪ It is exercised at the sole discretion of the Local Government; ▪ It is in the best interests of the Local Government; ▪ It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; ▪ It has potential to promote local and/or regional economic benefits. ▪ This authority may only be exercised where the total consideration for the renewal or extension is \$500,000 or less. ▪ Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the Shire President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c). ▪ The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy. ▪ The CEO cannot sub-delegate this authority.
Statutory framework	Local Government (Functions and General) Regulations 1996
Policy	WALGA Subscription Service – Procurement Toolkit Council Policy - Purchasing
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.

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Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	1.2.31 Procurement of Goods or Services required to address a State of Emergency
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
Function	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: <ol style="list-style-type: none"> 1. Determine that particular goods or services with a purchasing value >\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. ▪ Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. ▪ Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the Shire President (i.e. before the expense is incurred) in accordance with LGA s.6.8. ▪ The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. ▪ The CEO cannot sub-delegate this authority.
Statutory framework	Local Government (Functions and General) Regulations 1996
Policy	WALGA Subscription Service – Procurement Toolkit Council Policy - Purchasing
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.

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Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	1.3.1 Determine if an Emergency for Emergency Powers of Entry
Category	CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.34(2) Entry in emergency
Function	1. Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
Delegates	Director Corporate Services Director Development and Community Director Infrastructure Manager Environmental Health, Emergency and Rangers
Conditions	<ul style="list-style-type: none"> ▪ The Delegate is to inform the CEO and Council Members as soon as practicable after the exercise of this delegation. ▪ Must comply with all relevant Policies
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	1.3.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare
Category	CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
Function	When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.2.9: <ol style="list-style-type: none"> 1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]. 2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b)]. 3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].
Delegates	Director Infrastructure Manager Engineering Manager Operations
Conditions	<ul style="list-style-type: none"> ▪ Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.9 Obstruction of Footpaths and Thoroughfares. ▪ Actions under this Delegation must comply with the procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. ▪ Must comply to all relevant Policies
Express power to subdelegate	Nil
Statutory framework	This delegated authority is effective only in alignment with Delegated Authority 1.2.9 Obstructions of Footpaths and Thoroughfares. Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.

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Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as subdelegate approved by CEO	---

Delegation	1.3.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares
Category	CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
Function	When determining to grant permission for a dangerous excavation under Delegated Authority 1.2.11: <ol style="list-style-type: none"> 1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)]. 2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)]. 3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.
Delegates	Director Infrastructure Manager Engineering Manager Operations
Conditions	<ul style="list-style-type: none"> ▪ Decisions under this Delegation must be exercised in alignment with Council’s Delegated Authority 1.2.11 Public Thoroughfares – Dangerous Excavations. ▪ Actions under this Delegation must comply with the procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. ▪ Must comply with all relevant Policies
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.2.11 Public Thoroughfares – Dangerous Excavations. Local Government (Uniform Local Provisions) Regulations 1996 Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.

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Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO	---

Delegation	1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places
Category	CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8
Function	<ol style="list-style-type: none"> 1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)]. 2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)].
Delegates	Director Infrastructure Manager Engineering Manager Operations
Conditions	<ul style="list-style-type: none"> ▪ Must comply to all relevant Policies
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.2.13 Private Works on, over or under Public Places
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO	---

Delegation	1.3.5 Electoral Enrolment Eligibility Claims and Electoral Roll
Category	CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government Act 1995:</i> s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election <i>Local Government (Elections) Regulations 1995:</i> r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4) Register - s.4.32(6)
Function	<ol style="list-style-type: none"> 1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)]. 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.4.32(5A)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 5. Authority to approve the omission of an elector’s address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector’s or their families safety at risk [Elections r.13 (2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)]. 7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. 9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)]. 10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].
Delegates	Director Corporate Services Manager Governance, Strategy & Risk
Conditions	<ul style="list-style-type: none"> ▪ Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7). ▪ Must comply with all relevant Policies.
Express power to subdelegate	Nil

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	30 March 2023
Adoption references	Item 9.4.2 Minute No. C/0323/028
Last reviewed	22 May 2025

Amendments			
Date	Type	Amendment	References
30 Mar 2023	Amended delegation	Correction to legislative reference at function point 3.	

Delegation	1.3.6 Destruction of Electoral Papers
Category	CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Elections) Regulations 1996:</i> r.82(4) Keeping election papers – s4.84(a)
Function	1. Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
Delegates	Director Corporate Services Manager Governance, Strategy & Risk
Conditions	<ul style="list-style-type: none"> ▪ Must comply to all relevant Policies
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.3 Minute No. C/0524/073
Last reviewed	22 May 2025

Amendments			
Date	Type	Amendment	References
22 May 2025	Amended delegation	Senior Governance Officer removed as delegate.	OMC 22 May 2025 - Minute No. C/0525/028
22 May 2025	Amended delegation	Removed Senior Administration Governance Officer as delegate.	OMC 22 May 2025 - Minute No. C/0525/028

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Delegation	1.3.7 Appoint Authorised Persons
Category	CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons
Function	<ol style="list-style-type: none"> 1. Authority to appoint persons or classes of persons as authorised persons [s.3.24 and s.9.10] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations: <ol style="list-style-type: none"> a. Local Government Act 1995 and its subsidiary legislation, including Local Government Act Regulations, the <i>Local Government (Miscellaneous Provisions) Act 1960</i> and Local Laws made under the Local Government Act.. b. <i>Caravan Parks and Camping Grounds Act 1995</i>; c. <i>Cat Act 2011</i>; d. <i>Cemeteries Act 1986</i>; e. <i>Control of Vehicles (Off-road Areas) Act 1978</i>; f. <i>Dog Act 1976</i>; g. Graffiti Vandalism Act 2016 – refer s.15; and h. any other legislation prescribed for the purposes of s.9.10 of the <i>Local Government Act 1995</i>. 2. Authority to appoint authorised persons for the purposes of section 9.16 of the <i>Local Government Act 1995</i>, <u>as a precondition</u> for appointment as authorised officers in accordance with Regulation 70(2) of the Building Regulations 2012 and section 6(b) of the <i>Criminal Procedure Act 2004</i>.
Delegates	Director Corporate Services Director Development and Community Director Infrastructure
Conditions	<ul style="list-style-type: none"> ▪ A register of Authorised Persons is to be maintained as a Local Government Record. ▪ Only persons who are appropriately qualified and trained may be appointed as Authorised persons. ▪ Must comply with all relevant Policies.
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

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Record keeping	<p>Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p> <p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	1.3.8 Information to be Available to the Public
Category	CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Administration) Regulations 1996:</i> r.29(2) &(3) Information to be available for public inspection (Acts s.5.94) r.29B Copies of certain information not to be provided (Act s.5.96) <i>Local Government Act 1995:</i> s.5.95(1)(b) & (3)(b) Limits on right to inspect local government information
Function	<ol style="list-style-type: none"> 1. Authority to determine the public right to inspect information, by determining if the information requested relates to a part of a meeting that could have been closed to members of the public but was not [Admin. r.29(2)]. 2. Authority to determine the public right to inspect information in an agenda or minutes, by determining if the information requested would be part of the meeting which is likely to be closed to members of the public [Admin. r.29(3)]. 3. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s.5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 4. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s.5.95(1)(b)]. 5. Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the
Delegates	Director Corporate Services Manager Governance, Strategy & Risk
Conditions	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	30 March 2023
Adoption references	Item 9.4.2 Minute No. C/0323/028
Last reviewed	22 May 2025

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Amendments			
Date	Type	Amendment	References
30 Mar 2023	Amended delegation	Correction to legislative reference under Power or duty.	

Delegation	1.3.9 Financial Management Systems and Procedures
Category	CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Financial Management) Regulations 1996:</i> r.5 CEO's Duties as to financial management
Function	<ol style="list-style-type: none"> 1. Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: <ol style="list-style-type: none"> i. Collection of money owed to the Shire of Broome; ii. Safe custody and security of money collected or held by the Shire of Broome; iii. Maintenance and security of all financial records, including payroll, stock control and costing records; iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards; vi. Making of payments in accordance with Delegated Authority 1.2.20; vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.
Delegates	Director Corporate Services Manager Financial Services
Conditions	<ul style="list-style-type: none"> ▪ Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles ▪ Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within each 3 financial years. [Audit r.17] ▪ Must comply with all relevant Policies.
Express power to subdelegate	Nil
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government Act 1995</p> <p>Local Government (Financial Management) Regulations 1996</p> <p>Local Government (Audit) Regulations 1996</p> <p>Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards</p>

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Record keeping	Delegations exercised are to be recorded in the Shire's document management system.
Date adopted	30 March 2023
Adoption references	Item 9.4.2 Minute No. C/0323/028
Last reviewed	22 May 2025

Amendments			
Date	Type	Amendment	References
30 Mar 2023	Amended delegation	Administrative correction to delegated authority reference at function 1.vi	

Delegation	1.3.10 Audit – CEO Review of Systems and Procedures
Category	CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Audit) Regulations 1996:</i> r.17 CEO to review certain systems and procedures
Function	1. Authority to conduct the review of the appropriateness and effectiveness of the Shire of Broome’s systems and procedures in relation to <ul style="list-style-type: none"> i. risk management; and ii. internal controls; and iii. legislative compliance [r.17(1)].
Delegates	Director Corporate Services Manager Governance, Strategy & Risk
Conditions	<ul style="list-style-type: none"> ▪ Each matter is to be reviewed at least once within every 3 financial years, with a report on each matter to be provided to the Audit and Risk Committee that details the findings, including any identified deficiencies, and actions required. ▪ Must comply with all relevant Policies.
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Audit) Regulations 1996
Record keeping	Delegations exercised are to be recorded in the Shire’s document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.3 Minute No. C/0321/009
Last reviewed	22 May 2025

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Delegation	1.3.11 Infringement Notices – Withdrawal and Extension of Time
Category	CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	Chief Executive Officer
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government Act 1995:</i> s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time s.9.20 Withdrawal of Notice <i>Building Regulations 2012:</i> Regulation 70(1A), (1), (2) Approved officers and authorised officers
Function	<ol style="list-style-type: none"> 1. Authority to consider an owner of a vehicle’s submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].
Delegates	Director Development and Community Manager Environmental Health, Emergency and Rangers Manager Planning and Building Services
Conditions	<ul style="list-style-type: none"> ▪ A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation. ▪ Delegation for Dog Act, Cat Act, Dogs Local Law 2012, Parking and Parking Facilities Local Law 2012, Parking Local Law, Property and Public Places Local Law 2016 and Trading, Outdoor Dining and Street Entertainment Local Law 2016 Infringement Notices is limited to the following listed positions ONLY: <ul style="list-style-type: none"> ▪ Director Development Services ▪ Manager Environmental Health, Emergency and Rangers ▪ The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a <u>precondition for appointment</u> as an “Approved Officer” in accordance with <i>Building Regulation 70(1)</i> for the purposes of the <i>Criminal Procedure Act 2004</i> section 6(a) and <i>Building Act 2011</i> Infringement Notices: <ul style="list-style-type: none"> ▪ Director Development Services ▪ Manager Planning and Building <p>NOTE: Delegates must also be appointed as an “Approved Officer” – appointment to be determined by Council resolution or by a person with delegated authority under delegation 2.1.10.</p> <ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express power to subdelegate	Nil

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Parking and Parking Facilities Local Law 2012
Record keeping	Delegations exercised and supporting documentation are to be recorded in the Shire's document management system. Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	1.4.1 Cemeteries Local Law 2012
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995</i> s.5.42 Delegation of some powers of duties to the CEO s.5.43 Limitations on delegations to the CEO</p> <p><i>Cemeteries Local Law 2012</i> cl.2.1 Powers and functions of the CEO</p>
Express power or duty delegated	<p>Cemeteries Local Law 2012 Part 4 - Funeral Directors Clause 4.3 Application refusal</p> <p>Part 5 - Funerals Clause 5.6 Conduct of funeral by the Board (Shire of Broome) Clause 5.7 Disposal of ashes</p> <p>Part 7 - Memorials and Other Work Clause 7.5 Removal of sand, soil or loam Clause 7.6 Hours of work Clause 7.8 Use of wood Clause 7.16 Monumental mason's licence Clause 7.18 Carrying out monumental work Clause 7.20 Cancellation of a monumental mason's licence</p> <p>Part 8 - General Clause 8.3 Damaging and removing objects Clause 8.6 Advertising</p>
Function	<p>Authority to:</p> <ol style="list-style-type: none"> 1. refuse an application for a single funeral permit [cl.4.3] 2. grant approval to conduct a funeral by the Board (Shire of Broome) [cl.5.6] 3. grant permission for ashes to be disposed [cl.5.7] 4. approve removal of sand, soil or loam [cl.7.5] 5. approve hours of work [cl.7.6] 6. approve use of wood [cl.7.8] 7. approve applications for monumental mason's licence [cl.7.16(1)] 8. approve conditions on monumental mason's licence [cl.7.16(2)] 9. authorise monumental work other than by the holder or employee of a current monumental mason's licence [cl.7.18(c)] 10. cancel a monumental mason's licence [cl.7.20(1)] 11. approve the removing of objects [cl.8.3] 12. approve application to advertise or carry on any trade, business or profession within the cemetery and determine any conditions [cl.8.6 (1) & (2)]
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> • Must comply with conditions contained in the Cemeteries Local Law 2012 • Must comply with all relevant Policies

Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Director Infrastructure Manager Governance, Strategy & Risk
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Note - The Objections and Review provisions of Division 1 of Part 9 of the <i>Local Government Act 1995</i> and regulation 33 of <i>Local Government (Functions and General) Regulations 1996</i> apply.
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System Any supporting information should be recorded in the Shire's record management system
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	1.4.2 Local Government Property and Public Places Local Law 2016
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
Express power or duty delegated	<p><i>Local Government Property and Public Places Local Law 2016</i> Part 2 - Determinations in respect of local government property Clause 2.3 Discretion to erect sign Part 3 - Permits Clause 3.2 Activities needing a permit Clause 3.5 Application for permit Clause 3.6 Decision on application for permit Clause 3.9 Compliance with and variation of conditions Clause 3.12 Transfer of permit Clause 3.14 Cancellation of permit Part 4 - Behaviour in public places Clause 4.7 No refund of fees Clause 4.8 Signs Part 5 - Hiring of local government property Clause 5.1 Application for hire Clause 5.2 Decision on application where 2 or more applicants Part 6 - Swimming pools and water parks Clause 6.8 Closure of pool premises Part 7 - Beaches and bathing Clause 7.3 Surf lifesaving activities Part 8 - Activities on verges and footpaths Clause 8.6 Enforcement Part 10 - Damage to and closed thoroughfares Clause 10.1 Notice to repair damage to thoroughfare Part 12 - Secured sum Clause 12.1 Security for restoration and reinstatement Part 13 - Remedy for breach Clause 13.1 Notice requiring works to be done</p>

<p>Function</p>	<p>Authority to:</p> <ol style="list-style-type: none"> 1. erect a sign to give notice of the effect of a determination [cl.2.3] 2. exempt a person from needing a permit [cl.3.2(3)] 3. require an applicant to provide additional information for a permit application [cl3.5(3)] 4. require applicant to give local public notice of the application for a permit [cl3.5(5)] 5. refuse to consider an application for a permit which is not in accordance with subclause (2) [cl.3.5(5)] 6. approve an application for a permit unconditionally or subject to any conditions or refuse to approve an application for a permit [cl3.6(1)] 7. vary the conditions of a permit [cl3.9(2)] 8. approve the transfer of a permit [cl.3.12(2)] 9. cancel a permit [cl.3.14(1)] 10. where the hire of local government property is cancelled , authorise refund of part or all of the amount paid [cl.4.7(2)] 11. erect a sign specifying any conditions of use which apply [cl4.8(1)] 12. approve applications to hire local government property [cl5.1(1)] 13. determine that application and permit requirements do not apply to the hiring of a particular local government property or a class of local government property [cl.5.1(2)] 14. determine which, if any applicant will be granted an approval to hire where 2 or more applicants [cl5.2] 15. approve closure of pool premises [cl.6.8(1) & (2)] 16. authorise members of surf life saving club or local government employee to perform functions in the interests of maintaining safety at beaches [cl7.3] 17. give a notice, requiring the owner or occupier of any land adjacent to a verge to make good, give satisfactory reason why the verge treatment should be retained without alteration, or why extra time should be given to comply with notice [cl.8.6] 18. issue notice to repair or replace that portion of the thoroughfare damaged [cl10.1] 19. require payment of a bond [cl12.1(1)] 20. issue breach notice and require rectification within specified time [cl.13.1(1)] 21. remedy breach where approval holder or person fails to do so [cl13.1(3)]
<p>Delegates</p>	<p>Chief Executive Officer</p>
<p>Conditions</p>	<ul style="list-style-type: none"> • Must comply with conditions contained in the Local Government Property and Public Places Local Law 2016 • Must comply with all relevant Policies
<p>Express power to subdelegate</p> <p>Subdelegates</p> <p>Subdelegate conditions</p>	<p><i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees</p> <p>Director Corporate Services Director Development and Community Director Infrastructure Manager Community Facilities Manager Engineering Manager Environmental Health, Emergency and Rangers Manager Operations Manager Planning and Building Services</p> <p>Conditions on the Delegate also apply to the Subdelegates.</p>
<p>Statutory framework</p>	<p>Note - The Objections and Review provisions of Division 1 of Part 9 of the <i>Local Government Act 1995</i> and regulation 33 of <i>Local Government (Functions and General) Regulations 1996</i> apply</p>

Record keeping	<p>Delegations exercised and supporting documentation are to be recorded in the Shire's document management system.</p> <p>Delegations exercised are to be recorded in the Attain Compliance System</p> <p>-</p> <p>Any supporting information should be recorded in the Shire's record management system</p>
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO	---

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Delegation	1.4.3 Trading, Outdoor Dining and Street Entertainment Local Law 2016
Category	Council to CEO
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
Express power or duty delegated	<p><i>Trading, Outdoor Dining and Street Entertainment Local Law 2016</i> Part 2 - Application for licence and and issue of licence Clause 2.3 Determination of application Clause 2.4 Issue of licence Clause 2.5 Licence renewal Clause 2.7 Cancellation of licence Clause 2.8 Suspension of licence rights and privileges Part 3 - Outdoor Dining Clause 3.2 Limitations on outdoor dining Clause 3.4 Outdoor dining licence Clause 3.6 Cancellation of an outdoor dining licence Part 4 - Markets Clause 4.2 Limitations on markets Clause 4.6 Responsibilities of licensee Part 5 - Trading Clause 5.2 Limitations on trading Part 6 - Street Entertainment Clause 6.7 Cancellation or variation of a street entertainment licence Part 7 - Secured sum Clause 7.1 Security for restoration and reinstatement Clause 7.2 Use by local government of secured sum Part 8 - Miscellaneous Clause 8.2 Notice requiring works to be done to remedy breach</p>

<p>Function</p>	<p>Authority to:</p> <ol style="list-style-type: none"> 1. approve licence application [cl.2.3.1(b)] 2. refuse licence application [cl.2.3.1(a)] 3. determine licence conditions [cl.2.3.3] 4. vary the terms and conditions of a licence [cl.2.4.4] 5. approve the renewal of a licence [cl.2.5.1] 6. cancel a licence [cl.2.7(a) - (g)] * 7. suspend a licence [cl.2.8.2] * 8. approve the transfer of an outdoor trading licence [cl.3.2.1(b)] * 9. approve the commencement of outdoor dining [cl.3.4.2] 10. cancel an outdoor dining licence [cl.3.6.1] * 11. approve the transfer of a market licence [cl.4.2.1] * 12. approve the post market stall area return condition [cl.4.6.3] 13. approve the transfer of a trading licence [cl.5.2.1] * 14. cancel or vary a street entertainment licence [cl.6.7] * 15. determine when a bond, bank guarantee or other form of security required [cl.7.1.1] 16. determine the amount of bond, bank guarantee or other form of security [cl.7.1.3] * 17. issue a notice requiring restoration and reinstatement work [cl.7.2.1] 18. complete restoration and reinstatement work where licensee fails to do so [cl.7.2.1] * 19. recover costs of restoration and reinstatement work from licensee [cl.7.2.2] 20. apply the proceeds from security held towards costs incurred [cl.7.2.3] * 21. issue a notice to licensee to remedy breach [cl.8.2.1] 22. remedy breach where licensee fails to do so [cl.8.2.3] * 23. recover costs from licensee for remedying breach [cl.8.2.4]
<p>Delegates</p> <p>Conditions</p> <p>Express power to subdelegate</p>	<p>Chief Executive Officer</p> <ul style="list-style-type: none"> • Must comply with conditions contained in the Trading, Outdoor Dining and Street Entertainment Local Law 2016. • Must comply with Council's Trading in Public Places Policy • Must comply with Council's Local Planning Policy - Outdoor Dining • In accordance with Schedule 1, Clause 3 of the Trading in Public Places Policy this delegation does not extend to granting a trading licence on Cable Beach beyond the maximum six trading licences. This would require a Council decision. <p><i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
<p>Subdelegates</p>	<p>Coordinator Planning Services Director Development and Community Manager Environmental Health, Emergency and Rangers Manager Planning and Building Services</p>
<p>Subdelegate conditions</p> <p>Statutory framework</p>	<p>Conditions on the Delegate also apply to the Subdelegates.</p> <p>* Delegation of Functions 6, 7, 8, 10, 11, 13, 14, 16, 18, 20, 22 is limited to the Director Development Services</p> <p>Note - Decisions exercised under this delegation may be referred for review by the State Administrative Tribunal</p>
<p>Policy</p>	<p>Trading, Outdoor Dining and Street Entertainment Local Law 2016 Trading in Public Places Policy Local Planning Policy - Outdoor Dining</p>

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<p>Record keeping</p>	<p>Delegations exercised and supporting documentation are to be recorded in the Shire's document management system.</p> <p>Delegations exercised are to be recorded in the Attain Compliance System</p> <p>-</p> <p>Any supporting information should be recorded in the Shire's record management system</p>
<p>Date adopted</p>	<p>28 April 2022</p>
<p>Adoption references</p>	<p>Item 9.4.1 Minute No. C/0422/017</p>
<p>Last reviewed</p>	<p>22 May 2025</p>

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Delegation	2.1.1 Grant a Building Permit
Category	Council to CEO
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Function	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012. ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Building Technical Officer Coordinator Building Services Development Support Officer Director Development and Community Manager Planning and Building Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegate.

Statutory framework	<p>Building Act 2011 s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor</p> <p>Building Regulations 2012 – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</p> <p><i>Building Services (Registration Act) 2011</i> – Section 7</p> <p><i>Home Building Contracts Act 1991</i> – Part 3A, Division 2 – Part 7, Division 2</p> <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage Act 2018</i></p>
Record keeping	Delegations exercised are to be recorded to the property file within the Shire’s document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Amendments			
Date	Type	Amendment	References
13 Mar 2025	Amended delegation	Sub delegate added - Development Support Officer - approved by CEO March 2025	CEO approved March 2025 (See Synergy Record N250320-58118)
12 Mar 2026	Amended delegation	Added Building Technical Officer as sub delegate	Approved by CEO 12 March 2026 (See Synergy Record N260312-63498)

Delegation	2.1.2 Demolition Permits
Category	Council to CEO
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Function	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012. ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Building Technical Officer Coordinator Building Services Development Support Officer Director Development and Community Manager Planning and Building Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.

Statutory framework	<p>Building Act 2011 s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit</p> <p><i>Building Services (Complaint Resolution and Administration) Act 2011</i> -- Part 7, Division 2</p> <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage Act 2018</i></p>
Record keeping	Delegations exercised are to be recorded to the property file within the Shire’s document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Amendments			
Date	Type	Amendment	References
13 Mar 2025	Amended delegation	Sub delegate added - Development Support Officer - CEO approved March 2025	CEO approved March 2025 (See Synergy Record N250320-58118)
12 Mar 2026	Amended delegation	Adding Building Technical Officer as sub delegate	Approved by CEO 12 March 2026 (See Synergy Record N260312-63498)

Delegation	2.1.3 Occupancy Permits or Building Approval Certificates
Category	Council to CEO
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration <i>Building Regulations 2012</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Function	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012. ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Building Technical Officer Coordinator Building Services Development Support Officer Director Development and Community Manager Planning and Building Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.

Statutory framework	<p>Building Act 2011 s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT</p> <p><i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i></p> <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage Act 2018</i></p>
Record keeping	Delegations exercised are to be recorded to the property file within the Shire’s document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
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Amendments			
Date	Type	Amendment	References
13 Mar 2025	Amended delegation	Sub delegate added - Development Support Officer - CEO approved March 2025	CEO approved March 2025 (See Synergy Record N250320-58118)
12 Mar 2026	Amended delegation	Adding Building Technical Officer as sub delegate	Approved by CEO 12 March 2026 (See Synergy Record N260312-63498)

Delegation	2.1.4 Designate Employees as Authorised Persons
Category	Council to CEO
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Function	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)]. <p>NOTE: An authorised person for the purposes of sections 96(3) and 99(3) is <u>not</u> an <i>approved officer</i> or <i>authorised officer</i> for the purposes of Building Reg. 70.</p>
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Decisions under this delegated authority should be in accordance with r.5 of the <i>Building Regulations 2012</i>. ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Corporate Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegate.
Statutory framework	<i>Building Act 2011:</i> s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record keeping	<p>Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person’s personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p> <p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
Date adopted	28 April 2022

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Adoption references	Item 9.4.1 Minute No. C/0422/017
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Delegation	2.1.5 Building Orders
Category	Council to CEO
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Function	<ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> a. take any action specified in the order ; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the <i>Building Regulations 2012</i>. ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Building Services Director Development and Community Manager Planning and Building Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates,

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Statutory framework	<p><u>Building Act 2011:</u> Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT</p>
Record keeping	<p>Delegations exercised are to be recorded to the property file within the Shire's document management system</p>
Date adopted	<p>28 April 2022</p>
Adoption references	<p>Item 9.4.1 Minute No. C/0422/017</p>
Last reviewed	<p>22 May 2025</p>

Delegation	2.1.6 Inspection and Copies of Building Records
Category	Council to CEO
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
Function	1. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Building Services Director Development and Community Manager Planning and Building Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Building Act 2011 - s.146 Confidentiality
Record keeping	Delegations exercised are to be recorded to the property file within the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
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Delegation	2.1.7 Referrals and Issuing Certificates
Category	Council to CEO
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.145A Local Government functions
Function	<ol style="list-style-type: none"> 1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Broome's District [s.145A(2)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the <i>Building Regulations 2012</i>. ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Building Services Director Development and Community Manager Planning and Building Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Record keeping	Delegations exercised are to be recorded to the property file within the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	2.1.8 Private Pool Barrier – Alternative and Performance Solutions
Category	Council to CEO
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
Function	<ol style="list-style-type: none"> 1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012. ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Building Services Director Development and Community Manager Planning and Building Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Record keeping	Delegations exercised are to be recorded to the property file within the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	2.1.9 Smoke Alarms – Alternative Solutions
Category	Council to CEO
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function	<ol style="list-style-type: none"> 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the <i>Building Regulations 2012</i>. ▪ Must comply with all relevant Policies
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Coordinator Building Services Director Development and Community Manager Planning and Building Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Record keeping	Delegations exercised are to be recorded to the property file within the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
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Delegation	2.1.10 Appointment of approved officers and authorised officers
Category	Council to CEO
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
Function	<ol style="list-style-type: none"> 1. Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A). <i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers"</i>. 2. Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2). <p><i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).</i></p>
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Corporate Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegate.
Statutory framework	<i>Building Regulations 2012:</i> r 70(3) each authorised officer must be issued a certificate of appointment
Record keeping	<p>Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p> <p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017

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Delegation	3.1.1 Make Request to FES Commissioner – Control of Fire
Category	Council to CEO
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
Function	1. Authority to request on behalf of the Shire of Broome that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Must comply with all relevant Polices.
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	Note: Any reference to CEO in the Bush Fires Act 1954 means the CEO of the Department of Biodiversity, Conservation and Attractions. No powers / duties are assigned to a Local Government CEO in this Act.
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	3.1.2 Prohibited Burning Times - Vary
Category	Council to CEO
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to shire president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Delegates	Chief Bush Fire Control Officer Shire President
Conditions	<ul style="list-style-type: none"> ▪ Decisions under s,17(7) must be undertaken jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8). ▪ Must comply with all relevant Policies.
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire’s document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
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Delegation	3.1.3 Prohibited Burning Times – Control Activities
Category	Council to CEO
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	<ol style="list-style-type: none"> 1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire of Broome or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
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Delegation	3.1.4 Restricted Burning Times – Vary and Control Activities
Category	Council to CEO
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	<ol style="list-style-type: none"> 1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ol style="list-style-type: none"> a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 9. Authority to recover the cost of measures taken by the Shire of Broome or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].

Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	<p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
Date adopted	28 April 2022
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Delegation	3.1.5 Control of Operations Likely to Create Bush Fire Danger
Category	Council to CEO
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Function	<ol style="list-style-type: none"> 1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3)]. 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. Note: this authority is also prescribed to a
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	3.1.6 Burning Garden Refuse / Open Air Fires
Category	Council to CEO
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25
Function	<i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of <ol style="list-style-type: none"> 1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. <ol style="list-style-type: none"> a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> a. camping or cooking [s.25(1)(a)]. b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Must comply to all relevant Policies
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire’s document management system.
Date adopted	28 April 2022

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Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	3.1.7 Firebreaks
Category	Council to CEO
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
Function	<ol style="list-style-type: none"> 1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Broome: <ol style="list-style-type: none"> a. clearing of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Must comply to all relevant Policies.
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer
Category	Council to CEO
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
Function	<ol style="list-style-type: none"> 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and <ol style="list-style-type: none"> a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Broome [s.38 (5A)] 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire’s document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	3.1.9 Control and Extinguishment of Bush Fires
Category	Council to CEO
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
Function	<ol style="list-style-type: none"> 1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. <ol style="list-style-type: none"> a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	3.1.10 Recovery of Expenses Incurred through Contraventions of this Act
Category	Council to CEO
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
Function	1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Broome or those on behalf of the Shire of Broome to do [s.58].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire’s document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	3.1.11 Prosecution of Offences
Category	Council to CEO
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Function	<ol style="list-style-type: none"> 1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Delegates	Chief Executive Officer Director Development and Community Manager Environmental Health, Emergency and Rangers
Conditions	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	<i>Bush Fires Act 1954:</i> s.65 Proof of certain matters s.66 Proof of ownership or occupancy
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire’s document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	4.1.1 Cat Registrations
Category	Council to CEO
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Function	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Broome's District [Regs. Sch. 3 cl.1 (4)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i>. ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	<i>Cat Regulations 2012</i> r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2)) Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i> .

Record keeping	Delegations exercised and supporting documentation are to be recorded in the Shire's
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Amendments			
Date	Type	Amendment	References
12 Mar 2026	Amended delegation	Removal of Senior Ranger as sub delegate	Approved by CEO 12 March 2026 (See Synergy Record N260312-63498)

Delegation	4.1.2 Cat Control Notices
Category	Council to CEO
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
Function	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Broome's District [s.26].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	<i>Cat Regulations 2012</i> – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Record keeping	<p>Delegations exercised and supporting documentation are to be recorded in the Shire's document management system.</p> <p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	4.1.3 Approval to Breed Cats
Category	Council to CEO
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Function	<ol style="list-style-type: none"> 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37 (1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011. ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	<i>Cat Regulations 2012:</i> r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017

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Delegation	4.1.4 Recovery of Costs – Destruction of Cats
Category	Council to CEO
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
Function	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information is to be recorded in the Shire’s document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	4.1.5 Reduce or Waiver Registration Fee
Category	Council to CEO
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
Function	1. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Delegates	Chief Executive Officer
Conditions	a. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any <u>class of cat</u> within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i> .b.
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Record keeping	Delegations exercised are to be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	4.2.1 Infringement Notices – Extensions and Withdrawals
Category	CEO to Employees
Head of power	04 Cat Act 2011 Delegations
Delegator	Chief Executive Officer
Express power to delegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.64 Extension of time s.65 Withdrawal of notice
Function	<ol style="list-style-type: none"> 1. Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].
Delegates	Director Development and Community Manager Environmental Health, Emergency and Rangers
Conditions	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express power to subdelegate	Nil
Statutory framework	<i>Cat Regulations 2012:</i> r.28 Withdrawal of infringement notice (s.65(1))
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's record management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	5.1.1 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons
Category	Council to CEO
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.10A Payments to veterinary surgeons towards costs of sterilisation
Function	<ol style="list-style-type: none"> 1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$210 [s.10A(1)(a) and (3)]. 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> a. Council extends the sterilisation subsidy to Cats for eligible persons under the same conditions as contained in the <i>Dog Act 1976</i> [s.10A.] b. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers
Statutory framework	Dogs Local Law 2012 Cat Act 2011 - cl 18 Cats to be sterilised
Policy	Note - The <i>Cat Act 2011</i> at clause 18 requires all cats that have reached the age of 6 months to be sterilised, unless the cat is exempt from sterilisation. The <i>Cat Act 2011</i> , is silent on the payment of sterilisation costs and it is a policy position of the Council of the Shire of Broome to extend this payment to Cats as well as Dogs.
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's record management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Amendments			
Date	Type	Amendment	References
12 Mar 2026	Amended delegation	Removal of Senior Ranger as sub delegate	Approved by CEO 12 March 2026 (See Synergy Record N260312-63498)

Delegation	5.1.2 Refuse or Cancel Registration
Category	Council to CEO
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Function	<ol style="list-style-type: none"> 1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the Cat Act 2011 or the Animal Welfare Act 2002; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Broome's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. 5. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers
Subdelegate conditions	Conditions on the Delegate apply to the Subdelegates.

<p>Statutory framework</p>	<p><i>Dog Act 1976</i></p> <ul style="list-style-type: none"> ▪ s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) ▪ Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6) <p><i>Dogs Local Law 2012</i></p>
<p>Record keeping</p>	<p>Delegations exercised and supporting documentation are to be recorded in the Shire's document management system.</p> <p>Delegations exercised are to be recorded in the Attain Compliance Software.</p> <p>-</p> <p>Any supporting information should be recorded in the Shire's record management system.</p>
<p>Date adopted</p>	<p>28 April 2022</p>
<p>Adoption references</p>	<p>Item 9.4.1 Minute No. C/0422/017</p>
<p>Last reviewed</p>	<p>22 May 2025</p>

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Delegation	5.1.3 Kennel Establishments
Category	Council to CEO
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.27 Licensing of approved kennel establishments <i>Dogs Local Law 2012:</i> Part 4 - Approved Kennel Establishments
Function	<ol style="list-style-type: none"> 1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)]. 2. Authority to approve, or refuse to approve the transfer of a licence [cl 4.14(3)]
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Subject to conditions contained within Schedule 2 - <i>Dog Local Law 2012</i> ▪ Variation applications to Schedule 2 - <i>Dog Local Law 2012</i> are to be referred to Council for decision. ▪ The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Dogs Local Law 2012
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	5.1.4 Recovery of Moneys Due Under this Act
Category	Council to CEO
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
Function	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director Development and Community Manager Environmental Health, Emergency and Rangers
Subdelegate conditions	<ul style="list-style-type: none"> ▪ Conditions on the Delegate also apply to the Subdelegates. ▪ The Subdelegate is to inform the CEO prior to the exercise of this delegation.
Statutory framework	Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner’s expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared) Dogs Local Law 2012
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire’s record management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	5.1.5 Dispose of or Sell Dogs Liable to be Destroyed
Category	Council to CEO
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
Function	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. ▪ Proceeds from the sale of dogs are to be directed into the Municipal Fund. ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director Development and Community Manager Environmental Health, Emergency and Rangers
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Dogs Local Law 2012
Record keeping	<p>Delegations exercised and supporting documentation are to be recorded in the Shire's document management system.</p> <p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>-</p> <p>Any supporting information should be recorded in the Shire's record management system.</p>
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	5.1.6 Declare Dangerous Dog
Category	Council to CEO
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Coordinator Community Safety & Ranger Services Manager Environmental Health, Emergency and Rangers
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Dogs Local Law 2012
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's record management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke
Category	Council to CEO
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1), (2) Local government may revoke declaration or proposal to destroy
Function	<ol style="list-style-type: none"> 1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] 4. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. ▪ Delegation of the s 33F power to deal with an objection to a dangerous dog declaration should not be delegated to the same person or position who is authorised to exercise s 33E powers enabling the declaration of a dangerous dog. ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director Development and Community
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegate.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Dogs Local Law 2012
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's record management system.
Date adopted	28 April 2022

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Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice
Category	Council to CEO
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.33H(5) Local government may revoke declaration or proposal to destroy
Function	<ol style="list-style-type: none"> 1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: <ol style="list-style-type: none"> a. a notice declaring a dog to be dangerous; or b. a notice proposing to cause a dog to be destroyed
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)] ▪ Delegation of the s.33H(5) power to deal with an objection should not be delegated to the same person / position who is delegated / authorised to exercise s.33H(1) and (2) ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director Corporate Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegate.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Dogs Local Law 2012
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's record management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration
Category	Council to CEO
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
Function	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ The Chief Executive Officer permitted to sub-delegate to suitably capable employees [s.10AA(3)]. ▪ Delegation does not include s.33M(1)(b) as the setting of a fixed fee is recommended to occur by Council resolution in accordance with s.6.16 of the Local Government Act 1995.
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Dog Regulations 2013 - Reg 31 Local government expenses as to dangerous dogs Dogs Local Law 2012
Record keeping	Delegations exercised are to be recorded in the Attain Compliance Software. Any supporting information should be recorded in the Shire's record management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	5.1.10 Grant Exemption as to Number of Dogs Kept at Premises
Category	Council to CEO
Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.26(3) Limitation as to numbers
Function	1. Authority to approve, and determine conditions that apply to, an exemption as to the limit to the number of dogs that can be kept at a premises [s.26(3)].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Decisions under this delegation must comply with the <i>Dog Act 1976</i> and the <i>Shire of Broome Dogs Local Law 2012</i>, including: <ul style="list-style-type: none"> • Consider and be satisfied that for any particular premises the provisions of the <i>Dog Act 1976</i> relating to kennel establishments need not be applied in the circumstances [s.26(3)]. • Apply the provisions of s.26(4). c. Conditions that must be applied to an approved exemption, include: <ul style="list-style-type: none"> • Fencing at the premises must be adequate and maintained to prevent the dogs from leaving the premises, to the satisfaction of the CEO. • Registrations for each dog subject of the approved exemption must be current and maintained. • An exemption applies only to the dogs registered and listed in the approval and as such cannot be transferred to another dog. d. Must comply with all relevant Policies
Express power to subdelegate	<i>Dog Act 1976</i> s10AA(3) Delegation of local government powers and duties
Subdelegates	Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Note - Decisions under this delegation may be referred for review by the State Administrative Tribunal. Dogs Local Law 2012
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's record management system.
Date adopted	25 August 2022

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Adoption references	C/0822/109
Last reviewed	22 May 2025

Delegation	6.1.1 Determine Compensation
Category	Council to CEO
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Function	<ol style="list-style-type: none"> 1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Delegates	Chief Executive Officer Director Development and Community
Conditions	<ul style="list-style-type: none"> ▪ In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. ▪ Compensation under this delegation may only be determined upon documented losses up to a maximum of \$2000. Compensation requests above this value are to be reported to Council. ▪ Must comply with all relevant Policies.
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire’s record management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	6.1.2 Prohibition Orders
Category	Council to CEO
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Function	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Delegates	Chief Executive Officer Coordinator Environmental Health & Event Approval Environmental Health Officer Manager Environmental Health, Emergency and Rangers
Conditions	<ul style="list-style-type: none"> ▪ In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. ▪ Must comply with all relevant Policies.
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's record management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	6.1.3 Food Business Registrations
Category	Council to CEO
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Function	<ol style="list-style-type: none"> 1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Delegates	Chief Executive Officer Coordinator Environmental Health & Event Approval Environmental Health Officer Manager Environmental Health, Emergency and Rangers
Conditions	<ul style="list-style-type: none"> ▪ In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> ○ Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA ○ Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 ○ WA Priority Classification System ○ Verification of Food Safety Program Guideline ▪ Must comply with all relevant Policies.
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Delegations exercised are to be recorded in the Shire’s record management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	6.1.4 Appoint Authorised Officers and Designated Officers
Category	Council to CEO
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Function	<ol style="list-style-type: none"> 1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Delegates	Chief Executive Officer Director Development and Community
Conditions	<ul style="list-style-type: none"> ▪ In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> ○ Appointment of Authorised Officers as Meat Inspector ○ Appointment of Authorised Officers ○ Appointment of Authorised Officers – Designated Officers only ○ Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer ▪ Must comply with all relevant Policies.
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers. s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Record keeping	<p>Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person’s personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p> <p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>

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Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	6.1.5 Debt Recovery and Prosecutions
Category	Council to CEO
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Function	<ol style="list-style-type: none"> 1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the Food Act 2008 [s.125].
Delegates	Chief Executive Officer Director Development and Community
Conditions	<ul style="list-style-type: none"> ▪ In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. ▪ Must comply with all relevant Policies.
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's record management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	6.1.6 Abattoir Inspections and Fees
Category	Council to CEO
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Regulations 2009:</i> r.43 Local government may require security r.45 Withdrawal of inspection services
Function	<ol style="list-style-type: none"> 1. Authority, relevant to the payment of abattoir meat inspection fees under Food Regulation 41, to: <ol style="list-style-type: none"> i. require a person to provide security, ii. determine the form that security is to be provided, and iii. discharge a security held by the Shire of Broome [r.43]. 2. Authority to give written notice and withdraw abattoir meat inspection services, pending payment of any fees due and payable [r.45].
Delegates	Chief Executive Officer Coordinator Environmental Health & Event Approval Manager Environmental Health, Emergency and Rangers
Conditions	<ul style="list-style-type: none"> ▪ In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. ▪ Must comply with all relevant Policies.
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire’s record management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	6.1.7 Food Businesses List – Public Access
Category	Council to CEO
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Regulations 2009:</i> r.51 Enforcement agency may make list of food
Function	1. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Delegates	Chief Executive Officer Coordinator Environmental Health & Event Approval Manager Environmental Health, Emergency and Rangers
Conditions	<ul style="list-style-type: none"> ▪ In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. ▪ Must comply with all relevant Policies.
Express power to subdelegate	NIL – <i>Food Regulations 2009</i> do not provide for sub-delegation.
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire’s record management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
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Delegation	7.1.1 Give Notice Requiring Obliteration of Graffiti
Category	Council to CEO
Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Function	<ol style="list-style-type: none"> 1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Subdelegates	Coordinator Community Safety & Ranger Services Manager Environmental Health, Emergency and Rangers
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's record management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Amendments			
Date	Type	Amendment	References
12 Mar 2026	Amended delegation	Senior Ranger removed as sub delegate	Approved by CEO 12 March 2026 (See Synergy Record N260312-63498)

Delegation	7.1.2 Notices – Deal with Objections and Give Effect to Notices
Category	Council to CEO
Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Function	<ol style="list-style-type: none"> 1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and ii. to give notice to the affected person, before taking the necessary actions [s.24 (3)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Subdelegates	Director Corporate Services Director Development and Community
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire’s record management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
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Delegation	7.1.3 Obliterate Graffiti on Private Property
Category	Council to CEO
Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> s.25(1) Local government graffiti powers on land not local government property
Function	1. Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Subject to exercising Powers of Entry. ▪ Must comply with all relevant Policies
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Subdelegates	Director Development and Community Manager Environmental Health, Emergency and Rangers
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's record management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	7.1.4 Powers of Entry
Category	Council to CEO
Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express power or duty delegated	<i>Graffiti Vandalism Act 2016:</i> s.28 Notice of entry s.29 Entry under warrant
Function	<ol style="list-style-type: none"> 1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Subdelegates	Director Development and Community Manager Environmental Health, Emergency and Rangers
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's record management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)
Category	Council to CEO
Head of power	08 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
Express power or duty delegated	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
Function	1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)] ▪ Must comply with all relevant Policies.
Express power to subdelegate	Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.
Statutory framework	<i>Criminal Procedure Act 2004 – Part 2</i>
Record keeping	<p>Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person’s personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p> <p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire’s document management system.</p>
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	8.1.2 Enforcement Agency Reports to the Chief Health Officer
Category	Council to CEO
Head of power	08 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
Function	<ol style="list-style-type: none"> 1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Broome [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express power to subdelegate	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's record management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	8.1.3 Designate Authorised Officers
Category	Council to CEO
Head of power	08 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Function	<p>1. Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ul style="list-style-type: none"> i. The <i>Public Health Act 2016</i> or other specified Act ii. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act iii. Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ul style="list-style-type: none"> a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Subject to each person so appointed being; <ul style="list-style-type: none"> ○ Appropriately qualified and experienced [s.25(1)(a)]; and ○ Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. ▪ A Register (list) of authorised officers is to be maintained in accordance with s.27. ▪ Must comply with all relevant Policies.
Express power to subdelegate	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

<p>Statutory framework</p>	<p><i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority</p> <p><i>Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the Public Health Act 2016</i></p> <p><i>The Criminal Code, Chapter XXVI – refer s.252 of the Public Health Act 2016</i></p>
<p>Record keeping</p>	<p>Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person’s personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p> <p>Delegations exercised are to be recorded in the Attain Compliance System.</p> <p>Any supporting information should be recorded in the Shire's document management system.</p>
<p>Date adopted</p>	<p>28 April 2022</p>
<p>Adoption references</p>	<p>Item 9.4.1 Minute No. C/0422/017</p>
<p>Last reviewed</p>	<p>22 May 2025</p>

Delegation	8.1.4 Determine Compensation for Seized Items
Category	Council to CEO
Head of power	08 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016</i> s.264 Compensation
Function	1. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> ▪ Compensation is limited to a maximum value of \$2,000, with any proposal for compensation above this value to be referred for Council's determination. ▪ Must comply with all relevant Policies.
Express power to subdelegate	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded in the Shire's record management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	9.1.1 Illegal Development
Category	Council to CEO
Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
Function	<ol style="list-style-type: none"> 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> a. to remove, pull down, take up, or alter the development; and b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective
Delegates	Chief Executive Officer
Conditions	<ul style="list-style-type: none"> • The Chief Executive Officer is to have regard to the Compliance and Enforcement
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Development and Community
Subdelegate conditions	The Director Development Services is to have regard to the Compliance and Enforcement Policy
Statutory framework	Part 13 of the Planning and Development Act 2005
Policy	Council Policy - Compliance and Enforcement
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded on the property file within the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	9.2.1 PLA1 Built Strata Certificate of Approval – Forms 24 and 26
Category	Council to CEO
Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 cl.82
Express power or duty delegated	<i>Strata Titles Act 1985</i> Part 2 Strata Schemes and Survey Strata Schemes Division 3 Creation of lots and common property Section 24, 25 Certificate of Commission
Function	1. The Chief Executive Officer is delegated authority under the <i>Strata Title Act 1985</i> to issue a preliminary approval strata plan (Form 24) and certificate of approval (Form
Delegates	Chief Executive Officer
Conditions	Any applications are to be determined be in accordance with Local Planning Scheme No 6.
Subdelegates	Coordinator Planning Services Director Development and Community Manager Planning and Building Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Record keeping	Documentation to be recorded to the relevant property or strata subdivision file within the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.2.3 Minute No. C/0923/005
Last reviewed	22 May 2025

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Delegation	9.2.2 PLA4 Delegation to Waive/Refund Planning Fees
Category	Council to CEO
Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	<i>Planning and Development Act 2005</i> s.261 Local government fees for planning matters etc., regulations as to
Express power or duty delegated	<i>Planning and Development Regulations 2009</i> Part 7 - Local government planning charges Division 2 - Fees and other charges Section 52 – Local government may waive or refund fees
Function	1. Authority to waive or refund, in whole or in part, payment of a fee for a planning service
Delegates	Chief Executive Officer
Conditions	Waiving and Refunding of Fees must be in accordance with the Council adopted Policy and schedule of fees and charges.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Planning Services Director Development and Community Manager Planning and Building Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Policy	Waiving and Refunding of Fees
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System Any supporting documentation should be recorded to the relevant property and/or subdivision file in the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

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Delegation	9.2.3 Determine Development Application
Category	Council to CEO
Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 Division 2 - Delegations Clause 82 Delegations by local government
Express power or duty delegated	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 Deemed Provisions <i>Local Planning Scheme No.7</i> Clause 18 Interpretation of the Zoning Table Clause 23 Change of Non-Conforming Use Clause 26 Modification of R-Codes Clause 34 Variations to site and development requirements Schedule 4 Car parking Schedule 4 Service areas Schedule 4 Height of buildings Schedule 4 Urban Design Schedule 4 Inappropriate or incongruous development Schedule 4 Landscaping and existing trees

<p>Function</p>	<ul style="list-style-type: none"> • Make determinations on the sufficiency of information provided with applications for development approval pursuant to clause 63 of the Deemed Provisions. • Advertise and provide notice of applications for development approval or consent pursuant to clause 64 of the Deemed Provisions. • Determine applications pursuant to clause 68 of the Deemed Provisions of LPS7 for development approval or refusal including: <ul style="list-style-type: none"> ○ Any conditions to be imposed or reasons for refusal; ○ The period of validity; and ○ The scope of the development approval. • Allow for the extension of the term of any development approval in accordance with clause 71 of the Deemed Provisions. • Determine applications where variations to Development Requirements of LPS7 pursuant to clauses, 23 (Change of Non-Conforming Use), 26Modification of R-Codes, 34 (Variation to Site and Development Requirements) including variations to Schedule 4 Additional site and development requirements that apply to the scheme area) (Car Parking), (Service Areas), (Height of Buildings), (Urban Design), (Inappropriate or incongruous development), and (Landscaping and Tree Retention) are proposed. • Any matter described in the Residential Design Codes including variations and determinations under design principles and clause 4.2 and 4.3 (Residential Design Codes) of LPS7. • Prescribe, vary, specify and determine requirements, standards or limitations which may be prescribed, varied, specified or determined under the Scheme with respect to the use or development of land or buildings. • Determine any works or uses that are temporary and in existence longer than 48 hours pursuant to clause 61(1)(f) and 61(2)(d) of the Deemed Provisions. • Determine any amendment applications pursuant to clause 77 (Amending or cancelling development approval) of the Deemed Provisions. • Determine any retrospective application pursuant to clause 65 (Subsequent approval of development) of the Deemed Provisions. • Make determinations to vary provisions pursuant to clause 12 of the Deemed Provisions to facilitate the conservation of a place entered in the Register of Places under the Heritage Western Australia Act 1990 or Listed in the Heritage List under clause 8 of the Deemed Provisions. • Determining applications in accordance with Structure Plans pursuant to clause 27 of the Deemed Provisions. • In accordance with clause 75(1)(c) of the Deemed Provisions agree to the extension of the Deemed Refusal time frame. • Make any determination and exercise any discretionary powers contained in LPS7 and its Schedules and the Deemed Provisions. • Determine the land use pursuant to clause 18 of LPS7. • Determine development applications which modifies or varies a Local Development Plan pursuant to clause 56 of the Deemed Provisions.
<p>Delegates</p>	<p>Chief Executive Officer</p>
<p>Conditions</p>	<p>Authority only to be exercised following appropriate consideration of the matters listed in clause 67 of the Deemed Provisions and:</p> <ol style="list-style-type: none"> 1. Required consultation has to be conducted, delegation can be exercised where concerns raised through consultation is not relevant planning consideration or where concerns can be addressed by way of conditions or mitigated design. Where concerns raised are relevant planning considerations that cannot be addressed or mitigated through conditions a report to Council shall be prepared. 2. Delegation can only be exercised to the extent that the Scheme or Council policy provides for variations, where variation to Council policy is proposed a report will be prepared to Council.

Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Planning Services Director Development and Community Manager Planning and Building Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Policy	Local Planning Policies
Record keeping	Delegations exercised are to be recorded to the relevant property or reserve file within the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.2.3 Minute No. C/0923/005
Last reviewed	22 May 2025

Amendments			
Date	Type	Amendment	References
22 May 2025	Amended delegation	Updated title of delegation.	OMC 22 May 2025 - Minute No. C/0525/028

Delegation	9.2.4 Local Development Plans
Category	Council to CEO
Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Division 2 - Delegations Clause 82 Delegations by local government
Express power or duty delegated	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 Deemed Provisions Clause 48 - Preparation of local development plan Clause 49 - Action by local government on receipt of application Clause 50 - Advertising of local development plan Clause 51 - Consideration of submissions Clause 52 - Decision of local government
Function	<ul style="list-style-type: none"> • Consider the material provided by the applicant and determine whether sufficient information is provided or if further information from the applicant is required before the local development plan can be accepted for assessment under clause 49(1). • Determine under clause 50(3) whether the local development plan is to be advertised. • Consider submissions and take such actions as may be required under clause 51. • Determine whether the local development plan is approved, is required to be modified or resubmitted or refused under clause 52.
Delegates	Chief Executive Officer
Conditions	Authority only to be exercised following appropriate consideration of the matters listed under clause 48 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> and the local development plan is consistent with Local Planning Scheme No6 and the Local Planning Strategy. Authority to not advertise a local development plan can only be exercised where it can be demonstrated that it would not adversely affect the owners or occupiers within the area covered by the plan or an adjoining area.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Development and Community
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegate.
Record keeping	Delegations exercised are to be recorded to the relevant property or subject file within the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017

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Last reviewed	22 May 2025
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Amendments			
Date	Type	Amendment	References
22 May 2025	Amended delegation	Amended title of delegation.	OMC 22 May 2025 - Minute No. C/0525/028

Delegation	9.2.5 Structure Plans
Category	Council to CEO
Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 Division 2 - Delegations Clause 82 Delegations by local government
Express power or duty delegated	<i>Planning and Development (Local Planning Schemes) regulations 2015</i> Schedule 2 Deemed Provisions Clause 16 - Preparation of structure plan Clause 17 - Action by local government on receipt of application Clause 18 - Advertising structure plan Clause 19 - Consideration of submissions
Function	<ol style="list-style-type: none"> 1. Consider the material provided by the applicant and determine whether sufficient information is provided or if further information from the applicant is required before the structure plan can be accepted for assessment under clause 17(1). 2. Advertise the structure plan in accordance with clause 18. 3. Consider submissions and take such actions as may be required under clause 19. 4. Prepare a report on the proposed structure plan and provide it to the Western Australian Planning Commission in accordance with clause 20.
Delegates	Chief Executive Officer
Conditions	Authority only to be exercised following appropriate consideration of the matters listed under clause 16 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) regulations 2015</i> and the structure plan is consistent with Local Planning Scheme 6 and the Local Planning Strategy. Any applications are to be determined in accordance with Local Planning Scheme No 6.
Express power to subdelegate	<i>Local Government Act 1995</i> s.544 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Planning Services Director Development and Community Manager Planning and Building Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates. Manager Planning and Building Services (excludes power outlined in item 4) Coordinator Planning Services (excludes power outlined in item 4)
Policy	Local Planning Policy 5.22 Shire of Broome Structure Plan and Subdivision Standards
Record keeping	Delegations exercised are to be recorded to the relevant property or subject file within the Shire's document management system.

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Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Amendments			
Date	Type	Amendment	References
22 May 2025	Amended delegation	Amended title of delegation.	OMC 22 May 2025 - Minute No. C/0525/028

Delegation	9.2.6 PLA10 Subdivision and Amalgamation Applications and Clearance
Category	Council to CEO
Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 Division 2 - Delegations Clause 82 Delegations by local government
Express power or duty delegated	<i>Planning and Development Act 2005</i> Part 10 - Subdivision and development control Division 2 - Approval for subdivision and certain transactions Section 142 - Consultation requirements as to proposed subdivision Section 145 - Diagram or plan of survey of approved plan of subdivision, approval of
Function	Authority to respond to the Western Australian Planning Commission (WAPC) regarding applications for subdivision or amalgamation or strata submissions and the clearance of any subdivision conditions imposed by the Western Australian Planning Commission.
Delegates	Chief Executive Officer
Conditions	Authority to provide a response to the WAPC on an application for subdivision/amalgamation is to be exercised only when the response provided (either support with or without conditions or not to support) is consistent with an approved Structure Plan, Development Approval or the site and development requirements under Local Planning Scheme No 7 and the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> . Authority to provide a response to the WAPC on a request for clearance of subdivision conditions is only to be exercised where the proponent has with Council's requirements of subdivisional works; this is to include the acceptance of bonds or securities as performance guarantees against unfulfilled conditions.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Planning Services Director Development and Community Manager Planning and Building Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates.
Policy	Local Planning Policy - 5.22 Shire of Broome Structure Plans and Subdivision Standard
Record keeping	Delegations exercised are to be recorded to the relevant subdivision file within the Shire's document management system.
Date adopted	28 April 2022
Adoption references	Item 9.2.3 Minute No. C/0923/005

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Last reviewed	22 May 2025
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Delegation	9.2.7 PLA11 Submit Responsible Authority Report
Category	Council to CEO
Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 Division 2 - Delegations Clause 82 Delegations by local government
Express power or duty delegated	<i>Planning and Development Act 2005</i> Part 11A - Development Assessment Panels and development control Division 1 - Functions of DAP's Section 171A - Prescribed development applications, DAP to determine and regulations for Section 171B - DAP to carry out delegated functions <i>Planning and Development (Development Assessment Panels) Regulations 2011</i> Reg 11 - Local government must notify DAP of DAP application Reg 12 - Responsible authority must report to DAP
Function	Authority to submit the Responsible Authority Report to the presiding member of the Development Assessment Panel (DAP)
Delegates	Chief Executive Officer
Conditions	Authority only to be exercised where: <ul style="list-style-type: none"> 1. Consideration has been given to the matters listed in clause 67(2)(a) - (zb) - 'matters to be considered by local government' of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. 2. Required consultation has been conducted, delegation can be exercised where concerns raised through consultation is not relevant planning consideration or where concerns can be addressed by way of conditions or mitigated design. Where concerns raised are relevant planning considerations that cannot be addressed or mitigated through conditions, a report to Council shall be prepared.
Express power to subdelegate	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Development and Community Manager Planning and Building Services
Subdelegate conditions	Conditions on the Delegate also apply to the Subdelegates
Policy	Local Planning Policies
Record keeping	Delegations exercised are to be recorded in the Attain Compliance System. Any supporting information should be recorded on the property file within the Shire's document management system.
Date adopted	28 April 2022

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Adoption references	Item 9.2.3 Minute No. C/0923/005
Last reviewed	22 May 2025

Delegation	10.1.1 Noise Control - Environmental Protection Notices [Reg.65(1)]
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Department of Water and Environmental Regulation
Express power or duty delegated	<p>Published by: GOVERNMENT GAZETTE No.47. 19-Mar-2004 Environment Western Australia Page 919</p> <p>-----</p> <p>EV401</p> <p style="text-align: center;">ENVIRONMENTAL PROTECTION ACT 1986 Section 20 Delegation No. 52</p> <p>Pursuant to section 20 of the <i>Environmental Protection Act 1986</i>, the Chief Executive Officer hereby delegates as follows—</p> <p>Powers and duties delegated—</p> <p>All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.</p> <p>Persons to whom delegation made—</p> <p>This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the <i>Local Government Act 1995</i>.</p> <p>Pursuant to section 59(1)(e) of the <i>Interpretations Act 1984</i>, Delegation No. 32, dated 4 February 2000 is hereby revoked.</p> <p>Dated this 9th day of January 2004.</p> <p>Approved—</p> <p>FERDINAND TROMP, A/Chief Executive Officer.</p> <p>Dr JUDY EDWARDS MLA, Minister for the Environment.</p>
Delegates	Chief Executive Officer
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	10.1.2 Noise Management Plans - Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Department of Water and Environmental Regulation
Express power or duty delegated	<p>Published by: GOVERNMENT GAZETTE No.232, 20-Dec-2013 Environment Western Australia Page: 6282</p> <p>-----</p> <p>EV402</p> <p style="text-align: center;">ENVIRONMENTAL PROTECTION ACT 1986 Delegation No. 112</p> <p>I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the <i>Local Government Act 1995</i>, my powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation, in relation to--</p> <p>(a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B; (b) bellringing or amplified calls to worship--the keeping of a log of bell ringing or amplified calls to worship requested under regulation 15(3)(c)(vi); (c) community activities--noise control notices in respect of community noise under regulation 16; (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3; (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4; (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation-- (i) Subregulation 18(13)(b) is not delegated.</p> <p>Under section 59(1)(e) of the <i>Interpretation Act 1984</i>, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.</p> <p>Dated the 12th day of December 2013.</p> <p>JASON BANKS, Acting Chief Executive Officer.</p> <p>Approved by--</p> <p>JOHN DAY, Acting Minister for Environment; Heritage.</p>
Delegates	Chief Executive Officer
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Shire of Broome

Delegation	10.1.3 Noise Management Plans - Constructions Sites
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Department of Water and Environmental Regulation
Express power or duty delegated	<p>Published by: GOVERNMENT GAZETTE No.71. 16-May-2014 Environment Western Australia Page: 1548</p> <p>-----</p> <p>EV405</p> <p style="text-align: center;">ENVIRONMENTAL PROTECTION ACT 1986 Delegation No. 119</p> <p>I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of-</p> <p>(a) Chief Executive Officer under the <i>Local Government Act 1995</i>; and</p> <p>(b) to any employee of the local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act,</p> <p>all my powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation.</p> <p>Under section 59(1)(e) of the <i>Interpretation Act 1984</i>, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.</p> <p>Dated the 1st day of May 2014.</p> <p>JASON BANKS, Acting Chief Executive Officer.</p> <p>Approved by-</p> <p>Hon ALBERT JACOBS JP MLA, Minister for Environment: Heritage.</p>
Delegates	Chief Executive Officer
Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	10.2.1 Sign Development Applications for Crown Land as Owner - Local Government CEOs - Instrument of Authorisation
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Department of Planning, Lands and Heritage
Express power to delegate	Column 2 Shire of Broome
Express power or duty delegated	<p style="text-align: center;">DoL FILE 1738/2002v8; 858/2001v9</p> <p style="text-align: center;">PLANNING AND DEVELOPMENT ACT 2005</p> <p style="text-align: center;">INSTRUMENT OF AUTHORISATION</p> <p>I, Donald Terrence Redman MLA, Minister for Lands, a body corporate continued by section 7 (1) of the <i>Land Administration Act 1997</i>, under section 267A of the <i>Planning and Development Act 2005</i>, HEREBY authorise, in respect of each local government established under the <i>Local Government Act 1995</i> and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.</p> <p>Dated the 2nd day of June 2016</p> <p>HON DONALD TERRENCE REDMAN MLA MINISTER FOR LANDS</p>

<p>Function</p>	<p>This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the <i>Planning and Development Act 2005</i></p> <p>Column 1</p> <p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> • a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or • the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a 'minor encroachment' in the <i>Building Regulations 2012</i> (Regulation 45A), or is an 'awning, verandah or thing' (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road. <p>in respect of development applications being made under or referred to in:</p> <ol style="list-style-type: none"> i. section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act); ii. section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as the term is defined in that Act); iii. section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act); iv. section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act); v. section 162 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act); vi. section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or of which such a place forms part; vii. section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed
<p>Delegates</p> <p>Conditions</p>	<p>Chief Executive Officer</p> <p>Column 3</p> <p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement:</p> <p>Signed only as an acknowledgement that a development applications is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provisions of the <i>Planning and Development Act 2005</i> (including any planning scheme).</p> <p>The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

Shire of Broome

Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Delegation	10.2.2 WA Planning Commission - Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Western Australian Planning Commission
Express power or duty delegated	<p>29 January 2021 GOVERNMENT GAZETTE, WA 449</p> <p>-----</p> <p>PL402</p> <p>PLANNING AND DEVELOPMENT ACT 2005 Instrument of Delegation Del 2020/01 Powers of Local Governments Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the <i>Strata Titles Act 1985</i></p> <p>Preamble Under section 16 of the <i>Planning and Development Act 2005</i> (the Act) the Western Australian Planning Commission (WAPC) may, by resolution published in the <i>Government Gazette</i>, delegate any function under the Act or any other written law to a local government, a committee established under the <i>Local Government Act 1995</i> or an employee of a local government.</p> <p>In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.</p> <p>Resolution under section 16 of the Act (delegation) On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED-</p> <p>A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the <i>Strata Titles Act 1985</i> as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;</p> <p>B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the <i>Strata Titles Act 1985</i> as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;</p> <p>C. TO AMEND "Del 2020/01 - Powers of Local Governments" to give effect to its resolutions and to publish an updated, consolidated instrument.</p> <p>SAM FAGAN, Western Australian Planning Commission</p>

<p>Function</p>	<p style="text-align: center;">Schedule 1</p> <p>1. Applications made under section 15 of the <i>Strata Titles Act 1985</i> Power to determine applications under section 15 of the <i>Strata Titles Act 1985</i>, except those applications that -</p> <ul style="list-style-type: none"> a. propose the creation of a vacant lot; b. propose vacant air stratas in multi-tiered strata scheme developments; c. propose the creation of postponement of a leasehold scheme; d. propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the <i>Strata Titles Act 1985</i>); e. in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to - <ul style="list-style-type: none"> i. a type of development; and/or ii. land within an area, <p>which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.</p> <p>2. Applications under section 21 and 22 of the <i>Strata Titles Act 1985</i> Power to determine applications under-</p> <ul style="list-style-type: none"> a. section 21 of the <i>Strata Titles Act 1985</i>; b. section 22 of the <i>Strata Titles Act 1985</i> where the amendment or repeal of scheme by-laws requires the approval of the WAPC. <p>3. Reporting requirements A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC</p>
<p>Delegates</p>	<p>Chief Executive Officer Coordinator Planning Services Director Development and Community Manager Planning and Building Services</p>
<p>Date adopted</p>	<p>28 April 2022</p>
<p>Adoption references</p>	<p>Item 9.4.1 Minute No. C/0422/017</p>
<p>Last reviewed</p>	<p>22 May 2025</p>

Shire of Broome

Delegation	10.3.1 Traffic Management - Events on Roads
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Main Roads Western Australia

<p>Express power or duty delegated</p>	<p style="text-align: center;">WESTERN AUSTRALIA ROAD TRAFFIC CODE 2000 REGULATION 297(2) INSTRUMENT OF AUTHORISATION RELATING TO TRAFFIC MANAGEMENT FOR EVENTS</p> <p>Pursuant to Regulation 297(2) of the <i>Road Traffic Code 2000</i> the Commissioner of Main Roads ("the Commissioner ") hereby authorises the Shire of Broome ("Authorised Body") by itself, its employees, consultants ,agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:</p> <ul style="list-style-type: none"> i. "event" subject to an order from the Commissioner of Police pursuant to Part VA of the <i>Road Traffic Act 1974</i>; ii. race meeting or speed test for which the Minister referred to in section 83 of the <i>Road Traffic Act 1974</i> has, under that provision, temporarily suspended the operation of any provisions of the <i>Road Traffic Act 1974</i> or regulations made under that Act; or iii. public meeting or procession the subject of a permit granted by the Commissioner of Police under the <i>Public Order in Streets Act 1984</i>; <p>or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:</p> <p>(a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;</p> <p>(b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and</p> <p>(c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.</p> <p>By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.</p> <p>The powers in this Instrument of Authorisation do not change or replace:</p> <ul style="list-style-type: none"> 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and 2) any powers and responsibilities of any relevant local government provided in regulation 9 of the Road Traffic (Events on Roads) Regulations 1991.
<p>Delegates</p>	<p>Chief Executive Officer Director Infrastructure Manager Engineering Manager Operations</p>

Shire of Broome

Date adopted	28 April 2022
Adoption references	Item 9.4.1 Minute No. C/0422/017
Last reviewed	22 May 2025

Amendments			
Date	Type	Amendment	References
31 Mar 2023	Amended delegation	Manager Engineering added as a delegate.	---

<p>Delegation</p> <p>Head of power</p> <p>Delegator</p> <p>Express power or duty delegated</p>	<p>10.3.2 Traffic Management - Road Works</p> <p>10 Statutory Authorisations and Delegations to Local Government from State Government Entities</p> <p>Main Roads Western Australia</p> <p style="text-align: center;">WESTERN AUSTRALIA ROAD TRAFFIC CODE 2000 REGULATION 297(2) INSTRUMENT OF AUTHORISATION</p> <p>Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads ("the Commissioner") hereby authorises the Shire of Broome ("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:</p> <ol style="list-style-type: none"> a. the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Roads Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ("the Code) referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from Main Roads Website or by contacting Main Roads by phone; b. the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and c. the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body. <p>By executing and returning the acknowledgement at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.</p> <p>This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 292(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner's delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non- regulatory signage.</p>
<p>Delegates</p>	<p>Chief Executive Officer Director Infrastructure Manager Engineering Manager Operations</p>
<p>Date adopted</p>	<p>28 April 2022</p>
<p>Adoption references</p>	<p>Item 9.4.1 Minute No. C/0422/017</p>

Shire of Broome

Last reviewed	22 May 2025
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Amendments			
Date	Type	Amendment	References
13 Mar 2023	Amended delegation	Manager Engineering added as subdelegate approved by CEO	---

Delegation	10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles
Head of power	10 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Department of Transport
Express power or duty delegated	<p style="text-align: center;">ROAD TRAFFIC (VEHICLES) ACT 2012 <i>Road Traffic (Vehicles) Regulations 2014</i> RTVR-2017-202046</p> <p style="text-align: center;">APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES</p> <p>Pursuant to the <i>Road Traffic (Vehicles) Regulations 2014</i> (the <i>Regulations</i>), I Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:</p> <ol style="list-style-type: none"> a. the <i>Local Government Act 1995</i>; b. regulations made under the <i>Local Government Act 1995</i>; c. a local law; d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the <i>Dog Act 1976</i>); or e. any combination of the above paragraphs (a) to (d); <p>as special use vehicles for the purposes of paragraph "f" of the definition of "<i>special use vehicle</i>" in regulation 327(4) of the <i>Regulations</i>, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the <i>Regulations</i>, subject to the following conditions:</p> <p>Christopher Davers Assistant Director, Strategy and Policy Driver and Vehicle Services Department of Transport</p> <p>5th September 2017</p> <p>Approval for ranger vehicles to fit and use yellow flashing lights (transport.wa.gov.au)</p>
Delegates	<p>Chief Executive Officer Coordinator Community Safety & Ranger Services Director Development and Community Manager Environmental Health, Emergency and Rangers</p>

<p>Conditions</p>	<ol style="list-style-type: none"> 1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light. 2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction. 3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position. 4. If more than one flashing lights is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles. 5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat. 6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle. 7. Any vehicle fitted with flashing lights for the purposes of this approval must: <ol style="list-style-type: none"> a. have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and b. where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services" or words to similar unambiguous effect clearly set out on the back of the vehicle. <p>This condition 7 is not intended to prevent the use of additional words on the vehicle.</p>
<p>Date adopted</p>	<p>28 April 2022</p>
<p>Adoption references</p>	<p>Item 9.4.1 Minute No. C/0422/017</p>
<p>Last reviewed</p>	<p>22 May 2025</p>

AMENDMENTS

Delegation	Date	Type	Amendment	References
1.2.3 Powers of Entry	13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by the CEO.	Nil
1.2.7 Close Thoroughfares to Vehicles	13 Mar 2023	Amended delegation	Manager Engineering added as subdelegate approved by CEO.	Nil
1.2.9 Obstruction of Footpaths and Thoroughfares	13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO	Nil
1.2.10 Gates Across Public Thoroughfares	13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO	Nil
1.2.11 Public Thoroughfare – Dangerous Excavations	13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO.	Nil
1.2.12 Crossing – Construction, Repair and Removal	13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO.	Nil
1.2.13 Private Works on, over or under Public Places	13 Mar 2023	Amended delegation	Manager Engineering added as subdelegate approved by CEO.	Nil
1.2.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	13 Mar 2023	Amended delegation	Manager Engineering added as subdelegate approved by CEO.	Nil
1.2.20 Payments from the Municipal or Trust Funds	11 Sep 2023	Amended delegation	Added sub delegate - approved via memo to CEO	
1.2.20 Payments from the Municipal or Trust Funds	12 Sep 2023	Amended delegation	Added Senior Finance Officer as a sub delegate temporarily until the role of the Coordinator of Financial Services has been filled.	Approved by Sam Mastrolembo CEO 12.09.2023
1.2.20 Payments from the Municipal or Trust Funds	18 Dec 2024	Amended delegation	Manager of People and Culture and Manager of Community Facilities added as subdelegate. Coordinator of Financial Services renamed as Accountant.	Approved by CEO 18 December 2024 (See Synergy Record N250109 -57564)

Delegation	Date	Type	Amendment	References
1.2.20 Payments from the Municipal or Trust Funds	12 Mar 2026	Amended delegation	Removed Senior Finance Officer as subdelegate	CEO Approved 12 March 2026 (See Synergy Record N260312-63498)
1.2.21 Defer, Grant Discounts, Waive or Write Off Debts	8 Dec 2022	Amended delegation	Manager Financial Services added as sub delegate to provide operational efficiency.	CEO approved (See Synergy Record N221213-50609)
1.2.21 Defer, Grant Discounts, Waive or Write Off Debts	30 Mar 2023	Amended delegation	Update of Director Title following restructure at condition 2	
1.2.22 Power to Invest and Manage Investments	30 Jan 2025	Amended delegation	Coordinator Financial Services role changed to Accountant	Approved by Acting CEO 30 January 2025 (See Synergy Record N250130-57563)
1.2.23 Rate Record Amendment	30 Jan 2025	Amended delegation	Coordinator Financial Services sub delegation amended to Coordinator Financial Operations	Approved by Acting CEO - (See Synergy Record N250130-57563)
1.2.24 Agreement as to Payment of Rates and Service Charges	8 Dec 2022	Amended delegation	Coordinator Financial Operations added as sub delegate to provide operational efficiency.	Approved by CEO (See Synergy record N221213-50609)
1.3.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare	13 Mar 2023	Amended delegation	Manager Engineering added as subdelegate approved by CEO	Nil
1.3.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares	13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO	Nil
1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places	13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO	Nil
1.3.5 Electoral Enrolment Eligibility Claims and Electoral Roll	30 Mar 2023	Amended delegation	Correction to legislative reference at function point 3.	

Delegation	Date	Type	Amendment	References
1.3.6 Destruction of Electoral Papers	22 May 2025	Amended delegation	Senior Governance Officer removed as delegate.	OMC 22 May 2025 - Minute No. C/0525/028
1.3.6 Destruction of Electoral Papers	22 May 2025	Amended delegation	Removed Senior Administration Governance Officer as delegate.	OMC 22 May 2025 - Minute No. C/0525/028
1.3.8 Information to be Available to the Public	30 Mar 2023	Amended delegation	Correction to legislative reference under Power or duty.	
1.3.9 Financial Management Systems and Procedures	30 Mar 2023	Amended delegation	Administrative correction to delegated authority reference at function 1.vi	
1.4.2 Local Government Property and Public Places Local Law 2016	13 Mar 2023	Amended delegation	Manager Engineering added as a subdelegate approved by CEO	Nil
2.1.1 Grant a Building Permit	13 Mar 2025	Amended delegation	Sub delegate added - Development Support Officer - approved by CEO March 2025	CEO approved March 2025 (See Synergy Record N250320-58118)
2.1.1 Grant a Building Permit	12 Mar 2026	Amended delegation	Added Building Technical Officer as sub delegate	Approved by CEO 12 March 2026 (See Synergy Record N260312-63498)
2.1.2 Demolition Permits	13 Mar 2025	Amended delegation	Sub delegate added - Development Support Officer - CEO approved March 2025	CEO approved March 2025 (See Synergy Record N250320-58118)
2.1.2 Demolition Permits	12 Mar 2026	Amended delegation	Adding Building Technical Officer as sub delegate	Approved by CEO 12 March 2026 (See Synergy Record N260312-63498)
2.1.3 Occupancy Permits or Building Approval Certificates	13 Mar 2025	Amended delegation	Sub delegate added - Development Support Officer - CEO approved March 2025	CEO approved March 2025 (See Synergy Record N250320-58118)
2.1.3 Occupancy Permits or Building Approval Certificates	12 Mar 2026	Amended delegation	Adding Building Technical Officer as sub delegate	Approved by CEO 12 March 2026 (See Synergy Record N260312-63498)

Delegation	Date	Type	Amendment	References
4.1.1 Cat Registrations	12 Mar 2026	Amended delegation	Removal of Senior Ranger as sub delegate	Approved by CEO 12 March 2026 (See Synergy Record N260312-63498)
5.1.1 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons	12 Mar 2026	Amended delegation	Removal of Senior Ranger as sub delegate	Approved by CEO 12 March 2026 (See Synergy Record N260312-63498)
7.1.1 Give Notice Requiring Obliteration of Graffiti	12 Mar 2026	Amended delegation	Senior Ranger removed as sub delegate	Approved by CEO 12 March 2026 (See Synergy Record N260312-63498)
9.2.3 Determine Development Application	22 May 2025	Amended delegation	Updated title of delegation.	OMC 22 May 2025 - Minute No. C/0525/028
9.2.4 Local Development Plans	22 May 2025	Amended delegation	Amended title of delegation.	OMC 22 May 2025 - Minute No. C/0525/028
9.2.5 Structure Plans	22 May 2025	Amended delegation	Amended title of delegation.	OMC 22 May 2025 - Minute No. C/0525/028
10.3.1 Traffic Management - Events on Roads	31 Mar 2023	Amended delegation	Manager Engineering added as a delegate.	Nil
10.3.2 Traffic Management - Road Works	13 Mar 2023	Amended delegation	Manager Engineering added as subdelegate approved by CEO	Nil

10. REPORTS OF COMMITTEES

There are no reports in this section.

11. NOTICES OF MOTION WITH NOTICE

Nil.

12. NOTICE OF MOTION WITHOUT NOTICE

Nil.

13. BUSINESS OF AN URGENT NATURE

Nil.

14. MEETING CLOSED TO PUBLIC

Nil.

15. MEETING CLOSURE

There being no further business the Chairperson declared the meeting closed at 5.25pm