



## VISION OF COUNCIL

*"A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment."*

# AGENDA

FOR THE

ORDINARY MEETING OF COUNCIL

**26 APRIL 2018**

## **OUR VISION**

***"A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment."***

## **OUR MISSION**

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

## **CORE VALUES OF THE SHIRE**

***The core values that underpin the achievement of the mission will be based on a strong customer service focus and a positive attitude:***

**Communication**

**Integrity**

**Respect**

**Innovation**

**Transparency**

**Courtesy**

### **DISCLAIMER**

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

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



Councillor		Cr R Johnston	Cr H Tracey	Cr M Fairborn	Cr W Fryer	Cr E Foy	Cr D Male	Cr P Matsumoto	Cr C Mitchell	Cr B Rudeforth
2015	26 November							LOA		
2015	17 December									
2016	25 February					A				
2016	31 March					LOA				
2016	28 April		LOA	A	LOA	LOA				
2016	26 May			A				LOA		
2016	30 June		LOA							LOA
2016	28 July									
2016	25 August					LOA				
2016	29 September		A				LOA			
2016	27 October								LOA	
2016	24 November			LOA			A			
2016	15 December					A				A
2017	23 February									A
2017	30 March			LOA		LOA				
2017	27 April		A	LOA	A					
2017	25 May 2017					LOA				
2017	29 June 2017				A	LOA				
2017	27 July		A			LOA				
2017	7 September	A				LOA			LOA	
2017	28 September	LOA			LOA				LOA	LOA
2017	19 October	LOA		LOA						
2017 Local Government Ordinary Election held 21 October										
Councillor		Cr H Tracey	Cr D Male	Cr M Fairborn	Cr W Fryer	Cr E Foy	Cr C Marriott	Cr P Matsumoto	Cr C Mitchell	Cr B Rudeforth
2017	23 November					LOA				
2017	14 December			A	A	A				
2018	22 February				LOA					
2018	22 March		LOA		LOA			LOA		

- LOA (Leave of Absence)
- NA (Non Attendance)
- A (Apologies)

## 2.25. Disqualification for failure to attend meetings

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

- (2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister, unless all of the meetings are within a period of 3 months.
- (3A) Leave is not to be granted in respect of —
  - (a) a meeting that has concluded; or
  - (b) the part of a meeting before the granting of leave.
- (3) The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.
- (4) A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2 month period.
- (5A) If a council holds 3 or more ordinary meetings within a 2 month period, and a member is absent without leave throughout each of those meetings, the member is disqualified if he or she is absent without leave throughout the ordinary meeting of the council immediately following the end of that period.
- (5) The non-attendance of a member at the time and place appointed for an ordinary meeting of the council does not constitute absence from an ordinary meeting of the council —
  - (a) if no meeting of the council at which a quorum is present is actually held on that day; or
  - (b) if the non-attendance occurs —
    - (i) while the member has ceased to act as a member after written notice has been given to the member under section 2.27(3) and before written notice has been given to the member under section 2.27(5); or
    - (ii) while proceedings in connection with the disqualification of the member have been commenced and are pending; or
    - (iiia) while the member is suspended under section 5.117(1)(a)(iv); or
    - (iii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.
- (6) A member who before the commencement of the Local Government Amendment Act 2009 section 5<sup>1</sup> was granted leave during an ordinary meeting of the council from which the member was absent is to be taken to have first obtained leave for the remainder of that meeting.

[Section 2.25 amended by No. 49 of 2004 s. 19(1); No. 17 of 2009 s. 5.]

**SHIRE OF BROOME**  
**ORDINARY MEETING OF COUNCIL**  
**THURSDAY 26 APRIL 2018**  
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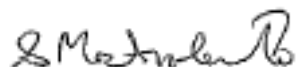
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## NOTICE OF MEETING

Dear Council Member,

The next Ordinary Meeting of the Shire of Broome will be held on Thursday, 26 April 2018 in the Council Chambers, Corner Weld and Haas Streets, Broome, commencing at 5.00pm.

Regards

A handwritten signature in black ink, appearing to read 'S Mastrolembo'.

S MASTROLEMBO  
**Chief Executive Officer**

19/04/2018

## 1. OFFICIAL OPENING AND ATTENDANCE

Attendance:

Apologies:

Leave of Absence: Cr C Marriott (as granted at OMC 22 February 2018)

Officers:

Public Gallery:

## 2. DECLARATIONS OF FINANCIAL INTEREST / IMPARTIALITY

FINANCIAL INTEREST			
Councillor	Item No	Item	Nature of Interest

IMPARTIALITY			
Councillor	Item No	Item	Nature of Interest

## 3. PUBLIC QUESTION TIME

The following question was received from John Geappen at the Ordinary Meeting of Council held 22 March 2018 and was taken on notice:

*Regarding the dirt section of Fairway Drive, between Lullfitz Drive and Buckleys Road: This section of road within the town boundaries has no regular maintenance schedule and has only been graded five times in the past eighteen months. Four of these occasions have been due to me personally ringing the road maintenance division of the Shire of Broome.*

*The road is of such poor state that any work done by the Shire is superficial at best and within a few days the heavy ruts, soft dirt and holes appear again.*

*This road is used by more and more locals, business people, those accessing the tip facility and many tourists with their caravans. The quickest access by road from the highway to many of Cable Beach's caravan parks, uses the section of road described.*

*The approval for commercial camel activity on Lot 302, Fairway Drive, will invariably bring even more traffic to this area and the road described. This will include coach buses, cruise ship groups, school groups and others.*

*What plans or budgetary considerations has the Shire of Broome given to seal along this short section of dirt road?*

### **Answer provided by Director Infrastructure:**

*The unsealed section of Fairway Drive between Buckley's Road and Lullfitz Drive, receives maintenance grading along with the shires other unsealed roads within the townsite on an as is required basis. The graders spend the majority of their hours out of town, in saying that we have responded to customer requests to grade this unsealed section. Unsealed roads can be graded to a standard and return back to a corrugated condition in a short*

time period. It should be noted that this section of Fairway Drive is well used and as such is graded at least 6 times in any typical year. There are no short to medium term plans to seal this section of Fairway Drive.

#### **4. APPLICATIONS FOR LEAVE OF ABSENCE**

#### **5. CONFIRMATION OF MINUTES**

RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on 22 March 2018, as published and circulated, be confirmed as a true and accurate record of that meeting.

RECOMMENDATION:

That the Minutes of the Special Meeting of Council held on 10 April 2018, as published and circulated, be confirmed as a true and accurate record of that meeting subject to amendments on Page 5 to note that the Council Resolutions to approve the requests from Cr H Tracey and Cr C Marriott to attend the Special Meeting of Council were resolved by Absolute Majority.

RECOMMENDATION:

That the Minutes of the Special Meeting of Council held on 13 April 2018, as published and circulated, be confirmed as a true and accurate record of that meeting subject to an amendment on Page 5 to note that the Council Resolution to approve the request from Cr C Marriott to attend the Special Meeting of Council was resolved by Absolute Majority.

#### **6. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION**

#### **7. PETITIONS**

#### **8. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

The Chief Executive Officer advises that there are matters for discussion on the agenda for which the meeting may be closed, in accordance with section 5.23(2) of the *Local Government Act 1995*.

**Recommendation**

That the following Agenda items be considered under 14. Matters Behind Closed Doors, in accordance with section 5.23(2) of the *Local Government Act 1995*, as specified:

**9.2.3 RFQ18-04 - SUPPLY OF SERVICES FOR STAGE 1 OF THE HUNTER STREET RECONSTRUCTION PROJECT**

*Item 9.2.3 and any attachments are confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(ii)) as it contains “a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government”.*

**9.2.5 SHINJU MATSURI INC ACQUITTAL REPORT**

*Item 9.2.5 and any attachments are confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(ii)) as it contains “a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government”.*

**9.2.8 EVENTS, ECONOMIC AND TOURISM DEVELOPMENT FUNDING PROGRAM**

*Item 9.2.8 and any attachments are confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(ii)) as it contains “a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government”, and section 5.23(2)((e)(iii)) as it contains “a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government”.*

**9.3.1 REQUEST FOR TENDER 17/05 CONSTRUCTION OF CONCRETE FOOTPATHS AND CROSSOVERS**

*Item 9.3.1 and any attachments are confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(ii)) as it contains “a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government”.*



**9.**

**REPORTS  
OF  
OFFICERS**

# 9.1

## OUR PEOPLE



### ***PRIORITY STATEMENT***

Embracing our cultural diversity and the relationship between our unique heritage and people, we aim to work in partnership with the community to provide relevant, quality services and infrastructure that meet the needs and aspirations of our community and those visiting and doing business in our region.

Supporting and contributing to the well-being and safety of our community is paramount, as is our focus on community engagement and participation.

Council aims to build safe, strong and resilient communities with access to services, infrastructure and opportunities that will result in an increase in active civic participation, a reduction in anti-social behaviour and improved social cohesion.

There are no reports in this section.

## OUR PLACE



### ***PRIORITY STATEMENT***

The Shire of Broome has an abundance of unique natural features, coastal attractions, significant streetscapes, historic precincts and a mix of old and new urban developments.

Our aim is for all communities and settled areas, including the Broome Township, to be a place where the natural environment, on which life depends, is maintained, whilst at the same time the built environment contributes to the economy and a quality lifestyle for all.

Preserving the Shire's natural environment is a critical community outcome. Council will put into place strategies that nurture and improve the Shire's unique environment and biodiversity.

The Shire will work in partnership with the community and other agencies to ensure responsible and accountable management of both the natural and built environments is achieved in the short term and for future generations.

## 9.2.1 AMENDMENT TO LOCAL PLANNING POLICY 5.22 SHIRE OF BROOME STRUCTURE PLAN AND SUBDIVISION STANDARDS

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Not applicable
<b>FILE:</b>	PLA22
<b>AUTHOR:</b>	Planning Officer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Manager Planning & Building Services
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	4 April 2018

**SUMMARY:** At the Ordinary Meeting of Council on 26 November 2015 Council resolved to adopt the Local Planning Policy 5.22 - Structure Plan and Subdivision Standards (LPP 5.22). The Policy details footpath alignment and footpath offset requirements. At the time of adoption of LPP 5.22, a 2.1m footpath offset was considered necessary. However, since then it has come to light that the footpath offset should be reduced to allow for clearance from the sewer alignment.

Given this, a minor amendment is proposed to LPP 5.22 to reduce the 2.1m footpath offset, consistent with Liveable Neighbourhoods which prescribes a 0.3m offset.

### BACKGROUND

#### Previous Considerations

OMC 26 November 2015	Item 9.2.1
OMC 25 May 2017	Item 9.2.2

#### Policy Background

At the Ordinary Meeting of Council on 26 November 2015 Council resolved to adopt LPP 5.22. The Policy was prepared to establish a framework for the preparation and assessment of structure plans and applications for subdivisions within the Shire of Broome. LPP 5.22 outlines variations to State planning documents so they are appropriate for local Broome conditions, to ensure adequate direction is provided to proponents preparing structure plans and subdivision applications in Broome.

The State planning document Liveable Neighbourhoods recommends a minimum footpath offset of 0.3m from property boundaries. This was considered at the time of adoption of LPP 5.22, with the alignment of footpaths discussed in detail in the Council agenda item. At the time, it was determined that a 2.1m footpath offset from the property boundary should be incorporated to allow adequate space for services. Subsequently, it has been found that this causes conflict with the sewer alignment, and therefore LPP 5.22 requires review.

### COMMENT

Historically in the Shire of Broome different footpath alignments have been used depending on the locality. When LPP 5.22 was endorsed it prescribed a standard footpath alignment, which varied from the recommended footpath offset detailed in Liveable

Neighbourhoods. A 2.1m offset was implemented to allow adequate space for services such as the water main. Since the adoption of LPP 5.22, it has come to light that a 2.1m footpath offset conflicts with the sewer alignment (at the time of adopting LPP 5.22 the sewer alignment was not considered).

Constructing a footpath over the sewer alignment results in the requirement for access chamber lids to be incorporated into the path which is not an ideal outcome for pedestrians (a photo example of an access chamber lid is provided in **Attachment No 3**). Additionally, a 2.1m offset also results in the footpath encroaching on the alignment of street lights and street trees. Whilst the conflict between street lights and footpaths can be accommodated by locating these on opposite sides of the road, this reduces the lighting of the paths, which again is not a positive outcome.

Liveable Neighbourhoods states that all footpaths should be continuous across property driveways and crossovers and located adjoining property boundaries separated from the street pavement. Section 1.6 of the Liveable Neighbourhoods encourages a footpath offset of 0.3m from property boundaries. Whilst a 0.3m footpath offset may result in the footpath being constructed over the water main and communications, the Shire's Infrastructure Services have confirmed that valve boxes or communication pits can be incorporated into the footpath which are unlikely to present any issues (a photo example of a communication pit is provided in **Attachment No 4**).

Given the above, it is recommended that LPP 5.22 be amended to incorporate a footpath offset of 0.3m to be consistent with Liveable Neighbourhoods. **Attachment 1** is the current LPP 5.22 with the changes shown as tracked changes. **Attachment 2** is a cross-section plan showing a footpath with a 0.3m offset and services, it also shows the current footpath alignment to demonstrate the conflict in services that results. Given that the amendment is consistent with Liveable Neighbourhoods, it is recommended that Council deems that this amendment is a minor amendment and therefore does not need public consultation.

## CONSULTATION

As the amendment is considered to be minor, pursuant to Clause 5(2) in Schedule 2 (Deemed provisions for Local Planning Schemes) of the *Planning and Development (Local Planning Schemes) Regulations 2015* it is recommended that the amendment is not advertised.

## STATUTORY ENVIRONMENT

### Local Planning Policies

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

## Schedule 2 – Deemed provisions for local planning Schemes

### 3. Local planning policies

- (1) *The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.*
- (2) *A local planning policy —*

- (a) may apply generally or in respect of a particular class or classes of matters specified in the policy; and
  - (b) may apply to the whole of the Scheme area or to part or parts of the Scheme area specified in the policy.
- (3) A local planning policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies.
- (4) The local government may amend or repeal a local planning policy.
- (5) In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

#### **4. Procedure for making local planning policy**

- (1) If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —
  - (a) publish a notice of the proposed policy in a newspaper circulating in the Scheme area, giving details of —
    - (i) the subject and nature of the proposed policy; and
    - (ii) the objectives of the proposed policy; and
    - (iii) where the proposed policy may be inspected; and
    - (iv) to whom, in what form and during what period submissions in relation to the proposed policy may be made;
  - (b) if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;
  - (c) give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.
- (2) The period for making submissions in relation to a local planning policy must not be less than a period of 21 days commencing on the day on which the notice of the policy is published under subclause (1)(a).
- (3) After the expiry of the period within which submissions may be made, the local government must —
  - (a) review the proposed policy in the light of any submissions made; and
  - (b) resolve to —
    - (i) proceed with the policy without modification; or
    - (ii) proceed with the policy with modification; or
    - (iii) not to proceed with the policy.
- (4) If the local government resolves to proceed with the policy, the local government must publish notice of the policy in a newspaper circulating in the Scheme area.
- (5) A policy has effect on publication of a notice under subclause (4).
- (6) The local government —
  - (a) must ensure that an up-to-date copy of each local planning policy made under this Scheme is kept and made available for public inspection during business hours at the offices of the local government; and

- (b) *may publish a copy of each of those local planning policies on the website of the local government.*

## **5. Procedure for amending local planning policy**

- (1) *Clause 4, with any necessary changes, applies to the amendment to a local planning policy.*
- (2) *Despite subclause (1), the local government may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.*

### Directorate Policies

Local Government Act 1995

## **2.7. Role of council**

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

## **POLICY IMPLICATIONS**

Local Planning Policy 5.22 - Structure Plan and Subdivision Standards

## **FINANCIAL IMPLICATIONS**

Nil.

## **RISK**

Reviews of policies are important to ensure that provisions contained therein are adequate and reflective of legislative changes and current requirements. There is a potential risk that if the policy review is not completed, the planning framework will not be consistent with Council's strategic direction.

## **STRATEGIC IMPLICATIONS**

**Our Place Goal – Help to protect the nature and built environment and cultural heritage of Broome whilst recognising the unique sense of the place:**

Realistic and sustainable land use strategies for the Shire within state and national frameworks and in consultation with the community

A built environment that reflects tropical climate design principles and

A natural environment for the benefit and enjoyment of current and future generations



A preserved, historical and cultural heritage of Broome

Retention and expansion of Broome's iconic tourism assets and reputation

Core asset management to optimise the Shire's infrastructure whilst minimising life cycle costs.

**Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:**

An organisational culture that strives for service excellence

Improved systems, processes and compliance

**VOTING REQUIREMENTS**

*Simple Majority*

**REPORT RECOMMENDATION:**

*That Council:*

- 1. Pursuant to Clause 5(2) of Schedule 2 (Deemed provisions for Local Planning Schemes) in the Planning and Development (Local Planning Schemes) Regulations 2015, forms the opinion that the amendment of the Policy, as set out in Attachment 1, is a minor amendment.*
- 2. Pursuant to Clause 3(4) and Clause 5(2) of Schedule 2 (Deemed provisions for Local Planning Schemes) in the Planning and Development (Local Planning Schemes) Regulations 2015, amends Local Planning Policy 5.22 - Structure Plan and Subdivision Standards as set out in Attachment 1.*

**Attachments**

1. Local Planning Policy 5.22 Shire of Broome Structure Plan and Subdivision Standards
2. Footpath Offset Cross-Section
3. Photo of sewer access chamber lid in footpath
4. Photo of communications pit in footpath

## LOCAL PLANNING POLICY

## 5.22

<b>TITLE:</b>	<b>SHIRE OF BROOME STRUCTURE PLAN AND SUBDIVISION STANDARDS</b>
<b>ADOPTED:</b>	OMC 26 November 2015 – Page 27
<b>REVIEWED:</b>	OMC 25 May 2017 – Pages 85 – 260 OMC 14 December 2017 – Pages 1030 - 1043
<b>ASSOCIATED LEGISLATION:</b>	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015 Local Planning Scheme No. 6
<b>ASSOCIATED DOCUMENTS:</b>	Liveable Neighbourhoods 2015 Structure Plan Framework 2015 Relevant State Planning Policies
<b>REVIEW RESPONSIBILITY:</b>	Director Development Services Director of Engineering Services
<b>DELEGATION:</b>	N/A
<b>APPLICATION:</b>	This policies applies to all land within the Shire of Broome.

Previous Policy Number 8.32

### Objective:

- Establish a clear framework for the preparation and assessment of Structure Plans and applications for subdivision within the Shire of Broome and to outline variations to state planning documents specific to local Broome conditions.
- Facilitate subdivision and development that meets the needs and expectations of the Broome community.
- Recognise that a wide range of different design elements/planning considerations need to be considered in the preparation and assessment of Structure Plans and applications for subdivision.
- Assist with the implementation of the Shire's Local Planning Strategy and the achievement of the objectives set out in the Shire's Local Planning Scheme.
- Outlines when the Shire of Broome will support a Structure Plan or subdivision that proposes the application of the regional variation included in Liveable Neighbourhoods, to allow the public open space contribution being reduced to a minimum of five percent of the gross subdivisible.

### Definitions:

**Development plan** means a Structure Plan progressed and adopted in accordance with clause 4.25 of the Shire of Broome Town Planning Scheme No. 4.

**Structure plan** means a plan adopted under the Deemed Provisions, which indicates broad land use options for the subdivision and development of an area and provides a policy framework for such future subdivision and development.

#### **Acronyms**

LWMS	Local Water Management Strategy
LPP	Local Planning Policy
TPS4	Town Planning Scheme No. 4
LPS6	Local Planning Scheme No. 6
POS	Public Open Space
BUWM	Better Urban Water Management
UWMP	Urban Water Management Plan
WAPC	Western Australian Planning Commission
Shire	Shire of Broome
CPTED	Crime Prevention Through Environmental Design
LN	Liveable Neighbourhoods

#### **Policy:**

##### **Format of the Policy**

The Policy is established in six parts, as follows:

- **Section 1 – Application, General Provisions and Format of the Policy**
- **Section 2 – Liveable Neighbourhoods - Variations and Additions**

##### Application: Structure Plans and Subdivision Applications

This section of the Policy will set out variations to Liveable Neighbourhoods or will establish additional planning matters to be addressed to ensure that subdivision and development is planned and designed to meet local conditions. The section is structured consistent with the elements and headings under Liveable Neighbourhoods.

In some elements, where required to provide background and context, explanatory text will be provided within a text box as presented here. This does not form provisions of the Policy, however provides an explanation and a context for the policy provisions.

- **Section 3 – Shire of Broome Addendum to IPWEA Guidelines to Subdivisional Development**

##### Application: Subdivision Applications

This section of the Policy will set out variations to the IPWEA Local Government Guidelines for Subdivisional Development (IPWEA Guidelines) and provides guidance on the following:

- establish minimum requirements for the design of civil works required to satisfy conditions of subdivision approvals.

- requirements for supervision of subdivision works, document specifications and actions required to be satisfied by the proponent prior to lodgement of subdivision clearance.

- **Section 4 - Guidelines for the Design of Stormwater Drainage Systems**

Application: Subdivision Applications

This section establishes guidelines for the design of stormwater drainage systems to address local conditions experienced in Broome.

- **Section 5 - Guidelines and Specifications for Reticulation Systems and Associated Works in Public Open Space Areas**

Application: Subdivision Applications

This section will establish guidelines and specifications for reticulation systems and associated works in public open space areas.

## **Section 1.0 – Application & General Provisions**

### **Application**

- 1.1 This Policy applies to the following forms of residential/urban structure planning and subdivisions:
- New Structure Plans that have not yet been endorsed by the Shire of Broome.
  - New subdivision applications for greenfield sites or sites zoned 'Urban Development' that have not yet been determined by the Western Australian Planning Commission.
  - Proposed amendments to existing Structure Plans.
  - Detailed designs for engineering drawings, landscape drawing approval and similar where subdivisions are already the subject of approval but where a deposited plan for the specific lots have not yet been lodged with the Western Australian Planning Commission.
  - Future stages of subdivision within residential estates, even in instances where some initial stages of subdivision have been completed.

### **General**

- 1.2 Structure Plans are to be prepared consistent with the format within the WAPC Structure Plan Framework (2015) except where varied in the policy.
- 1.3 The following information is required to be depicted on the Structure Plan Map (in addition to, or supplementary to the content listed in Table 1 of the WAPC Structure Plan Framework) or is to be provided on the non-statutory structure plan map under Part 2:
- (i) The location and orientation of all streets, including local access streets; and
  - (ii) The location of all POS areas.

- 1.4 In addition to the matters required to be addressed through the WAPC Structure Plan Framework, Part 2 of the Structure Plan shall include the following:
- (i) An indicative subdivision layout showing the road network, proposed lot orientation, public open space, land use/density and other relevant information consistent with Part 1 Structure Plan Map and associated statutory provisions.
- 1.5 The design/planning elements must be consistent with the State Planning Framework, including Liveable Neighbourhoods, except where varied in this policy.
- 1.6 This policy will establish any variations to the requirements of Liveable Neighbourhoods and will also establish any additional elements not specified that are to be addressed.
- 1.7 Where it is not practical for the minimum standards to be met, these matters should be discussed with the Shire prior to submission and written justification should be provided at the time of application including:
- i. the details of the areas of non-compliance;
  - ii. an explanation of the reasons for non-compliance; and
  - iii. whether any other measures have been established to ensure that the established objectives will continue to be satisfied.

## **Section 2.0 – Liveable Neighbourhoods - Variations and Additions**

### **Element 1 – Community Design**

For thousands of years, there have been diverse cultural interactions and connections with the Broome area, including Roebuck Bay and surrounding areas. These days, the Broome area is often referred to as a 'cultural melting pot', with people from different cultural backgrounds either living or visiting the area.

At the core of Broome's culture is the community's connection with the outdoors. In particular, the Broome community greatly values its connections with the sea and climate. Further there are strong associations with the bushland and broader landscape and environment. It is this aspect of Broome which has come to define the local culture and character of the area.

In the preparation of Structure Plans and applications for subdivision, planning for new subdivision and developments, the layout should enhance local identity by responding to the site context, site characteristics, setting, landmarks and views and incorporate key elements of natural and cultural significance. Fundamentally, it is important to first understand the matters of cultural significance and then respond appropriately through suitable design response.

### **Site Context and Analysis**

- 2.1 If the proposed site exhibits the following characteristics:
- The site is known to have any priority flora, fauna and habitat;
  - The site is positioned within the P1 drinking water source area;
  - The site is known to be impacted by flooding, inundation or storm surge from the ocean, ephemeral creeks and floodplains;

- Preliminary site investigations indicates the presence of acid sulphate soils; or
- Desktop analysis of historical land uses to identify any potential contaminated sites;

then an environmental assessment and management strategy is to be prepared and attached as a technical appendices to the Structure Plan.

- 2.2 Within Part 1 of a Structure Plan, under the section 7 'other requirements' include a table identifying relevant outstanding studies, investigations and information and the stage when it will be approved/implemented, this may include the following:
- Weed and pest management plan;
  - Foreshore / environmental / bushland / tree / wetland / wildlife protection management plan.
- 2.3 The design and layout of the Structure Plan/subdivision should respond to the elements identified the contexts and constraints plan. A description should be provided under Part 2 of the Structure Plan setting out how the design addresses the site context and constraints identified.

#### **Urban Water Management**

In Broome, urban water management is a primary consideration due to the extreme wet season conditions and therefore it is critical that water management is addressed early in the Structure Plan/urban design process for any area. The Urban Water Management network is generally the form giving element to new urban areas from which the rest of the layout and design elements should be applied.

Urban water management responses in Broome differ significantly from measures implemented in the south west of WA. Key factors which require a different approach in Broome are:

- Climate – high volume and intense rainfall events over a concentrated wet season;
- Soils – Pindan soil have low permeability rates, limiting the ability for infiltration of stormwater at source;
- Prevalence of Mosquito's – given the potential human health impacts drainage systems must be designed to avoid breeding sites being created.
- The low grades of land and high risk of scarring and sedimentation from stormwater discharge.

As such the following practices are implemented in Broome:

- Roads are used to convey stormwater to swale systems;
- New lots must be graded to the road and designed so that stormwater is not retained but disposed onto the street.
- Use of onsite infiltration measures and rainwater tanks are ineffective.
- Natural drainage channels/depressions should be utilised in stormwater design.
- Management of erosion through the re-mulching of vegetation is required to stabilise swales and lots.
- Daylighting of stormwater at outlet points is required to minimise scour of downstream environs.

- 2.4 Local Water Management Strategies (LWMS) shall be prepared at the first stage of the Structure Plan process to ensure that the stormwater system is appropriately sized to accommodate future stormwater movements and should follow natural drainage channels/depressions.
- 2.5 Prior to the submission of a Structure Plan, the LWMS should be submitted to the Shire and Department of Water for initial comment. Details of pre-submission consultation should be outlined In Table 4 – pre-lodgement consultation of the Structure Plan.
- 2.6 In addition to the above, all LWMS are to address the following:
- Any preliminary designs of downstream stormwater discharge points must be provided and developer must acknowledge that it is their responsibility to secure access and fund any downstream works.
  - Preliminary geo-tech findings and acid sulphate testing must be detailed;
  - Models for off-site impacts required to prevent flooding; and
  - Ongoing management measures to be implemented by the developer during the two year maintenance period, including street sweeping, silt removal and weed management.

#### Element 2 – Movement Network

With respect to the movement network, below are some key characteristics influencing expectations with regard to design of new urban areas:

- Broome does not have a public transport service. This may change in the future therefore all new urban areas should be designed to accommodate public transport.
- Climate is a significant factor impacting upon the ability of people to walk or cycle, particularly in the wet season. Shading of these networks is important.
- Historical subdivisions in Broome are characterised by wide road reserves and road pavements. While this has been modified over time road reserves and pavements generally are greater than that provided in Liveable Neighbourhoods.
- There are significant seasonal variations in the amount of traffic on the road network, with large numbers of visitors/boats and caravans during the tourist seasons.
- Due to the large proportion of shared housing arrangements, there are often more than two cars for each dwelling.
- The Broome Port is planning for further growth and with this there will be an increase in heavy vehicle movements.
- Many local people make reference to the '7 minute commute', being an expectation of generally being able to get from any location in town to any other location in 7 minutes.

#### Pedestrian Requirements

- 2.7 Requirement 1.6, first and second dot-point is amended such that all footpaths (unless the footpath is within 400m of an activity centre) must be a minimum of 2m wide; offset a minimum of 0.3m ~~2.1m~~ from property boundaries.

#### Street Network Requirements

Broome existing urban areas are characterised by wide road reserve and road pavements which contribute significantly to the established character. The wide road reserves facilitate breeze

movements, allow for establishment of landscaping, informal parking of vehicles on the verge and contribute to the lower density character.

The road pavement width is critical to allow for adequate area for the parking of vehicles on the road pavement without obstructing vehicle movements and to accommodate future bus movements through urban areas.

2.8 Requirement 1.13 requires that all streets are designed in accordance with required function, design, design characteristics and traffic volumes in Table 3 and Table 4. The Shire of Broome adopts the following variations to Table 3 and Table 4 and subsequent changes to cross-sections:

- i) Access Street C, indicative street reserve width is a minimum of 18m and minimum street pavement width is 7.4m;
- ii) Access Street D, indicative street reserve width is a minimum of 18m and minimum street pavement width is 6m;
- iii) Any street requiring on street parking is to be a minimum width of 2.5m.

#### **Element 4 – Lot Design**

Because of Broome's climate, the priorities when designing urban layouts are to minimise solar radiation (except for some morning sun in the winter months) and capture air movement. Openness and shading should be the dominant characteristics for building design and this should also inform design of new urban areas.

There are significant investigations undertaken in to how to build appropriately for Broome's climate. Important further reading includes:

- Broome North's Housing Guide (prepared by CODA on behalf of LandCorp and Shire of Broome 2009);
- The Kimberley Vernacular Handbook (prepared by CODA on behalf of LandCorp July 2014).

#### **Site Responsive Design Requirements**

2.9 Requirement 5.3 – Amended as follows:

The street and lot layout is to be consistent with the following principles:

- (i) All urban areas should be designed with a grid pattern distribution of streets with street blocks orientated so the longest length is north-south orientated;
- (ii) Lots on the north/south orientation should be narrow to reduce the potential for solar gain;
- (iii) Staggered blocks are preferable to enhance airflow.

The below figures show design elements that should be incorporated into subdivisions to achieve energy efficiency.



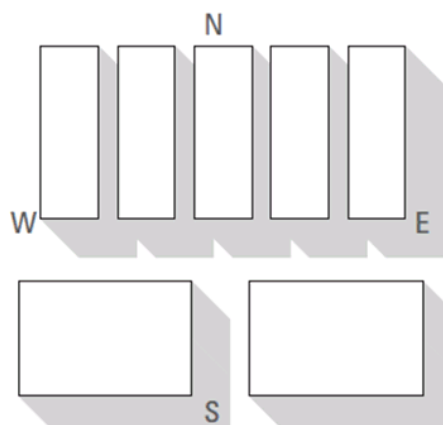


Figure 1. Narrow lots oriented along a north-south axis provide shade on the east and west walls of neighbouring lots. Wider lots should be oriented east-west to minimise the area of exposed wall on the eastern and western facades.

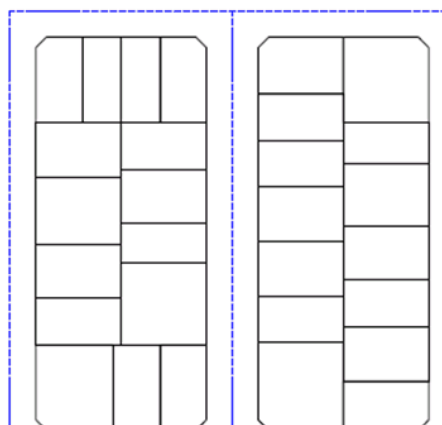


Figure 2. Develop effective house shading strategies at subdivisional design stage through cardinal orientation and a mix of lot sizes.

Source: Kimberley Vernacular Handbook – prepared by CODA on behalf of LandCorp; 2014

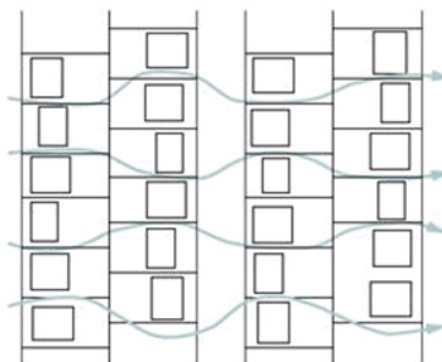


Figure 1. In subdivisions, plan for single house lots to be staggered which then staggers the houses and enables more uniform air flow throughout the subdivision. It reduces dead air zones created by one house blocking air flow to the next house, which occurs in a traditional planning grid layout.

Source: Kimberley Vernacular Handbook – prepared by CODA on behalf of LandCorp; 2014

- 2.10 Part 1 of the Structure Plan, under section 6 'Other Requirements' the applicant must demonstrate how lot shape, size and orientation would be implemented to achieve climate responsive design and energy efficient buildings. This can include principal building typologies that are proposed to accommodate climate responsive design.
- 2.11 If it is deemed that to achieve climate responsive design, variations to the 'Deemed to Comply' criteria of the R-Codes should be implemented, the applicant must set out under Part 1, section 7 'Additional Information' that a Local Planning Policy would be prepared prior to subdivision clearance to implement such variations.

#### **Element 5 – Public Open Space**

Appropriately sized, located and designed open space areas are instrumental in delivering a number of community benefits related to:

- Population health;
- Environment;
- Community development;
- Community education;
- Sense of place; and
- Respecting cultural significance.

POS areas also have a role to play in urban water management.

The provision of POS presents a number of challenges for the Shire and the community due to the on-going management and the associated financial implications. These need to be considered in the context of ensuring usability into the future and not compromising cultural values.

The provisions below set out a different approach to that provided in Liveable Neighbourhoods. Liveable Neighbourhoods promotes higher distribution of smaller 'local parks' which overlap in catchments with larger neighbourhood parks. The Shire of Broome seeks that larger POS sites are provided interconnected by linear multiple use open space corridors.

Further, it is proposed that the regional variation provided for in Liveable Neighbourhoods in regard to the amount of the POS contribution is adopted. This would see the amount of land required for a POS contribution being reduced from 10% to 5% of the total gross subdivisible area. This together with the provisions in relation to distribution and size of POS areas would allow for adequate distribution of POS, maintenance of residential amenity and balance maintenance costs.

The policy seeks that in lieu of the additional 5% of land area that would ordinarily need to be given up as POS, a 2% cash-in-lieu contribution is made. These funds, in accordance with Appendix 4 of Liveable Neighbourhoods, would be utilised for the improvement or development of lands for parks and recreation purposes to ensure that residential amenity and district level facilities are provided for.

#### **Public Open Space Function and Size Requirements**

2.12 To assess whether the proposed POS function and size is appropriate a POS/landscaping management plan is to be submitted as a technical appendix to a Structure Plan and must address the following:

- A landscaping concept plan for all small, local, neighbourhood and district parks demonstrating whether the park is designed to be sport, recreation, nature, community or linear spaces;
- Key design principles and themes;
- Connectivity to existing open spaces areas and reserves;
- Areas of vegetation to be retained; and
- Street trees.

#### **Public Open Space Provision Requirements**

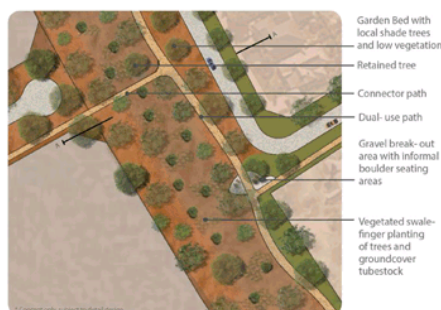
2.13 As provided for under the regional variation R9.4, the public open space contribution set out in R9.1 is varied to require:

Unless district open space is required to be provided within the Structure Plan area, a minimum contribution of five percent of the gross subdivisible area is to be given up free of cost for public open space by the subdivider providing the following are met:

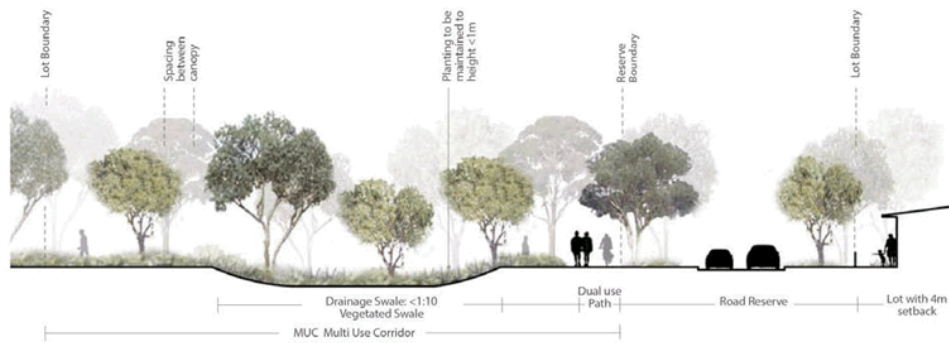
- i. A 2% cash-in-lieu contribution is paid to the Shire which is to be used by the Shire for improvements or development of public open space reserves within the Broome townsite;
- ii. No portion of the five percent of public open space can include restrictive use public open space or spaces used for water management purposes;
- iii. Adequate areas are provided elsewhere for drainage, flooding, particularly overland flow and such areas are to be developed consistent with the Multiple Use Corridor (MUC) landscaping typology as set out in Clause 2.14 (note, MUC areas will not be credited as Public Open Space however will form a deduction from the gross subdivisible area);
- iv. The public open space is developed to a minimum standard including full earthworks, basic reticulation, grassing of key areas, pathways that form part of the overall pedestrian and/or cycle network and maintenance for two summers in accordance with a landscaping plan approved by the Shire;
- v. The size of public open spaces and distribution criteria in Table 1 of this Policy must be satisfied.

2.14 Any MUC to be developed shall meet the following:

- Provide a linear green network and pedestrian connections to the wider POS areas;
- Be adequate in size to accommodate required area for stormwater management and treatment;
- Must be designed such that they do not form a barrier between urban areas with connection points being provided across corridors;
- Swales must have batters no steeper than 1:6 (exceptions will be considered where swales are narrowed to provide a pedestrian crossing point or protection of significant trees) and must be revegetated to improve stormwater quality;
- Have low maintenance break-out areas or small parks (not turfed) designed as a nature/recreation function with low maintenance nature play (as set out in Table 1 of this Policy). (note: only the area of the small park can be credited toward POS contribution and the remaining land area will be a deduction from the gross subdivisible area).



*Indicative concept design for MUC Source: Local Development Plan 3 Broome North*



*Indicative cross-section for MUC Source: Local Development Plan 3 Broome North*

- 2.15 Additional Requirement – the following criteria and direction should be referenced when preparing a Structure Plan and POS/landscaping management plan:

Table 1 – POS Distribution and Development Criteria

Type of POS	Description and Purpose	Other criteria	Unacceptable Criteria	Minimum Development Requirement	
				Required	Optional
Small Parks (breakout parks)	Small parcels of POS provided within a neighbourhood that primarily serve an amenity function, although they are generally too small and not developed sport or recreation function. They are developed along MUC's and may also be a place for relaxation or rest along linear paths. They often retain significant vegetation or cultural and physical landmarks.  Such parks should not exceed 1000sqm in area.	<ul style="list-style-type: none"> <li>May incorporate significant trees or other vegetation.</li> <li>May be provided to improve accessibility to POS in areas where larger spaces are not feasible.</li> <li>May play a connectivity role as part of a linear POS network.</li> </ul>	<ul style="list-style-type: none"> <li>Breakout areas proposed at the expense of the appropriate provision of other POS types in the hierarchy.</li> <li>POS parcels where the principal purpose is an Entry Statement into a subdivision.</li> <li>Turf spaces</li> </ul>	<ul style="list-style-type: none"> <li>Vegetation retention and shade trees</li> <li>Seating areas in the form of rocks or natural elements</li> </ul>	<ul style="list-style-type: none"> <li>Drink fountains</li> <li>Bins</li> <li>Interpretative signage</li> <li>Public art</li> <li>Exercise equipment</li> </ul>
Local Parks	Service the regular smaller-scale recreation and/or nature function to the immediate surrounding population (e.g. dog walking, children's play, relaxation). They provide opportunity to reflect local character and sense of place through retention of significant trees/bushland, cultural and physical landmarks.	<ul style="list-style-type: none"> <li>Located on pedestrian networks to maximise access.</li> <li>Located throughout neighbourhoods.</li> <li>Located adjacent to residences to maximise passive surveillance.</li> <li>May play a connectivity role as part of a linear POS network.</li> </ul>	<ul style="list-style-type: none"> <li>POS parcels where the principal purpose is an Entry Statement into a subdivision.</li> </ul>	<ul style="list-style-type: none"> <li>Earthworks and retaining if required</li> <li>Vegetation retention</li> <li>Large established trees</li> <li>Park Furniture</li> <li>Shared paths</li> <li>Minimum 2,000 sqm consolidated lawn area (hydrozoned irrigation) to allow for recreational pursuits.</li> <li>Bins</li> </ul>	<ul style="list-style-type: none"> <li>Basketball/netball ring &amp; hardstand (up to ½ court size)</li> <li>Sports goals</li> <li>Artificial / Synthetic turf</li> <li>Public Art</li> <li>Skateable objects</li> <li>Children's playspace (note sand pits must be shaded).</li> <li>Shade structures but natural shade preferred.</li> <li>Waterwise landscaping/low maintenance garden beds</li> <li>Drink fountains</li> <li>Lighting</li> </ul>
Neighbourhood Park	Are similar to local parks but are generally larger and capable of performing both nature and recreation function. They are more of a destination for the local community incorporating children play areas and may include accessible remnant bushland or conservation areas.	<ul style="list-style-type: none"> <li>Located central to neighbourhoods to maximise accessibility.</li> <li>Located adjacent to residences to maximise passive surveillance.</li> </ul>	<ul style="list-style-type: none"> <li>Sites which are fenced.</li> </ul>	<ul style="list-style-type: none"> <li>Earthworks and retaining as required</li> <li>Shaded paths</li> <li>Hydrozoned irrigated turf – minimum 5,000sqm</li> <li>Lighting</li> <li>Vegetation retention</li> <li>Park Furniture</li> </ul>	<ul style="list-style-type: none"> <li>Sports goals</li> <li>Children's playspace</li> <li>Exercise equipment</li> <li>Cricket nets</li> <li>Artificial / Synthetic turf</li> <li>Garden beds</li> </ul>

				<ul style="list-style-type: none"> <li>• Drink fountains</li> <li>• Bins</li> </ul>	<ul style="list-style-type: none"> <li>• Basketball/netball ring &amp; hardstand (up to ½ court size)</li> <li>• Floodlighting</li> <li>• Skateable objects</li> <li>• Public Art</li> <li>• BBQs and associated furniture</li> <li>• Toilets</li> </ul>
District Park	Principally provide for a sport function, yet are large enough to accommodate a variety of concurrent uses including informal recreation, children's play, picnicking, dog walking, social gatherings and individual activities. District open space may also serve a nature function. Often include higher order recreation infrastructure (clubrooms, floodlights, multipurpose courts, etc)	<ul style="list-style-type: none"> <li>• May be co-located with schools to create district community hubs.</li> <li>• Should be located close to major roads and other community facilities.</li> <li>• Should be easily accessible by pedestrians, cyclists and motor vehicles.</li> </ul>	<ul style="list-style-type: none"> <li>• Spaces should be designed to minimise potential impacts of noise, traffic and light spill on residential areas.</li> </ul>	Guided by Recreation Strategy.	Guided by Recreation Strategy
Linear Open Space	<p>Open Space created to assist with connectivity, encourage pedestrian movement along park avenues and provide ecological corridors and opportunities for living streams.</p> <p>Can be aligned with an MUC, however to be credited as POS area forming the linear open space must not accommodate water management measures and the width of the linear open space must be a minimum of 15m.</p>	<ul style="list-style-type: none"> <li>• Designed in accordance with Designing out Crime Guidelines.</li> <li>• Overlooked by residential lots for at least 50% of the length.</li> </ul>	<ul style="list-style-type: none"> <li>• Must not incorporate land used for water management purposes.</li> </ul>	<ul style="list-style-type: none"> <li>• Vegetation retention and shade trees</li> <li>• Seating areas in the form of rocks or natural elements</li> </ul>	<ul style="list-style-type: none"> <li>• Drink fountains</li> <li>• Bins</li> <li>• Interpretative signage</li> <li>• Public art</li> <li>• Exercise equipment</li> </ul>

### **Development of Public Open Space Requirements**

- 2.16 Where subdivision applications proposed the creation of open space, the Shire shall in its response to the WAPC, request that a condition be imposed requiring the applicant to develop the open space to the minimum standard set out in Table 1 of this Policy.

Note: District level POS must be ceded to the Crown free of cost, however it is not the applicant's responsibility to develop this level of POS to the level identified in the Recreation Strategy, with the exception of any earthworks or turf establishment.

- 2.17 Development of POS above minimum standards may be acceptable subject to approval by the Shire. The future of infrastructure considered to 'optional' under Table 1 of this Policy is to be agreed prior to approval of landscaping plans. Whole-of-life cost estimates must be provided at the time of submitting landscaping plans to support provision of all infrastructure items.
- 2.18 Landscaping plans must be submitted for assessment at the same time as subdivisional working drawings.
- 2.19 No clearing of vegetation or other works shall occur within the area of open space until the Shire has granted approval for the subdivisional working drawings and associated landscaping plans.
- 2.20 Any areas of turf, other than for formal organised sports grounds, must have maximum grades of 1:20.
- 2.21 All grass reticulated areas are to be setback a minimum of 2m from the edge of any area of road pavement to prevent deterioration of road pavement and promote water conservation principles.

## **Section 3 – Broome Subdivision Standards**

### **Background**

The *Institute of Public Works Engineers Australia* has established guidelines for subdivision development guidelines as a reference guide for developers, planners, engineers, technical consultants and contractors involved in subdivisional design and construction. The guidelines can be interpreted as setting out the minimum requirements that should be accepted by a local government in granting clearance of the engineering conditions imposed on a subdivision by the Western Australian Planning Commission (WAPC). The Commission is ultimately the subdivision approval authority in Western Australia, acting under the *Planning and Development Act 2005*.

The following section will establish provisions which vary the IPWEA Local Government Guidelines for Subdivisional Development, 2012 (IPWEA Guidelines). These provisions will take precedence over the IPWEA Guidelines in all subdivision approvals.

With regard to bonding of subdivision works, the Shire of Broome adopts the practices outlined in the IPWEA Guidelines, except where amended below.

#### Application of the standards

- 4.1 The subdivision standards are intended to apply to all subdivisions within the Shire of Broome, regardless of whether or not there is a Structure Plan in place or in preparation.

#### Module No 1 – Legal Framework and Contract Administration

- 4.2 **Clause 1.17.4.1 Inspection for Roadworks** is deleted and replaced with the following clause:

*An inspection with the contractor, consultant and the Shire will be required as a minimum for each of the following main stages of the construction of roadworks:*

- *When the road has been boxed out and the subgrade shaped and compacted to a tightly bound homogeneous surface with no cracking or delamination.*
- *When the basecourse has been placed, graded, compacted, water bound and trimmed to the correct shape, level, specifications and finish before sealing takes place. Surface levels to be audited by licensed surveyor with survey and compaction test results provided at the inspection by the Shire prior to seal application.*
- *After sweeping of the basecourse and prior to placement of sprayed surface or asphalt wearing course;*
- *After sealing and before application of kerbing, especially inspection of all kerb keys on all curve radii.*
- *Prior to construction of any footpaths.*

- 4.3 **Clause 1.18 Practical Completion** the following is added:

*If requested, the contractor shall arrange for the full sweeping of all roads to remove silt, debris and surplus sealing aggregate prior to the final inspection.*

- 4.4 **Defects Liability – Clause 1.21.1 General** the following is added:

*It shall be deemed to be the responsibility of the developer to repair any defects resulting faulty workmanship and/or defective materials on all drainage infrastructure for a period of **24 months** from the date of practical completion – referred to as the defects liability period.*

#### Module 2 – Site Preparation Guidelines

- 4.5 **Clause 2.2.1.1 General** paragraphs 3 & 4 are replaced with:

*Where it is necessary to fill to the boundary of a subdivision, a suitable retaining wall shall be erected immediately inside the boundary of the subdivision. Alternatively if approved by the Shire of Broome the fill shall be carried beyond the boundary for a minimum distance of 1.0m and battered to a natural*



ground level at a slope no greater than 1:3. The written consent of the owner of the abutting land shall be obtained before proceeding with earthworks.

All retaining walls proposed for construction in a subdivision shall be designed and certified by a practising structural engineer in accordance with the Building Code of Australia, R Codes and as approved by the Shire of Broome to accept all potential structural loading including construction loads. The retaining walls must also be certified post-construction by a practising structural engineer.

- 4.6 **Clause 2.2.1.2 Residential Areas** replace paragraph 1 & 2 with the following:

*In all areas when subdivisional development is proposed and the Shire of Broome specifies re-contouring to take place, the gradient from back to front and across the lots boundary to boundary shall generally be from 0.5% to 1%. Any variations or exemptions to these gradients must be specifically agreed to and approved by the Shire of Broome.*

- 4.7 **Clause 2.2.1.3 Industrial Areas** replace paragraphs 2 & 3 with:

*In all areas when subdivisional development is proposed and the Shire of Broome specifies re-contouring to take place, the gradient from back to front and across the lots boundary to boundary shall generally be from 0.5% to 1%. Any variations or exemptions to these gradients must be specifically agreed to and approved by the Shire of Broome.*

- 4.8 **Clause 2.2.1.5.3 Soil stabilisation, dust and smoke control and Clause 2.2.1.5.4 Soil stabilisation strategy** the following is added:

All lots and drainage areas should be stabilised as soon as practicable following disturbance. The following minimum standards are expected:

- The batters of all drainage swales are to be stabilised through approved landscaping and the immediate application of site mulch and topsoil;
- All residential lots cleared are to be stabilised through the application of a 3m wide mulch bund measured from the back of kerb line.

All topsoil and vegetation for clearing must be collected from the development site prior to bulk earthworks. All vegetation is to be mulched and stored with the top soil for reapplication/reuse on site.

### **Module No 3 – Road Guidelines**

- 4.9 **Table 3.2 Road Classification** the provisions of this table are modified consistent with Clause 2.10 above.

- 4.10 **Table 3.4 Summary of Planning Criteria for Residential Roads** add in Note 12 to be read in conjunction with Table 3.4

*Note 12 Generally seal carriageway widths in residential areas in the Shire of Broome are 7.4m wide with a minimum of 6m allowed on some low*

*trafficked streets. Variations to these seal widths may be approved in some cases and these will be assessed and approved on a case by case basis with relation to the proposed road layout.*

**4.11 Clause 3.3.2.1 – General** replace paragraph 3 with:

*Generally longitudinal road design grades should be no less than 0.5% minimum. However grades down to 0.35% may be accepted in difficult circumstances.*

**4.12 Clause 3.3.4 Verge and Property Grades** replace paragraph 1 with:

*Verge grading shall be 2% from the top of kerb to the property boundary, any lot level to verge level transitions to this grade must occur within the property itself and be graded up to surface at a maximum of 1:6.*

**4.13 Clause 3.3.4 Verge and Property Grades -**

- (i) add the following to paragraph 2:

*The minimum kerb radius on all industrial intersections shall be 15m.*

- (ii) Replace IPWEA Table 3.6 with:

*Generally all kerbing for subdivisions in Broome shall be as follows:*

*Flush Kerbing*

- *Adjacent to public open space, trafficable median islands, median swales and non-active areas to achieve Water Sensitive Urban Design outcomes.*
- *The edges of through carriageway abutting eyebrow treatments and to form an edge for brick paved thresholds etc.*
- *May be approved for minor access streets and laneways.*

*Mountable Kerbing*

- *Outer rings of roundabouts (note: needs to be fully trenched into the pavement 100mm deep).*
- *Other locations specifically approved by the Shire of Broome.*

*Semi-Mountable*

- *All kerbing associated with roads in both urban, rural and industrial subdivisions shall be semi mountable unless specifically nominated otherwise by the Shire of Broome.*

*Barrier Kerbs*

- *Integrator Arterial Roads in some circumstances.*
- *Outside kerbs on dual carriageways*
- *Roads abutting public open space.*

Full details of approved kerbing profiles for the Shire of Broome are as shown on the Shire website.

**4.14 Clause 3.3.9 Urban Base Course Profiles** replace with the following:

*Notwithstanding the design thickness obtained using the above guidelines, a generally accepted minimum pavement for urban subdivisional urban roads in the Shire of Broome is as follows:*

*Pavement construction to consist of the preparation of existing sub grade and a base course of approved road base mix a minimum of 150mm depth and shall be constructed to 600mm behind the face of kerb.*

**Sub Grade**

*Sub grade preparation shall be carried out in all areas where pavement is to be constructed and compacted to not less than 95% MDD, all allowances shall be made with the mixing and adjustment of moisture content of the naturally occurring Pindan material to achieve the compaction required and level tolerance (-30mm + 5mm) to design levels. The final finish shall be a tightly bound homogeneous surface with no cracking or delamination. If the in situ material is of such a nature, that finish and compaction density cannot be achieved, then new "clean pindan " material shall be installed and the in situ material removed from site. Clean pindan must be free from all deleterious material and will be required to be inspected by the Shire of Broome representative prior to placement. Alternatively the existing material may be modified to obtain the required density and quality requirements.*

- *Compaction testing (Min 95% MDD)*
- *Surface levels to be strung and inspected prior to basecourse application.*

**Base Course**

*A minimum 150mm layer of approved base course material (Crushed Rock) will need to be constructed and compacted to 98% MDD and meet a tolerance of (+10 -10mm) of design levels. Surface finish shall be sufficiently dried back, tightly bound, smooth and with minimal surface irregularities ready to accept the bitumen seal coats.*

- *Compaction testing (Min 98% MDD) and results provided at inspection by the Shire prior to seal application.*
- *Surface levels to be audited by licensed surveyor and results provided at inspection by the Shire prior to seal application.*

**Bituminous Seal**

*(a) The seal for all roads shall consist of 3 layers of hot applied bitumen, with application rates proposed by the engineering consultant and approved by the Shire.*

- *A 50/50 prime*
- *A first coat seal poly modified binder with an application of 14mm approved aggregate (10mm for carpark construction).*

- A second coat seal poly modified binder with an application of 7mm approved aggregate (10mm for industrial construction).

(b) Or a 7mm primer seal followed by an application of 25mm minimum Hot Mix Asphalt to specification.

Actual Seal and aggregate application rates achieved shall be supplied to the Shire prior to Practical Completion.

4.15 **Clause 3.3.12 Wearing Course** replace paragraph 1 with:

Generally the wearing course on urban roads in the Shire of Broome is a 3 coat bituminous seal. An asphalt wearing course however is preferred if economically available and may be requested in any case on intersections and roads of high importance such as Integrator arterials, neighbourhood connectors, coloured parking embayment's, town centres and industrial roads.

4.16 **Clause 3.3.13 Traffic Management Urban Roads** replace paragraph 3 with:

Intersections except those being treated with roundabouts shall be generally designed with turning radii as indicated in Table 3.7. Some specific locations and industrial areas may need to allow for semi-trailer or higher class heavy vehicle (triple road train) access and intersection channelisation as directed by the Shire of Broome.

4.17 **Clause 3.4 Material Specifications** replace clauses 3.4.2 and 3.4.8 with the following:

As noted in the IPWEA clause 3.4 the specified guidelines refer to pavement materials generally unavailable within the Shire of Broome and consultants should use the following basecourse specifications in choosing materials for subdivision construction. IPWEA Bitumen and asphalt specifications should be used as a general guide for selection of these materials in Broome. Any specific changes such as varied sealing aggregates or bitumen classes etc. will be provided to the consultants at design approval stage.

**(A) Shire of Broome Gravel/Crushed Rock Blend Basecourse**

Blended gravel crush rock mix shall consist of durable stone in a granular soil matrix. The gravel shall be free of lumps of clay, stumps, roots, organic matter or other deleterious material and conform to the following specifications.

Basecourse material to have a minimum CBR value of 80.

**Atterberg Limits**

The portion passing 0.425mm sieve shall conform to the following requirements.

Property	Requirement	Test Method (MRWA)
Liquid Limit shall not exceed	▪ 25	▪ WA 120.2

▪ Plasticity Index shall not exceed	▪ 6	▪ WA 122.1
▪ Linear Shrinkage shall not exceed	▪ 3%	▪ WA 123.1

**Grading (Particle Size Distribution)**  
**Test Method MRWA 115.1**

Sieve Size	Percent by weight passing
37.5mm	▪ 100%
▪ 19mm	▪ 71 – 100%
▪ 9.5mm	▪ 50 – 81%
▪ 4.75mm	▪ 36 – 66%
▪ 2.36mm	▪ 25 – 53%
▪ 1.18mm	▪ 18 – 43%
▪ 0.425mm	▪ 11 – 32%
▪ 0.075mm	▪ 4 – 19%

**Dust Ratio**

The Dust Ratio, defined as the ratio of the percentage passing by weight the 0.075mm sieve to the percentage passing by weight the 0.425mm sieve, shall not exceed 0.67.

**1.1.1 Other Limits**

Property	Requirement	Test Method (MRWA)
Maximum Dry Density	▪ 2.0t/m <sup>3</sup> min	▪ MRWA 324.1, MRWA 324.1
▪ Dry Compressive Strength	▪ 1.7Mpa min	▪ MRWA 140.1
▪ Total Soluble Salts	▪ 0.2% Max. Limit	▪ W.A. 910.1

**Module No 4 – Drainage Management Guidelines**

4.18 **Clause 4.2.2 Standards and Guidelines** add dot-points to the clause:

- Shire of Broome Guidelines for Design and Construction of Stormwater Drainage Systems detailed in Section 5 below.

4.19 **Clause 4.3.2.4 Stormwater Drainage – general principles** replace paragraphs 11 & 12 with the following:

- The Consulting Engineer shall design the drainage network using recurrence intervals and overland flow requirements as specified in the Shire of Broome Guidelines for Design and Construction of Stormwater Drainage Systems detailed in Section 5 below.

4.20 **(4.3.3.1) Drainage Systems** Replace IPWEA paragraph 1 with

- All piped drainage lines shall be designed in accordance with the recommendations of the pipe manufacturers and the appropriate Australian Standards. The minimum pipe Diameter shall be 300mm and pipes shall be a minimum of Class 2 concrete used in the road reserve or other Local Government areas. Pipe Class to be calculated based on expected construction plant loadings.

Replace IPWEA paragraph 6 with

- Approved drainage infrastructure located within property allotments as either rear or side drains shall be generally laid centrally in easements in favour of the adjacent upstream landholders. Easement widths shall be approved by the Shire of Broome and will generally be a minimum of 3m.

**4.21 Clause 4.3.3.2 Grated Gullies and Side Entry Pits** replace paragraph 1 with:

*It is the Shire of Broome preference that combination type grated gully side entry pits are used in all subdivisions .*

Delete paragraphs 7 & 8:

*Replace all drainage typical details with those shown on the Shire of Broome website.*

**Module No 5 – Streetscape Guidelines**

**4.22 Clause 5.3.1 Pedestrian and Bicycle Facilities** in addition to this section Developer to note the following:

*Where this section refers to footpaths / shared paths, as a minimum the Shire of Broome requires "all" paths to be 2.0m wide in situ concrete. The exception to this would occur on neighbourhood connectors and other major traffic routes where a shared path on one side of the road is 2.5m, the path on the opposite side may be reduced to 1.5m. Final path widths shall generally conform with Liveable Neighbourhoods and Austroads Guide to Traffic Engineering Practice Part 14.*

*The developer is to only construct paths and pram ramps on curves, roundabouts etc. from TP to TP and sections along POS areas that will not be subject to house construction traffic. The full actual installation cost (current Broome industry standard) by the Shire (plus 20% plus GST) and future reticulation reinstatement cost of the remaining paths will then need to be paid (non refundable) to the Shire of Broome prior to clearance. These paths will then be constructed in the future at completion of the majority of houses in the subdivision by the Shire, using the funds paid by the developer.*

*The installation of standard side entry pits basically reduces the width of 2m paths at the pit location, please ensure all paths are widened appropriately at these locations to ensure 2m width is maintained (note this is not shown on the design drawings).*

*In nominated locations paths that cross drainage chutes may be required to be provided with steel bridged sections approved by the Shire of Broome, not pram ramps down into and out of the chutes.*

**4.23 Clause 5.3.8 Streetscape Maintenance Bond** replace paragraph 1 with:

*Where the developer arranges for landscaping to take place it shall be supported by a maintenance and irrigation period of at least 2 years after practical completion to ensure that the vegetation is properly established. This condition shall be guaranteed by way of a bond in the form of cash or a guarantee from a financial institution acceptable to the local authority. This bond will be returned when the maintenance period has been satisfactorily completed. The amount of the bond is detailed in Module 1, section 1.20: Bonding Outstanding Works.*

**Module No 6 – Public Open Space Guidelines**

**4.24** Throughout this module where it refers to “maintenance for two summers” this shall mean maintenance for a minimum of 2 years from practical completion.

**4.25 Clause 6.2.2 Standards** add additional dot point to clause:

- *Shire of Broome Guidelines and Specification for Reticulation Systems and Associated Works in Public open Spaces as set out in Section 6 below.*

**Section 4 – Guidelines for the Design of Stormwater Drainage Systems**

**Design:**

Land owners/developers subdividing or developing land for residential, commercial or industrial developments are required to provide a stormwater drainage system. The subdivision of rural land may also require the provision of a similar system and in low-lying areas, filling or other drainage may be required.

The designer shall examine the total drainage catchment area, and ensure that any upstream drainage that may pass through the particular subdivision is included in the design, and that the drainage system for the subdivision is capable of carrying the ultimate design flow from the upstream catchment, in addition to the actual subdivision or development land.

Developers are responsible for negotiating their own cost sharing arrangements, if this involves parts of a catchment owned/occupied by others, unless this has been arranged by Council as part of an overall catchment drainage plan.

Developers whose land shares a common drainage catchment have a shared responsibility for ensuring that the whole of the catchment, including the major roads, are drained. Where development is to be staged, an overall drainage plan for the whole of the catchment is required before approval will be given to any individual stage.

In cases where stormwater is proposed to be discharged into private land downstream of a subdivision or development, arrangements shall be made by the developer with the owner of the downstream land to provide an easement over the route of the drain and to construct and/or improve the drainage outlet. As directed at time of subdivision or development, the easement shall be in favour of the Shire of Broome shall be created over the affected lot. If drainage outlets are to discharge into areas forming part of the Conservation Estate, endorsement and approval from the Yawuru Park Council, Shire of Broome and Department of Parks and Wildlife may be required to be obtained, with any downstream works to be funded by the developer.

All drainage systems shall be designed to include water sensitive design and better urban water management principles.

Better urban water management shall be an integral component of all interventions in the natural or built environment. Water sensitive urban design (WSUD) should consider the overall impact of any given project to the water cycle, with intelligent design strategies to deliver downstream water outcomes to meet that of pre development. The Shire of Broome does not currently have a District Water Management Strategy available for use, therefore the developer will be required to undertake water sampling and testing prior to development to establish pre development water quality parameters. Water sampling and testing may also be required post development to demonstrate that pre development water quality parameters have been met.

For catchment areas in existing urban and greenfield developments it is necessary to adopt responsible water management objectives that are required to be sensitive to the nature of local Broome soils, climate, geology, biodiversity and vegetation patterns including reducing reliance on reticulated potable water.

Better urban water management objectives that developers need to include are:

- Limiting negative impacts on existing ecological processes and systems;
- Minimising negative impacts on natural hydrologic processes of catchments;
- Balancing downstream runoff and peak flows from urban development;
- Minimising pollution & improving quality of water discharges to the natural environment;
- Protecting and enhancing surface and ground water quality;
- Limiting demand on reticulated potable water supply systems - e.g. incorporating fit-for-purpose/ multiple options into supply and distribution planning;
- Adding value while minimising development costs and provide strategies that fundamentally integrate factors previously regarded as separate aspects of urban management (e.g. drainage infrastructure & maintenance costs, multi-use open spaces, cultural and environmental corridors);
- Integrating management practices within and between institutions responsible for waterway and open space management.

Developers shall utilise the above principles where possible and the use of innovative methods to reduce flows by way of longitudinal drains with low flow weirs, vegetated compensating basins, slowing of flows, bunds, altered land use practises or the like. Permanent wet storage basins are not considered desirable due to safety and



mosquito breeding problems. However, some form of controlled outlet compensating basins should be utilised for infiltration and silt removal purposes.

All open drainage systems shall have maintenance access requirements considered in the design. Vegetation of batters with native vegetation and swale floors with native grasses is essential for creation of a sustainable asset as well as for the removal of urban nutrient loads.

Drainage system design shall take into consideration the requirements of future maintenance activities including the provision for safe plant access for cleaning and silt removal. All systems shall be fully revegetated.

#### **Water Sensitive Design Principles**

Subdivision and Development design should ensure that:

- All components of the design form part of the 'treatment train' from onsite measures, road, swales and discharge points.
- Road alignments follow contours wherever possible in order to reduce stormwater flow velocities but do not create mid-block low points.
- Detailed consideration is given to the nature, location, effectiveness and staging of on-site stormwater management system.

#### **Design Parameters Subdivisions**

The drainage system and all associated structures including compensating basins are to be designed to collect and convey an Average Recurrence Interval (ARI) storm event of one in 100 year storm event occurrence). Provision shall also be made for flows 100-year ARI storm such that the floor level of all buildings shall be a minimum of 400mm above the ARI 100-year flood level and be retained within the road reserve. Flows from subdivisional areas shall be compensated to predevelopment levels.

For commercial and industrial subdivisions where lots will be primarily developed as hardstand areas, the sizing of individual lot compensation basins must be provided with the detailed civil design, and constructed by the developer of the subdivision at the time of construction of the subdivision.

Proposed infill development Finished Floor Levels (FFL) must be designed to be at least 500mm above the crown of the adjacent road to which site floodwaters will discharge, where no current flood modelling exists.

All designs to generally in accordance the "Australian Rainfall & Runoff - 1995." Coefficient of runoff can be taken as 90% for road reserves, with 70% for residential sites, 30% for vegetation/bush and 90% for mixed/commercial use. A coefficient of runoff of 90% shall be used for commercial and industrial sites.

Surface roughness coefficient (n) to be generally:

- Asphalt roads  $n = 0.014$
- Bare earth channels and verges  $n = 0.030$
- Natural bush/vegetation/sports grounds  $n = 0.100$

- Concrete culverts  $n = 0.014$
- Concrete drop structures  $n = 0.014$
- Stone pitch drop structures  $n = 0.020$

General subdivisional roads are to be designed as depressed road drains capable of accommodating a 1:10 year storm event between kerbs. If this is not possible, as a last resort underground drainage should be installed to take the excess flow. Absolute minimum longitudinal grade to be 0.35%. Where it can be obtained, a 0.5% minimum grade is preferred.

A maximum water depth of 175mm at the pavement edges is to be designed for, with all flows in excess of this to be transferred to open drains or pipes as applicable. Where rear lot drainage infrastructure is included in the subdivision, these must also be capable of accommodating a 1:10 year storm event.

In areas of high pedestrian activity such as neighbourhood or town centres, a higher level of drainage service will be required, extra underground drainage may be required to lower the level of frequency of flooding in the roads. The rainfall intensity for a calculated time of concentration and recurrence interval shall be determined using Bureau of Meteorology rainfall Intensity, Frequency, Duration (IFD) charts for Broome.

Local dry basins (compensating) should attenuate design flows with base outflow to prevent long-term water retention. Compensating basins to be generally designed to retain a maximum water depth of 1.2 metres, batter slopes to be a maximum of 1:6 to allow for safe egress.

#### **Piped Drainage Systems**

Where necessary, piped stormwater drainage shall be installed incorporating grated combination side entry pits. Pipes shall not run directly under the kerb.

Combination side entry pits shall be placed at low points, the upstream side of intersections if the flow warrants it and at intermediate positions to limit flow widths.

Manholes shall be constructed at all pipe junctions and where the pipe changes direction or grade. The maximum distance between manholes shall be 90m and the location shall not unduly restrict the future access to residential lots.

Manhole covers shall be of an approved kind, but generally, to be purpose built heavy duty trafficable reinforced concrete surrounds a minimum of 150mm thick. If located in a carriageway, it shall be fitted with a cast iron frame and lid. They will be equipped with a square or circular access point with tapered inserts and approved lifting points installed.

All piped drainage lines shall be designed in accordance with the recommendations of the pipe manufacturer and the appropriate Australian Standards. The minimum pipe diameter shall be 300mm and Class 2 concrete external rubber band joint are the minimum standard to be used in the road reserves. Pipe Class and cover must take into account all loads from construction traffic.

Drainage lines within road reserves shall generally be laid on an alignment in accordance with the Utility Providers Code of Practice for Western Australia.

The minimum velocity in pipes shall be 1.0m/sec and maximum velocity 6.0m/sec.

Where a piped drain interfaces with an open drain, a suitable headwall structure with rock or concrete scour protection shall be provided to prevent entry of loose material into the pipe and the erosion of surrounding ground.

Headwalls located on outlet pipes shall include suitable erosion protection in the form of aprons and edge beams and rock pitching.

#### **Formal POS / Drainage Areas**

Drainage flow paths should not form part of the formal POS areas (local or neighbourhood open space), however if required, drainage flow paths must not impact the active recreation component of these areas

Lawn/turfed areas must be minimally graded to be free-draining to prevent the ponding of stormwater.

#### **Open drains**

In general open drains should be:

- Designed to imitate natural systems.
- Be meandering and curvilinear in design and designed to not hold stagnant water for more than 72 hours.
- Be designed as a series of natural landscape features utilising natural materials where possible.
- Be designed as a series of smaller interconnecting compensation basins with low flow outlets installed between each.
- Batter slopes to be ideally no steeper than 1:6, with 3m wide floors and grades of drains generally to be no steeper than 1:700. Grades may be adjusted by drop structures along the length of the drain if required.
- Maintenance of drains to be carried out by slashing and silt removal at weir structures at nominate drop out locations with access for plant provided.
- All batter slopes to be fully mulched and revegetated with natural endemic species to prevent erosion
- Mortared stone pitching shall be provided at all structures, junctions and bends.
- Ensure that drains are graded uniformly to ensure no low points are created that will result in standing pools of water and an increase in mosquito breeding areas.
- Nutrient stripping and sediment drop out
- Batters of open drains should be stabilised immediately following construction through application of mulch.

#### **Stormwater Basins in Subdivisions**

Retardation or compensating basins shall be provided at suitable locations to reduce peak flow rates to the downstream facilities to predevelopment flows and to provide silt traps prior to the outlet. All basins shall be designed for the 1:100 storm event.

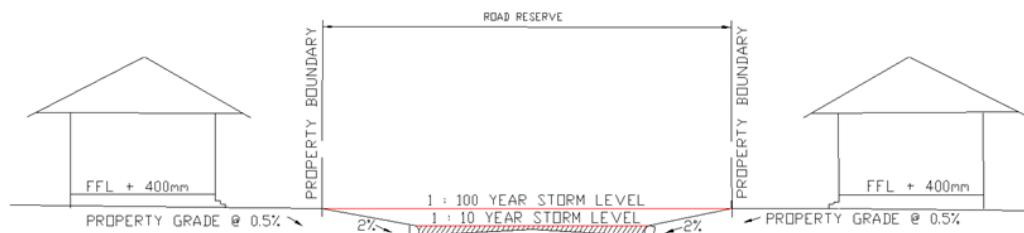
All drainage basins shall be designed to blend in and be a feature in the landscape, be designed to be curvilinear or irregular shaped with silt traps provided to main flow outlets with access for future cleaning. All batter slopes are to be 1:6, with basin sides and floor to be fully vegetated with endemic species and have mechanisms incorporated to help with nutrient stripping and weed seed removal.

Re-vegetation of the swale systems is a critical factor for that must be adhered to. Vegetation of swales achieves the following WSUD outcomes:

- Stabilisation of swale bases and batters;
- Filtering of fine Pindan silts that adversely effect conveyance infrastructure;
- Filtering of fine Pindan silts that can bind nutrient levels in downstream marine ecologies such as Mangal environments;
- Aids in providing a natural drainage 'roughness' reducing velocity of overland flows; and
- Filters and minimises the distribution of potential contaminants including exotic weeds.

Vital to water quality, revegetation and protection of the drainage swale system is the immediate application of **site mulch** and **topsoil** collected prior to bulk earthworks. Use of local site mulch and topsoil provides a ready source endemic seed bank. Once drains have been graded mulch to be applied to disturbed sites for erosion control.

Replace IPWEA Figure 4.4 Stormwater Infrastructure Requirements As A Function Of Road Hierarchy with the following Diagram.



TYPICAL BROOME STORMWATER CROSS-SECTION DETAIL  
FOR SUBDIVISIONAL CONSTRUCTION  
(N.T.S)

## **Section 5 – Guidelines and Specifications for Reticulation Systems and Associated Works in Public Open Space Areas**

The following specification is to be used by all developers and other parties who are installing irrigation and associated works in public open space areas as part of their developments or subdivisions.

### **1. Water Corporation Connection**

Developers shall arrange and install Water Corporation water supply with approved backflow preventer TYCO brand and isolation valves. The minimum requirement is 50mm supply and meter (# 11 18173 160l/min) enclosed in a suitable below-ground valve box. The developer shall provide a water supply that can facilitate a watering schedule for all lawn areas contained in the POS, within a maximum 4 hour duration which is to include a precipitation rate of 10mm minimum per schedule.

### **2. Main Feed Line**

If tanks are required as part of the project main feed line to irrigation tanks shall be PVC / CL 9 all solvent weld jointed to Australian Standards, with the size to be generally 40mm or 80mm depending on hydraulic requirements. An 858 Emflow Master Valve is to be placed on main feed line between water meter and tanks. This master fill valve will be controlled via the float switch in the tank and via MAXICOM central control controller and programming. A hydraulic valve shall be fitted on the infill side of the tank (if tanks are required) for overflow protection on the rising fill line.

### **3. Tank and Pump & Control Units**

Should the watering schedule of approx. 4 hours for lawn areas not be able to be met from the inlet flow, then installation of one Shire approved galvanised steel tank and associated foundations with the appropriate capacity and connections is to be connected and setup as per existing Shire of Broome POS layouts.

Pump station is to be 1 x Grundfos Hydro Solo E, pump sized to suit installation Pump and associated filter, with valves and anti syphon loop to be all heavy duty galvanised fittings.

*Note – all in ground pipe work associated with the tank pump connections to be PVC Class 18 UV protected , manual Y filter to have a 80 mesh/200 micron screen.*

Controller (Maxicom compatible) shall be "Rainbird" ESP SITE 12 Station Controller with 1 x Maxon GSM Modem with cables, antenna and Power Pack for GSM modem. The controller must also be fitted with an RCT radio receiver card and antenna kit. Allowance must be made for setting up and programming the site onto the Shire's Maxicom central control system located at the Shire depot so that all irrigation/faults can be logged, and the site operates off the weather station E.T.

An Aluminium Power/Irrigation cabinet shall be provided that is large enough to accommodate all controls including irrigation controller, CCunit, GSM Modem and other associated switchboard etc. The cabinet shall be provided with (2) welded Hasp and staple type locks top and bottom suitable to accommodate the standard Shire

padlocks and shall be located near to the tank and pumpsite. A new mini pillar will also be required near the site to supply power to the irrigation controller/pump cubicle. The controller is to be fitted with a 240-volt plug and supplied by (2) double GPO with surge arrestor fitted. A two metre earth stake is to be installed outside the cabinet inside a separate concrete box with galvanised lid and "cadbond" connection to the cabinet main earth cable/bus bar. Resistance to earth shall be less than two ohms. The cabinet electrics must have RCD protection, fan and heat resistant special white paint.

The full area of a pump compound is to be supplied with a compacted Shire specification roadbase hardstand and shall be 2m wider than the tank and pumps and incorporate two vehicle parking spaces and turnaround.

The pump and associated electrical equipment cabinet is to be supplied with a structurally certified and cyclone rated pump house (similar to existing installations at POS in Januburu Six Seasons Stage 4). Minimum dimensions are to be 2.5m x 2.5m with a minimum roof height of 2.2m. Please note these dimensions are a minimum and final measurements must allow for maintenance work to be carried out. Pumphouse floor shall be 100mm thick with 200mm deep x 300mm wide thickening along all edges, final design shall be cyclone rated to category C.

#### **4. Ring Main-SWJ**

All feed lines from pump shall be PVC / CL 9 and sized to suit the hydraulic design. They shall all be solvent weld jointed to Australian Standards and to be formed into a continuous ring main with flushing points. All joints are to be primed with red pipe primer for inspection purposes.

#### **5. Irrigation Components**

The following irrigation components will generally be used:

- 40mm or 25mm "Rainbird Scrubber" solenoid valves with PRS including "Philmac" isolation poly ball valve in 1419 valve boxes. All valve boxes are to be bricked out with no load bearing surfaces on the main line. Bases of valve boxes to be covered with jute matting.

All valve box lids are to be installed at level with final turf grade. All sprinkler stations are to be designed so valve boxes are located in garden beds and not in lawn areas unless prior approval is provided.

All solenoid valve wiring shall be laid in conduit and be continuous from the irrigation controller to the respective solenoid valve, without any joins in between. They shall be a minimum of 1.5mm<sup>2</sup>, common to be 2.5mm<sup>2</sup>. All wiring joins to be done with 3MDBY wire joiners ONLY.

- "Hunter Ultra" 120 full circle sprinkler to suit
- "Hunter Ultra" 120 part circle sprinkler to suit
- "Hunter Ultra" PG's to suit
- All lateral lines shall be class 9 PVC solvent weld jointed to Australian Standards and primed as required.

- Isolation butterfly valves and or air release valves shall be provided in 1419 valve boxes and bricked out as required. All lids to be level with finished turf grade.
- Where sprinklers run parallel to the road kerbing all PVC sprinkler feed pipe work and fittings are to be setback off the road kerb a minimum of 400mm. A separate piece of PVC pipe will then connect to the sprinkler articulated riser so that no damage occurs to any feed pipes when run over, etc. All sprinklers are to be installed on articulated risers and set level with the finished grade.

#### **6. Trickle irrigation**

- All trickle stations are to be designed so the flow rate of the sum of all drippers on each station does not exceed 90% of the flow rate supplied from the main supply to each station.
- All supply main lines for garden beds are to be 25mm class 9 PVC. All irrigation components in garden beds shall be low-density 25mm poly reducing to 19mm polypipe with "Netafim" 8 l/hr pressure compensating drippers. No smaller or larger supplying drippers are to be used unless prior approval is agreed to. If trees are singular and not in garden beds, then install drippers at three drippers per tree. The three tree drippers shall be installed in a 19mm poly pipe ring offset from the tree base. (No sprinklers to be located in garden beds)..
- A 25mm ball valve is to be installed in a valve box at the ends of the mainlines before each valve with a standard 13mm tap connection fitted to allow for a snap on hose connection to be fitted

Please also note that all 25mm Rain Bird Scrubber solenoid valves with PRS to garden beds shall be fed off the main tank 80/9 PVC feed line prior to the tank fill. No trickle stations to fed directly off the pump system.

#### **7. As Constructed Drawing.**

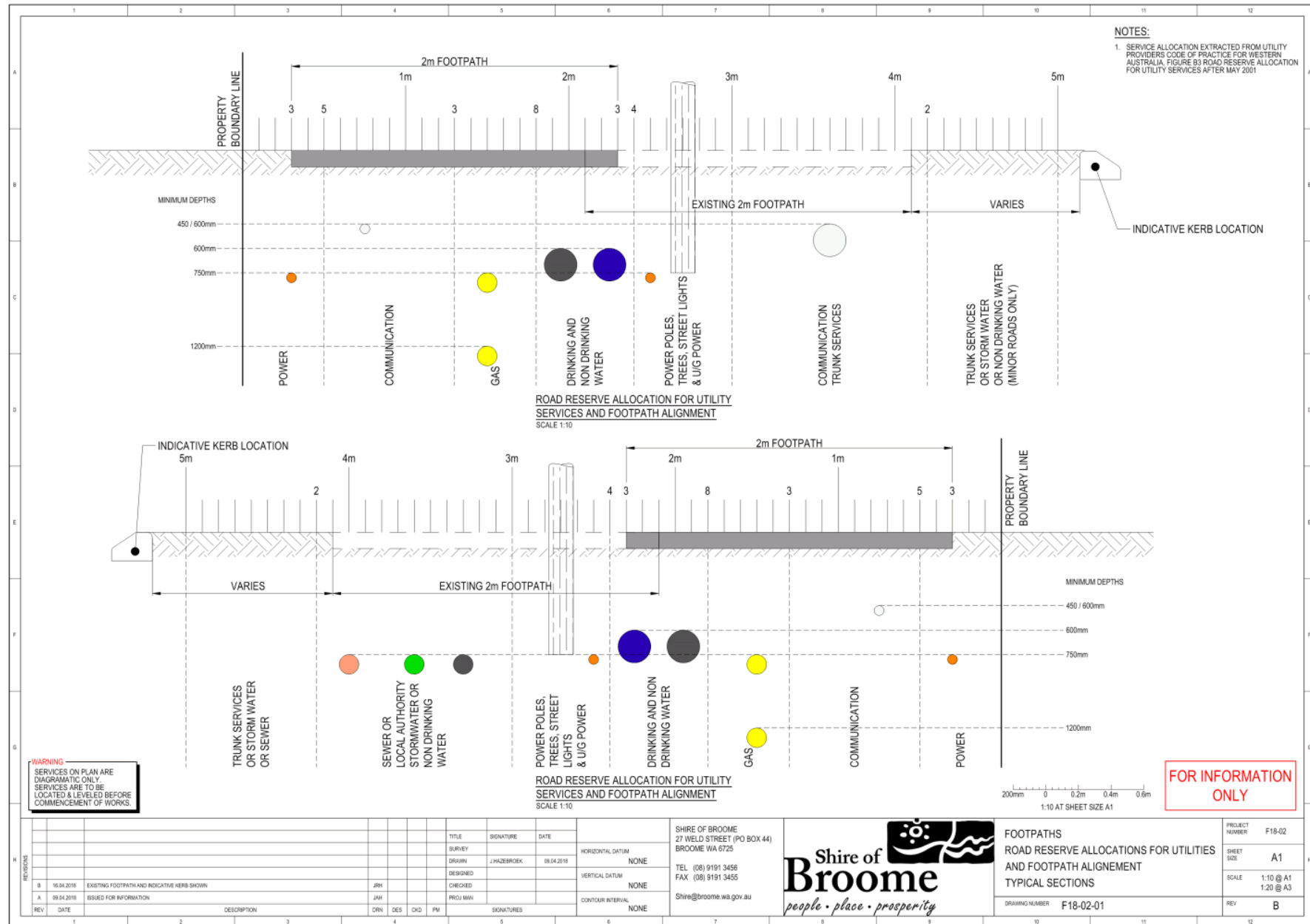
An as constructed accurate GPS irrigation CAD drawing is required on hand over to the Shire along with a PDF copy to be recorded on a CD disk for future reference.

### Checklist – Local Water Management Strategy

Local water management strategy item	Deliverable	<input checked="" type="checkbox"/>	Comments
<b>Executive summary</b>			
Summary of the development design strategy, outlining how the design objectives are proposed to be met	Table 1: Design elements and requirements for BMPs and critical control points	<input type="checkbox"/>	
<b>Introduction</b>			
Total water cycle management – principles & objectives Planning background Previous studies		<input type="checkbox"/>	
<b>Proposed development</b>			
Structure plan, zoning and land use. Key landscape features Previous land use	Site context plan Structure plan	<input type="checkbox"/> <input type="checkbox"/>	
Landscape - proposed POS areas, POS credits, water source, bore(s), lake details (if applicable), irrigation areas	Landscape Plan	<input type="checkbox"/>	
<b>Design criteria</b>			
Agreed design objectives and source of objective		<input type="checkbox"/>	
<b>Pre-development environment</b>			
Existing information and more detailed assessments (monitoring). How do the site characteristics affect the design?		<input type="checkbox"/>	
Site Conditions - existing topography/ contours, aerial photo underlay, major physical features	Site condition plan	<input type="checkbox"/>	
Geotechnical - topography, soils including acid sulfate soils and infiltration capacity, test pit locations	Geotechnical plan	<input type="checkbox"/>	
Environmental - areas of significant flora and fauna, wetlands and buffers, waterways and buffers, contaminated sites	Environmental Plan plus supporting data where appropriate	<input type="checkbox"/>	
Surface Water – topography, 100 year floodways and flood fringe areas, water quality of flows entering and leaving (if applicable)	Surface Water Plan	<input type="checkbox"/>	
Groundwater – topography, pre development groundwater levels and water quality, test bore locations	Groundwater Plan plus details of groundwater monitoring and testing	<input type="checkbox"/>	
<b>Water use sustainability initiatives</b>			
Water efficiency measures – private and public open spaces including method of enforcement		<input type="checkbox"/>	
Water supply (fit-for-purpose strategy), agreed actions and implementation. If non-potable supply, support with water balance		<input type="checkbox"/>	
Wastewater management		<input type="checkbox"/>	
<b>Stormwater management strategy</b>			
Flood protection - peak flow rates, volumes and top water levels at control points, 100 year flow paths and 100 year detentions storage areas	100yr event Plan Long section of critical points	<input type="checkbox"/> <input type="checkbox"/>	
Manage serviceability - storage and retention required for the critical 5 year ARI storm events Minor roads should be passable in the 5 year ARI event	5yr event Plan	<input type="checkbox"/>	



Local water management strategy item	Deliverable	<input checked="" type="checkbox"/>	Comments
Protect ecology – detention areas for the 1 yr 1 hr ARI event, areas for water quality treatment and types of (including indicative locations for) agreed structural and non-structural best management practices and treatment trains. Protection of waterways, wetlands (and their buffers), remnant vegetation and ecological linkages	1yr event plan Typical cross sections	<input type="checkbox"/> <input type="checkbox"/>	
<b>Groundwater management strategy</b>			
Post development groundwater levels, fill requirements (including existing and likely final surface levels), outlet controls, and subsoils areas/exclusion zones	Groundwater/subsoil Plan	<input type="checkbox"/>	
Actions to address acid sulfate soils or contamination		<input type="checkbox"/>	
<b>The next stage – subdivision and urban water management plans</b>			
Content and coverage of future urban water management plans to be completed at subdivision. Include areas where further investigations are required prior to detailed design.		<input type="checkbox"/>	
<b>Monitoring</b>			
Recommended future monitoring plan including timing, frequency, locations and parameters, together with arrangements for ongoing actions		<input type="checkbox"/>	
<b>Implementation</b>			
Developer commitments		<input type="checkbox"/>	
Roles, responsibilities, funding for implementation		<input type="checkbox"/>	
Review		<input type="checkbox"/>	













**9.2.2 TRADING IN PUBLIC PLACE LICENCE APPLICATION - SKYDIVE GERONIMO**

<b>LOCATION/ADDRESS:</b>	Cable Beach
<b>APPLICANT:</b>	Skydive Geronimo
<b>FILE:</b>	HEA001
<b>AUTHOR:</b>	Environmental Health Officer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	26 March 2018

**SUMMARY:** The Shire has received an application for a licence to trade in a public place in accordance with the *Trading, Outdoor Dining and Street Entertainment Local Law 2016* from Skydive Geronimo, who propose to land on the southern portion of Cable Beach. This report provides an overview of the application for Council's consideration.

**BACKGROUND**Previous Considerations

Nil.

**COMMENT**

The Shire received an application to trade in a public place from Skydive Geronimo on 28 February 2018.

Skydive Geronimo is an Australian adventure tourism company that currently offers Tandem Skydive experiences in Busselton and on Rottnest Island. Since they commenced operation, Skydive Geronimo has taken more than 12,000 customers on a tandem skydive experience at these locations.

Skydive Geronimo has provided letters of support for their application from the City of Busselton (see **Attachment 1**), Australia's South West Tourism (see **Attachment 2**) and Adams Coachlines (a business that Skydive Geronimo work with on Rottnest Island) (see **Attachment 3**).

Skydive Geronimo is proposing to operate from Broome Airport, landing the tandem skydivers onto the portion of Cable Beach just north of the Gantheaume Point intertidal zone vehicle parking area (**Gantheaume vehicle area**). Use of this area of beach will be limited to tandem skydiving and will not be used for sport skydiving or student training operations.

Skydive Geronimo intends to operate annually from May to August, 7 days a week. Bookings will be taken on an hourly basis starting at 8am and running until 5pm, allowing for 1 flight per hour. Each flight will accommodate a maximum of 2 tandem pairs, allowing maximum of 20 customers per day, descending from heights of 8,10,14 and 15000ft. Experienced skydive instructors will be sourced from existing staff for the new Geronimo Broome location and Broome locals will also be hired to support the operation in on-ground operational roles.

A copy of the operational concept provided by Skydive Geronimo for the proposed activity is shown in **Attachment 4** and a copy of the proposal document is shown in **Attachment 5**.

#### Land to be used

The proposed beach landing area is a space of 15 metres x 10 metres and will only be used for 6-8 minutes every hour. The area will be marked with high-visibility cones and 2 wind direction devices away from the shoreline and allowing beach users to comfortably still use the beach with no obstructions. A ground control assistant will ensure the safety of spectators, beach users and skydivers and will also be responsible for choosing the appropriate landing area within the approved zone. Once the skydivers have landed on the beach, the landing area will be dismantled until the next descent, ensuring that portion of the beach is not exclusive to Skydive Geronimo.

Skydive Geronimo are to remain within the intertidal zone on the southern portion of Cable Beach, on land managed by the Kimberley Ports Authority (**KPA**).

A 12-seater commuter vehicle will be used as part of the operation. It will access the beach via the Gantheaume Point vehicle access point and park at the most northern point of the Gantheaume vehicle area. The vehicle will be used to transport skydivers and equipment from the beach landing area after each landing. The vehicle will be towing a rigid inflatable rescue craft (4m) in the unlikely case of a skydiver coming into contact with water.

A copy of a plan showing the proposed location of the landing area on Cable Beach is included as **Attachment 6**. Please note that despite the notation on the plan, the trading licence will be conditioned to clarify that the activity must occur within the intertidal zone, and Skydive Geronimo is aware that they may have to modify their operations during times of large tide variances.

There is the potential need to alter the proposed landing area during large high tides, events preventing use of the beach or weather conditions that are unfavourable for a beach landing. Therefore, Skydive Geronimo has requested that they also be able to land at the Broome Turf Club in these conditions. The Broome Turf Club has provided their consent in writing to this proposal and officers support the Turf Club being identified as an alternative trading location in the proposed trading licence.

#### Regulatory bodies

The Australian Parachute Federation (**APF**) is the governing body for skydiving in Australia. Skydive Geronimo maintains a membership with the APF. In line with their membership, all skydiving activities undertaken are to be compliant with the APF Operational Regulations, as approved by the Civil Aviation Safety Authority (**CASA**). Before the commencement of any skydiving operations in Broome, Skydive Geronimo Broome will undergo a Risk Assessment by the APF. An APF safety representative will review and approve any operational plans and landing areas, and regularly audit the operation to ensure compliance is maintained. Skydive Geronimo currently maintains a 100% safety record with more than 12,000 safe tandem descents since opening in 2010.

Shire officers recognise that the undertaking of skydiving is an activity that possesses great risk, however, officers are satisfied with the risk management plan that has been submitted by Skydive Geronimo. A copy of Skydive Geronimo's risk management plan, Safety

Management Plan and Emergency Response Plan are included as **Attachments 7, 8 and 9** to this report.

As discussed above, the land upon which the operation is proposed is managed by the KPA. The application was referred to the KPA for their consideration and they have advised that they are supportive of the activity occurring as proposed, subject to a risk assessment being provided to address the following scenarios:

- Environmental scenarios i.e. waste management.
- Retrieval of vehicles due to tide rising.
- Management of dogs off leads.
- Control of drones.
- Interaction with masts on moored vessels in the event that the parachutists overshoot the landing zone.
- Community complaint regarding restricted access during landing events.
- Potential for other aircraft in the area to fly close to skydivers. Broome has many small airplanes and helicopters flying around on site-seeing tours.

This request by the KPA should be addressed prior to any trading licence being issued for the activity.

#### Statutory planning considerations

The activity being undertaken does not require the exclusive use of the land, therefore it does not constitute as a land use change and does not require development approval.

#### Trading in Public Places Policy

Schedule 1 of the Shire's Policy 3.3.6 – Trading in Public Places (**Trading Policy**) contains specific provisions regulating trading activities on Cable Beach. In accordance with subclause 2 in Schedule 1, trading licences will only be issued on Cable Beach:

- for trading activities which support and are directly related to the recreational use and enjoyment of Cable Beach and its adjacent waters; and
- for the section of Cable Beach:
  - (a) between a point formed by the westerly prolongation of Murray Road to the low water mark and a point located 500 metres north of the vehicle entry ramp adjacent to the Broome Surf Club; and
  - (b) between the high and low water mark.

It is arguable that the proposed skydiving operations support and are directly related to the recreational use and enjoyment of Cable Beach, as the landing on the beach is a key element of the experience. However, the activity is not proposed in the area of Cable Beach designated in the Trading Policy.

In accordance with subclause 3 of Schedule 1 of the Trading Policy, Council can still approve the activity notwithstanding its location outside the designated area, if it considers there is sufficient merit in the proposed trading activity to justify its approval. Given the value the proposed skydiving operation will have to the tourism industry and

economy of Broome, officers believe that there is sufficient merit in the proposed trading activity to justify its approval.

### Conclusion

Overall, the proposed trading activity will be a tourist attraction for Broome, and will add to the tourism offerings available. Therefore, the activity will be of benefit to the Broome economy. In addition, the way the activity is proposed to be carried out will minimise impacts on other beach users.

Therefore, it is recommended that a high-risk Trading in a Public Place Licence be issued for a period of 5 years subject to relevant conditions. This timeframe is recommended to allow for this new and emerging industry to establish in Broome. The Trading Licence will take effect upon payment of the licence fee in accordance with Council's adopted fees and charges.

## **CONSULTATION**

The applicants consulted with Peter Yu, Chief Executive Officer of Nyamba Yawuru Buru Ltd and Sean Mulhall, Commercial Manager and General Counsel at the KPA.

## **STATUTORY ENVIRONMENT**

### ***Trading, Outdoor Dining and Street Entertainment Local Law 2016***

#### **5.4 Licence application**

5.4.1 *An applicant for a trading licence must comply with subclause 2.2.2.*

5.4.2 *An application for a trading licence must be forwarded to the local government together with—*

- (a) details of the number of persons to be employed or engaged in the trading at any one time;*
- (b) a plan of the proposed location or, where the trading will not be conducted from a fixed location, a description of the route or areas from which the applicant proposes to trade;*
- (c) details of the days and hours of operation;*
- (d) details of the proposed goods or services to be traded under the trading licence;*
- (e) if any stall will be used for trading, a detailed and accurate plan and description, including dimensions, of the stall; and*
- (f) where the applicant is a corporation, the name and address of the person responsible for complying with any terms and conditions of the licence.*

#### **5.5 Trading licence**

*A trading licence granted by the local government will—*

- (a) include a licence number;*
- (b) include the location, days and hours of operation and approved trading area;*
- (c) detail the goods or services which can be traded under the trading licence;*
- (d) specify the number of persons that may carry on trading at any time under the trading licence; and*
- (e) detail any other terms and conditions imposed on the licence.*

#### **5.6 Term and validity of licence**

5.6.1 *A trading licence remains valid until—*



- (a) the expiry date stated in the licence is reached;
- (b) variations are made to the trading area or activities, including an increase, reduction or change in the approved trading area, unless the variations are made by the local government in accordance with subclause 2.4.4;
- (c) any public liability insurance policy required as a condition of the licence lapses, is cancelled or is no longer in operation; or
- (d) the licence is cancelled by the local government.

5.6.2 If any of the events specified in subclause 5.6.1 occur, then a new application for a trading licence must be made and a new trading licence issued before any trading can be carried out.

## **5.7 Responsibilities of licensee**

### **5.7.1 The licensee must—**

- (a) comply with the conditions of the trading licence;
- (b) where a stall is being used for trading:
  - (i) display a sign indicating the name of the licensee and the licence number, with letters and numerals not less than 5 centimetres in height in a conspicuous place in the approved trading area;
  - (ii) ensure that the approved trading area is attended either by the licensee or a person employed or engaged in the trading activity at all times when trading is being undertaken;
  - (iii) keep the stall in a clean and safe condition and in good repair;
  - (iv) keep the approved trading area free from refuse and rubbish;
  - (v) remove any stall, goods, equipment and signs from the approved trading area and leave that location clean and vacant -
    - A. at the conclusion of the permitted hours of operation specified in the trading licence; and
    - B. whenever trading is not taking place; and
- (c) have the trading licence available at all times trading is being undertaken, for inspection at the request of any authorised person.

### **5.7.2 The licensee must not—**

- (a) permit any trading activity to extend beyond the approved trading area;
- (b) engage in or permit any trading in any goods or services other than those specified in the trading licence;
- (c) cause, permit or suffer any nuisance to exist, arise or continue on or from the approved trading area;
- (d) deposit, place or store any goods on any public place, other than within the trading area;
- (e) obstruct the free passage of pedestrians on any footpath or pedestrian accessway;
- (f) use or display or permit to be used or displayed any advertisement, placard, poster, streamer, sign or signboard on or about the approved trading area exceeding a total area of 0.5 square metres;
- (g) erect and maintain any signs in accordance with sub-clause (f) so as to obscure any other signage on or adjacent to the approved trading area;
- (h) cry out or shout about, or permit any other person to cry out or shout about, any goods or services in any public place or from the trading area, to the detriment of or causing a nuisance to nearby traders or persons undertaking commercial activities; or
- (i) use or permit to be used—

- A. *any loud hailer, microphone, amplifier or other apparatus for making or transmitting sound, on or from the approved trading area, unless approved by the local government;*
- B. *any record, tape, radio, bell, musical instrument or other instrument or device capable of being heard beyond the boundaries of the approved trading area unless approved by the local government;*
- C. *any flashing or intermittent lighting apparatus or device on or from the approved trading area; or*
- D. *an apparatus or device including a flap or shelf whereby the dimensions of the stall are increased beyond the dimensions specified in the trading licence.*

## POLICY IMPLICATIONS

The application submitted by Skydive Geronimo has been assessed in accordance with the Trading Policy. The Objectives of the Trading Policy include:

1. To facilitate the assessment and approval of Trading Licences in accordance with the Local Law.
2. To maintain amenity, usability and public safety in public places.
3. Promote fairness and certainty to traders, permanent businesses and the community in relation to trading in public places.
4. Promote vibrancy of public places and economic development in the Shire of Broome.
5. To protect Cable Beach as a highly valued environmental, cultural and social asset enjoyed by visitors and residents alike.

The application is considered to comply with the objectives of the Trading Policy.

The Trading Policy also provides criteria to be met when considering a trading licence application. These criteria are discussed below:

- Skydive Geronimo Broome would not be directly competing with any other business.
- The location of the proposed trading area will minimise its impact on beach patrons and provide a safe landing area for skydivers.
- The activity does not require the exclusive use of Cable Beach
- The trading activity is not likely to generate a noise disturbance as the aircraft will be located 8,10,14 and 15000ft above ground and will not be impacting residential areas.
- The applicant has provided all required documentation including a Risk Management Plan and a Business/Operational Plan. These plans have been assessed and have been deemed satisfactory by Shire officers.

As stated above, under Schedule 1 of the Trading Policy, applications for trading licences on Cable Beach are to be located between a point formed by the westerly prolongation of Murray Road to the low water mark and a point located 500m north of the vehicle entry ramp adjacent to the Broome Surf Club and between the high and low water mark. As seen in **Attachment 6**, Skydive Geronimo's proposal falls outside this area. However, as outlined in Schedule 1 of the Policy, Council may grant a trading licence for an activity outside of this section of Cable Beach where Council considers that there is sufficient merit in the proposed trading activity to justify its approval.

Shire officers believe that the proposed skydiving activities will be of great value to the tourism industry and the economy within Broome and therefore recommend that Council

approve the issue of the trading licence even though the activity falls outside the area designated in the Trading Policy.

## **FINANCIAL IMPLICATIONS**

Should Council approve a Trading Licence for Skydive Geronimo Broome, a high-risk annual trading licence fee of \$1,540 will be payable by the applicant. An application fee of \$330 has already been paid.

The proposed trading activity has been assessed as high risk on the basis that it is being undertaken on Cable Beach, an area to which significant Shire resources are dedicated.

## **RISK**

Risks associated with the business are to be managed by the applicant. The applicant has developed a Risk Assessment and Management Plan and an Emergency Response Plan to mitigate associated risks.

As part of the regular terms of a Trading Licence, licensees are required to obtain public liability insurance to the value of \$10,000,000 (\$10 million) prior to the commencement of trading. Advice has been sought from the Shire's insurers, and as this is considered a high-risk activity, it has been recommended that Skydive Geronimo be required to obtain public liability insurance to the value of \$20,000,000 (\$20 million). Skydive Geronimo has provided confirmation of their intention to obtain public liability insurance from the Australian Parachute Federation, through Sports Cover Australia, once the application has been approved (see **Attachment 10**).

Considering these mitigation measures, the risk to the Shire in approving the activity is considered Minor.

There is a risk if the Shire were to refuse the application that the decision may be challenged in the State Administrative Tribunal. The risk of this occurring should the Shire refuse the application, given the application complies with the *Trading, Outdoor Dining and Street Entertainment Local Law 2016* and is consistent with the Trading Policy, is considered Moderate.

Skydive Geronimo are members of Australian Tourism Export Council and Tourism Council WA and possess the ability to bring tourists to Broome, should the application be refused, the Broome townsite and tourism sector may suffer.

I

## **STRATEGIC IMPLICATIONS**

**Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:**

Accessible and safe community spaces

Participation in recreational and leisure activity

A healthy and safe environment

**Our Place Goal – Help to protect the nature and built environment and cultural heritage of Broome whilst recognising the unique sense of the place:**

A built environment that reflects tropical climate design principles and

A natural environment for the benefit and enjoyment of current and future generations

Retention and expansion of Broome's iconic tourism assets and reputation

## **VOTING REQUIREMENTS**

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council:*

1. *Approves the application for a Trading in Public Place Licence received from Skydive Geronimo Broome for tandem skydiving on to Cable Beach and the Broome Turf Club:*
  - a) *in accordance with the application received on 28 February 2018;*
  - b) *subject to the Kimberley Ports Authority being provided with any further information required by them in relation to the landings on Cable Beach; and*
  - c) *subject to modification by the conditions specified in point 2 below.*
2. *Authorises the Chief Executive Officer to issue the Trading in a Public Place Licence to Geronimo Broome for Cable Beach in accordance with clauses 2.3.1 and 2.4 of the Trading, Outdoor Dining and Street Entertainment Local Law 2016 and subject to the following conditions:*
  - a) *The licence expiry date is 30 June 2023.*
  - b) *All necessary statutory approvals for all aspects of the operation must be obtained and maintained.*
  - c) *The licence holder must ensure that public liability insurance cover is in place for the trading activity to the value of \$20,000,000 (\$20 million) at all times.*
  - d) *The trading activity is to occur:*
    - i. *within the intertidal zone immediately to the north of the Gantheaume Point Intertidal Zone Vehicle Parking Area; or*
    - ii. *at the Broome Turf Club.*
  - e) *The licensee must immediately comply with any lawful direction given at any time by the Chief Executive Officer of the Shire of Broome or his or her delegate, or an Authorised Officer, including the Shire of Broome Rangers.*

- f) *The licensee must maintain and adhere to, during the period of the licence, all procedures, policies, licences and accreditation outlined in the licence application and allow Shire officers, at any time, to inspect and verify the use and currency of those procedures, policies, licences and accreditation.*
- g) *The licensee must at all times comply with the requirements of all relevant legislation.*
- h) *The licensee may place one portable sign within the trading area approved for the commencement of the tours. That sign must:*
  - i. *not exceed 750mm in height;*
  - ii. *not exceed 0.9 square metres double sided area (e.g. 750mm x 600mm each face);*
  - iii. *not indicate or display any matter other than the nature of the trading activity;*
  - iv. *be placed so as not to cause interference or be hazardous to vehicular traffic or cause any interference or hazard or impede pedestrians;*
  - v. *be of sound construction, maintained in good condition, neatly written and fixed in position to the satisfaction of the Shire's Building Surveyor;*
  - vi. *be removed from the land in the event of a cyclone threat; and*
  - vii. *be removed at the end of each trading session.*
- i) *The licensee must, at the conclusion of each business day, remove any refuse and litter associated with the operation of the trading activity and ensure the site is left in a clean and safe condition.*
- j) *All equipment must be removed at the close of operation each day.*
- k) *A maximum of 3 customers are permitted per landing.*
- l) *The only trading activities permitted on the area approved by this licence are:*
  - *Tandem skydive landings*
- m) *The landing area:*
  - i. *is limited to 15 metres x 10 metres in area; and*
  - iii. *is to be marked by high visibility cones for the period that the landings are occurring.*
- n) *Landing area is only to be set up for the period of landing, it is not to be permanently sectioned off from use by the public.*
- o) *A Ground Control Assistant is to be on site at all times when operating.*
- p) *One support vehicle is permitted to be used as part of the trading activity. On*

<p><i>Cable Beach, this is to be positioned within the Gantheaume Point Intertidal Zone Vehicle Parking Area.</i></p>
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**Attachments**

1. City of Busselton Letter of Support
2. Australia's South West Letter of Support
3. ADAMS Letter of Support
4. Geronimo Broome Operational Concept
5. Geronimo Broome Proposal
6. Geronimo Broome Proposed Location
7. Completed Risk Management Plan
8. Geronimo Broome Safety Management Plan
9. Geronimo Broome Emergency Response Plan
10. Skydive Geronimo Cover Letter

Our Ref: BMRRA004  
Your Ref:  
Contact: Jennifer May  
(08) 9781 0389



10 November 2017

Glenn and Amy Stutt  
Skydive Geronimo  
17A Mustang Rd  
JANDAKOT WA 6164

Dear Glenn and Amy

**LETTER OF SUPPORT – SKYDIVE GERONIMO**

Thank you for the opportunity to express our support for Skydive Geronimo.

Skydive Geronimo have been operating from the Busselton Airport for more than 20 years.

The Skydive Geronimo team conduct themselves in a professional, safe and compliant manner. Their operations are conducted in accordance with CASA and the Busselton Margaret River Airport Noise management Plan.

The City of Busselton considers Skydive Geronimo as a valuable tourism operator to the City of Busselton and to the South West region. We wish you all the best with your new ventures in Broome.

Yours sincerely

A handwritten signature in black ink, appearing to read "J May".

Jennifer May  
MANAGER COMMERCIAL SERVICES

All Communications to:

The Chief Executive Officer  
Locked Bag 1  
BUSSELTON WA 6280  
T: (08) 9781 0444 E: [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)  
[www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)

*Events Capital WA*



5 October 2017  
Amy Stutt  
Owner Operator  
Skydive Geronimo  
17a Mustang Rd  
JANDAKOT WA 6164

Level 1, Lot 830 Koombana Drive  
Bunbury, Western Australia 6230  
PO Box 252  
Bunbury, Western Australia 6231  
P: +61 8 9791 9197  
E: [admin@australiassouthwest.com](mailto:admin@australiassouthwest.com)  
[www.australiassouthwest.com](http://www.australiassouthwest.com)  
ABN: 74 609 814 079

Dear Amy

LETTER OF SUPPORT FOR SKYDIVE GERONIMO

I am writing in support of Skydive Geronimo's application to the Shire of Broome to operate a skydive business in the North West region.

Australia's South West is the regional tourism organisation responsible for the promotion of product and experiences in the Australia's South West region. The region's uniqueness as a tourism destination rests on the diversity of premium experiences on offer set against a backdrop of stunning and unique natural landscapes.

Skydive Geronimo have been members of Australia's South West for a number of years. We represent our members at various trade and consumer shows, both domestically and internationally, along with implementing a number of consumer campaigns. Skydive Geronimo have been consistent participants in these marketing initiatives, allowing us to promote adventure in the region in more detail to our key markets and Skydive Geronimo to tap into additional destination marketing platforms and resources to ensure increased level of conversion of visitation into the region.

As an active member of the of the tourism industry, Skydive Geromimo would ensure their skydiving experiences would assist in boosting visitor numbers to the region and encourage longer stays and increased visitor spend.

Please do not hesitate to contact me on (08) 9791 9197 should you require further information.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Catrin Allsop".

Catrin Allsop  
Chief Executive Officer  
Australia's South West





150 Bellefin Drive, Malaga, W.A. 6090  
t. 1300 653 803 f. 1300 651 887  
w. goadams.com.au abn. 821 217 589 50

19<sup>th</sup> October 2017

**RE: Skydive Geronimo Proposed Broome Operations**

To Whom It May Concern  
Shire of Broome  
Cnr Weld and Haas Street  
Broome WA 6725

I write to you today to express my support for Skydive Geronimo as they seek to open a seasonal skydiving operation in Broome for the 2018 season. Currently our businesses interact on Rottnest Island and I am absolutely in awe of the level of professionalism and customer service delivered by the team at Skydive Geronimo.

I believe this product offering is ideal to add to the appeal of Broome as destination due to the incredible scenery and stable weather systems during the dry season.

With the expected growth in European visitation to Perth and the Kimberley region due to the commencement of the Qantas London Heathrow – Perth Dreamliner service 2018 promises to be a significant year for the region and increased visitation seems to be assured.

I look forward to seeing Skydive Geronimo in Broome for the 2018 season.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Adam Barnard'.

Adam Barnard  
Managing Director

**ADAMS Group**

Chairman BusWA Tour and Charter Division  
Vice Chairman Australian Tourism Export Council (WA Branch)  
Executive Committee Rottnest Island Chamber of Commerce  
Committee Member National Anzac Centre Advisory Group



*It's the experience you come back for.*





## **Geronimo Broome Operations Concept**

The following is a concept document for Geronimo Broome, for consideration by the Shire of Broome.

### **Introduction**

Skydive Geronimo is Western Australia's leading skydive operator, currently offering tandem skydive experiences in Busselton and on Rottnest Island. The introduction of a 3<sup>rd</sup> location in Australia's North West, 'Geronimo Broome,' will give first timers and dare devils alike the opportunity to experience an outback skydive like no other.

### **Mission Statement**

To be recognised as Australia's best skydiving experience.

Achieved by providing the best customer service, jumping in the best locations, producing the highest quality videos on the market, maintaining impeccable safety standards.

We will offer:

- Easy and up-to-date online booking systems,
- The best skydive equipment on the market,
- Well maintained, safe and comfortable aircraft,
- Television quality video's,
- Professional photography,
- The most experienced staff in WA, and
- An exclusive tandem skydiving experience, in a uniquely Australian location.

### **Products, Services & Facilities**

A tandem skydive experience with Geronimo Broome begins with a warm welcome at our leased facilities at the Broome International Airport. Our customers are then introduced to their qualified Skydive Instructor, before boarding our aircraft and climbing to their choice of jump altitude.

Customers free fall together with their Instructor, overhead Broome's iconic beaches and township before their parachute is deployed at 5,000ft. Friends and family will be waiting in

our designated beach landing area, to watch the parachutes make a safe landing and celebrate the jump!

To compliment the tandem skydive experiences on offer, Geronimo Broome offers cinematography packages and merchandise.

Products will include:

- 8,000ft Broome Tandem Skydive (20 seconds free fall time,)
- 10,000ft Broome Tandem Skydive (30 seconds free fall time,)
- 14,000ft Broome Tandem Skydive (60 seconds free fall time,)
- 15,000ft Broome Tandem Skydive (66 seconds free fall time,)
- Video and Photo's Packages, and
- Merchandise.

#### **Airfield Facilities**

The proposed customer service area at the Broome International Airport will act as a meeting place for those customers who are booked in for a tandem skydive, and their spectators.

Facilities will include a reception and customer lounge, with adjoining harnessing and briefing area for passenger training.

A space within the building will also be used for packing parachutes.

Although it will be possible for customers to enquire and make bookings in person, these premises will not be manned at all times (say in the case of bad weather.) For this reason, customers will be encouraged to pre-book their skydive either by phone or online with Geronimo Broome or through a 3<sup>rd</sup> party booking agent (such as the local visitors centre.)

#### **Schedule**

Bookings will be taken on an hourly basis starting at 8am and running through to 5 pm. This will mean 1 flight per hour will be dropped over Broome.

Each flight will accommodate 2 tandem pairs. This means a maximum of 20 customers (parachutes) per day.

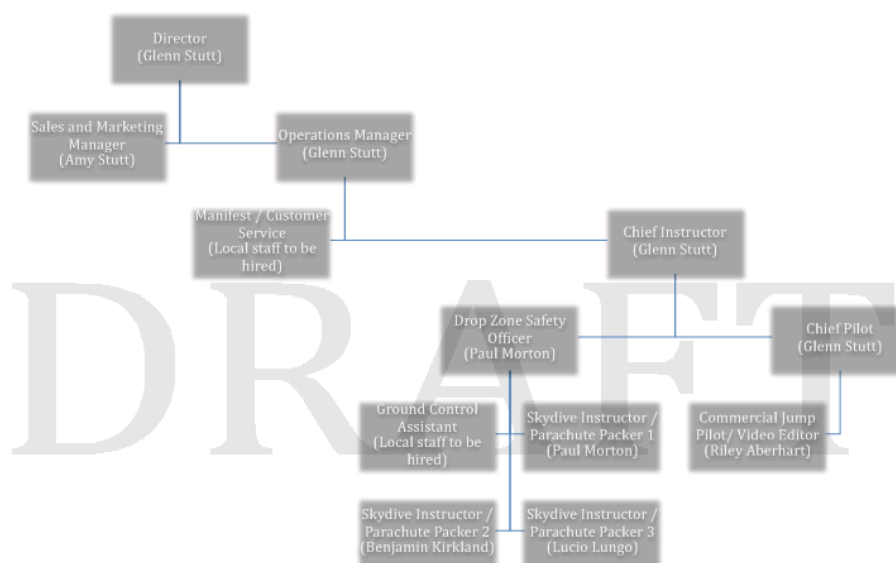
Geronimo Broome will be a seasonal operation, only open for 4 months of the year (May, June, July and August.)

The entire skydive experience with Geronimo Broome will take 2 hours from time of arrival and until completion. This leaves customers plenty of time to experience other activities in the area.

### The Company

Geronimo Broome Pty Ltd T/A Geronimo Broome

### Organisational Chart



### Personnel

#### **Glenn Stutt**

##### Skydive Experience:

Glenn has been skydiving since 1995, and working full-time in the industry from 1999. He has personally logged more than 17,000 skydives. More than 10,000 of these have been tandem descents.

Qualifications through the Australian Parachute Federation (APF) include Chief Instructor, Drop Zone Safety Officer, Jump Pilot, Skydive Instructor and Tandem Master Examiner and Trainer. He is among the most experienced Skydive Instructors in the world.

Qualification	#	Date Issued	Date of Expiry
Display Pro	777	25/08/2017	30/09/2018
Jump Pilot Authorisation	275	05/09/2016	30/06/2018
Freefly Crest HD	138	20/04/2016	
Freefly Crest HU	138	20/04/2016	
Class 2 Medical		09/01/2015	02/12/2018
Instructor A		26/03/2012	31/03/2019
Packer B	1882	01/10/2010	31/03/2019
Sporting Licence		19/08/2010	30/06/2018
Certificate E	2296	20/09/2007	
Star Crest	3809	20/09/2007	
Endorsement AFF	1075	19/09/2007	31/03/2019
Endorsement Tandem	696	19/09/2007	31/03/2019
Tandem Sub-Endorsement - Racer		19/09/2007	31/03/2019
Tandem Sub-Endorsement - Vector/Sigma		19/09/2007	31/03/2019

Operations Experience:

From 2002 - 2007, Glenn Stutt was Operations Manager and Chief Instructor on the world's busiest and largest Drop Zone in Taupo New Zealand.

Glenn Stutt is current owner and Director of Geronimo Rottnest Pty Ltd and Geronimo Busselton Pty Ltd ([www.skydivegeronimo.com.au](http://www.skydivegeronimo.com.au).) This growing business was awarded the 2014 Adventure Tourism Gold Award in the prestigious WA Tourism Awards.

In the 2016/2017 financial year, Skydive Geronimo took 2,391 customers for a tandem skydive experience, with Glenn as Chief Instructor. This number represented growth of 40% on the previous period. Skydive Geronimo's experienced team of 15 staff are proud of our dedication to customer service, our 100% safety record, our good reputation with the local community, and our ongoing contribution to tourism in the Margaret River Region and on Rottnest Island.

**Paul Morton**

Paul began skydiving in New Zealand in 2000, and has worked as a full time Skydive Instructor since 2002. In 2016 he joined the Geronimo Busselton team as a Tandem Skydive Instructor and Drop Zone Safety Officer (DZSO.)

Paul is an experienced Instructor with a commitment to safety within the sport, making him an ideal choice for DZSO and Tandem Instructor at Geronimo Broome.

Qualification	#	Date Issued	Date of Expiry
Display Pro	605	29/08/2017	30/09/2018
Instructor A		19/01/2017	31/03/2019
Cert IV in Training & Assessment		14/12/2016	
Wingsuit Crest	212	29/01/2014	
Endorsement AFF	1248	18/06/2012	31/03/2019
Packer B	1863	18/04/2012	31/03/2019
Class 2 Medical		05/04/2012	27/04/2020
Sporting Licence		17/03/2012	30/06/2018
Endorsement Tandem	687	03/07/2007	31/03/2019
Star Crest	3784	03/07/2007	
Tandem Sub-Endorsement - Atom		03/07/2007	31/03/2019
Tandem Sub-Endorsement - Eclipse		03/07/2007	31/03/2019
Tandem Sub-Endorsement - Strong		03/07/2007	31/03/2019
Tandem Sub-Endorsement - Vector/Sigma		03/07/2007	31/03/2019
Certificate E	2238	30/11/2006	

**Amy Stutt**

Amy has more than 14 years experience in Sales and Marketing, and in 2010 became Director of Sales and Marketing for Skydive Geronimo. Amy is responsible for developing and promoting the Geronimo brand, website development and content management, social media strategy, sales and customer service training for staff, awards submissions and online and offline marketing campaigns.

As the Director of Sales and Marketing for Geronimo Broome, Amy will aim to raise the profile of skydiving in Western Australia by promoting a high-end, boutique style skydive experience. Additionally, she will work together with local tourism organisations and businesses to further promote Broome adventure tourism.

#### **Vacant Positions**

Vacant roles (as per the chart above,) will be filled after permission has been given for skydive operations to begin in Broome, and as per Skydive Geronimo Recruitment Procedures doc.

#### **Equipment**

##### **Aircraft**

Initially Geronimo Broome will be utilising a Cessna 182, owned by Skydive Geronimo, maintained to charter standard and approved for skydive operations.

##### **Parachutes**

Geronimo Broome will use Relative Workshop Sigma Micron, tandem parachuting systems. This is the latest technology parachuting system available.

#### **Operations**

The Australian Parachute Federation (APF) governs all skydiving operations in Australia. Geronimo Broome will be compliant with all APF operational requirements and CASA regulations.

A thorough risk assessment and approval to operate will be required, prior to start of operations.

Safety management and operational documents required:

- ✓ Australian Parachute Federation Operational Regulations
- ✓ Australian Parachute Federation Training Operations Manual
- ✓ Geronimo Broome Safety Management System (CASA approved)
- ✓ Geronimo Broome Jump Pilots Manual, including noise abatement plan
- ✓ Geronimo Broome Ground Control Assistant (GCA) Manual
- ✓ Geronimo Broome Emergency Response Plan
- ✓ Risk Assessment / Matrix
- ✓ Geronimo Broome Environmental Assessment and Management Plan

#### **Customer Service Area**

Geronimo Broome will seasonally lease a small office / operations space in the General Aviation precinct at the Broome International Airport. This space will be used for meeting and greeting passengers, taking payments, gearing up and packing parachutes.

#### **Landing Area**

An APF approved beach landing area (around 15m x 10m) will be set up at the beginning of each operating day, marked by cones and flags. This landing area will only be in use for a 6 – 8 minute window, every hour.

A Ground Control Assistant (GCA) will ensure safety of spectators, beach users and skydivers, by following the Geronimo Broome GCA Procedures Manual and APF regulations.

An alternative non-beach landing area may be sought, for use during high-tide.

#### **Vehicles**

Geronimo Broome will transport skydivers and spectators between the airport and beach landing areas in a 12-seater Toyota Commuter Van.

#### **Refuelling**

Avgas refuelling will be undertaken using existing facilities at the Broome International Airport.

#### **Operating hours**

Skydive Geronimo reservations will be handled in our Jandakot (Perth,) head office.

Our premise at the Broome International Airport will be manned during skydive operations only. Operations will run 7 days per week, May – August.



#### **Contact details**

Geronimo Broome Manifest – Phone to TBA  
Geronimo Broome GCA – Mobile phone TBA  
Skydive Geronimo Reservations – 1300 449 669  
Chief Instructor – 0424 174 197

#### **Operating limits**

The operation will be limited by weather conditions, as per the Australian Parachute Federation.

Annual tide-tables must also be considered, to ensure enough space is available in the beach landing area.

#### **Cancellations procedures**

Customers will be required to pay a deposit of \$100.00 per person at the time of making their skydive booking.

At this stage, customers will be made aware of Skydive Geronimo cancellation policy, and terms and conditions of service.

On the day of the skydive, customers will be instructed to phone Geronimo Broome to check the weather for their skydive booking.

In the case of adverse weather conditions, customers will have the option of changing the booking to an alternative date, or cancelling their booking and receiving a refund of their deposit.

#### **Marketing**

The Geronimo Broome Marketing Plan outlines strategies across all marketing platforms. These strategies include online, print, PR, signage, database management, brochures, strategic pricing and third party booking agents.

Funds will be allocated to website development and maintenance, online and offline advertising, social media promotions, search engine optimisation, public relations, and memberships.

#### **Initial Marketing Projects**

- Seek accreditation through the Australian Tourism Accreditation Program,
- Website Updates (see [www.skydivegeronimo.com.au](http://www.skydivegeronimo.com.au))
- Search Engine Optimisation for relevant search terms,
- Design and printing of offline collateral including brochures, posters, signage, business cards etc.
- Brochure distribution,
- Memberships including local and regional tourism organisations,
- Integration with local visitor centre booking systems, and
- Approach other Broome businesses re bundles and packages for mutual promotion.

#### **Ongoing Marketing Projects**

- Regular social media engagement, as per Skydive Geronimo social media strategy.
- Interaction with tourism associations and complimentary businesses on social media, online and offline campaigns
- Marketing campaigns including competitions and promotions,
- Entry into WA Tourism Awards, and
- Search Engine Optimisation, and blog.



**GERONIMO**  
Broome

A proposal by  
**Skydive**  
**Geronimo**

November 2017



Introducing Geronimo Broome, a world class  
skydiving operation in Australia's North West.

*Courtesy of Tourism Western Australia*



## Have you ever tried it? Jumping out of a perfectly good airplane?

Harness tight, sitting in the door with your Instructor the deafening sound of wind in your ears? Have you experienced the incredible rush of free fall?

Whether you are an adrenalin junkie or someone who has always wanted to 'give it a go,' the Geronimo Broome team invites you to join us on an experience of a lifetime!

## Skydiving in Broome – A Proposal

Skydive Geronimo seeks permission to operate from the airport, for the purpose of Tandem Skydiving onto a selected pre-approved beach landing area near Broome township.

A reception and parachute packing space will be leased at Broome Airport, to facilitate the drops.

Geronimo Broome will be competing for domestic and international tourists, by offering a unique skydiving experience with a focus on safety and quality.

Australia's No.1 skydiving experience will be marketed as a high-end product, offering quality over quantity.

Geronimo Broome will be limited to Tandem Skydiving only and will not be a sports skydive or student training operation.

The business will operate between May and August each year, beginning in May 2018.

*See attached Draft Concept of Operations document.*



## Proposed Landing Area

Geronimo Broome seeks permission from the Shire of Broome to land parachutes at the most southern end of the Cable Beach no vehicle access zone.

### Some points to consider:

- ▶ The environmental impact of a parachute landing on the beach is the equivalent of 2 people walking in that area.
- ▶ An APF approved beach landing area (around 15m x 10m) will be set up at the beginning of each operating day, marked by cones and flags. This landing area will only be in use for a 6 – 8 minute window, every hour.
- ▶ A Ground Control Assistant (GCA) will ensure safety of spectators, beach users and skydivers, by following the Geronimo Broome GCA Procedures Manual and APF regulations.
- ▶ It is possible (and safe) for beach users to continue using this area as normal. The GCA is able to move the landing area (within the authorized area,) to avoid disturbing any beach users, as required.
- ▶ A 12-seater commuter vehicle will be used to transport skydivers and equipment to-and-from the beach landing area. The vehicle would access the beach via the Gantheaume Point vehicle access point, and park at the most northern point of the vehicle access zone.
- ▶ There are many examples of beach parachute landing areas, in use at popular beaches around Australia. These include St Kilda Beach VIC, Wollongong Beach NSW and Geronimo's existing beach operations on the Busselton Foreshore and Rottnest Island in WA.

## Skydive Geronimo

Skydive Geronimo is an Australian adventure tourism company, currently offering Tandem Skydive experiences in Busselton and on Rottnest Island.

[www.skydivegeronimo.com.au](http://www.skydivegeronimo.com.au)

Skydive Geronimo (nee Southern Skydivers) was established in 2010, and rebranded in 2015.

During our 7 years of operation, Skydive Geronimo have taken more than 12,000 customers on a tandem skydive experience at our Busselton and Rottnest locations.

Skydive Geronimo are engaged members of Australian Tourism Export Council (ATEC), Tourism Council WA (TCWA), Experience Perth, Australia's South West (ASW), Margaret River Busselton Tourism Assoc. (MRBTA) and Rottnest Island Chamber of Commerce (RICC.)

Skydive Geronimo work closely with the Busselton City Council and Rottnest Island Authority to meet local community needs and contribute to these communities as a whole. This includes environmental impact research and planning, noise abatement, hiring local staff and spending locally.

The business focuses on trade-ready adventure tourism (skydive) products and services and can see an opportunity to deliver these to the Broome Tourism Market.

## Achievements and awards include:

- ▶ Ongoing accreditation through the Australian Tourism Accreditation Program.
- ▶ Gold Winner, 2014 WA Tourism Awards, Adventure Tourism Category.
- ▶ Finalists, 2016 WA Tourism Awards, Adventure Tourism Category.
- ▶ Overall Winner, 2014 WA Regional Small Business Awards, Business with 5 – 10 Employees Category.
- ▶ Winner, 2014 Margaret River Business Awards, Small Business of the Year Award.
- ▶ Winner, 2014 Margaret River Business Awards, Tour Operator Excellence Award.



## Company Profile

Skydive Geronimo Pty Ltd is an Australian adventure tourism company.

## Existing Businesses

- ▶ Geronimo Busselton – Busselton, WA.
- ▶ Geronimo Rottnest – Rottnest Island, WA.

## Purpose

To enhance customers' tandem skydiving experience, by offering high quality and safe products and services in key tourism locations.

## Mission Statement

To be recognised as Australia's best skydiving experience.

Achieved by providing the best customer service, jumping in the best locations, producing the highest quality videos on the market, maintaining impeccable safety standards.



## The Customer Experience

Right from the first point of contact, whether it be online or by phone, Geronimo Broome customers will be delighted by exceptional customer service.

On arrival at Geronimo Broome's proposed facilities at the Broome Airport, customers will be greeted warmly and then taken through some paperwork, assigned an Instructor and manifest onto a skydive flight.

After a short but thorough briefing, we gear up and take off over Broome!

The flight to altitude will not be overhead Broome Township itself for noise mitigation and traffic avoidance reasons. Customers will be treated to stunning views of Australia's North West coastline and landscapes beyond.

Customers feel excited yet secure, as their Skydive Instructor performs some final gear checks, before exiting the aircraft at 8, 10, 14, or 15,000ft. The exhilarating free fall reaches speeds over 200km/hr and is a feeling that needs to be experienced to be fully appreciated.

After the parachute opens at 5,000ft, customers can enjoy a relaxed and stunning ride back to the pre-approved landing area. This is a great opportunity to take in the sights, chat to your Instructor and reflect on the free fall experience. At this point it's hard to wipe the smile off your face!

After landing safely back on the beach, and a few big hugs and high fives from onlookers, Geronimo Broome customers will then relax with a complimentary drink at a beachside bar.

Video and photos packages will be available, so customers can re-live their experience and share their Broome skydive memories with family and friends.



## Skills and Experience

### Glenn Stutt – Director and Chief Instructor

Glenn began his skydiving career over 20 years ago in the adventure sports mecca of Taupo, New Zealand.

Having managed one of the biggest Drop Zone's in the world, owned and operated Skydive Geronimo for the last 7 years and personally logging over 17,000 skydives, Glenn is considered one of the most experienced industry members in Western Australia.

If approved, Glenn will be responsible for safety and operations at Geronimo Broome.

### Amy Stutt – Director of Sales and Marketing

Amy has more than 14 years experience in Sales and Marketing and in 2010 became Sales and Marketing Director for Skydive Geronimo.

Amy is responsible for developing and promoting the Geronimo brand, website development and content management, social media strategy, sales and customer service training for staff, awards submissions and online and offline marketing campaigns.

If approved, Amy will be responsible for sales and marketing for Geronimo Broome.

## Additional Staff

Skydive Geronimo currently employs a total of 15 staff.

Experienced skydive Instructors will be sourced from our existing pool of staff for the new Geronimo Broome location. New local employees will be hired in Broome, to fill ground operation vacancies.





Courtesy of Tourism Western Australia



Courtesy of Greg Snell



Courtesy of Tourism Western Australia



Courtesy of Tourism Western Australia

## Benefits for Broome

### Increased Visitor Numbers and Spending

Skydiving in Broome will be another unique activity attracting visitors to the town. Skydive Geronimo will aim to increase visitor numbers to Broome.

In 2016/2017 financial year, a total of 2,391 visitors travelled to either Busselton or Rottnest Island for a skydive experience with Geronimo. Survey results showed that 60% of these customers travelled for the purpose of skydiving.

The average group size (skydivers + their spectators,) is 2.8 people. This resulted in 4,016.88 visitors travelling to skydive with Geronimo during this period.

Our target for first year of operation in Broome will be 500 customers and we expect 40% of these to customers travel to the area for the purpose of skydiving.

## Marketing Activities

Skydive Geronimo Marketing Team will actively work to promote Geronimo Broome and the region as a whole. This will include both online and offline marketing channels.

Geronimo Broome products and services will be distributed for sale through our existing industry partners, including online travel agents, travel wholesalers and retailers and inbound tour operators.

## Supporting Local Business

Geronimo Broome will work together with complimentary products and services to raise the profile of skydiving in Broome and to support local business.

As an example, Geronimo Busselton and Rottnest have teamed up with local beachside restaurants to offer a celebratory 'free beer or wine' to all customers after their jump. This initiative has proven to be extremely beneficial to these businesses, with them seeing an increase in customers and revenue.

Local booking agents and visitors centre will earn commission from skydive products and services sold.

## Local Employment

Geronimo Broome will hire 2 new local employees, for this seasonal business.

## Other Considerations

We take noise abatement and environment sensitivities very seriously. After approval, Geronimo Broome will be putting together strategic plans to manage both. Similar strategies have proven very successful at our Rottnest Island and Busselton locations, which are both noise and environment sensitive areas.

## Aircraft Noise Abatement

Firstly, Geronimo Broome will work together with Shire of Broome to identify noise sensitive areas. These areas will be avoided wherever possible, by means of a 'no climbing or descending' zone. This eliminates aircraft noise during the potentially disruptive phases of the flight.

Once the aircraft is airborne, it will vacate the area as soon as it's safe to do so, and will stay well clear until returning at the drop altitude. This is approximately 3-4 kilometers high, and at this height the aircraft is very hard to hear (well below 40db.) During the descent phase of the flight, power settings and noise output are low, however the aircraft will still remain clear of the area until coming in to land – steering clear of the noise sensitive areas.

## Environmental Considerations

Take nothing but beautiful photographs, and leave nothing but footprints.

On approval, Geronimo Broome will complete a full Environmental Assessment and Management Plan, covering every aspect of the operation. Geronimo Broome will work together with The Shire of Broome, to ensure that the operation has no negative impact on environmentally sensitive areas, and complies with all policies and procedures.

## Airport Operations

Geronimo Broome understands that Broome Airport is a busy, multi-purpose airfield that is used by both private and commercial aircraft. Skydive operations are able to seamlessly co-exist with existing airfield operations, as has been proven on airfields around the world.

Skydive Geronimo has a proactive approach to working with Airport authorities and operators. Existing relationships exist with ATC Perth, Military ATC Perth, Skywest, Virgin Australia and CASA.





# Safety

## Our Number One Priority

The Australian Parachute Federation (APF,) is the governing body for skydiving in Australia. In accordance with our membership, all skydiving operations are as per the APF Operational Regulations, as approved by the Civil Aviation Safety Authority (CASA.)

Before commencement of skydiving operations, Geronimo Broome will undergo a Risk Assessment by Skydive Geronimo and the APF. An APF safety representative will review and approve any operational plans and landing areas, and regularly audit the operation.

Skydive Geronimo is proud of our 100% safety record with more than 12,000 safe tandem descents since our opening in 2010. Safety ALWAYS comes first.

Although there is potential for a major incident to occur, proper risk management, highly skilled Instructors, modern state-of-the-art skydiving equipment and the correct attitude makes Skydive Geronimo a very safe skydive operator.

Along with the minimum standards as per the APF Operational Regulations, Geronimo Broome will implement additional safety measures. These include:

- ▶ Only highly experienced Skydive Instructors will skydive at Geronimo Broome. There will be no student or sports skydiving operations in this location.
- ▶ As we will be operating near water, all Instructors and tandem passengers will wear, and be instructed on correct use of, personal floatation equipment.
- ▶ Geronimo Broome will develop a water rescue emergency response plan, for use in the unlikely event of a parachute water landing.
- ▶ Only commercial Jump Pilots will be hired, and aircraft will be maintained to charter standards.
- ▶ Geronimo Broome will work together with Shire of Broome to develop a plan for beach landing area safety.

## Summary

All supporting documentation, including policies and procedures, licenses and permissions can be provided upon request.

Skydive Geronimo Pty Ltd looks forward to working together with The Shire of Broome, to begin operating 'Geronimo Broome.'

*Please see attached letters of support.*

**Glenn Stutt**

Director

Skydive Geronimo Pty Ltd

0424 174 197

glenn@skydivegeronimo.com.au











### Geronimo Broome DRAFT Site Plan



Site to be accessed via the Gantheaume Point vehicle access road.

**AGSR Pty Ltd T/A Skydive Geronimo**

PO Box 1478  
Busselton WA 6280  
ABN 53 145 441 541

[skydive@skydivegeronimo.com.au](mailto:skydive@skydivegeronimo.com.au)

[skydivegeronimo.com.au](http://skydivegeronimo.com.au)  
**T 1300 449 669**

**Busselton**

Hangar 6,  
Busselton Regional Airport

**Rottne**

Rottne Island Airport Terminal

**Risk Management***Please attach an additional page if required***2.2 EMERGENCY PLAN**

Please detail how you will manage an emergency associated with your trade/event, including; fire, medical emergency, crowd crush or other emergency.

Who will communicate and coordinate any emergency service response?

Who will be the second contact in case the first person is unavailable?

Where will emergency services be directed to gain access to your event site?

Where will event patrons and staff be directed to in case of an evacuation?

How will the person coordinating the emergency service response be identified?

How will you communicate this information to your event staff and patrons?

How will First Aid be administered to patrons?

How will a response to fire be managed /please detail any fire or first aid equipment located at the event site.

*For large scale events with over 5000 patrons a more comprehensive Emergency Management Plan that complies with AS/NZS 4360 Risk Management will need to be submitted with this section.*

**2.3 FIRST AID**

Will you have an accredited First Aid person on site?

☒ Yes ☐ No

*This will be a pre-requisite for new employee to fill position.*

Name 1:

Contact:

Accreditation:

Expires:

Name 2:

Contact:

Accreditation:

Expires:

*See Emergency Response Plan.*

**2.4 SECURITY AND CROWD CONTROL**

Security personnel and/or crowd controllers may be required for your event if you have a liquor license or are expecting more than 500 patrons.

Shire of Broome Event Permit  
FILE NO:

1

If security personnel and or crowd controllers are required, they are to be provided in accordance with the following table:

No of Patrons	No of Security Officers/Crowd Controllers
0 - 100	Minimum of 1
100- 300	Minimum of 2
300 - 500	Minimum of 6
500 - 1,000	Minimum of 12
1,000 - 2,000	Minimum of 15
2,000 - 3,000	Minimum of 18
3,000 - 5,000	Minimum of 20
5,000 - 8,000	Minimum of 60
8,000 - 12,000	Minimum of 80
12,000 - plus	To be determined with the Shire of Broome

Security and Crowd Control personnel employed must be adequately briefed by the organisers prior to the event and be experienced in crowd control matters. The applicant must ensure that some security personnel are female for appropriate access to female toilets and dressing areas at venues.

Security/Crowd Controllers personnel are to remain on duty at the conclusion of the event until the orderly dispersion of the patrons has occurred.

Security/Crowd Controllers personnel are to be present specifically at stage, toilet, entry, exit areas to ensure there are no disturbances in these areas.

## 2.5 Security Information

Please detail any security arrangements for your event for both liquor licensing requirements and general patron safety and security.

Please note, a Shire of Broome staff member may ask to see a security licence at any time prior or during the event.

Security/ Crowd Controller Coordinator:

Company:

Contact number:  After Hours Contact:

Number of Security Personnel assigned for Licensed Areas:

Number of Security Personnel assigned for general event patrolling:

Details of Security Personnel assigned for the event (If applicable)

**Please attach additional sheet if required**

Security Personnel Name	Company	Licence Number

FILE NO:

2



## 2.5 RISK MANAGEMENT

The Shire of Broome requires a risk management plan to be provided for large and high risk events that are to be held on Shire property. Low risk and small events of up to 500 patrons may complete the Risk Assessment Checklist 2.5.1 below. Large events and those requiring a liquor licence may need to provide a more comprehensive risk management plan for approval.

The *Health (Public Buildings) Regulations 1992* requires risk management plans, in accordance with AS/NZS 4360 for events of more than 5000 patrons.

### AUSTRALIAN STANDARDS RISK DEFINITION AND CLASSIFICATION

Qualitative measures of **likelihood**

Level	Descriptor	Description
A	Very Likely	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Unlikely	Could occur at some time
D	Highly Unlikely	May occur only in exceptional circumstances

Qualitative measures of **consequence or impact**

Level	Descriptor	Example and detail description
1	Negligible Injuries (Insignificant)	No injuries, low financial loss
2	Minor Injuries (Minor)	First aid treatment, on-site release immediately contained, medium financial loss
3	Major Injuries (Major)	Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss
4	Fatality (Catastrophic)	Death, toxic release off-site with detrimental effect, huge financial loss

Qualitative risk analysis matrix – level of risk

Likelihood	Consequences			
	1 Insignificant	2 Minor	3 Major	4 Catastrophic
A (very likely)	High	High	Extreme	Extreme
B (likely)	Moderate	High	Extreme	Extreme
C (unlikely)	Low	Low	High	Extreme
D (highly unlikely)	Low	Low	High	High

**Legend:**

Extreme Risk = Immediate action required

High Risk = Senior management attention needed

Moderate Risk = Management responsibility must be specified

Low Risk = Manage by routine procedures

#### 2.5.1 Risk Assessment Checklist

The following Risk Assessment Checklist has been prepared by the Shire of Broome for use as a baseline risk assessment. Please tick the control measures and identify the responsible person for minimising hazards and risks associated with your event. Please identify any other hazards or risks that have not been addressed by this baseline risk assessment.

FILE NO:

3

HAZARD	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
1.1. Biological Agents, Needles, Blood and Vomit	<ul style="list-style-type: none"> <li>• Needle stick Injury</li> <li>• Biological Infection</li> <li>• Physical Injury to public and staff</li> </ul>	<input checked="" type="checkbox"/> Staff undertake site inspection prior to venue being hired to ensure clear of sharps <input checked="" type="checkbox"/> Cleaning staff are on hand during event to monitor and clean up spills <input type="checkbox"/> Cleaning staff are trained in the safe disposal of Sharps	CCA / skydive instructors
1.2 Broken Glass, Litter	<ul style="list-style-type: none"> <li>• Cuts and Abrasions to hands and feet</li> <li>• Physical Injury to public and staff</li> <li>• Increased likelihood of slip / trip</li> </ul>	<input type="checkbox"/> Shire staff undertake site inspection prior to venue being hired to ensure clear of broken glass <input checked="" type="checkbox"/> Cleaning staff are on hand during event to monitor and clean up waste <input type="checkbox"/> A waste management plan is developed and followed throughout the event <input checked="" type="checkbox"/> Adequate bins are provided for patrons <input checked="" type="checkbox"/> Cleaning staff have appropriate PPE to collect and dispose of glass / waste <input type="checkbox"/> Glass-free events and activities are recommended <input checked="" type="checkbox"/> Qualified first aid staff on-site	CCA
1.3 Hazardous Materials	<ul style="list-style-type: none"> <li>• Contamination</li> </ul>	<input checked="" type="checkbox"/> Hazardous materials are not introduced to the venue <input type="checkbox"/> Hazardous material stored on site is appropriately secured and labelled with Australian standard warning signs in place	Ops Manager
1.4 Live Electrical Wires / faulty equipment  N/A	<ul style="list-style-type: none"> <li>• Electrocutation</li> </ul>	<input type="checkbox"/> All electrical equipment is appropriately tagged and tested by accredited tester <input type="checkbox"/> Cabling is flown overhead to reduce contact with water <input type="checkbox"/> Electrical installations are checked and approved by qualified electrical contractor <input type="checkbox"/> Shire electrical power sources and fittings are regularly maintained <input type="checkbox"/> Electrical installations are equipped with appropriate tripping devices in case of short-out or overload	
1.5 LPG Cylinders, and appliances  N/A	<ul style="list-style-type: none"> <li>• Burns</li> <li>• Asset Damage</li> </ul>	<input type="checkbox"/> LPG Canisters are secured to avoid tipping <input type="checkbox"/> All LPG fixtures are checked prior to use to ensure that they are air tight with no worn or torn hoses <input type="checkbox"/> A fire extinguisher and blanket is stored within easy reach at any LPG storage location or where they are in	

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1.6 Manual Handling	<ul style="list-style-type: none"> <li>Physical Injury to staff</li> </ul>	use <input type="checkbox"/> Physical aids (Trolleys, forklifts, lifters) employed for any manual lifting <input type="checkbox"/> Manual lifting or carrying does not exceed 20kg <input checked="" type="checkbox"/> Staff do appropriate warm up or stretching prior to any physical work	
1.7 Major Equipment relocations, Set up and Pack Down	<ul style="list-style-type: none"> <li>Physical Injury to public pedestrians and staff</li> <li>Asset Damage</li> </ul>	<input type="checkbox"/> All vehicles adhere to a 10 kmh speed limit within the event precinct <input type="checkbox"/> A spotter is employed for all fork-lift / machinery transits <input type="checkbox"/> All vehicles within the event precinct use hazard lights <input type="checkbox"/> Only accredited / licensed operators to use heavy machinery <input checked="" type="checkbox"/> Qualified first aid staff on-site	ACA
1.8 Rigging, stages and overhead lighting  N/A	<ul style="list-style-type: none"> <li>Fall from Stage</li> <li>Fall from Rigging</li> </ul>	<input type="checkbox"/> Access to stage is restricted to performers only <input type="checkbox"/> Stage height above ground is limited to a maximum of 2 metres <input type="checkbox"/> Areas directly in front of stage are free of infrastructure or patrons <input type="checkbox"/> Only accredited riggers permitted to work above height <input type="checkbox"/> All PPE is checked by an accredited rigger prior to work <input type="checkbox"/> Access to speaker towers, light rig support structures are restricted <input type="checkbox"/> Qualified first aid staff on-site	
1.9 Slip, Trip, Knock and Fall  * See emergency response plan	<ul style="list-style-type: none"> <li>Physical Injury to public, performers and staff</li> </ul>	<input type="checkbox"/> Cables are flown overhead or covered in pedestrian transit areas <input type="checkbox"/> Raised stairs, platforms, handrails, changes in height are to be highlighted with reflective tape <input checked="" type="checkbox"/> All tripping hazards identified by a pre-event site walk by the event coordinator to be removed, barrier or highlighted with safety tape <input type="checkbox"/> All working areas of a height greater than 2m to have safety rails installed <input checked="" type="checkbox"/> Qualified first aid staff on-site	ACA
1.10 Structures, scaffold, fences, stacked material collapsing  N/A	<ul style="list-style-type: none"> <li>Lighting Rig Collapse</li> <li>Signage Collapse</li> <li>Speaker Stack collapse / fall</li> <li>Fence Fall / Collapse</li> <li>Stage Collapse</li> <li>Marquee Collapse</li> </ul>	<input type="checkbox"/> All stages, rigs installed by a certified rigger <input type="checkbox"/> All lighting rigs to be certified at appropriate wind rating for the season <input type="checkbox"/> Rigs and stages checked by certified rigger prior to event <input type="checkbox"/> All signs adequately secured <input type="checkbox"/> All fences adequately secured and braced to avoid fall <input type="checkbox"/> All Marquees over 5m X 5m	

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	/ Fly-away	to be checked by certified engineer or experienced installer prior to the event <input type="checkbox"/> All Marquees are adequately secured with weights, or pegged into the ground <input type="checkbox"/> Qualified first aid staff on-site	
1.11 Vehicle to pedestrian / cyclist collisions through Set Up	<ul style="list-style-type: none"> <li>Physical Injury to public / staff</li> </ul>	<input checked="" type="checkbox"/> All vehicles adhere to a 10 kmh speed limit within the event precinct <input type="checkbox"/> A spotter is employed for all fork-lift / machinery transits <input type="checkbox"/> All vehicles within the event precinct use hazard lights <input type="checkbox"/> Only accredited / licensed operators to use heavy machinery <input checked="" type="checkbox"/> Qualified first aid staff on-site	ACA
1.12 Weather Extremes – Rain, Hail, Storm, Cyclone, Downpour, Snow, Lightning	<ul style="list-style-type: none"> <li>Physical Injury</li> <li>Asset Damage</li> <li>Inundation</li> <li>Delay or cancellation of event</li> </ul>	<input type="checkbox"/> All Marquees and shade structures are dismantled in high winds <input checked="" type="checkbox"/> Event is cancelled in extreme weather conditions <input type="checkbox"/> Qualified first aid staff on-site	DZSO
1.13 Weather Extremes - Extreme Heat, Total Fire Ban	<ul style="list-style-type: none"> <li>Dehydration</li> <li>Physical Injury</li> <li>Delay or cancellation of event</li> </ul>	<input checked="" type="checkbox"/> Adequate, free drinking water is available to all event patrons and staff <input checked="" type="checkbox"/> Sunscreen is provided free to all patrons <input checked="" type="checkbox"/> Event is cancelled in extreme weather conditions	DZSO
2.1 Access and Exit by patrons  N/A	<ul style="list-style-type: none"> <li>Physical Injury</li> <li>Asset Damage</li> </ul>	<input type="checkbox"/> All gates are dummy locked to allow emergency Exit <input type="checkbox"/> All exits on built structures are clearly visible and illuminated <input type="checkbox"/> All Exit points are clear of infrastructure <input type="checkbox"/> Wardens are briefed and are in position to assist with Exit of patrons	
2.2. Alcohol  N/A	<ul style="list-style-type: none"> <li>Intoxication &amp; incapacitation</li> <li>Physical Injury</li> <li>Violent Behaviour</li> <li>Disorder</li> <li>Asset Damage</li> </ul>	<input type="checkbox"/> All alcohol is served by qualified RSA staff in accordance with the liquor licence <input type="checkbox"/> Adequate security is provided in accordance with the liquor licence <input type="checkbox"/> Bar opening times are limited in their duration to no more than 4 hours <input type="checkbox"/> A 'Chill out' room is provided for event patrons <input type="checkbox"/> WA Police are advised of the event	

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2.3 Cash Handling	<ul style="list-style-type: none"> <li>• Theft</li> <li>• Assault</li> </ul>	<input type="checkbox"/> Security to escort any large cash transits <input checked="" type="checkbox"/> Cash is removed from site periodically throughout event <input checked="" type="checkbox"/> All vendors to undertake periodic check of registers throughout event <input type="checkbox"/> Adequate security is provided and briefed on cash handling processes	Manifest
2.4 Civil Disturbance	<ul style="list-style-type: none"> <li>• Event Disruption</li> <li>• Trauma</li> <li>• Adverse Publicity</li> </ul>	<input type="checkbox"/> Adequate security is provided <input checked="" type="checkbox"/> Clear media protocols are agreed on with Shire of Broome	Operations Manager
2.5 Contributory Neighbouring Events	<ul style="list-style-type: none"> <li>• Loss of Reputation</li> <li>• Event Disruption</li> </ul>	<input checked="" type="checkbox"/> Stakeholder consultation is undertaken to minimise overlapping events	Director
2.6 Criminal Activity	<ul style="list-style-type: none"> <li>• Personal Theft</li> <li>• Assault</li> <li>• Vandalism</li> <li>• Wilful Property Damage</li> <li>• Arson</li> <li>• Theft</li> </ul>	<input type="checkbox"/> Adequate security is provided <input type="checkbox"/> Overnight security is provided to protect valuable assets <input type="checkbox"/> WA Police are advised of the event <input checked="" type="checkbox"/> Adequate fire extinguishers are in place at key locations <input type="checkbox"/> Backstage areas are fenced with no public access	Operations Manager
2.7 Illegal Fireworks / Flares N/A	<ul style="list-style-type: none"> <li>• Burns</li> <li>• Asset Damage</li> </ul>	<input type="checkbox"/> Adequate security is provided <input type="checkbox"/> WA Police are advised of the event <input type="checkbox"/> Adequate fire extinguishers are in place at key locations	
2.8 Loss of Crowd Control N/A	<ul style="list-style-type: none"> <li>• Physical Injury</li> <li>• Trauma</li> </ul>	<input type="checkbox"/> PA system available for crowd messages <input type="checkbox"/> Adequate security is provided <input type="checkbox"/> Wardens are briefed on evacuation procedures	
2.9 Missing Person and / or Lost Child N/A	<ul style="list-style-type: none"> <li>• Trauma</li> </ul>	<input type="checkbox"/> PA System available for crowd messages <input type="checkbox"/> Lost children point established and communicated to security and event staff	
3.1 Emergency Exit N/A	<ul style="list-style-type: none"> <li>• Crowd Crush</li> <li>• Panic</li> <li>• Asset Damage</li> </ul>	<input type="checkbox"/> All gates are dummy locked to allow emergency Exit <input type="checkbox"/> All exits on built structures are clearly visible and illuminated <input type="checkbox"/> All Exit points are clear of infrastructure <input type="checkbox"/> Wardens are briefed and are in position to assist with Exit of patrons	
3.2 Bomb Threat and / or	<ul style="list-style-type: none"> <li>• Physical Injury</li> </ul>	<input type="checkbox"/> All gates are dummy locked to allow emergency Exit	

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Blast  N/A		<input type="checkbox"/> All exits on built structures are clearly visible and illuminated <input type="checkbox"/> All Exit points are clear of infrastructure <input type="checkbox"/> Wardens are briefed and are in position to assist with Exit of patrons <input type="checkbox"/> WA Police are advised of the event <input type="checkbox"/> Emergency Management Plan is communicated to all event staff	N/A
3.3 Disasters  see emergency response plan	<ul style="list-style-type: none"> <li>Physical Injury</li> </ul>	<input type="checkbox"/> All gates are dummy locked to allow emergency Exit <input type="checkbox"/> All exits on built structures are clearly visible and illuminated <input type="checkbox"/> All Exit points are clear of infrastructure <input type="checkbox"/> Wardens are briefed and are in position to assist with Exit of patrons <input checked="" type="checkbox"/> WA Police are advised of the event <input type="checkbox"/> Emergency Management Plan is communicated to all event staff	DZSO/ GCA
3.4 External Emergency  <del>XXXX</del>	<ul style="list-style-type: none"> <li>Event Disruption</li> <li>Evacuation from venue</li> </ul>	<input type="checkbox"/> All gates are dummy locked to allow emergency Exit <input type="checkbox"/> All exits on built structures are clearly visible and illuminated <input type="checkbox"/> All Exit points are clear of infrastructure <input checked="" type="checkbox"/> Wardens are briefed and are in position to assist with Exit of patrons <input checked="" type="checkbox"/> WA Police are advised of the event <input checked="" type="checkbox"/> Emergency Management Plan is communicated to all event staff	
3.5 Failure of Emergency Agency to gain access	<ul style="list-style-type: none"> <li>Physical Injury</li> </ul>	<input checked="" type="checkbox"/> A minimum of 2.5m wide thoroughfare is maintained into the event precinct to allow access of emergency vehicles <input type="checkbox"/> Wardens are briefed and are in position to assist with coordination of emergency services <input checked="" type="checkbox"/> Qualified first aid staff are on site	DZSO/ GCA
3.6 Fire, Cooking, Candles, Naked Flame, Hot Surfaces  N/A	<ul style="list-style-type: none"> <li>Burns</li> </ul>	<input type="checkbox"/> All food vendors have a fire extinguisher and fire blanket within easy reach <input type="checkbox"/> All hot surfaces / cooking equipment has a physical barrier from the public <input type="checkbox"/> Food vendors have received and comply with the conditions of a Shire of	

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		Broome food permit	
3.7 Medical Emergency	<ul style="list-style-type: none"> <li>Physical Injury</li> </ul>	<input checked="" type="checkbox"/> A minimum of 2.5m wide thoroughfare is maintained into the event precinct to allow access of emergency vehicles <input checked="" type="checkbox"/> Wardens are briefed and are in position to assist with coordination of emergency services <input checked="" type="checkbox"/> Qualified first aid staff are on site <input checked="" type="checkbox"/> Emergency Management Plan is communicated to all event staff	D250/ GCA
3.8 Adjacent Active Carriage Ways  N/A	<ul style="list-style-type: none"> <li>Physical Injury</li> </ul>	<input type="checkbox"/> Qualified first aid staff are on site <input type="checkbox"/> Event infrastructure does not interfere with sightlines from oncoming traffic at key crossing points	
3.9 Failure of Communications	<ul style="list-style-type: none"> <li>Loss of event control</li> <li>Trauma</li> <li>Physical Injury</li> </ul>	<input checked="" type="checkbox"/> A communications register is in place with lists of primary and secondary communications <input checked="" type="checkbox"/> All staff have a tag or information sheet listing primary and secondary communications <input type="checkbox"/> Emergency services and the Shire of Broome have a copy of the communications register with key contacts <input checked="" type="checkbox"/> Emergency Management Plan is communicated to all event staff	Ops Manager
3.10 Lack of Communications	<ul style="list-style-type: none"> <li>Loss of event control</li> <li>Trauma</li> <li>Physical Injury</li> </ul>	<input checked="" type="checkbox"/> Key staff have event radios and mobile phones as back up <input checked="" type="checkbox"/> A communications register is in place with lists of primary and secondary communications <input checked="" type="checkbox"/> All staff have a tag or information sheet listing primary and secondary communications	Ops Manager
4.1 Flood, Plumbing, Sprinkler Malfunction  N/A	<ul style="list-style-type: none"> <li>Asset Damage</li> </ul>	<input type="checkbox"/> Reticulation systems are mapped or marked prior to installing fencing, marquees, pickets or pegs <input type="checkbox"/> Reticulation systems are turned off for the duration of the event <input type="checkbox"/> Reticulation systems are regularly checked for leaks or malfunction <input type="checkbox"/> Event is cancelled in extreme weather conditions	

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4.3 Controversial Content N/A	<ul style="list-style-type: none"> <li>• Damage Reputation</li> <li>• Stakeholder Complaint</li> </ul>	<input type="checkbox"/> All content is appropriate for the target age group of the event <input type="checkbox"/> Clear media protocols are agreed on with Shire of Broome	
4.4 Negative Publicity due to crisis	<ul style="list-style-type: none"> <li>• Damage Reputation</li> <li>• Decrease Visitation</li> <li>• Financial Loss</li> </ul>	<input checked="" type="checkbox"/> Clear media protocols are agreed on with Shire of Broome <input checked="" type="checkbox"/> Emergency Management Plan is communicated to all event staff <input type="checkbox"/> Wardens are available and in position to assist Exit of patrons	Media Liason
4.5 Property and Asset Damage N/A	<ul style="list-style-type: none"> <li>• Damage to Grassed areas</li> <li>• Damage to reticulation infrastructure</li> <li>• Damage to Assets</li> </ul>	<input type="checkbox"/> Reticulation systems are mapped or marked prior to installing fencing, marquees, pickets or pegs <input type="checkbox"/> Reticulation systems are turned off for the duration of the event <input type="checkbox"/> Reticulation systems are regularly checked for leaks or malfunction <input type="checkbox"/> Ice buckets are emptied in drains not on grassed areas	
4.6 Sub Station Failure N/A	<ul style="list-style-type: none"> <li>• Cessation of Event</li> </ul>	<input type="checkbox"/> Emergency Management Plan is communicated to all event staff <input type="checkbox"/> Wardens are available and in position to assist Exit of patrons <input type="checkbox"/> Back up Generators are available	
4.7 Contaminated water from Oval Irrigation N/A	<ul style="list-style-type: none"> <li>• Physical Injury</li> <li>• Stakeholder complaint</li> </ul>	<input type="checkbox"/> Reclaimed water is clearly communicated to event patrons through signage and pre-event communications <input type="checkbox"/> Qualified first aid staff are on site	
5.1 Toilet Facilities N/A	<ul style="list-style-type: none"> <li>• Blocked or flooded facilities</li> <li>• Increased Trip / Slip</li> <li>• Waste water / sewage leak from toilets</li> </ul>	<input type="checkbox"/> Waste management plan is communicated to cleaning staff and 3 <sup>rd</sup> party toilet providers <input type="checkbox"/> All toilet facilities are completely contained to avoid escaping waste <input type="checkbox"/> Toilets are cleaned regularly throughout the event <input type="checkbox"/> Maintenance crew is on standby for the duration of the event in case of blocked toilets	
5.2 Waste	<ul style="list-style-type: none"> <li>• Drop in Reputation</li> <li>• Financial Cost</li> <li>• Increased Trip /</li> </ul>	<input checked="" type="checkbox"/> Waste management plan is communicated to cleaning staff <input type="checkbox"/> Cleaning staff are on hand for the entire event to clean litter	Ops Manager

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	Slip	<input type="checkbox"/> and waste <input type="checkbox"/> A waste skip is on site and periodically emptied throughout the event	
5.3 Noise  <i>* See Noise Abatement Plan.</i>	<ul style="list-style-type: none"> <li>Physical Injury</li> <li>Stakeholder Complaint</li> </ul>	<input type="checkbox"/> All amplified sound complies with Shire and EPA restrictions <input type="checkbox"/> Stage is positioned to minimise noise to neighbouring property and approved by the Shire of Broome <input type="checkbox"/> Periodic monitoring is taken through the course of the event, at various points in relation to the stage, and volume is adjusted accordingly <input type="checkbox"/> Written communication to neighbouring affected businesses prior to the event	<i>Pilot</i>
5.4 Food Poisoning  <i>N/A</i>	<ul style="list-style-type: none"> <li>Physical Injury</li> </ul>	<input type="checkbox"/> All food vendors to comply with Shire food permits <input type="checkbox"/> All food to be stored at appropriate temperatures <input type="checkbox"/> Hand washing facilities, including running water, soap and basin are available <input type="checkbox"/> All cooked food is served at safe temperatures <input type="checkbox"/> Cold and hot food are not mixed during preparation or serving	
5.5 Animals  <i>N/A</i>	<ul style="list-style-type: none"> <li>Animal attack</li> <li>Biological Infection</li> </ul>	<input type="checkbox"/> All animals are supervised by a competent animal handler <input type="checkbox"/> All animal waste is removed immediately <input type="checkbox"/> Animal handling areas are away from main stage, flags and bunting or amplified noise <input type="checkbox"/> Animals are removed from the event precinct immediately if any skittish or aggressive behaviour occurs	
5.6 Contaminated Water  <i>N/A</i>	<ul style="list-style-type: none"> <li>Physical Injury</li> </ul>	<input type="checkbox"/> All water for drinking is to be served at an appropriate temperature <input type="checkbox"/> Qualified first aid staff are on site	
<b>Damage to environment ie Dunes buffer zone etc</b>			
<b>Other Risks and Hazards Associated with your activity or event</b> (i.e. Fireworks, aerial performance, demonstrations etc)			
<b>HAZARD</b>	<b>RISK</b>	<b>CONTROL MEASURES</b>	<b>RESPONSIBLE OFFICER</b>
	•		
	•		

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	•		
	•		

Risk Assessment Reviewed By:

Name: Glenn Smith

Contact: 0424174197

Position: Director

Date: 28/2/18

- \* Please see Geronimo Broome:
- Safety Management System
  - Risk Assessment / Matrix
  - Emergency Response Plan

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# **Geronimo Broome**

## **CLUB OPERATIONAL SAFETY MANAGEMENT SYSTEM**



Broome Regional Airport

Geronimo v2.5  
20 February 2018



## Document Control

### Revision History

VERSION NUMBER	REVISION AUTHOR	DATE OF RELEASE	PURPOSE
v.1.0	Glenn Stutt	20/2/2018	Initial Release

### Approvals

NAME	POSITION	DATE
Glenn Stutt	Director	20/02/2018
Paul Morton	Chief Instructor/Safety Manager	20/02/2018

### References

- a. CASA <https://www.casa.gov.au/education/standard-page/sms-resource-kit> - 15 Sep2015
- b. APF Safety Management System Manual

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## Definitions

TERM	DEFINITION / INTERPRETATION
As low as reasonably practicable (ALARP)	means a risk is low enough that attempting to make it lower, or the cost of assessing the improvement gained in an attempted risk reduction, would actually be more costly than any cost likely to come from the risk itself.
Change management	a systematic approach to controlling changes to any aspect of processes, procedures, products or services, both from the perspective of an organisation and of individuals. Its objective is to ensure that safety risks resulting from change are reduced to as low as reasonably practicable
Club	Geronimo Broome
Club Safety manager (CSM)	Person responsible for managing all aspects of a club's safety management system.
Hazard	A source of potential harm.
Human factors (HF)	The minimisation of human error and its consequences by optimising the relationships between people, activities, equipment and systems.
Incident	Any event which may or may not result in injury, illness, property damage or a near miss. This includes: <ul style="list-style-type: none"> <li>(i) any breach of the regulations;</li> <li>(ii) any happening which, in the course of operations, causes injury to any person or damage to property;</li> <li>(iii) any unusual occurrence which it is reasonable to conclude might have caused injury to any person, or damage to property, or significantly increased the risk of a descent; and</li> <li>(iv) any off drop zone landing by a student parachutist, a tree or water landing, any equipment malfunction and the activation of a reserve parachute or an AAD.</li> </ul>
Just culture	An organisational perspective that discourages blaming the individual for an honest mistake that has contributed to an accident or incident. Sanctions are only applied when there is evidence of a conscious violation, or intentional, reckless, or negligent behaviour.
Likelihood	A general description of probability or frequency that can be expressed qualitatively or quantitatively
Management	planning, organising, resourcing, leading or directing, and controlling an organisation (a group of one or more people or entities) or effort for the purpose of accomplishing a goal.
Risk	the chance of something happening that will have an impact on objectives. <ul style="list-style-type: none"> <li>• A risk is often specified in terms of an event or circumstance and any consequence that might flow from it.</li> <li>• Risk is measured in terms of a combination of the consequences of an event, and its likelihood.</li> <li>• Risk can have a positive or negative impact</li> </ul>

TERM	DEFINITION / INTERPRETATION
Risk assessment	The overall process of risk identification, risk analysis and risk evaluation.
Risk identification	The process of determining what, where, when, why and how something could happen.
Risk management	the culture, processes and structures directed towards realising potential opportunities whilst managing adverse effects.
Safety culture	an enduring set of beliefs, norms, attitudes, and practices within an organisation concerned with minimising exposure of the workforce and the general public to dangerous or hazardous conditions. A positive safety culture is one which promotes concern for, commitment to, and accountability for, safety.
Safety management system (SMS)	a systematic approach to managing safety, including the necessary organisational structures, accountabilities, policies and procedures.
Safety	the state in which the probability of harm to persons or property is reduced to, and maintained at, a level which is as low as reasonably practicable through a continuing process of hazard identification and risk management.
Serious injury	Any serious injury or illness that results in: <ul style="list-style-type: none"> <li>(i) immediate hospital treatment as an in-patient</li> <li>(ii) immediate treatment for serious injuries (for example amputation, scalping, a spinal injury, loss of a bodily function or a serious laceration, burn, head injury or eye injury), or</li> <li>(iii) medical treatment within 48 hours of exposure to a substance.</li> </ul>

## ABOUT THIS DOCUMENT: COMPANION GUIDE TO THE APF CLUB OPERATIONAL SMS

### 1. INTRODUCTION

The attached Club Operational SMS has been written in an effort to assist clubs preparing their own SMS. This document can, and should, be changed to reflect the individual characteristics of each DZ. Clubs can:

1. Change and adopt this document and its format to meet their needs, or,
2. Write their own SMS.

#### WHY?

It is a Federal Government and CASA requirement that all clubs have an SMS. However, there are sound business and safety reasons for this to be taken up enthusiastically by club management:

- It forms a structured approach to safety management – less likely to miss critical hazards, risks and mistakes.
- It is a formal acknowledgement of what we are already doing – a properly presented document holds more weight in a legal setting than a witness statement which involves interpretation of the 'facts'.
- Significant evidence shows that an SMS approach reduces direct costs (aircraft/equipment damage, lost time from injuries) and indirect costs (insurance implications, business reputation).

#### WHEN?

Long term members, especially those in management roles, are aware that this requirement has been on the APF agenda for some years. To maintain our credibility and ongoing relationship with CASA and other bodies, it needs urgent attention. At the same time, clubs will need opportunity to reflect on the implications, prepare their own SMS and brief and train their staff.

The Club Operational SMS is to be up and running in clubs by 30 June 2016. Clubs should aim at finishing their SMS and have staff briefed by end May 2016.

#### HOW?

Two recent courses held at APF offices indicate there is some awareness of the requirements among Federation members. Club managers may care to look within their organisation for qualified or experienced WHS members who may be able to assist. In addition:

- Assistance will be provided to individual CIs or Safety Managers when visiting the APF office. Advise the office of this requirement well before you visit so that appropriate staff can be made available.
- A briefing team will visit major centres early in 2016. Sessions conducted will be available to any member. It is hoped that ASOs will assist in advising interest, suggesting dates and helping with some logistic arrangements.
- Additional time (probably 1 day) will be made available at the Technical Conference in May 2016 to brief members in detail and assist where requested.

#### SMS GAP ANALYSIS

Completion of a gap analysis is a useful tool to identify your present status versus where you should be. A copy designed for clubs is attached to this document as Appendix C.

It is worth noting that the headings and content of the gap analysis reflects the format of the CASA SMS documents.

### **SMS CLUB IMPLEMENTATION PLAN**

The gap analysis should identify what SMS components are already in place and what deficiencies need to be fixed. The implementation plan forms the next step in the process.

There are many guides on the web on how to construct an implementation plan; it is suggested that the club safety committee should be involved at this stage.

### **CLUB SAFETY MANAGER (CSM)**

An appropriate safety manager is critical to the success of the safety system. In a small club, the safety manager's duties may have to be added to an existing role or the use of part time employee or out sourcing may have to be considered.

Ideally, the safety manager should have operational management experience, technical knowledge of the club's operation, understanding of safety management principles and an approachable and communicative style with members.

### **SAFETY RISK MANAGEMENT**

A proactive approach to hazard identification and the management of risk is at the core of the Safety Management System.

The APF uses the Civil Aviation Authority risk management system.

Club owners/Chief Instructors are encouraged to read the 8 volumes of the CASA Practical Guide available on the CASA website.

In particular, Chief Instructors and Safety Managers are directed to Volume 3 of the Guide (Safety Risk Management), especially pages 5 to 9 (inclusive) for the key to calculating risk (see Appendix B2 and B3).

The Practical Guides are located at:

<https://www.casa.gov.au/sites/g/files/net351/f/assets/main/sms/download/2014-sms-book3-safety-risk-management.pdf>

## SAFETY POLICY STATEMENT

### Vision

- *Geronimo Shareholders, Directors and Management aim for a 100% accident free operation and working environment. We will promote a culture of safety throughout the entire operation that is clearly visible by customers and staff.*

### Safety Policy Objectives

— We are committed to:

- ongoing pursuit of an accident-free workplace, including no harm to people and no damage to equipment, the environment, or property
- a culture of open reporting of all safety hazards
- an open reporting culture in which management will not initiate disciplinary action against any personnel who, in good faith, disclose a hazard or safety occurrence resulting from unintentional conduct
- supporting effective communication throughout the organisation
- support for safety training and awareness programs
- conducting regular audits of safety policies, procedures and practices
- monitoring industry activity to ensure best safety practices are incorporated into the organisation
- providing the necessary resources to support this policy
- requiring all employees to maintain a safe work environment through adherence to approved policies, procedures, and training; and familiarising themselves, (and complying), with safety policies and procedures
- all levels of management, starting with the owner/president and Chief Instructor, being accountable for safety performance
- The principle that the organisation is strengthened by making safety excellence an integral part of all activities.

Glenn Stutt  
Director/Chief Instructor  
Geronimo Broome  
20/2/18

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## SMS COMPONENT 1: SAFETY POLICY AND OBJECTIVES

### 1.1 Responsibilities

All participants in this club's activities are to take shared responsibility for their own and other's safety in all aspects of the club's activities. This applies not only to operational activities but includes general hazard identification and reporting. Everyone is encouraged to report possible hazards or potential risks to the club's senior members.

Specific responsibilities for safety in the club are outlined below.

#### 1.1.1 Safety Representatives

Position	Name	Contact Number	Email	Remarks
Director	Glenn Stutt	0424174197	<a href="mailto:glenn@skydivegeronimo.com.au">glenn@skydivegeronimo.com.au</a>	
Chief Instructor	Paul Morton	0498100242	<a href="mailto:paul.morton@skydivegeronimo.com.au">paul.morton@skydivegeronimo.com.au</a>	
Club Safety Manager	Paul Morton	0498100242	<a href="mailto:paul.morton@skydivegeronimo.com.au">paul.morton@skydivegeronimo.com.au</a>	
DZSO	Paul Morton		<a href="mailto:paul.morton@skydivegeronimo.com.au">paul.morton@skydivegeronimo.com.au</a>	
Senior Pilot	Glenn Stutt			
Pilot	Matthew Koenig	0435780329	<a href="mailto:Matt_k28@hotmail.com">Matt_k28@hotmail.com</a>	
Pilot	Clive Macaskill	0402 226 507	<a href="mailto:clivemacaskill@gmail.com">clivemacaskill@gmail.com</a>	

#### 1.1.2 Director

The director will:

1. Actively support and promote the SMS.
2. Ensure that he/she and all staff comply with the SMS processes and procedures.
3. Ensure that resources are made available to achieve the outcomes of the SMS.
4. Monitor ongoing activities to ensure a safe environment for participants.

#### 1.1.3 Chief Instructor

In addition to his/her overall responsibility for club safety, The CI will:

1. Appoint appropriate and qualified persons to the other safety related positions in the club.
2. Schedule and chair club safety committee meetings and appoint appropriate members responsible for follow up action.
3. Introduce and monitor human factors integration in club activities, e.g., clear and understood communications with staff, procedures for preventing fatigue and stress.
4. Promote and ensure an open and fair reporting culture.
5. Ensure timely incident follow up and feedback given to other members.



### 1.1.5 Club Safety Manager

The Club Safety Manager (CSM), reflecting his critical role in safety, has direct access to all management levels, including the ASO.

His specific responsibilities and the frequencies of, include:

1. Implement, maintain, review and revise the club SMS.
  - a. Mini review after every quarterly meeting.
  - b. Complete review every 6 months for the first year, then yearly thereafter.
2. Provide safety advice to club management and staff.
  - a. Email to affected parties as required.
    - i. Management
    - ii. CI
    - iii. Staff
3. Encourage a fair and open reporting culture with all members.
  - a. Maintain Current reporting forms available to staff in SMS folder behind manifest
  - b. Prompt staff to complete reports if necessary.
4. Promote safety awareness and a positive safety culture.
5. Investigate incidents and accidents.
  - a. Follow SMS procedures on actions following the receipt of a hazard/incident report.
6. Maintain a reporting system to identify and manage hazards; maintain the hazard and risk register.
  - a. On the receipt of any hazard report.
  - b. Following the monthly safety committee meeting
  - c. Monthly Hazard hunt
7. Identify any SMS related training requirements; e.g., safety induction for members or visiting contractors.
  - a. Staff inductions
  - b. Staff safety management training.
8. Oversee internal and external SMS audit programs.
  - a. Quarterly
9. Maintain the emergency response plan (ERP).
  - a. Review contacts monthly
  - b. Review procedures biannually then yearly after the first year.
10. Schedule Training Exercises
  - a. Desk top training exercise every quarter.
  - b. Field exercise every 6 months
  - c. Water recovery exercise every 6 months or as an induction for all new GCA's

### 1.1.6 Drop Zone Safety Officer (DZSO)

In addition to his/her responsibilities under APF Operational Regulations, under this SMS the DZSO (or an appointed DZSO) responsibilities include:

1. Contribute as a member of the club safety committee.
2. Encourage all members under his control to report incidents or hazards and take follow up action.

### 1.1.7 Senior Pilot

In addition to his/her responsibilities under APF Operational Regulations, under this SMS the senior pilot's responsibilities include:

1. Contribute as a member of the club safety committee.
2. Identify and report incidents and hazards of which he/she becomes aware; not just specifically related to aircraft operations.

### 1.1.8 Club Safety Committee

- The club safety committee will have scheduled meetings once per quarter notified to all members in advance.

All club members are invited to attend. Regular and required members of the committee are:

- Owner – committee chair.
- Club Safety Manager (Assistant CI) – minutes and agenda (committee chair in the absence of the Chief Instructor).
- DZSO.
- Senior Pilot. (and or assistant Senior Pilot)
- Manifest Supervisor
- GCA

The safety committee is committed to action on safety related matters and its role includes:

1. Reviewing progress on identified hazards and action taken following accidents or incidents.
2. Making decisions to fix safety hazards.
3. Reviewing risk assessments based on hazard identification.
4. Instituting and reviewing internal safety audits.
5. Reviewing communications methods to advise members of safety related matters.
6. Reviewing club safety objectives and targets.

### 1.1.9 Club Safety Committee

Owner/director	Glenn Stutt	0424174197
DZSO	Paul Morton	0498100242
Chief Instructor	Paul Morton	0498100242
Club Safety Manager	Paul Morton	0406330260
Ground Controller	Cameron Swindon	0448532186
Manifest Supervisor	Amy Stutt	0420438323
Pilot	Matthew Koenig	0435780329
Pilot	Clive Macaskill	0402 226 507

## 1.2 Safety Objectives

The club safety committee will formally review safety objectives yearly. Our initial objectives are:

Safety Objective	Target	Measurement/KPI
<b>Short Term Objectives</b>		
Implement initial club SMS	May 2018	All management and critical members fully briefed and inducted in the SMS plan
A culture of open reporting of all safety hazards	100% of incidents formally reported	Number of reports received? Number of know/ list incidents known not to have a formal report
<b>Longer Term Objectives</b>		
Encourage active participation in SMS provisions by all senior staff		Enthusiastic attendance by senior members at safety meetings
Safety training and awareness programs	Implement a number of safety training initiatives	Number of staff who completed safety training and what type of training was conducted.
Conducting regular audits of safety policies, procedures and practices	Develop an audits and inspections programme for the company and complete all scheduled audits and inspections	How many audits and inspections were completed this reporting period

## 1.3 Emergency Response Plan (ERP)

The Chief Instructor or, in his absence, the DZSO will control any emergency associated with the club. Any information regarding the emergency is to be passed to him/her immediately and instructions on required action will be issued by him/her.

The Chief Instructor will nominate members to be part of an incident response team and their details will be promulgated to all members.

Emergency procedures covering various possible emergencies will be exercised every six months on a rotation basis, e.g., response to fire, response to in flight emergency, response to parachute accident.

Detailed information on the club emergency response plan is attached as Appendix A (see also APF's Organisational SMS Manual). Additionally, Appendix D is a sample Search and Rescue procedure for off drop zone landings.

The Club Safety Manager is responsible to maintain the ERP, particularly contact details.

## 1.4 IMPLEMENTATION PLAN

The implementation plan for the integration of a formal SMS into the club is:

Milestone	Implement by	Notes
<b>Initial consultation on SMS</b>		
Draft initial club SMS	Feb 2018	All management and critical members fully briefed and inducted in the SMS plan
Brief all staff on draft SMS and get feedback and input	Feb 2018	<i>Quarterly sms meeting will be help with all stake holder present</i>
Implement the SMS	30 <sup>th</sup> April 2018	
<b>Review SMS</b>	31 <sup>st</sup> May 2018	Conduct an internal audit of the system, expecting to have no less than one tool integrated for the management of each section
Major alterations as a result of review	<i>As required</i>	
Annual induction training to the SMS for all new and existing staff	<i>As required</i>	Conduct a full induction process of all staff to integrate changes as a result of the major update.

## **SMS COMPONENT 2:**

### **SAFETY RISK MANAGEMENT**

Reference: Civil Aviation Safety Authority, 'SMS for Aviation – A Practical Guide', Booklet 3.

The policy of this club is to identify and minimise weaknesses and hazards BEFORE they can cause an accident or incident.

All members are encouraged and required to report (or fix and report) any issues they feel could pose a risk. This can be done verbally to a senior member or by using the hazard report form (Appendix B1).

Any senior member of staff receiving a report of this nature is to advise the DZSO or club safety manager.

#### **2.1 Hazard Identification**

In addition to encouraging all members to report (or fix and report) hazards and weaknesses, the club will:

- Raise the subject of safety and hazard identification at each club meeting.
- Review all new and previously reported hazards at club safety meetings.
- Conduct an internal assessment of procedures and operations yearly to ensure hazards have been identified and minimised.
- Carry out formal hazard identification procedures prior to any change in the club, e.g., expansion of operations, introduction of new equipment or procedures, changes to key personnel or at any time a new risk may be apparent.

All reports of hazards are to be directed to the Club Safety Manager. After verification, he will include the data in the hazard identification template (see Appendix B2) and allocate a priority for attention.

#### **2.2 Risk Assessment and Risk Mitigation**

The Club Safety Manager is responsible to hold and maintain the club risk assessment register (APF template at Appendix B3). This is an integral component of our safety management.

The risk register is to be held at the club operations centre. It is available for all members to read but not to be removed from the operations centre without approval from the Club Safety Manager.

The Chief Instructor and Club Safety Manager will take the following steps to ensure that risk management is applied:

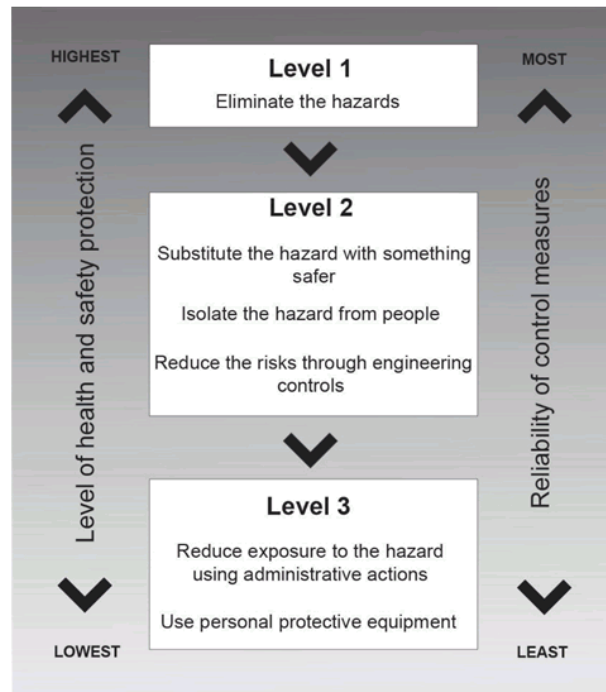
- Hazards are identified and all members are encouraged to participate in the identification of hazards and weaknesses.
- A risk analysis is conducted on all identified hazards to assess the probability of an event occurring and the severity of that event.
- A clear and logical assessment is made to evaluate the seriousness of possible harm to persons, equipment or the environment and whether these are tolerable or not.
- Controls and mitigation are applied to the risk and these are communicated to the safety committee and members.
- A periodic review is conducted to ensure the validity and relevance of the mitigation measures.

**Risk Matrix**

			Consequences				
			1	2	3	4	5
			Insignificant	Minor	Moderate	Major	Catastrophic
<b>Likelihood</b>	<b>OHS</b>		Dealt with by in-house first aid, etc	Medical help needed treatment by medical professional/ hospital	Significant non permanent injury. Over night hospitalisation	Extensive permanent injury (eg loss of finger/s) Extended hospitalisation	Death. Permanent disabling injury (eg loss of hand/s quadriplegia.
		<b>Environmental</b>	Small Clean up required, dealt with in house no damage	Minor non permanent damage cleaned up in house	Short term damage to environment	Long Term damage to environment major clean up require by specialists	Permanent damage to environment major clean up require by specialists
	<b>A</b>	Almost Certain to occur in most circumstances	High (H)	High (H)	Extreme (X)	Extreme (X)	Extreme (X)
	<b>B</b>	Likely to occur frequently	Moderate (M)	High (H)	High (H)	Extreme (X)	Extreme (X)
	<b>C</b>	Possible and likely to occur at some time	Low (L)	Moderate (M)	High (H)	Extreme (X)	Extreme (X)
	<b>D</b>	Unlikely to occur but could happen	Low (L)	Low (L)	Moderate (M)	High (H)	Extreme (X)
	<b>E</b>	Rare may occur	Low (L)	Low (L)	Moderate (M)	High (H)	High (H)

### — Risk Control Hierarchy

— In controlling hazards and risks, the primary aim is to eliminate the hazard entirely. This may not be always possible. The following table demonstrates a commonly accepted hierarchy of controls.



## 2.3 Action on Identified Risks and Hazards

Upon Receiving a Geronimo Broome incident and hazard reporting form (B1) the CI or the club safety manger will assess and rate the risk using the risk matrix.

### **Low – Moderate Risk**

If the risks are in the low or moderate classification then risk controls will be discussed and implemented after the quarterly SMS meeting.

### **High – Extreme Risk**

If the risk is classified as High or Extreme a meeting of the safety representatives will be held immediately to control or eliminate the risk or hazard.

The Safety Manager will be responsible for assigning appropriate persons and the time frame applicable for completion of any tasks to minimise or resolve the risk or hazard. The safety manager will be responsible for signing off on completed tasks, or assigning a new time frame.

The Safety Manager will be responsible for weekly checks of the hazard register.



## **SMS COMPONENT 3:**

### **SAFETY ASSURANCE**

The club is aware that the introduction of a new system, like our SMS, is one thing; maintaining it in the intended way is quite another. Staff and members are entitled to know that their safety is of prime concern to the club and are encouraged to participate in the ongoing maintenance of our safety culture.

#### **3.1 Safety Performance Monitoring and Measuring**

In addition to the yearly APF audit of our operations, the club, under leadership and scheduling by the Chief Instructor will measure and monitor our compliance with SMS principles by:

- Reviewing our overall compliance with SMS once/six months. The Chief Instructor will delegate this task to a senior member on a rotational basis.
- Reviewing our safety objectives and their measurement annually. This review is to be done by the Club Safety Committee.
- Assessing the effectiveness of our SMS procedures and processes outlined in this document in regard to their implementation and, importantly, how they are practised by staff and members.

#### **3.2 Internal Safety Investigation**

There are a number of occurrences which fall outside the reporting and investigation regime required by CASA and the APF. Although these may appear minor to members, investigating these occurrences may reveal potential dangers and hazards.

Members are encouraged to report any occurrences about which they have concern to the DZSO, Club Safety Officer or Chief Instructor. This can be done verbally or using the hazard report form.

The Club Safety Officer will determine the severity, and therefore the priority for corrective action, including investigation. He/she may appoint an investigating officer or conduct the investigation him/herself. The investigation will:

- Be objective and focus on the 'what' and 'how' circumstances rather than the person/s.
- Be reviewed at the club safety committee meeting to identify if improvements or changes need to be made to club procedures or the SMS.
- Determine if any lessons can be drawn from the occurrence.
- Suggest if other members or other clubs in the area could benefit from the investigation results and means by which this communication could be done.

#### **3.3 Change Management**

All members, especially staff, are reminded that any change, particularly to known methods and procedures, can bring further risk which needs identification, management and mitigation. This will be managed by:

- Risk management procedures being applied to minor changes. The Club Safety Officer and, if necessary, the Chief Instructor are to be kept informed of any proposed changes and the risk management techniques which have been applied.
- The Club Safety Committee will consider the safety implications of any proposed major changes in the club, e.g., introduction of new equipment, aircraft, drop zone location or procedures.

### **3.4 Continuous Improvement**

After initial introduction of this SMS, the club needs to remain focused on safety and regularly review our safety net to ensure it is still relevant and working for us.

We will:

- Continuously monitor and annually formally review our risk management process. This will be done through the Club Safety Committee.
- Implement recommendations from any of our incident investigations and review other incident investigations to determine their relevance to us.
- Implement recommendations from our own internal audits and those conducted by the ASO and/or the APF.
- All members are welcome and invited to attend club safety meetings. The Club Safety Officer will post notice of meeting dates and agenda in the Operations Centre. Minutes will be issued and posted as soon as possible after each meeting.
- Attend Area Council meetings and share safety information with the other clubs.

## **SMS COMPONENT 4:**

### **SAFETY PROMOTION**

The club is aware that a Safety Management System is of little use unless it is promoted and understood by all members. We will achieve this by a combination of safety training and ongoing communication programs.

#### **4.1 Safety Training**

As an initial step, the Club Safety Manager will:

- Conduct a training needs analysis to determine what training is needed, who needs to receive this training and how it can be done.
- Compile a record of members who have appropriate qualifications, e.g., First Aid (including details of currency including CPR), Cert 4 in WH&S, training or experience in risk management, training or experience in project planning.
- Review present safety training and establish its relevance and adequacy, e.g., induction training for new members, safety briefings for contractors or workers.

The safety committee is to review the adequacy and appropriateness of safety training as an agenda item at each meeting.

#### **4.2 Safety Communication**

Our safety communication strategy is aimed at ensuring there is unimpeded two way communication on safety matters. That is, members are kept informed about safety initiatives and feedback is captured and acted upon.

As an initial step, we will:

- Make clear that all members are welcome at safety meetings by posting agenda and minutes in the operations centre.
- Make safety signage obvious and clear.
- Require safety critical members to wear high-vis vests when engaged in safety related activities, e.g., refuelling, marshalling aircraft, coordinating loads.

**Appendix B1: Hazard Report Form**

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reporting person's name: \_\_\_\_\_ Position: \_\_\_\_\_

Subject:

- ☐ Aircraft hazard                      ☐ Workplace hazard  
☐ Parachute operation hazard      ☐ hazardous work practices  
☐ Ground hazard                      ☐ Public hazard  
☐ Operations safety hazard          ☐ Other hazards

Description of hazard and any action taken:

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Is further action required? Yes ☐ No ☐

Signature: \_\_\_\_\_

**Club Safety Officer use only**

Date report received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Club Safety Officer/DZSO/CI: \_\_\_\_\_

Risk Rating of Hazard: \_\_\_\_\_

Action taken or recommended:

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		Consequences				
		1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Catastrophic
	OHS	Dealt with by in-house first aid, etc	Medical help needed treatment by medical professional/hospital	Significant non permanent injury. Over night hospitalisation	Extensive permanent injury (eg loss of finger/s) Extended hospitalisation	Death, Permanent disabling injury (eg loss of hand/s quadriplegia).
	Environmental	Small Clean up required, dealt with in house no damage	Minor non permanent damage cleaned up in house	Short term damage to environment	Long Term damage to environment major clean up require by specialists	Permanent damage to environment major clean up require by specialists
Likelihood	A Almost Certain to occur in most circumstances	High (H)	High (H)	Extreme (X)	Extreme (X)	Extreme (X)
	B Likely to occur frequently	Moderate (M)	High (H)	High (H)	Extreme (X)	Extreme (X)
	C Possible and likely to occur at some time	Low (L)	Moderate (M)	High (H)	Extreme (X)	Extreme (X)
	D Unlikely to occur but could happen	Low (L)	Low (L)	Moderate (M)	High (H)	Extreme (X)
	E Rare may occur	Low (L)	Low (L)	Moderate (M)	High (H)	High (H)

Date implemented: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Responsible Person: \_\_\_\_\_

Signature: \_\_\_\_\_

## **SMS COMPONENT 5:**

### **HUMAN FACTORS (FATIGUE AND STRESS)**

#### **5.1 Introduction**

In considering our policy for human related safety issues, the club accepts that:

- Human performance limitations continue to dominate aviation and parachuting accident statistics.
- The effective management of error remains one of the greatest challenges to the further reduction of accidents and improving safety.
- Effective technical **and** human factors are required for safe and efficient operations.
- The need for improved efficiency and having fit-for-duty personnel highlights the crucial role of effective human factors.

In resolving the hazards and risks related to human activity within the club and to avoid long term prescriptive measures (fixed and inflexible duty periods), we will gradually introduce a Fatigue Risk Management System (FRMS).

The FRMS is a systems based approach to manage human related risk and introduces management practices and procedures to predict, manage and monitor fatigue and stress related risk.

Our eventual aim is to achieve a fully incorporated FRMS where a culture change has occurred leading to all our members contributing to the reduction in fatigue risk.

We recognise that this change will not occur quickly and have designed the change to happen over three phases (outlined below).

#### **5.2 FRMS Policy and Objectives**

##### **5.2.1 Management Commitment**

The club's safety vision and safety policy objectives remain as outlined in the Safety Policy Statement located at the start of this SMS. In particular, effective communication and an open reporting culture are vital to the reduction of risks related to fatigue and stress.

No one will be penalised for reporting suspected fatigue hazards relating to themselves or others.

##### **5.2.2 Responsibilities**

Some symptoms of fatigue and stress may be obvious but not necessarily to the individual. The club encourages members to be on the lookout for fatigue in their peers as part of our 'buddy check' procedures and ask that the member be reminded to check in with the DZSO or CI.

The club encourages members to report to their immediate supervisor (senior pilot, DZSO, club safety manager or CI) if they are not completely fit for their duties. It is recognised that this may involve a temporary reduction in income for the individual but the results of a failure to make appropriate decisions due to fatigue or stress have far reaching impact.

The responsibilities of the owner, CI, Club Safety Manager, DZSO, Senior Pilot and the Club Safety Committee outlined in Component 1 of this SMS apply also to this Component.

### 5.2.3 Objectives

During initial introduction of this Component, our objectives are:

1. Raise awareness of human factors safety issues by including discussions at each club meeting.
2. Encourage a culture of open reporting and communication of fatigue and stress concerns by not penalising members who report.
3. Foster an environment based on trust and 'just culture' principles with fatigue related incidents.

### 5.2.4 Affected Members

Although all members could be affected by stress and fatigue, this instruction applies specifically to Operational Crew Members (OCM) who, if affected by stress or fatigue, could present a hazard to other persons or property. OCM include:

- Tandem masters.
- Pilots.

### 5.2.5 FRMS Phases

Introduction of the fully integrated FRMS will be conducted over three phases:

1. Phase 1 (1 July 2017 – 30 June 2018). The club will provide sufficient rest opportunities for OCM and those members are responsible for using the rest opportunities provided. Suggested duty/rest periods and limits are outlined below. We will encourage members, especially OCM, to record and report instances where they are fatigued so that alternate strategies can be developed.
2. Phase 2 (1 July 2018 - 30 June 2019). Initial fatigue management introduction. Specific to club risk management assessment, training and education for operational staff, increased and continuous monitoring of staff and risks specific to the club.
3. Phase 3 (1 July 2019 – 30 June 2020). Full compliance with a club based FRMS. This will remove a great deal of the prescriptive limitations but will require increased focus on education and training, formal evaluation and review, improvement recommendations, record keeping and audit.

### 5.2.6 Phase 1

#### (a) Phase 1 Prescriptive Guidelines

- No authority within the club will require an OCM to perform operational duties if that authority has reason to believe the OCM is suffering from fatigue which may impair the safety of the operation.
- A duty cycle will consist of any 168 hours (7 days) period.
- Off Duty. Following a period of duty, an OCM will have an off-duty period of at least 10 hours. An OCM will be required to be free of all duty for at least 24 hours in any duty cycle (7-day period).
- Duty Period. The maximum duty period is 11 hours.
- Meals. If a duty period exceeds 5 hours, an OCM must have an opportunity to access a meal and a minimum of 30 minutes rest away from the operational area.
- Extensions. The duty period may be extended for up to 1 hour for unforeseen operational circumstances and the OCM considers him/her self, fit for the time extension after consultation with the DZSO.
- Limit on Cumulative Duty Periods. Due to the significant fluctuations on operations imposed by weather and other factors, putting limits on cumulative duty periods is not considered necessary at this time. The Chief Instructor will monitor operational levels and, if considered necessary, may impose mandatory rest periods for OCM who exhibit fatigue symptoms.



**(b) Phase 1 Data Collection**

Ideally, the club would like to collect data on individual's fatigue level over time. However, it is recognised that this would be extremely difficult to manage in a meaningful way and create additional load on members and management.

Members, in particular OCM, are encouraged to record unusual fatigue levels in their log books and raise these incidents either with the CI or in club meetings so that all members can benefit from the experience and changes can be made to operations to make them safer.

**5.2.7 Phases 2 and 3**

Details on the introduction of Phases 2 and 3 will be advised following assessment on the results achieved during Phase 1.

**5.3 FRMS Risk Management****5.3.1 FRMS Overview**

FRMS risk management uses the same principles as the general risk management process outlined in Component 2 of this document. Its approach is to be proactive in identifying fatigue hazards and depends on honest communication between OCM and club management. As with all risk management, the main steps are:

- Identify fatigue hazards and assessing the risk to operations and personnel.
- Treating the risk using control measures to eliminate or mitigate the risk.
- Monitoring, reporting and, if necessary, improving the control measures.

**5.3.2 Common Causes of Fatigue**

<b>Common work-related causes</b>
Restricted sleep due to short rest periods or long commutes to the DZ
Multiple high workload periods
Long duty days
Hot weather during duty periods
High cumulative duty times (hours/month or year)
Changes to operations or procedures
Tasks required to be done before or after duty periods (administration, training, cleaning)
<b>Common non-work-related causes</b>
Having a second job
Long commutes to and from work
Changes in domestic arrangements
New baby
Family commitments
Social life
Moving house
Sleep disorders or sickness affecting quality/quantity of sleep

### 5.3.3 FRMS Process

The FRMS process is similar to the standard SMS risk assessment detailed in Component 2 of this document. In summary:

1. Communicate and consult with members either individually or in meetings.
2. Identify fatigue hazards – all members are encouraged to speak up about perceived fatigue hazards (rest facilities, insufficient education, lack of clear policies or difficulty in following policies and procedures).
3. Assess the severity of fatigue hazards by the club safety committee, safety manager or CI using the likelihood/consequence risk assessment matrix.
4. Evaluate and mitigate the risks by calculated control measures. This will be done by the club management and may involve changes to rosters, operational procedures or other measures to preferably eliminate the risk completely.
5. The club will record the results of the risk management plan and share that with all staff.
6. The club will monitor any changes and formally review them on a regular basis to ensure any changes are effective. Members are encouraged to participate in this review at any time.

## 5.4 FRMS Promotion

### 5.4.1 Training

It is anticipated that the APF will gradually introduce assessment on SMS and FRMS matters on rating and reval examinations including instructors, pilots and packers. Details will be provided by the APF when finalised.

OCM are encouraged to complete the eLearning modules provided on the CASA web site to gain an understanding of the subject. These modules are specifically designed for sports aviation participants. Each module takes about 10 to 15 minutes to complete. The modules can be accessed at: <https://www.casa.gov.au/education/landing-page/elearning-catalogue> (scroll down to 'Human Factors in Sport, Recreation and General Aviation').

### 5.4.2 Communication

It is essential that all staff and members participate in communicating issues relating to safety so we can build a more robust fatigue safety culture within the club.

The risks to our clients are considerable if we do not maintain high levels of professionalism. Complacency, lack of awareness and bad decision making cannot be tolerated in our business and sport.

Geronimo Broome

Emergency Response Plan

Appendix A

## Emergency Response Plan.

### Geronimo Broome

Broome International Airport

### Contact phone numbers.

1300 449 669

### Chief Instructor

Paul Morton  
0498 100 242

### **Personnel Trained to Administer First Aid, CPR**

First Aid, CPR Qualifications	
Name	Telephone
Paul Morton	0498 100 242
Glenn Stutt	0424174197
Amy Stutt	0420438323
Clive Macaskill	0402226507

### Emergency Equipment Locations.

### First aid kits

- On the wall in the gear up area.
- Trauma kit behind manifest
- Trauma kit in Van (Beach Pick up Van) this will be moved to any other vehicle used for beach pick ups.

### Fire Extinguishers

Location	Type	Size
Airport Manifest Area	CO2	9kg
Aircraft Airvan	CO2	2kg
Aircraft Cessna	CO2	2kg
Commuter/ Beach Pick Up Van	CO2	2kg

### Calls to be made

The following table details the calls that must be made by the club in the event of an emergency. These calls would usually be made by the CI/DZSO or any member of the IMT, depending on the situation. The order that they are made in would be dependent upon the situation at the time, with calls to EMS (000) taking precedence over all else.

Table Two: Incident Response Table - Calls to Make											
Incident Type	Response										
		Ambulance	Fire Brigade	Police	ASO	APF	ATSB	CASA	NAO	NSO	Family
	Aircraft Accident – severe injuries, fatality	✓	*	✓	✓	✓	**	***	✓	✓	✗
	Aircraft Accident – minor injuries	*	*	✗	✓	✓	**	***	✓	✗	✗
	Parachuting accident – fatality(s)	✓	✗	✓	✓	✓	**	***	✗	✓	✗
	Parachuting accident – severe life-threatening injuries	✓	✗	✗	✓	✓	**	***	✗	✓	✓
	Parachuting accident – moderate injuries requiring ambulance	✓	✗	✗	✓	✓	✗	✗	✗	✓	✓
	*	Situation dependent									
**	Calls/Reports to ATSB are made by the senior pilot										
***	calls to CASA are made by the CEO, or Safety and Training Manager										

### **Part D: Incident Response**

The role and responsibilities of the Incident Management Team in the event of an emergency are as follows:

#### **Incident Controller (DZSO).**

- (i) **Establishing safety of the scene and immediate care of the injured**
- (ii) Administer life saving techniques or first aid if qualified to do so. Continue this care until relieved by the EMS personnel
- (iii) Acute care in an emergency situation should be provided by the most qualified individual on the scene.
- (iv) **Controlling the scene** of the accident
- (v) Ensuring only essential personnel enter the accident site
- (vi) Controlling spectators, media, setting up barriers
- (vii) Keeping EMS access clear.

#### **CI (May delegate to manifest/instructors)**

- (i) **Calling/liasing with Emergency Medical Services (EMS).** This must be done as soon as the situation is deemed an emergency, or a life-threatening event. Time is a critical factor. The call may be made by anyone on the IMT however the person chosen must be someone who is calm under pressure, who communicates well, and is familiar with location of the club/event. To avoid numerous calls to EMS all involved should know who is responsible.
- (ii) **Communicate with media,** make media statements.

Geronimo Broome

Emergency Response Plan

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- (iii) **Contact family**, next of kin - details to be conveyed should also be clearly specified and medical details should only be conveyed by, or with approval from, medical personnel

**Transport & Equipment Officer**

- (i) One member of the team must be responsible for meeting emergency medical personnel as they arrive at the site of the emergency
- (ii) Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel including ensuring designated access is available to EMS vehicles and is kept clear
- (iii) After EMS have arrived at the accident scene the responsibilities of this person diverge to include equipment retrieval

**Part E: Emergency Response Procedures for Specific Events**

The following table provides a summary of the actions to be taken by the various club representatives in the event of an emergency.

<b>Table Three: Emergency Response Procedure Summary</b>					
	<b>Response</b>				
<b>Incident</b>	<b>DZSO/CI</b>	<b>Manifest</b>	<b>IMT – DZSO</b>	<b>GCA</b>	<b>IMT – DZSO</b>
<b>Serious parachuting incident – severe injuries</b>	Secure accident scene, render assistance, make or delegate calls.	Operations may continue with DZSO approval.	Make calls in accordance with Table One, communicate, and liaise with EMS, Media, and Next Of Kin.	Secure all operations. Control spectators. Set perimeters.	Keep access clear, Meet EMS vehicles, direct to victim(s)
<b>Serious parachuting incident - fatality(s)</b>	Secure accident scene. Take photos. Cover victims. Make calls or delegate calls. Liaise with authorities.	Shut down operations. Operate Crisis instruction only	Make calls in accordance with Table One, communicate, and liaise with EMS, Media, and Next Of Kin. Give instruction to manifest re phone answering.	As above	
<b>Aircraft accident – serious injuries</b>	Secure accident scene, give assistance. Make or delegate calls	As above	As above	As above	As above
<b>Aircraft accident – fatalities</b>	Secure accident scene. Take photos. Cover victims. Make calls or delegate calls. Liaise with authorities.	As above	As above	As above	As above
<b>Parachutes Landing in Water</b>		Liaise with emergency services, Aircraft and GCA, and Customers spectators	Account for all persons on Flight. Organize muster point. Count every back in.	Contact aircraft and initiate Water Rescue as per Water Rescue Procedures.	
<b>Cutaway over populous area</b>					
<b>Power line landings</b>					

IMT Incident Management Team

Geronimo Broome

Emergency Response Plan

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### Summary

It is important that all personnel are aware of their role and required actions in the emergency response plan. Emergency plans should be communicated to all club members and participants. These plans should be updated regularly, and ideally should be rehearsed often for reinforcement of actions. Although these incidents may not occur often, a sound, communicated and well-understood emergency plan may mean the difference between life and death in an emergency situation.

### Document management

Version number	Author	Date of release	Purpose
V1	Glenn Stutt	20/02/2018	Initial release



Geronimo Broome

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**Near Miss, Bad Landing, Not Causing Injury**

Initial response calls to make											
Personal	Aircraft	Other Aircraft	Ambulance	Fire	Police	Marine Rescue	Ranger	Spectators	Chief Instructor	DZSO	Manifest
GCA										✓	
DZSO											
Manifest											
Pilot											

**Tasks role defined****GCA**

The GCA is responsible for observing and reporting on all canopy flight from opening to landing.

- Take note of what was observed. Report all observations to the DZSO
- Complete an incident report if asked to by the DZSO.

**DZSO**

- Debrief and if necessary organize retraining for all persons involved.
- Complete a Geronimo SMS report.

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Emergency Response Plan

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Aircraft enters the drop zone after commencing the drop.

Initial response calls to make											
Personal	Jump Aircraft	Other Aircraft	Ambulance	Fire	Police	Marine Rescue	Ranger	Spectators	Chief Instructor	DZSO	Manifest
GCA	✓	✓								✓	
DZSO											
Manifest Person											
Pilot		✓									

#### Tasks Role Defined

##### GCA

Immediately upon becoming aware of another aircraft flying into the drop zone. The GCA must

- Make an attempt to contact that aircraft on Broome local area frequency
- Give Directions to the aircraft to avoid contact with parachutes still in the air.
- Report incident to the DZSO.

##### Pilot

Upon becoming aware of another aircraft flying towards or in the drop zone the Pilot in command of the dropping aircraft must.

- Attempt to contact the aircraft on local area frequency
- Give directions to the aircraft to avoid contact with the parachutes still in the air.
- Report incident to the DZSO.
- Complete a Geronimo Report

##### DZSO

- Ensure a Geronimo SMS report is completed
- Contact the CI or senior pilot

Geronimo Broome

Emergency Response Plan

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## Out of PLA Landing Over Land

Initial response calls to make											
Personal	Jump Aircraft	Other Aircraft	Ambulance	Fire	Police	Marine Rescue	Ranger	Spectators	Chief Instructor	DZSO	Manifest
GCA	✓	✓								✓	✓
DZSO											
Manifest Person								✓			
Pilot											

Tasks Role Defined

## GCA

- Contact the Jump aircraft to advise of off drop zone landing
  - Give the direction, approximate distance from the airfield and number of canopies landed out.
- Make a Radio Call to all traffic on the local area frequency, informing them of the location of the parachutes.

Taking note of the direction of the canopies, the GCA should.

- Take a first aid kit, mobile phone and aircraft radio.
- Drive to the suspected area.
- Communicate with the aircraft if directions are required.
- Recover parachutist/s
- Stay in contact with the Manifest/DZSO

## Manifest

- Supply a load sheet to the GCA, and DZSO.
- Stay in contact with the GCA, and or Pilot to keep up to date with progress
- Answer phone calls as required.
- Talk or call all customers spectators advising of happenings

## DZSO

- Manage the emergency
- Send out other recovery vehicles as required
- Account for all persons on the load and sign them off a load sheet
- Complete a APF report form if students or tandems are involved
- Complete a Geronimo Broome SMS report form.

Geronimo Broome

Emergency Response Plan

Appendix A

## Parachutes Landing in Water

Initial response calls to make												
Personal	Jump Aircraft	Other Aircraft	Ambulance	Fire	Police	Marine Rescue	Ranger	Spectators	Chief Instructor	DZSO	Manifest	Media Liaison
GCA	✓	✓				✓						
DZSO									✓			
Manifest Person					✓	✓		✓		✓		✓
Pilot											✓	
Media Liaison												

## Tasks Role Defined

## GCA

- Immediately contact the aircraft to initiate an aerial search for the canopies in the water.
- Take a cell phone aircraft radio and marine radio (already in boat)
- Launch boat and head the direction the canopies landed.
- Re contact the aircraft to get directions to the floating parachutists.
- Recover all jumpers, before recovering equipment.
- Return everyone to muster point (the landing area)
- Confirm with manifest that all persons are accounted for.

## Pilot

- Descend to the area as directed by the GCA
- Inform the manifest over the airband radio that parachutes have landed in the water.
- Search for canopies in the water relay information to the GCA in the recovery craft
- Monitor Fuel to ensure you don't run out while searching.
- Keep communicating between the GCA and manifest to keep manifest up to date with the recovery
- Return for fuel if required

## Manifest

- Print off load sheet to confirm all persons are accounted for, and take photo and send to GCA
- Contact Police and Marine Rescue to advise them of the incident
- Contact all customers spectators and inform them of the incident
  - Let them know that a recovery is underway
  - Let them know the muster point after the recovery is the landing area
- Contact and brief the media liaison

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DZSO

- Collect reports and debrief all parties
- Complete incident reports.

Parachuting Incident Resulting in Minor Injury.

Initial response calls to make												
Personal	Jump Aircraft	Other Aircraft	Ambulance	Fire	Police	Marine Rescue	Ranger	Spectators	Chief Instructor	DZSO	Manifest	First Aider
GCA										✓	✓	✓
DZSO												
Manifest Person										✓		✓
Pilot												

#### Tasks Role Defined

GCA

- Contact the First Aider, Manifest and DZSO
- Keep the injured person comfortable.

First Aider

- Assess the injured person
- Contact and ambulance if required or
- Apply first aid as required
- Transport injured person inside to recover or to hospital if required.

Manifest

- Liaise with customers and spectators

DZSO

- Gather reports
- Complete APF incident notification and supplementary injury report
- Complete Geronimo Incident report

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Emergency Response Plan

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Serious Parachuting Incident Requiring Ambulance

Initial response calls to make												
Personal	Jump Aircraft	Other Aircraft	Ambulance	Fire	Police	Marine Rescue	Ranger	Spectators	Chief Instructor	DZSO	Manifest	First Aider
GCA	✓									✓	✓	✓
DZSO									✓			
Manifest Person			✓					✓				
Pilot												

Tasks Role Defined

GCA

- Alert the DZSO, Manifest, First Aider
- Call Aircraft to find victims if they have landed off the drop zone.
- Apply first aid until first aid is taken over by first aider.
- Assist securing scene and with injured party

DZSO

- Call Ambulance or delegate manifest to call.
- Delegate person to meet ambulance they must take a mobile phone with them.
- Gather reports

Manifest

- Call 000 and request ambulance give clear instructions where to go this may not be at the airfield.
  - Organise a meeting point
- Contact emergency contacts for the injured party.
- Contact or liaise with any relevant spectators.

Geronimo Broome

Emergency Response Plan

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Fatal Parachuting Accident.

Initial response calls to make												
Personal	Jump Aircraft	Other Aircraft	Ambulance	Fire	Police	Marine Rescue	Ranger	Spectators	Chief Instructor	DZSO	Manifest	Media Liaison
GCA										✓	✓	
DZSO					✓				✓			
Manifest Person			✓							✓		✓
Pilot												
Media Liaison												

Tasks Role Defined

GCA

- Preserve lives
- Apply first aid
- Secure scene
- Secure all evidence
- Do not disturb the scene if it is not essential in an effort to preserve lives

DZSO

- Manage the scene
- Delegate a person to call an ambulance and police
- Call the Safety and training APF rep
- Call the CI
- Collect evidence, photos video etc.
- Collect statements from all witnesses

Manifest

- Contact ambulance and police as instructed by the DZSO
- Contact and brief the Media liaison
- Contact spectators
- Assist DZSO



Geronimo Broome

Emergency Response Plan

Appendix A

## Aircraft Accident

Initial response calls to make												
Personal	Jump Aircraft	Other Aircraft	Ambulance	Fire	Police	Marine Rescue	Ranger	Spectators	Chief Instructor	DZSO	Manifest	Media Liaison
GCA		✓								✓	✓	
DZSO			✓	✓	✓				✓			
Manifest Person			✓	✓	✓			✓		✓		✓
Pilot												
Media Liaison												

## Tasks role defined

## GCA

- Secure scene of accident
- Set parameters
- Cover victims

## Manifest

- Call 000 for Fire dept and ambulance
- Call media liaison
- Call Airport Reporting Officer
- Call all spectators

Geronimo Broome

Emergency Response Plan

Appendix A

Table One: Emergency Contacts Information			
Club Contacts			
Position	Name	Emergency Telephone	Business Telephone
Chief Instructor	Paul Morton	0498 100 242	
DZSO	Paul Morton	0498 100 242	
Senior Pilot	Glenn Stutt	0424 174 197	
Pilot	Clive Mackaskill	0402 226 507	
Pilot	Matthew Koenig	0435 780 329	
Media Liaison Officer	Glenn Stutt	0424 174 197	
APF Contacts			
Position	Name	Emergency Telephone	Business Telephone
Chief Executive Officer	Brad Turner		07 3457 0100
Safety & Training Manager	Richard McCooey		07 3457 0100
National Safety Officer	Gary Myors		07 3457 0131
National Aviation Officer	Mark Edwards		
National Rigging Officer	Brett Newman		0400 011 331
National Training Officer	Ralf Jaeger		
Area Safety Officer			
Safety and training	Charl Rootman	0457299122	
Public Emergency Services & Contractors			
Emergency Service Name		Emergency Telephone	Business Telephone
Air Transport Safety Bureau (ATSB)		1800 011 034	1800 011 034
Civil Aviation Safety Authority		13 17 57	13 17 57
Emergency Medical Services QATB		000	
Fire Department		000	
Local Police Department		000	
Marine Rescue		9192 8202 / 0447 912 820	



28th February 2018

**Re: Skydive Geronimo Proposed Broome Operations**

**Chief Executive Officer**

Shire of Broome  
PO Box 44  
Broome, WA 6725

Dear Sir or Madam,

Skydive Geronimo seeks permission from the Shire to begin skydive operations, as a new tourism product offering in Broome. Please see attached permit application and site plan, outlining our proposed beach landing area between Cable Beach and Gantheume Point.

The following is information to further support our application.

**Insurance**

Public Liability Insurance is issued to us by the Australian Parachute Federation, through Sports Cover Australia -when our application is approved. Please find an example certificate for our Rottnest Island Drop Zone attached. A current certificate for Geronimo Broome will be provided, prior to commencement of operations.

**The Ground Control Assistant**

Skydive Geronimo beach operations will be coordinated in a way that ensures there is little impact on recreational beach users (both pedestrians and vehicles.)

A designated member of staff (Ground Control Assistant,) will be assigned to safely manage skydive operations from the ground, as per the Australian Parachute Federation (APF) Operational Regulations ([https://www.apf.com.au/ArticleDocuments/836/APF\\_Operational\\_Regulations\\_20170515\\_Initi al\\_Issue\\_20170515.pdf.aspx?Embed=Y](https://www.apf.com.au/ArticleDocuments/836/APF_Operational_Regulations_20170515_Initi al_Issue_20170515.pdf.aspx?Embed=Y))

The regulations state:

*'6.1.8 Ground Control Assistant (GCA) Responsibilities Safety*

- (a) The GCA is responsible for communicating the advisability of exiting the aircraft to the parachutists and pilot.*
- (b) The GCA must be: (i) appointed for every load; (ii) a person trained and assessed in accordance with the TOM; and (iii) a member of the APF.*
- (c) Unless OR 6.1.8*
- (d) applies, the GCA must be appointed by the DZSO.*

The Geronimo Broome Ground Control Assistant (GCA) will operate as per the above-mentioned Operational Regulations, and the Geronimo Broome GCA Procedural Manual. Minimum requirements for the role are as follows:

**AGSR Pty Ltd T/A Skydive Geronimo**

PO Box 1478  
Busselton WA 6280

ABN 53 145 441 541

[skydive@skydivegeronimo.com.au](mailto:skydive@skydivegeronimo.com.au)

[skydivegeronimo.com.au](http://skydivegeronimo.com.au)  
**T 1300 449 669**

**Busselton**

Hangar 6,  
Busselton Regional Airport

**Rottnest**

Rottnest Island Airport Terminal



1. Member of the Australian Parachute Federation,
2. Have a valid drivers license,
3. Hold a Radio Telephone Operators License,
4. Have completed training on Geronimo Broome emergency response plan,
5. Have completed training on hazard incident and near miss reporting,
6. Have completed training on local laws and permit requirements,
7. Have a thorough understanding of how to assess meteorological conditions,
8. Hold a current first aid certificate, and
9. Hold a current skippers ticket.

#### **Landing Area Setup**

At the beginning of each operating day, the GCA will choose an appropriate landing zone, within the approved area.

The chosen landing area will be:

- ✓ Within the approved permit area,
- ✓ Approximately 15m x 10m in size,
- ✓ Marked by high-visibility cones and 2 wind blades,
- ✓ Away from any beach users,
- ✓ Away from the shoreline, allowing beach users to pass the area without obstruction,
- ✓ Away from environmentally sensitive areas (such as dunes,) and
- ✓ Moveable, if required throughout the day.

After set up, the GCA will comb the area for any landing hazards such as large rocks or sticks and move them outside of the landing area. Any rubbish found will be removed from the site.

#### **Vehicle Requirements**

A 12-seater Toyota Commuter Van will be used to transport skydivers from the beach landing area to the airport at the conclusion of each jump. For this reason, we request the use of a section of Cable Beach that is nearby a permitted vehicle access area.

As per the attached Site Plan, it is proposed that we park this vehicle at the most northern end of the Gantheume Point vehicle access zone on Cable Beach. It is proposed that the landing area itself be set up within the no-drive zone, to improve the safety of the operation. NOTE: The vehicle would not be parked in this no-drive area, and the operations will comply with The Control of Vehicles (Off Road Areas) Act 1978.

The vehicle will be towing a rigid inflatable rescue craft (4m,) for use in the unlikely event of parachutes landing in water.

#### **The Drop**

Although the landing area will be set up for the entire days' operations, it will only become active for less than 10-minutes at a time, a maximum of 1 time every hour.

The aircraft in use will be a G8 Airvan, with a maximum capacity of 3 tandem skydivers per flight. This will mean a maximum of 3 parachutes landing on the beach at any time, as part of our standard operations.

In some rare cases, if we are conducting a special drop (such as for a marketing photo shoot with

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[skydivegeronimo.com.au](http://skydivegeronimo.com.au)  
**T 1300 449 669**

**Busselton**

Hangar 6,  
Busselton Regional Airport

**Rottnest**

Rottnest Island Airport Terminal



additional skydiving cameraman,) up to 6 parachutes may use this area.

The GCA will ensure the safety of both parachutists and spectators throughout the duration of the drop by monitoring meteorological conditions, communicating with jump aircraft by radio, giving the 'clear to drop' call and communicating with any nearby beachgoers and spectators.

#### **Landing Area Signage**

We do not require that any signage be erected in the area, however we are happy to set up temporary signage to advise beachgoers that parachuting operations are underway, if required as part of our permit conditions.

#### **Broome International Airport**

Jump flights will depart from Broome International Airport and will comply with all local area procedures. This includes The Broome International Airport Noise Management and Fly Neighborly Policies. Geronimo Broome has engaged Airport Management to seek advice on how we can best coordinate our operations.

Users of the airport will be made aware of parachuting operations through local area aviation map updates, area frequency radio communications and meetings with local business operators and airlines.

#### **Traditional Land Owners**

Skydive Geronimo pay respect to the native titleholders and traditional owners of this land - the Yawuru people, and elders past and present.

We have engaged Peter Yu, Nyamba Buru Yawuru Ltd CEO, to discover how our business might best operate in this area, while supporting Yawuru culture, community and values.

#### **Referees**

I can provide the following professional referees:

Jennifer May  
MANAGER COMMERCIAL SERVICES  
City Of Busselton  
08) 9781 0389  
[Jennifer.May@busselton.wa.gov.au](mailto:Jennifer.May@busselton.wa.gov.au)

Charl Rootman  
SAFETY AND TRAINING OFFICER, WA, SA & NT  
Australian Parachute Federation  
0457 299 122  
[Charl.Rootman@apf.com.au](mailto:Charl.Rootman@apf.com.au)

Adam Barnard  
MANAGING DIRECTOR  
Adams Group  
0438 924 624  
[adam.barnard@goadams.com.au](mailto:adam.barnard@goadams.com.au)

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**T 1300 449 669**

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Busselton Regional Airport

**Rottnest**

Rottnest Island Airport Terminal



I look forward to working together with yourself and The Shire of Broome to comply with all local requirements and procedures, and begin skydive operations in Broome.

Please let me know if you require any further supporting documentation, and the next steps.

Regards,

Glenn Stutt  
Director

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PO Box 1478  
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[skydive@skydivegeronimo.com.au](mailto:skydive@skydivegeronimo.com.au)

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***This item and any attachments are confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(ii)) as it contains “a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government”.***

**9.2.3 RFQ18-04 - SUPPLY OF SERVICES FOR STAGE 1 OF THE HUNTER STREET RECONSTRUCTION PROJECT**

<b>LOCATION/ADDRESS:</b>	Hunter Street
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	RFQ18-04
<b>AUTHOR:</b>	Director Infrastructure
<b>CONTRIBUTOR/S:</b>	Project Engineer
<b>RESPONSIBLE OFFICER:</b>	Director Infrastructure
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	6 March 2018

**SUMMARY:** This report considers submissions received for the Supply of Services for Stage 1 of the Hunter Street Reconstruction project. The purpose of this report is to seek Council's endorsement to award Request for Quote (RFQ) 18-04 for this work.



## 9.2.4 ADOPTION OF PROPOSED SCHEME AMENDMENT 8 TO LOCAL PLANNING SCHEME NO.6 - INCLUSION OF ADDITIONAL USE AT LOT 2 BROOME ROAD, SKUTHORPE

<b>LOCATION/ADDRESS:</b>	Lot 2 Broome Road, Skuthorpe
<b>APPLICANT:</b>	Edge Planning & Property on behalf of Grahame Wilcox
<b>FILE:</b>	BRO-1/LT2
<b>AUTHOR:</b>	Senior Planning Officer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil.
<b>DATE OF REPORT:</b>	4 April 2018

**SUMMARY:** At the 28 September 2017 Ordinary Meeting of Council, Council resolved to initiate an amendment to Local Planning Scheme No. 6 for the purposes of seeking public comment. The application proposes to change the land-use definition of 'Transport Depot' and to add transport depot as an additional use over a portion of Lot 2 Broome Road, Skuthorpe.

Advertised for comment over a 60 day period between 18 January 2018 and 20 March 2018, the application was forwarded to adjoining landowners and relevant agencies for comment, with no objections received.

The purpose of this report is for Council to consider whether it will support the scheme amendment following public advertising.

### BACKGROUND

#### Previous Considerations

OMC 28 September 2017                      Item 9.2.4

The amendment application was presented to Council for consideration at its Ordinary Meeting of Council on 28 September 2017 where it was resolved:

*That Council:*

1. Pursuant to Section 75 of the Planning and Development Act 2005, prepare an amendment to the Shire of Broome Local Planning Scheme No. 6 by:
  - a. Deleting the definition of 'transport depot' in Schedule 1 – Dictionary of defined works and expressions and adding the development of 'transport depot' from the Model provision for local planning scheme from the Planning and Development (Local Planning Schemes) Regulations 2015.
  - b. Including Lot 2 Broome Road, Skuthorpe on Deposited Plan 49128 as Additional Use No. 27 in Schedule 2 as follows:

No.	Description	of	Additional	Conditions

	Land	Use	
A27	Lot 2 Broome Road, Skuthorpe	Transport Depot	<p>1. The Additional Use is subject to development approval as a 'D' use in accordance with Clause 4.17.2 (b) of the Scheme.</p> <p>2. The Council may impose conditions on the development approval including those relating to revegetation and length of approval.</p> <p>3. The predominant use of the site be for agricultural purposes.</p>

c. Amend the Scheme Map by delineating portion of Lot 2 Broome Road with the red dashed line, which depicts the 'Additional Use' notation of the Scheme Map Legend and allocating the symbol 'A27' over a portion of Lot 2 Broome Road, Skuthorpe.

2. Resolve that the amendment is a complex amendment under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons:
  - Under Regulation 34 of the Planning and Development (Local Planning Schemes) Regulations 2015 a complex amendment is defined as including 'an amendment that is not consistent with a local planning strategy for the scheme that has been endorsed by the Commission.'
3. Forward this resolution to the Environmental Protection Authority pursuant to Section 81 of the Planning and Development Act 2005.
4. Upon receipt of advice from the Environmental Protection Authority reference in point 3 above, pursuant to Section 37(1)(a) of the Planning and Development (Local Planning Schemes) Regulations 2015, resolves to proceed to advertise Amendment No. 8 to Local Planning Scheme No. 6 as set out in Attachment 3;
5. Requests the Chief Executive Officer to forward this resolution and two copies of the Attachment 8 to the Western Australian Planning Commission; and
6. Subject to the advice of the Western Australian Planning Commission that the amendment is suitable for advertising, requests the Chief Executive Officer to advertise the amendment for 60 days as per the Planning and Development (Local Planning Schemes) Regulations 2015.

Further to the above resolution, the amendment was forwarded to the Environmental Protection Authority (**EPA**) with advice provided to the Shire on 30 December 2017 confirming that assessment by the EPA with consideration for the *Environmental Protection Act 1986* was not required. Following Western Australian Planning Commission (**WAPC**) confirmation that information contained in the proposal was adequate for the purposes of advertising, the amendment was advertised in the Broome Advertiser on 18 January 2018, inviting comments to be submitted within 60 days. During the submission period, no objections were received.

Advice was received however, from Main Roads WA, (refer **Attachment 4**), requesting that plans detailing arrangements for any changes to vehicular access onto Broome Road be forwarded to Main Roads for comment prior to commencement of the additional use. Such a referral would be undertaken during the development application process. Advice of non-objection to the amendment application was also received from Department of Biodiversity, Conservation and Attractions (refer **Attachment 4**).

### Site and Surrounds

Lot 2 Broome Road (sized 42.05ha) is located approximately 29 kilometres east of the Broome townsite and 4 kilometres west of the Great Northern Highway (refer **Attachment 1**). Formerly part of reserve land designated for 'Public Purpose – Water Supply', in 2005 Amendment No. 21 to Town Planning Scheme No. 4 (**TPS4**) saw the lot zoned 'Rural Agriculture'. With the gazettal of Local Planning Scheme No. (**LPS6**) in 2015, the zoning changed to 'Rural Small Holdings'.

The subject lot is bound by land comprising a turf farm to the west, uncleared Crown Land vested with Department Planning, Lands and Heritage to the east and Crown Land vested for the purpose of 'Environment and Aboriginal Cultural and Heritage Corridor' to the north. 'General Agriculture' land is located adjacent to the lot across Broome Road to the south which is Roebuck Plains Station.

Approximately 21 hectares (50%) of the property is utilised for a rural activity, (i.e. grazing of cattle) and approximately 15 hectares (35%) at the rear of the lot remains as native vegetation. A 6.5 hectare (15%) portion of the lot along the eastern boundary has been cleared for use by Main Roads WA as a temporary laydown and storage facility, however land use approval has not previously been obtained from the Shire for this activity.

### The Proposal

The amendment application has been submitted to facilitate the landowner's intention to establish a truck storage facility on approximately 3.3 hectares (7.8%) of the site. The truck storage facility would cater for the operational needs of Direct Haul, which transports LNG via road trains between Karratha, Broome and the Kimberley region. The application estimates that there will be 8 truck movements (4 in and 4 out), and 8 employee trips daily entering and exiting the site. Activities to be undertaken on-site would consist of servicing and refuelling vehicles and coupling and de-coupling tankers.

As a transport depot is currently an 'X' use in the Rural Small Holdings zone, the activity is not permitted in accordance with LPS6. Therefore, the scheme amendment as detailed in **Attachment 3**, seeks to add the additional use of 'transport depot' to a portion of Lot 2 Broome Road. The additional use is not sought over the entire lot, it is only proposed over the intended development footprint.

The amendment also seeks to alter LPS6 by deleting the existing definition of 'transport depot', which is defined under Schedule 1 as:

*'Means any land or buildings used for the garaging or parking of motor vehicles used or intended to be used for carrying of goods or persons, or for the transfer of goods or persons from one motor vehicle to another of such motor vehicle and includes maintenance, management and repair of the vehicles used, but not of other vehicles.'*

It is proposed that the definition be replaced with the following definition of transport depot as contained in the *Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations)*:

*'Means premises used primarily for the parking or garaging of 3 or more commercial vehicles including –*

- (a) Any ancillary maintenance or refuelling of those vehicles; and*
- (b) Any ancillary storage of goods brought to the premises by those vehicles; and*
- (c) The transfer of goods or persons from one vehicle to another.'*

The proponent has explained that the revised definition of transport depot will ensure consistency with the current land-use definitions in the Regulations. A discussion of the implications of this change on the Shire's planning framework follows.

## **COMMENT**

### *Consistency with Local Planning Strategy and Local Planning Scheme No.6*

Lot 2 Broome Road is located within the Skuthorpe Rural Small Holdings zone, an area designated for horticultural and agricultural land use activity under the Local Planning Strategy (**Strategy**). Further to the direction of the Strategy, LPS6 sets out the purpose of land use and development within the Rural Small Holdings zone as follows:

*'The purpose of the Rural Small Holdings zone is to provide for the sustainable use of land for animal husbandry, crops, horticulture and to protect the long-term productive capacity of agricultural land from incompatible land-uses (including subdivision).'*

In line with the above, the objectives of the Rural Small Holdings zone under 3.11.2 of LPS6 are to:

- a) Ensure that land is maintained for productive agriculture/horticulture activities with associated rural industry activities;*
- b) Allow activities which may be associated with a rural small holdings activity; and*
- c) Limit the intensity of subdivision and development to protect the groundwater supply.*

Taking into account the above objectives for the zone, the use of the property by road-trains for parking, refuelling and storage of tanker trailers does not represent a rural land use activity or industry associated with rural industry. It can reasonably be anticipated that the activity will generate adverse impacts upon the rural amenity and character of the locality through generation of vehicle noise, traffic and dust. Essentially, the transport depot use would be more suitably located in either the Light and Service Industry zone or Industry zone. Supporting an amendment to allow for such an additional use would not be

in keeping with the objectives for the zone under LPS6, which as set out above, call for the need to *'ensure that land is maintained for productive agriculture/horticulture activities with associated rural industry activities.'* Essentially, the proposed transport depot land use is not a land use activity that complements the strategic direction or objectives for the Rural Small Holdings zone under the Shire's planning framework.

While it is recognised that development approval was previously granted to the property in 2008 for a land use that was inconsistent with the Shire's planning framework, it should be noted that this approval was granted on a temporary basis and for the reason that there was a strategic need for the development at the time with no suitable alternative location being available.

In contrast, the current application to amend LSP6 would ascribe a permanent, ongoing, land use permissibility to the lot for a land use that is not consistent with the objectives of the Shire's planning framework. There is not a current strategic need for a transport depot in the subject location to warrant the granting of an additional use, and significantly, there is currently an abundance of appropriately zoned land available within the Shire to cater for such a facility.

Furthermore, in considering implications for future development on-site in the event that the Scheme was amended, future development applications would have to be considered against Clause 67 of the Deemed Provisions, *Matters to be Considered*. The suitability of a future development application with reference to Clause 67 shows that a transport depot use would be:

- a) Contrary to the aims and provisions of the Scheme - for the reason that a transport depot is not a form of agricultural/horticultural activity;
- b) Inconsistent with the requirements of orderly and proper planning - as the provisions of LPS6 and the Strategy require land use and development within the Rural Small Holdings zone to be for agricultural or horticultural purposes;
- m) Incompatible with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development – on the basis that the depot additional use will facilitate additional shed floor-space and built-form development that will not be related or incidental to agriculture, horticulture or rural industry. The depot use would allow for development of refuelling facilities on a scale that is inconsistent with the scale of such facilities that currently exist on rural small holdings zoned properties; and
- (n) Incompatible with the amenity of the locality including the following:
  - (i) environmental impacts of the development;
  - (ii) the character of the development - for the reason that a transport depot will likely cause adverse impacts on amenity through generation of noise, dust and traffic. Additionally, and with consideration for potential amenity and environmental impacts, it is noted that a transport depot facility would need to satisfy separation distances applicable under relevant legislation.

The Environmental Protection Authority's 'Guidance Statement No.3, Assessment of Environmental Factors – Separation Distances between Industrial and Sensitive Land Uses' (2005) sets out minimum buffer distances (of 200m) to be achieved between a transport depot within proximity to sensitive land uses such as a dwelling, with consideration for potential gaseous, dust and noise emissions. While there may not be sensitive land uses

within proximity of the site currently, this is expected to change given the objectives and permissibility's for the zoning of adjoining land. Industrial in nature, a transport depot involving fuel storage facilities would therefore be more appropriately located in an industrial area, where separation distances between sensitive land uses can be controlled and potential offsite impacts are not a consideration.

Further to the above, the *State Rural Planning Guidelines (2016)* (**Guidelines**), provide guidance for assessment of scheme amendment proposals relating to rural land including Rural Small Holding zoned land. Under the Guidelines, consideration should be given to the type and scale of land use to be permitted, with Part 4.5 setting out that '*there should be genuine demand for potential land uses*' before land is allocated through a scheme amendment. The Guidelines state that assessment of amendment proposals should be guided by existing land supply to prevent development and land use that is ad-hoc. As discussed above, there is currently an abundance of industrial zoned land within the Shire (and within proximity to the subject site at the Broome Road Industrial Estate) available for development of a transport depot. Current land use demand does not support the need for a transport depot on the site and to allow for such an additional use would be both ad-hoc and contrary to the strategic land use direction of the Shire's planning framework.

Overall, given that there is adequate industrial land to cater for the proposed development in a more suitable and appropriately zoned location, and as the proposed land use is inconsistent with the objectives of the Rural Small Holdings zone, the proposed amendment is deemed inconsistent with the principles of orderly and proper planning and therefore it is recommended that the amendment is not supported.

#### Proposed Revised Land-Use Definition and Additional Use

The proponent has requested that an amended land use definition of 'transport depot' should be included in LPS6, explaining that revising the definition will ensure consistency with the Regulations. While the current definition allows for garaging, parking, maintenance and repair of vehicles, (and transfer of goods or persons between such vehicles); the definition of transport depot under the Regulations makes distinct provision for 'storage' of goods. Such a use is something that is currently accounted for in LPS6 under the separate use class of 'storage facility / depot / laydown area'. A 'storage facility / depot / laydown area' is not a permitted use in the Rural Small Holdings zone and is a permitted use within the 'Industry' and 'Light & Service Industry' zones.

Essentially, the revised land use definition as proposed seeks to make provision for a land use activity that is both contrary to the objectives for the Rural Small Holdings zone and encouraged under LPS6 as a permitted use within Industry zoned land. On this basis, the proposed revised land use definition of transport depot is not supported.

#### Classification of the Scheme Amendment under the Planning and Development Regulations

The Regulations require the Shire to classify Scheme Amendments as one of three 'tracks' – 'basic', 'standard', or 'complex'. The assessment process and timeframe varies according to what classification is selected. A 'basic' amendment is generally intended to correct an administrative error in the Scheme or to amend the Scheme in a way that is consistent with another piece of legislation, which is not applicable to this proposal. In determining whether the amendment is 'standard' or 'complex,' the Regulations require Council to consider the following criteria:

- Whether the amendment is consistent with the Strategy;

- Whether the amendment is consistent with the objectives identified in LPS6 for the relevant zone or reserve;
- Whether the amendment will have a significant impact on other land in the scheme area or significant environmental, social, economic or governance impacts.

Each of these criteria is addressed below.

- The amendment is not consistent with the objectives for the Rural Small Holdings zone in the Strategy, under which land should be used for agricultural or horticultural purposes;
- The amendment is not consistent with the objectives applicable to the zone under LPS6 which requires land use and development to be for agricultural or horticultural purposes and incidental rural industry;
- The amendment as proposed can reasonably be anticipated to have an impact on the locality and land within proximity with consideration for adverse amenity and character impacts.

With consideration for the above, and further to the 28 September 2017 resolution of Council, the amendment was advertised as a complex amendment on the basis that the proposal was not seen to be consistent with the Shire's planning framework.

#### Conclusion - Suitability of Proposal

Pursuant to Section 75 of the *Planning and Development Act 2005*, giving consideration to orderly and proper planning, the Regulations provide Council with the discretion to:

- a) *Support the amendment to the local planning scheme without modification; or*
- b) *Support the amendment to the local planning scheme with proposed modifications to address issues raised in submissions; or*
- c) *Not to support the amendment to the local planning scheme*

Further to the rationale set out in the comment section above, the amendment application has been shown to be inconsistent with the strategic direction and land use objectives for the Rural Small Holdings zone under the Shire's planning framework. As such, the officer's recommendation is that the amendment is not supported.

## **CONSULTATION**

Further to Council's resolution of 28 September 2017 and in accordance with the Regulations, the amendment application was advertised for public comment as a complex amendment over a period of 60 days. A notice was placed in the 18 January 2018 edition of the Broome Advertiser and the Shire's website, with copies of the proposal also made available at the Shire Administration Office and Library. Notice of the proposed amendment was also posted to all landowners within 500m of the subject site and also relevant servicing authorities.

At the conclusion of the comment period, no objections were received. However, letters of non-objection were received from Main Roads and the Department of Biodiversity, Conservation and Attractions (refer **Attachment 4**).

## **STATUTORY ENVIRONMENT**

*Planning & Development Act 2005*



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

*Local Planning Strategy (2014)*

*Local Planning Scheme No.6 (2015)*

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **RISK**

Nil

#### **STRATEGIC IMPLICATIONS**

**Our Place Goal – Help to protect the nature and built environment and cultural heritage of Broome whilst recognising the unique sense of the place:**

A built environment that reflects tropical climate design principles

A natural environment for the benefit and enjoyment of current and future generations

#### **VOTING REQUIREMENTS**

*Simple Majority*

#### **REPORT RECOMMENDATION:**

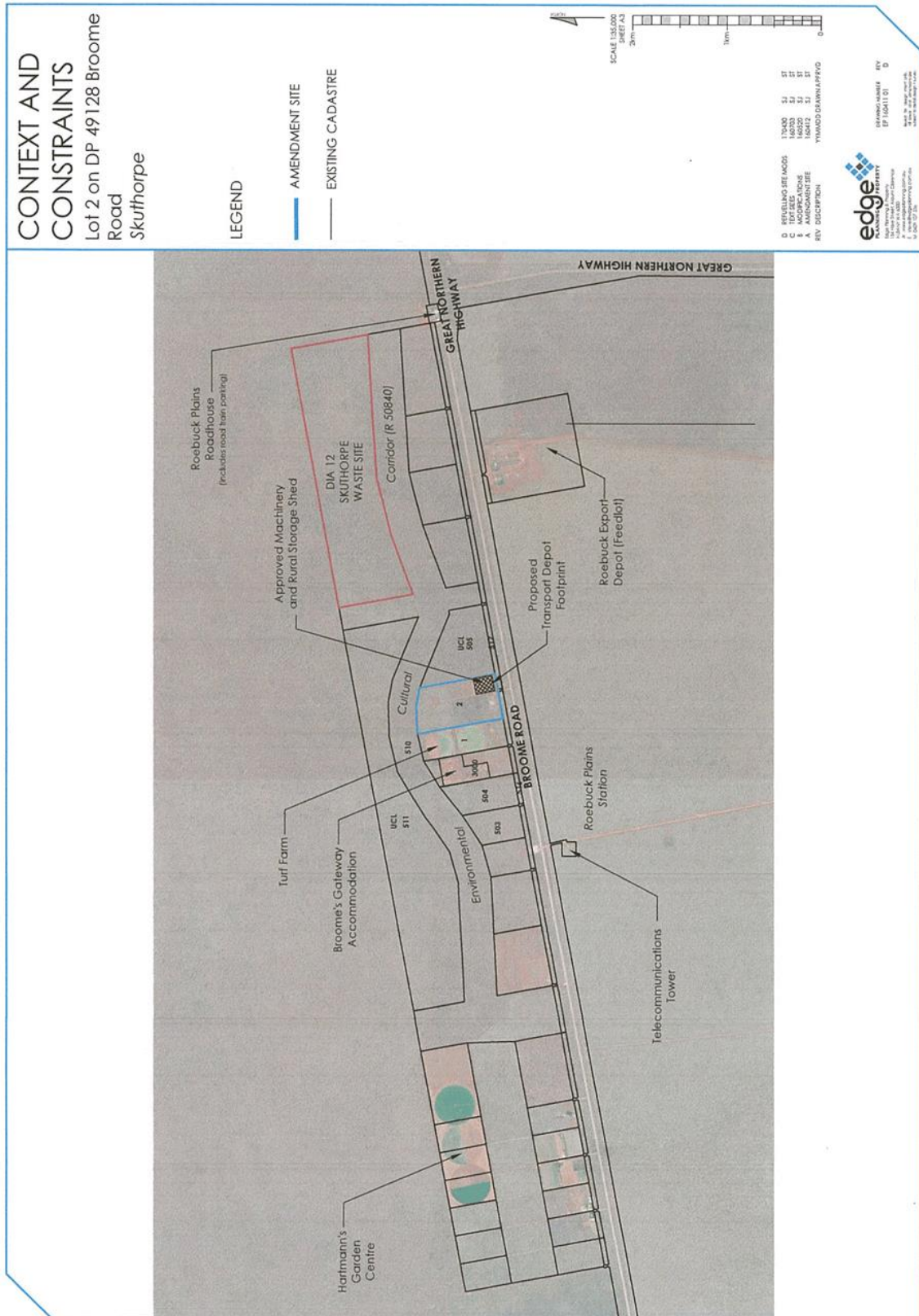
*That Council:*

1. *Considers all the submissions received through the public advertising submission period for proposed Amendment No.8 to the Shire's Local Planning Scheme No.6 in accordance with regulation 41 (2) of the Planning and Development (Local Planning Schemes) Regulations 2015.*
2. *Pursuant to regulation 41 (3) (c) of the Planning and Development (Local Planning Schemes) Regulations 2015 resolves not to support Amendment No 8 to Local Planning Scheme No 6, for the following reasons:*
  - a. *The amendment is inconsistent with the Local Planning Strategy;*
  - b. *The proposed additional use is inconsistent with the purpose and objectives for the Rural Small Holdings zone; and*
  - c. *The Shire's planning framework already provides for and has zoned land for the proposed additional use.*
3. *In accordance with regulation 44 (1) of the Planning and Development (Local Planning Schemes) Regulations 2015, provides the Western Australian Planning Commission with:*

- a) *a copy of the advertised scheme amendment;*
  - b) *the schedule of submissions including the response of the local government in respect of each submission as shown in Attachment 4; and*
  - c) *a copy of the Council resolution.*
- 4. *Forwards the amendment documentation to the Western Australian Planning Commission and the Minister for Planning in accordance with regulation 44 (1) of the Planning and Development (Local Planning Schemes) Regulations 2015.*
  - 5. *Acknowledges in writing the receipt of each submission received in accordance with regulation 40 (2) of the Planning and Development (Local Planning Schemes) Regulations 2015.*

**Attachments**

- 1. Location Plan
- 2. Site Plan
- 3. Scheme Amendment Report
- 4. Schedule of Submissions









**Shire of Broome  
Local Planning Scheme No. 6  
Scheme Amendment No. 8**

**Portion of Lot 2 Broome Road, Skuthorpe**

Prepared by Edge Planning & Property for G Wilcox

[www.edgeplanning.com.au](http://www.edgeplanning.com.au)

May 2017



**PLANNING AND DEVELOPMENT ACT 2005**  
**RESOLUTION DECIDING TO AMEND A LOCAL PLANNING SCHEME**  
**SHIRE OF BROOME LOCAL PLANNING SCHEME No. 6**  
**AMENDMENT No. 8**

Resolved that the Council, in pursuance of Section 75 of the *Planning and Development Act 2005*, amends the above local planning scheme by:

1. Deleting the definition of 'transport depot' in Schedule 1 – Dictionary of defined words and expressions and adding the definition of 'transport depot' from the Model provisions for local planning schemes from the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Including Lot 2 Broome Road, Skuthorpe on Deposited Plan 49128 as Additional Use No. 27 in Schedule 2 as follows:

No.	Description of Land	Additional Use	Conditions
A27	Lot 2 Broome Road, Skuthorpe	Transport depot	<ol style="list-style-type: none"><li>1. The Additional Use is subject to development approval as a 'D' use in accordance with Clause 4.17.2(b) of the Scheme.</li><li>2. The Council may impose conditions on the development approval including those relating to revegetation and length of approval.</li><li>3. The predominant use of the site is to be for agricultural purposes.</li></ol>

3. Amending the Scheme Map by delineating Lot 2 Broome Road with the red dashed line, which depicts the 'Additional Uses' notation of the Scheme Map Legend and allocating the symbol 'A27' over a portion of Lot 2 Broome Road, Skuthorpe.

The amendment is a complex amendment in accordance with part (b) of the complex amendment definition contained in Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Dated this ..... day of ..... 20.....

.....  
CHIEF EXECUTIVE OFFICER

Amendment No. 8 to Shire of Broome LPS6

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Amendment No. 8 to Shire of Broome LPS6

#### PROPOSAL TO AMEND A LOCAL PLANNING SCHEME

1. **LOCAL GOVERNMENT:** Shire of Broome
2. **DESCRIPTION OF LOCAL PLANNING SCHEME:** Local Planning Scheme No. 6
3. **TYPE OF SCHEME:** Local Planning Scheme
4. **SERIAL NUMBER OF AMENDMENT:** 8
5. **PROPOSAL:**
  - i) Deleting the definition of 'transport depot' in Schedule 1 and adding the definition of 'transport depot' from the Model provisions for local planning schemes from the *Planning and Development (Local Planning Schemes) Regulations 2015*.
  - ii) Including Lot 2 Broome Road, Skuthorpe Additional Use No. 27 in Schedule 2 with the additional use of 'transport depot' with associated conditions.
  - iii) Amending the Scheme Map.

#### REPORT BY THE SHIRE OF BROOME

##### 1. INTRODUCTION

The Shire of Broome seeks the support of the Western Australian Planning Commission (WAPC) and the approval of the Hon. Minister for Planning to modify the definition of 'transport depot' in Schedule 1 of the Scheme to be consistent with the Model provisions for local planning schemes and to add an additional use of 'transport depot' to a portion of Lot 2 Broome Road, Skuthorpe (the 'site'). In particular, the Amendment seeks to facilitate the parking of road trains that transport liquefied natural gas (LNG) between Dampier, Broome and other towns in the region and which supply the Broome Power Station and other towns' gas supply needs.

The purpose of this report and associated plans are to explain the proposal and set out the planning merits for a small-scale truck facility (transport depot) on the site. In particular, the documentation:

- describes the characteristics of the site, the site's context and the proposed development;
- assesses the proposal against the State, regional and local planning framework; and
- considers key planning issues and planning justification for the proposal.

The amendment is a complex amendment in accordance with part (b) of the complex amendment definition contained in Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This is because the *Shire of Broome Local Planning Strategy* provides limited detail of the anticipated range of uses envisaged on land designated as Rural Smallholding.

Amendment No. 8 to Shire of Broome LPS6



## **2. BACKGROUND**

### **2.1 Cadastral details**

The site is legally described as Lot 2 on Deposited Plan 49128 contained on Volume 2616 and Folio 541. It has an area of 42.0552 hectares and is owned by Grahame Wilcox. The Certificate of Title is set out in Attachment 1.

### **2.2 Context**

The site is located approximately 29 kilometres north-east of the Broome townsite and around four kilometres west of the Roebuck Plains Roadhouse (see Attachment 2). The site is located on the northern side of Broome Road in the locality of Skuthorpe. It is well located with respect to the regional road network, providing easy and convenient vehicular access to the site and between Broome and the rest of Western Australia using the National Highway.

Attachment 3 shows the Context and Constraints Plan. There are a range of nearby uses including pastoral properties, plantations, a feedlot, caravan park and roadhouse. Attachments 3 and 5 show Development Investigation Area 12 – Skuthorpe Waste Site which is identified in the endorsed *Shire of Broome Local Planning Strategy*. The proposed waste site is further considered later in this report. There is also a range of land tenure in the locality including leasehold, freehold, reserves and Unallocated Crown Land.

### **2.3 Physical characteristics**

The site is outlined in Attachment 4 and has the following characteristics and features:

- is set back from the sealed edge of Broome Road by a distance of approximately 130 metres. The land between Lot 2 and Broome Road is vegetated;
- the northern portion of the site consists of Pindan shrubland (mainly *Acacia* species);
- the predominant use is horticulture/agriculture given the extensive mango plantation along with land used for cattle grazing;
- a machinery and rural storage shed and associated rainwater tanks are located in the south-eastern section;
- an area of approximately 6 hectares was cleared by Main Roads Western Australia (MRWA) during the recent widening of Broome Road and the use of an area as stockpile and storage of machinery;
- is flat with a nominal 1% slope that runs from a north-east direction to the south-west;
- there are no natural surface water or drainage features;
- contains Pindan soil which is a medium to fine grade sand that is orange/red in colour where the risk of Acid Sulphate Soils is considered to be extremely low;
- vehicular access is via a sealed access way and associated crossover to Broome Road;
- is not connected to the reticulated water or sewerage system but relies on on-site supply and disposal;
- power is via solar panels and a generator while telecommunication services are available including mobile phone service; and
- it not subject to Aboriginal or historic heritage constraints based on a search of the Department of Aboriginal Affairs database and the *Shire of Broome Municipal Inventory*.

The site's physical features presents no constraints to developing the proposed small-scale transport depot.

Amendment No. 8 to Shire of Broome LPS6

#### **2.4 Previous development approval**

The Council at its Ordinary Council Meeting on 24 July 2008 approved the use of a temporary workers' accommodation (workers' village) on the site. The approval was for 150 dwellings, to house 300-400 temporary workers, along with various ancillary uses such as restaurant, child care and recreation which had an approved development footprint of approximately 15 hectares. The Council resolution in part stated 'That Council has determined that the proposed use Temporary Workers' Accommodation is consistent with the objectives and purpose of the Rural Agricultural Zone.'

The reasons for Council's support included that 'Horticulture uses more of the Lot than this proposal', this application demonstrated 'Continued approved horticulture land use', 'The site is capable of accommodating the scale of proposed development' and 'Limited impact on the amenity of the site given suitable buffers'.

There was no construction associated with the workers' village.

The site was recently used as a temporary facility by MRWA and their contractors during the construction work to widen Broome Road. This included the storage of plant and equipment and the parking of vehicles. An area of approximately 6 hectares was cleared by MRWA.

The approval of the workers' village and the use of the site for a temporary facility for MRWA demonstrates a history of Lot 2 Broome Road being suitable for intensive non-agricultural uses without issue.

The proposed small-scale parking of large vehicles is a far less intensive land use than the previously approved workers' village. The transport depot also has a far smaller development footprint compared to the approved workers' village and the MRWA temporary facility.

### 3. PLANNING FRAMEWORK

#### 3.1 Overview

The following section will outline how the proposed additional use of transport depot for a portion of Lot 2 Broome Road, Skuthorpe suitably addresses relevant planning policies, strategies and the Shire of Broome Local Planning Scheme No. 6 (LPS6). In summary, the Amendment is consistent with the State, regional and local planning framework.

#### 3.2 State and regional planning framework

The State Planning Framework identifies the *State Planning Strategy 2050* as the principal strategy guiding land use and development in Western Australia. The State planning framework includes the *State Planning Strategy 2050*, strategic policies (State planning policies) and operational policies (development control policies) of the WAPC.

Key State and regional planning documents that are of relevance to this Amendment are:

- *State Planning Strategy 2050*;
- *State Planning Policy 2.5 - Land Use Planning in Rural Areas*;
- *State Planning Policy 2.9 - Water Resources*;
- *State Planning Policy 3.7 - Planning in Bush Fire Prone Areas*;
- *State Planning Policy 4.1 - State Industrial Buffer Policy*;
- *State Planning Policy 5.4 – Road and Rail Transport Noise and Freight Considerations in Land Use Planning*;
- *EPA Guidance Statement 3 – Separation Distances between Industrial and Sensitive Land Uses*; and
- *Kimberley Regional Planning and Infrastructure Framework (2015)*.

Table 1 provides an assessment of the Amendment proposal (transport depot) against the State and regional and local planning framework.

Amendment No. 8 to Shire of Broome LPS6



<b>Table 1</b>	
<b>Assessment of proposal (transport depot) against State and regional planning framework</b>	
<b>Document/Criteria</b>	<b>Comment</b>
<b>State Planning Strategy 2050</b>	
Vision The vision of sustained growth and prosperity envisages a future where Western Australians enjoy high standards of living, improved public health and an excellent quality of life for present and future generations.	Consistent – contributes to job creation and supports the cost-effective provision of LPG gas to the Broome Power Station for the benefit of residents, businesses and others.
Agricultural land – fragmentation	Consistent – there will be no fragmentation of agricultural land as no subdivision is proposed.
Movement networks and freight logistics	Consistent – located on a key infrastructure corridor which facilitates the efficient and safe movement of LNG.
Designates Broome as a regional centre	Consistent – supports the development of Broome including supporting local employment and the cost-effective provision of delivering LNG to the Broome Power Station. This benefits Broome residents, businesses and others.
<b>State Planning Policy 2.5 - Land Use Planning in Rural Areas</b>	
Objectives	
a) To protect rural land from incompatible uses by -	
(i) requiring comprehensive planning for rural areas;	i) Consistent – generally addressed through previous planning to establish the rural smallholding lots.
(ii) making land use decisions for rural land that support existing and future primary production and protection of priority agricultural land, particularly for the production of food;	ii) Consistent - the Amendment will not threaten or adversely impact agricultural resources in the locality. The predominant use of the site will remain agriculture. The development footprint for the transport depot is small and incidental to any horticultural/agriculture use. The transport depot's development footprint, when no longer required, can be used for agricultural uses. This means that agricultural land is protected for the long term.
(iii) providing investment security for the existing and future primary production sector.	iii) Consistent – addressed through retaining the Rural Smallholding zoning.
b) To promote regional development through provision of ongoing economic opportunities on rural land.	b) Consistent - economic development is supported and will complement income from horticulture/agriculture on the site.
c) To promote sustainable settlement in, and adjacent to, existing urban areas.	c) Not applicable
d) To protect and improve environmental and landscape assets.	d) Consistent – the transport depot will be located on cleared land and there is no landscape impact when viewed from Broome Road.
e) To minimise land use conflicts.	e) Consistent - all impacts will be contained on site.
<b>State Planning Policy 2.9 - Water Resources</b>	Consistent – stormwater can be effectively controlled to have no off-site impact. The site is also not located within a public drinking water source protection area.
<b>State Planning Policy 3.7 - Planning in Bush Fire Prone Areas</b>	Consistent - the transport depot use is located on cleared land, the site is gently sloping, the site has

Amendment No. 8 to Shire of Broome LPS6

	two-way vehicular access, there is considerable water available on-site and the development will generally consist of vehicle parking.
<b>State Planning Policy 4.1 - State Industrial Buffer Policy</b>	Consistent - the proposed area to be rezoned to Additional Use, shown on the Proposed Scheme Amendment Map and the Indicative Concept Plan, provides significant buffers to off-site uses including sensitive uses.
<b>State Planning Policy 5.4 – Road and Rail Transport Noise and Freight Considerations in Land Use Planning</b>	Consistent – Schedule 3 of SPP5.4 identifies Broome Road as a primary freight road. No sensitive uses are proposed by the Amendment. Potential noise emissions associated with the proposed transport depot are insignificant compared to the noise generated from traffic on Broome Road.
<b>EPA Guidance Statement 3 – Separation Distances between Industrial and Sensitive Land Uses</b>	Consistent - the Guidance Statement sets out that a 'transport vehicles depot' should have a buffer of 200 metres between the operation and off-site sensitive uses.
<b>Kimberley Planning and Infrastructure Framework (2015)</b>	
Vision	Consistent – includes assisting to deliver prosperity to the region.
Economic development and diversification	Consistent with the Strategy's statement that 'Future economic growth will be underpinned by identifying and implementing opportunities for diversification. At present, the most likely options will be in the agricultural, pastoral, resources and tourism sectors' (page 50).

### 3.3 Local planning framework

In addition to LPS6, there are other local strategies and policies that are of relevance to this Amendment. This includes the *Shire of Broome Local Planning Strategy* (2014), local planning policies, *Shire of Broome Community Plan 2015-2025* and *Broome Water Reserve Water Source Protection Plan* (2001).

Table 2 provides an assessment of the Amendment proposal (transport depot) against the local planning framework.

Amendment No. 8 to Shire of Broome LPS6



<b>Table 2</b>	
<b>Assessment of proposal (transport depot) against local planning framework</b>	
<b>Document/Criteria</b>	<b>Comment</b>
<b>Shire of Broome Local Planning Strategy (2014)</b>	
Vision: 'A sustainable community that is inclusive, attractive, healthy and pleasant to live in, that uses our land so as to preserve our history and environment, respects the rights and equality of our citizens and manages our future growth wisely.' (page 10).	Consistent – the transport depot will have no environmental, landscape, amenity or other social impacts. It will contribute to supporting an existing local business and the cost-effective provision of LNG to the Broome Power Station and the Broome community.
Rural living objectives, strategies and actions (section 2.4.3)	Consistent – including the site has self-sustaining services, the Amendment does not propose subdivision and it will protect the long term productive capacity of agricultural land.
The Local Planning Strategy (Strategy Maps 1 and 2) designates the site as 'Rural Smallholding'.	Generally consistent – the Amendment will ensure that agriculture remains the predominant land use on the site. The development footprint for the transport depot is small and incidental to horticultural/agricultural uses. The land occupied by the transport depot can later be used for agricultural uses. This means that agricultural land is protected for the long term.  The Local Planning Strategy provides limited detail of the anticipated range of uses envisaged on land designated as Rural Smallholding.
Development Investigation Area 12 – Skuthorpe Waste Site (Figure 21 and Strategy Map 1 and 2)	A large development footprint is identified for the possible location of a new solid waste disposal site in close proximity to the Amendment site. The new solid waste disposal site could be developed as a Resource Recovery Park for the region, with the potential to convert waste into energy.
<b>Shire of Broome Local Planning Scheme No. 6</b>	
Clause 1.6 Aims of the Scheme:	
1.6.1 Place	Consistent – including the transport depot will have no environmental or landscape character impacts.
1.6.2 People	Consistent – with Aboriginal heritage assets including that the Amendment will not impact the Environmental and Cultural Corridor Reserve to the north of the site.
1.6.3 Prosperity	Consistent – assists employment and economic growth and supports the on-going viability of an existing transport business.
1.6.4 Infrastructure	Consistent – the site is self-sufficient in terms of servicing.
1.6.5 Sustainability	Consistent – with the sustainable use of rural land for agricultural purposes. The Amendment will not threaten or adversely impact agricultural resources in the locality. The predominant use of the site will remain agriculture. The development footprint for the transport depot is small and incidental to the horticultural/agricultural use. The land occupied by the transport depot can later be used for

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1.6.6 Organisation/Governance	agricultural uses. This means that agricultural land is protected for the long term.
The site is zoned 'Rural Smallholding' and is not within a Special Control Area. Broome Road is an 'Arterial Road Reserve'.	Not applicable
Clause 4.11 Rural Small Holdings Zone	Noted - the site is not located within Public Drinking Water Source Protection Area (SCA 5).
4.11.1 The purpose of the Rural Small Holding Zone is to provide for the sustainable use of land for animal husbandry, crops, horticulture and to protect the long term productive capacity of agriculture land from incompatible land uses (including subdivision).	Consistent - the Amendment will not threaten or adversely impact agricultural resources in the locality. The predominant use of the site will remain horticulture/agriculture. A small-scale transport depot is compatible with agricultural land uses and will have no off-site impacts. No subdivision is proposed.
4.11.2 The objectives of the Rural Small Holdings Zone are to:	
(a) ensure that land is maintained for productive agriculture/horticulture activities with associated rural industry activities;	(a) Consistent - the development footprint for the transport depot is small and incidental to the horticultural use. The land occupied by the transport depot, can later be used for agricultural uses. This means that agricultural land is protected for the long term.
(b) allow activities which may be associated with a rural small holdings activity;	(b) Consistent - a small-scale transport depot is compatible with rural smallholding activity. There is a substantial buffer between the proposed transport depot and off-site horticultural uses. It is a reasonable outcome to expect a transport depot is required to service the Skuthorpe locality area in the medium-term which is associated with increased horticulture/agriculture.
(c) limit the intensity of subdivision and development to protect the groundwater supply.	(c) Consistent - the small-scale transport depot will have no impacts on groundwater resources.
Clause 4.17 - Zoning Table	The use of 'transport depot' is a 'X' use (not permitted) in the Rural Smallholding Zone. While noting this, the Zoning Table permits various other uses, including various 'non' agricultural uses, which may be considered by the Council at its discretion in the Rural Smallholding Zone. These non-agricultural uses include bed and breakfast, community living, educational establishment, industry-rural, reception centre, recreation - private and veterinary centre.
Clause 4.19 Additional Uses	
4.19.1 Despite anything contained in the Zoning Table, the land specified in Schedule 2 may be used for the specific use or uses that are listed in addition to any uses permissible in the zone in which the land is situated subject to the conditions set out in Schedule 2 with respect to that land.	The Amendment seeks to include an Additional Use of transport depot for the site based on the individual merits of the proposal. The transport depot use will be adequately controlled and guided by the Indicative Concept Plan, existing LPS6 provisions and proposed provisions for Additional Uses Site No. 27.
Clause 4.39 Development in the Rural Smallholdings Zone	
4.39.1 Site and Development Requirements	Consistent - individual requirements will be applied to the proposal as conditions of development approval.

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<p>4.39.2 Subdivision Requirements</p> <p>Clause 5.10 Controlled access</p> <p>Schedule 1 - "transport depot" means any land or buildings used for the garaging or parking of motor vehicles used or intended to be used for carrying goods or persons, or for the transfer of goods or persons from one motor vehicle to another of such motor vehicle and includes maintenance, management and repair of the vehicles used, but not of other vehicles.</p> <p>Schedule 16 – sets out there is a need for adequate parking and manoeuvring of heavy vehicles for a transport depot.</p>	<p>Consistent – no subdivision proposed</p> <p>Consistent – the site's access is located and designed to the satisfaction of MRWA.</p> <p>The proposed development is best defined as a 'transport depot' in LPS6. The proposed use is small-scale for a transport depot. There are various transport depots (two or more large vehicles) located on non-industrial land throughout the municipality.</p> <p>Consistent – the site will accommodate the parking and manoeuvring of heavy vehicles.</p>
<p><b>Local planning policies</b></p> <p>The Council has endorsed a number of local planning policies. Various policies are of relevance to the future development of the site including Local Planning Policy 8.1 - <i>Parking, Storage, Crossover and Drainage Standards for Planning Applications</i> (LPP 8.1).</p>	<p>Consistent – LPP 8.1 outlines in relation to land zoned 'Rural Smallholding' that 'In low trafficked areas the bays and manoeuvring areas can be an unsealed surface such as road base, cracker dust or similar which is dust free'.</p> <p>The transport depot will be unsealed but finished in a surface such as road base, cracker dust or similar which is dust free. The transport depot's development footprint will be maintained to an appropriate level to ensure the road trains have no off-site impacts.</p>
<p><b>Shire of Broome Strategic Community Plan 2015-2025</b></p> <p>Vision 'A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment.' (page 56)</p> <p>Building a strong and diverse local economy that is sustainable and in balance and harmony with the community's values and the environment (page 27).</p> <p>Keeping small business and local stores and the ability to compete with large chain stores and franchises (page 27).</p> <p>Issues with the high cost of living (page 28)</p> <p>Strategic Goals Goal 1: Our People Goal 2: Our Place Goal 3: Our Prosperity Goal 4: Our Organisation</p>	<p>Consistent - the transport depot will have no environmental, landscape, amenity or other social impacts. It will contribute to supporting an existing local business and the cost-effective provision of LNG to the Broome Power Station.</p> <p>Consistent – the transport depot supports job creation and will have no environmental, heritage, social or landscape impacts.</p> <p>Consistent – the existing transport business employs various people and also provides a valuable service to Broome residents, businesses and others.</p> <p>The transport depot assists to reduce the high cost of living in Broome through the affordable provision of LNG to the Broome Power Station.</p> <p>Consistent – traffic safety is promoted Consistent – protects the natural environment Consistent – supports job creation Not applicable</p>
<p><b>Broome Water Reserve Water Source Protection Plan (2001)</b></p>	<p>Consistent - outside of the Town Water Reserve and associated public drinking water source area.</p>

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### 3.4 Planning framework implications for Amendment proposal

Common themes of the State, regional and local planning framework and their implications for the Amendment include:

- supporting sustained growth, job creation and economic development including in Broome which is a designated regional centre;
- addressing key environmental assets and bush fire risk;
- addressing land use compatibility;
- ensuring development is consistent with horticulture/agriculture; and
- addressing landscape impact.

Based on the assessment in Table 1 and Table 2, the requested additional use of transport depot is consistent with the planning framework. The following sections will further consider matters arising from the planning framework, address key planning issues and set out justification for the proposal.

#### 4. AMENDMENT PROPOSAL

##### 4.1 Proposed scheme amendment

The Amendment proposes to delete the definition of 'transport depot' in Schedule 1 of LPS6 and add the definition of 'transport depot' from the Model provisions for local planning schemes from the *Planning and Development (Local Planning Schemes) Regulations 2015* as follows:

**"transport depot"** means premises used primarily for the parking or garaging of 3 or more commercial vehicles including —

- (a) any ancillary maintenance or refuelling of those vehicles; and
- (b) any ancillary storage of goods brought to the premises by those vehicles; and
- (c) the transfer of goods or persons from one vehicle to another;

The modified definition assists to ensure that LPS6 is consistent with contemporary planning requirements and to facilitate incidental transport related activities of refuelling vehicles and storage.

The Amendment also proposes to add the additional use of 'transport depot' to a portion of Lot 2 Broome Road, Skuthorpe along with associated statutory conditions. The Additional Use only applies to the development footprint as outlined on the Proposed Scheme Amendment Map and the Indicative Concept Plan. The Additional Use does not cover the entire site.

The 'base' zoning of Rural Smallholding will remain over the entire site.

In accordance with clause 4.19 of LPS6, it is proposed to include the site in Schedule 2 of LPS6 for the additional use of 'transport depot' with associated conditions.

##### 4.2 Scheme provisions

The proposed transport depot is proposed to be controlled by existing LPS6 provisions along with proposed statutory conditions for Additional Use A27. The existing and proposed LPS6 provisions will effectively control development and appropriately addresses relevant planning considerations.

The proposed statutory conditions are outlined below:

1. The Additional Use is subject to development approval as a 'D' use in accordance with Clause 4.17.2(b) of the Scheme.
2. The Council may impose conditions on the development approval including those relating to revegetation and length of approval.
3. The predominant use of the site is to be for agricultural purposes.

##### 4.3 The proposal

Direct Haul (transport company) seek to establish a truck facility (transport depot) on a small portion of the site (approximately 3.3 hectares). In particular, Direct Haul propose to park their prime movers and gas-tankers and reconfigure the full and empty tankers before leaving the site for their return journey.

Direct Haul transports LNG from Karratha to Broome and other towns within the region, by purpose built tankers, to service the power station at the Port of Broome and other towns'

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gas supply needs. Photograph 1 shows a triple road train intended to be parked on the site. The triple road trains are 53.4 metres in length.



Photograph 1

Direct Haul do not propose to undertake any repair of vehicles on the site, however minor maintenance may occur. Major services and repair will be conducted off-site using existing local businesses.

Direct Haul seek a 10 year lease agreement for a small portion of Lot 2 Broome Road. Accordingly, the transport depot use may not be permanent.

As outlined on the Proposed Scheme Amendment Map and the Indicative Concept Plan, the transport depot use would only apply to approximately 3.3 hectares of the site. While noting this, the development footprint occupied by the transport depot will be well below 3.3 hectares given the development footprint contains existing and proposed buildings, existing infrastructure and there is a requirement to provide firebreaks.

The remainder of the site will be used for the predominant use of agriculture including a mango plantation and cattle grazing, along with the machinery and rural storage shed and native vegetation.

#### **4.4 Truck facility site layout plan and indicative concept plan**

In support of the Amendment, a Truck Facility Site Layout plan is provided in Attachment 6 and an Indicative Concept Plan is provided in Attachment 7.

The Truck Facility Site Layout plan shows the road train sweep paths, proposed truck refuelling area and proposed office and amenities. The plan highlights that Direct Haul propose to only use a small portion of the site in a part of the property that has been previously cleared.

The Indicative Concept Plan shows the proposed transport depot in relation to existing uses and development. The purpose of the Indicative Concept Plan is to assist in guiding the development and to provide for the orderly and proper planning of the site. The Indicative Concept Plan responds to the site's context, opportunities and constraints and the planning framework. In particular, key planning and design considerations include:

- retaining the existing mango plantation and cattle grazing areas which preserves the agricultural intent of the site. Agriculture/horticulture will remain the site's predominant land use;

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- retaining the machinery and rural storage shed;
- taking account of adjoining/nearby development and providing appropriate buffers;
- ensuring vehicles can enter and leave the site in a forward gear; and
- protecting the landscape quality of the site when viewed from Broome Road.

The transport depot's development footprint is approximately 7.8% of the site.

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## **5. PLANNING CONSIDERATIONS AND PLANNING JUSTIFICATION**

### **5.1 Overview**

This section brings together an assessment of the site's attributes and the planning framework in considering key planning matters and justifying the additional use of transport depot on Lot 2 Broome Road, Skuthorpe.

### **5.2 Suitability of site for a transport depot**

The site is suitable for a small-scale transport depot for reasons including:

- there are adequate buffers available to off-site sensitive uses and horticultural activities along with suitable buffers to horticultural/agricultural activities on the site;
- it is highly accessible by road with convenient access to Broome, Karratha and the region;
- access onto Broome Road is safe as the existing straight road allows for unobstructed views in both directions;
- Broome Road is an approved road train route controlled by MRWA;
- the site is screened from public view;
- the site is appropriately serviced;
- the site lends itself to creating a secure area to park trucks, LNG tankers and store associated equipment;
- the development footprint is cleared and there are opportunities for revegetation to enhance the area's amenity as deemed necessary; and
- there is a history of non-agricultural development on the site including the approved large-scale workers' accommodation's village (150 dwellings plus ancillary uses) and the MRWA temporary facility (which was associated with clearing an area of 6 hectares). The proposed transport depot has significantly less impacts than the previously approved worker's village or the MRWA temporary facility.

It is highlighted that the Amendment does not permit the selling of fuel from the site.

Further details relating to the site's suitability for a truck facility (transport depot) are outlined in section 5 and summarised in Table 3.

The Amendment has sound planning grounds especially when assessed against previous approved development on the site, along with existing nearby non-agricultural development and anticipated nearby development (see section 5.13).

### **5.3 Impact on horticulture/agriculture**

It is acknowledged that a transport depot is a non-agricultural use. It is however a reasonable expectation that a horticulture precinct would include a transport depot use to transfer goods to market and to provide supplies to horticulture use such as seed, fertiliser, pesticide/herbicide etc. The proposed small-scale transport depot, occupying an area of approximately 3.3 hectares, will have no impact on horticulture or other agricultural activities off-site or on the site for reasons including:

- Direct Haul seek a 10 year lease agreement on the site. Accordingly, the transport depot use is not intended to be permanent;
- the transport depot is proposed to be unsealed but finished with a surface such as road base, cracker dust or similar which is dust free consistent with Local Planning

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- Policy 8.1. This can readily enable horticulture or other agricultural uses to later utilise the area occupied by the transport depot;
- it will not lead to a permanent 'loss' of agricultural land. Instead it will ensure the long term productive capacity of agricultural land;
  - it will not fragment agricultural land as no subdivision is proposed;
  - the Amendment will not impact the existing mango plantation which will be retained. Opportunities for future horticultural and agricultural uses will be pursued subject to profitability. It is noted that the horticultural outlook will change with the seasons and market conditions;
  - the total development area for the transport depot will be a maximum of 7.8% of the total site area as depicted on the Indicative Concept Plan and the Proposed Scheme Amendment Map. The development footprint for the truck facility will be considerably smaller than the approved workers' village and the former MRWA temporary facility;
  - the site is the largest freehold lot zoned Rural Smallholding in Skuthorpe;
  - the site's predominant use will remain as horticulture/agriculture with the transport depot being a minor incidental use;
  - the 'base' zoning of Rural Smallholding will be retained;
  - there are generous buffers to off-site sensitive uses and horticultural activities;
  - there are no impacts on groundwater resources;
  - the Zoning Table of LPS6 provides the opportunity for a number of non-agricultural uses in the 'Rural Smallholding' Zone. This includes bed and breakfast, community living, educational establishment, industry-rural, reception centre, recreation – private and veterinary centre; and
  - the proposed conditions of use to be introduced through this Amendment in part state 'The predominant use of the site is to be for agricultural purposes.'

The purpose of the Amendment is not to remove the agricultural uses from the site. The Amendment seeks to add an additional use to a small portion of Lot 2 Broome Road, which, in a strategic context, is suitable for the site. The proposal will ensure the intent of the Rural Smallholding zone is not compromised in providing for existing and future horticulture activities along with other compatible uses.

A small-scale transport depot catering to road trains associated with transporting LNG is consistent with existing and future use of the land for horticulture/agricultural activities. It is also highlighted that the transport depot will be more compatible with horticulture and agricultural production than the approved former workers' village and the MRWA temporary facility. The transport depot will also occupy a far smaller development footprint than the workers' village and the MRWA temporary facility.

As outlined in section 2.4, the Council at its Ordinary Council Meeting on 24 July 2008 approved the use of a temporary workers' village on the site. The Council resolution in part stated 'That Council has determined that the proposed use Temporary Workers Accommodation is consistent with the objectives and purpose of the Rural Agricultural Zone.'

The small-scale transport depot, as an incidental use to horticulture/agriculture, is consistent with the objectives and purpose of the Rural Smallholding Zone.

#### **5.4 Compatibility with adjoining and nearby land uses**

The proposed transport depot is compatible with adjoining and nearby uses as shown on Attachment 3. The development footprint for the transport depot, shown on the Proposed Scheme Amendment Map and the Indicative Concept Plan, provides appropriate buffers to relevant off-site uses including sensitive uses.

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The Amendment complies with EPA Guidance Statement No. 3 which sets out that a 'transport vehicles depot' should have a buffer of 200 metres between the operation and off-site sensitive uses.

All impacts associated with the transport depot will be contained on Lot 2 Broome Road.

It is understood that the approved MRWA temporary facility operated on the site with no or limited concerns raised by adjoining/nearby landowners or the local government. The level of impact of the transport depot is considerably less than the MRWA temporary facility.

The proposed conditions of use to be introduced through this Amendment in part state:

'The Council may impose conditions on the development approval including those relating to revegetation and length of approval.'

Development conditions can further assist to minimise off-site impacts.

#### **5.5 Environmental impact**

It is expected there will be no environmental impacts associated with the small-scale transport depot. For instance:

- the transport depot will be located on cleared land and there is no proposal to clear native vegetation;
- it will not require groundwater extraction and there are limited risks on the groundwater resource;
- there are appropriate buffers to sensitive land uses; and
- noise, dust and stormwater can be effectively managed (see below sections 5.6, 5.7 and 5.8).

#### **5.6 Managing noise**

The *Environmental Protection (Noise) Regulations 1997* are the principal statutory means of controlling noise emissions. Under these Regulations the assigned outdoor noise levels for the noise received at any noise sensitive premises (i.e. a house) during various times of day is determined by the calculation of an influencing factor, which is then added to base levels.

The Regulations provide for a reduction in noise from 1900 hours and then a further reduction from 2200 hours through until 0700 the next morning. It states that noise is unreasonable if having regard to the duration of the noise emission, the frequency of similar noise emissions from those premises or that public place, and the time of day at which the noise is emitted, the noise unreasonably interferes with the commercial, welfare, convenience, comfort or amenity of the occupier making the complaint.

In relation to the Amendment, noise impacts can be managed through the proposed siting of the proposed transport depot, the extensive buffers to existing sensitive uses and minimising the need for vehicles to reverse.

Potential noise emissions associated with the transport depot are insignificant when compared to the noise generated by traffic on Broome Road.

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### 5.7 Managing dust

The landowner and the operator of the transport depot will effectively control dust from vehicles on the site. This is expected to require a surface such as road base, cracker dust or similar which is dust free consistent with Local Planning Policy 8.1 used on vehicular access ways, parking areas and lay-down areas. If necessary, the transport depot area will be sprayed with water and suppressants to reduce dust.

The siting of the transport depot and the associated buffers will assist to minimise dust impact off-site.

### 5.8 Stormwater management

The transport depot will create minimal stormwater management implications. The parking area is proposed to be pervious, there are no natural surface water or drainage features on the site and the site is located outside of the public drinking water source protection area.

### 5.9 Bushfire management

A portion of the transport depot's development footprint is located in a designed bushfire prone area while most of the development footprint is located outside the bushfire prone area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone2016/>. While noting this, no bushfire hazard level assessment is required at the scheme amendment stage given the low-key and low-risk proposal is to park a small number of large vehicles. The landowner and Direct Haul are however supportive of commissioning a BAL assessment or a Bushfire Management Plan to support a future Development Application for the transport depot.

Bushfire is not considered to be a major issue for the proposed transport depot use given the development footprint is cleared, the site is gently sloping, considerable water is available and the site has adequate access and egress via two way access that is currently available from Broome Road. Additionally, the transport depot operator and/or the landowner will provide appropriate fire mitigation equipment on the site to complement the existing fire mitigation equipment and trucks.

Accordingly, bushfire management can be designed to address *State Planning Policy 3.7 Planning in Bushfire Prone Areas*, the *Guidelines for Planning in Bushfire Prone Areas* (2015) and relevant requirements of the Shire's Annual Fire Break Notice.

### 5.10 Landscape impact

There will be no landscape impact associated with the transport depot when viewed from Broome Road. The proposed transport depot is separated from Broome Road by an existing heavily vegetated nature strip (northern road reserve) approximately 130 metres in width. There is also additional planting undertaken by the landowner near the southern and eastern boundaries.

The proposed conditions of use introduced through this Amendment in part state 'The local government may impose conditions on the development approval including those relating to revegetation'.

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### **5.11 Traffic and parking**

Broome Road is the only road connecting Broome with the North West Highway. Accordingly all traffic uses Broome Road including trucks and road trains etc.

Vehicular access between the site and Broome Road is via an existing sealed access way. Access onto Broome Road is safe as the existing straight road allows for unobstructed views in both directions. The design of the access way and associated vehicular sight distances facilitates the safe and efficient movement of traffic including road trains.

Broome Road is an approved road train route. Given the site adjoins Broome Road, the impact of large vehicles on general traffic is minimised. Large vehicles will enter and leave the site in a forward gear. Accordingly, MRWA have no concerns with the Direct Haul truck facility been established on the site noting MRWA previously used the site for a temporary facility. The site is highly accessible by road with convenient access to Broome, Karratha and the region.

The proposed transport depot (Direct Haul truck facility) will have no detrimental impact on traffic volumes on Broome Road. It is estimated that there will be an average of 8 road train trips per day (4 trips in and 4 trips out) between the site and Broome Road. Additionally, it is estimated there will also be a total of 8 employee trips daily entering and exiting the site. Accordingly, the level of traffic to and from the site associated with the transport depot will be negligible.

All parking associated with the transport depot will be contained on site within the approved development area.

### **5.12 Services**

The site has stand-alone infrastructure services (power, water and effluent disposal) as no servicing infrastructure is available to the property. Additionally, no servicing infrastructure is required for the transport depot. Accordingly, the transport depot will not impact on existing Broome infrastructure.

### **5.13 Context and precedent**

The report has outlined that the Amendment is consistent with the planning framework and the small-scale transport depot (truck facility) is a suitable use for a maximum of 7.8% of the site. Additionally, there are a number of context and precedent considerations that further support the merits of the Amendment. These include:

- there are numerous Additional Use sites in the municipality;
- Additional Use A11 on Lot 3000 Broome Road (camping, caravan park, lodging house);
- the previously approved workers' village on the site;
- the MRWA temporary facility, which operated on the site, is larger in scale than the Direct Haul truck facility; and
- Development Investigation Area 12 – Skuthorpe Waste Site.

These are further considered below.

It is noted there is precedence in LPS6 where a number of additional uses have been approved and set out in Schedule 2. The Additional Use sites are located throughout the municipality.

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Additional Use sites near Lot 2 Broome Road include the Roebuck Plains Roadhouse, which accommodates road trains including a transport overnight facility and motor vehicle repairs, and Additional Use A11 (camping, caravan park and lodging house). Additional Use A11 applies to Lot 3000 Broome Road and is operated as the Broome Gateway Accommodation. Lot 3000 has a base zoning of 'Rural Smallholding' which is the same as Lot 2 Broome Road.

It is understood that Lot 3000 Broome Road contains 8 accommodation units and 50 caravan sites and other facilities which cumulatively have greater impacts than the proposed transport depot. The development footprint for the short-stay accommodation on Lot 3000 is also significantly larger (approximately 10 hectares) compared to the proposed transport depot (3.3 hectares). The level and nature of the investment on Lot 3000 would prevent its future use for horticultural/agricultural uses on considerable parts of Lot 3000. In comparison, the proposed transport depot area on Lot 2 Broome Road could readily be used for horticultural/agricultural uses.

As outlined in earlier sections, the Council at its Ordinary Council Meeting on 24 July 2008 approved the use of a temporary workers' accommodation on the site. The approval was for 150 dwellings, to house 300-400 temporary workers, along with various ancillary uses such as restaurant, child care and recreation. The proposed transport depot has lower impacts, occupies a far smaller development footprint and is more compatible with horticulture and agricultural production than the approved workers' village.

The Local Planning Strategy identifies Development Investigation Area 12 – Skuthorpe Waste Site which is outlined on Attachments 3 and 5. A large development footprint is identified for the possible location of a new solid waste disposal site. The new solid waste disposal site could be developed as a Resource Recovery Park for the region, with the potential to convert waste into energy.

Should the Skuthorpe Waste Site proceed, it will have a development footprint that is significantly larger than the transport depot's development footprint on a small portion of Lot 2 Broome Road. The waste site will also lead to the 'loss' of agricultural land for a far longer period than the temporary transport depot.

Should the Amendment be approved, there is limited grounds for other transport companies claiming the Amendment creates a precedent. This is especially in the context of the previous approval for worker accommodation (150 dwellings plus ancillary uses) and the MRWA temporary facility. Any applicant would need to demonstrate that their development application or scheme amendment request has an approved previous non-agricultural use and the proposal is both suitable and capable for the subject land.

The Amendment is a sound planning outcome for the site that recognises the site's context and previous non-agricultural uses. It makes site specific sense and recognises that there is a need for a merit assessment to non-standard circumstances.

The implementation of the Additional Use over a small portion of the site is an appropriate planning mechanism to provide the required statutory certainty for the local government to control land use. This includes controlling the scale of the transport depot to the area shown on the Proposed Scheme Amendment Map.

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#### **5.14 Alternative sites**

Direct Haul seek a 10 year lease agreement on a small portion of Lot 2 Broome Road. This is to park their prime movers and attached gas-tankers and reconfigure the full and empty tankers before leaving the site for their return journey.

Direct Haul transports LNG from Karratha to Broome and to other towns within the region, by purpose built tankers, to service the power station at the Port of Broome and other towns' gas supply needs. The site is strategically appropriate given it is on-route between Broome and Karratha, along with other towns within the region, in an area with generous buffers and which is affordable to lease.

Direct Haul advise that a suitable and cost effective industrial zoned site is not currently available in Broome. Accordingly to advice provided by Direct Haul, there are limited leasing or purchase opportunities in Broome. The escalation of land prices in recent years has made land purchase unviable for various low-key businesses.

First stage lots are anticipated to be created in the coming years at the Broome Road Industrial Park. Based on pre-sales information, it is expected that the cost of purchasing a suitable sized lot in the Broome Road Industrial Park will be in the order of \$400,000. This will threaten the viability of the trucking business and/or the cost effective supply of LNG gas in Broome.

Direct Haul advise that it is not cost effective to purchase an industrial lot in the Broome Road Industrial Park to simply park a small number of prime movers and gas tankers. In comparison, the proposed transport depot on a portion of Lot 2 Broome Road represents a viable alternative for Direct Haul. This will assist to ensure Broome is provided with an on-going, safe and cost effective delivery of LNG.

#### **5.15 Supporting the local economy**

The Amendment will have various economic benefits including supporting local employment, supporting local services and strengthening the local economy which is consistent with the planning framework. This includes the *State Planning Strategy 2050*, clause 1.6 of LPS6 (the aims of the Scheme) which in part states 'Assisting employment and economic growth and providing opportunities for the establishment of businesses' and the *Shire of Broome Community Plan 2015-2025*.

Direct Haul are the sole gas transporter which transports a constant supply of LNG to the Broome Power Station. It is highlighted that the transporting of LNG is critical to Broome's functioning and economic development.

The Amendment assists in supporting the financial sustainability of Direct Haul and assisting with affordability through the provision of a required LNG delivery service to Broome.

Direct Haul directly employs truck drivers and other contract employees as required. The business utilises local services and industries where available and practical. Direct Haul provides benefits to the local community through direct and indirect employment opportunities and multiplier effects from the economic benefits flowing from their business. This assists to create a more sustainable local economy.

#### **5.16 Planning justification**

The planning justification for the Amendment is summarised in Table 3.

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Table 3 Summarised planning justification for transport depot				
Strategic	Land Use Planning	Environment and Landscape	Transport and Servicing	Economic
<p>The proposal is consistent with the State, regional and local planning framework.</p> <p>Horticulture and agriculture will remain the site's predominant land use.</p> <p>Agricultural land is protected for the long term as the transport depot is temporary and its development footprint can later be used for agricultural uses.</p> <p>The proposal is small-scale and will not prejudice agricultural activities in the locality.</p> <p>The transport depot will not have any adverse impacts on the social, economic or environmental characteristics and/or assets of the locality and surrounds.</p> <p>The site is located on a key infrastructure corridor which facilitates the efficient and safe movement of LNG.</p> <p>The development reinforces Broome as a regional centre.</p>	<p>The development footprint for the transport depot is small and incidental to the site's horticultural and agricultural use.</p> <p>The land occupied by the proposed transport depot was previously occupied by the MRWA temporary facility and the approved workers' village.</p> <p>The transport depot footprint is small compared to the caravan park on nearby Lot 3000 Broome Road and the anticipated Skuthorpe solid waste disposal facility.</p> <p>The site is well located for the proposed transport depot including it will be compatible with adjoining and nearby uses.</p> <p>The site is suitable and capable for the transport depot.</p> <p>Development will be effectively controlled through existing and proposed LPS6 provisions.</p> <p>It is consistent with the principles of orderly and proper planning.</p>	<p>The development footprint has been previously cleared so there is no impact on native vegetation.</p> <p>The development will have no environmental impacts.</p> <p>Bushfire management measures will comply with the objectives of SPP 3.7 and the <i>Guidelines for Planning in Bushfire Prone Areas</i>.</p> <p>The site is not subject to heritage constraints nor is it located in a public drinking water source area.</p> <p>There will be no landscape impacts.</p>	<p>The site has excellent road connectivity to the National Highway network, is on-route between Karratha, Broome and other towns and the site has easy access to the Broome townsite.</p> <p>Access onto Broome Road is safe as the existing straight road allows for unobstructed views in both directions.</p> <p>Traffic impacts can be readily accommodated on Broome Road which is an approved road train route.</p> <p>Parking and vehicle manoeuvring will be contained on-site in the approved development area.</p> <p>The development will be appropriately serviced.</p> <p>Stormwater management will be appropriately designed to the satisfaction of the Shire.</p>	<p>It will promote job creation which is consistent with the planning framework.</p> <p>Direct Haul provides Broome with a valued service of LNG. This supports Broome's functioning and economic development.</p> <p>It will assist to provide an affordable LNG supply to the Broome Power Station and other towns' gas supply needs.</p> <p>Direct Haul advise that existing industrial land in Broome is not appropriate or cost-effective for their operations.</p>

Amendment No. 8 to Shire of Broome LPS6

## 6. CONCLUSION

This report confirms that the Amendment is consistent with the planning framework and the site is suitable and capable of accommodating a small-scale transport depot.

The Amendment will establish appropriate statutory planning controls which complement existing provisions in LPS6. Existing and proposed statutory provisions will ensure that the proposed transport depot use will be effectively controlled.

Significantly, horticulture/agriculture will remain the site's predominant land use with the temporary transport depot only occupying a maximum 3.3 hectares or around 7.8% of the site.

There are a number of context and precedent considerations that further support the merits of the Amendment. These include:

- there are numerous Additional Use sites in the municipality;
- Additional Use A11 on Lot 3000 Broome Road;
- the approved workers' village on the site and the developed MRWA temporary facility; and
- Development Investigation Area 12 – Skuthorpe Waste Site.

The scale, impacts and degree of permanence with Broome's Gateway Accommodation (Lot 3000 Broome Road), the approved workers' village and the anticipated solid waste disposal site are far greater than the small-scale transport depot on a portion of the site.

The Amendment supports employment and the affordable provision of LNG to Broome which is critical to the functioning of Broome and economic development in Broome.

In view of the above, the Amendment and the associated Indicative Concept Plan are consistent with the principles of orderly and proper planning.

Modifying the definition of 'transport depot' assists to ensure that LPS6 is consistent with contemporary planning requirements and to facilitate incidental transport related activities of refuelling vehicles and storage.

The support of the WAPC and the approval of the Hon. Minister for Planning is requested to change the definition of transport depot and to add an Additional Use of transport depot to a portion of Lot 2 Broome Road, Skuthorpe.



PLANNING AND DEVELOPMENT ACT 2005

SHIRE OF BROOME

LOCAL PLANNING SCHEME No. 6

AMENDMENT No. 8

The Shire of Broome under and by virtue of the powers conferred upon it in that behalf by the *Planning and Development Act 2005* hereby amends the above local planning scheme by:

1. Deleting the definition of 'transport depot' in Schedule 1 and adding the definition of 'transport depot' from the Model provisions for local planning schemes from the *Planning and Development (Local Planning Schemes) Regulations 2015* as follows:

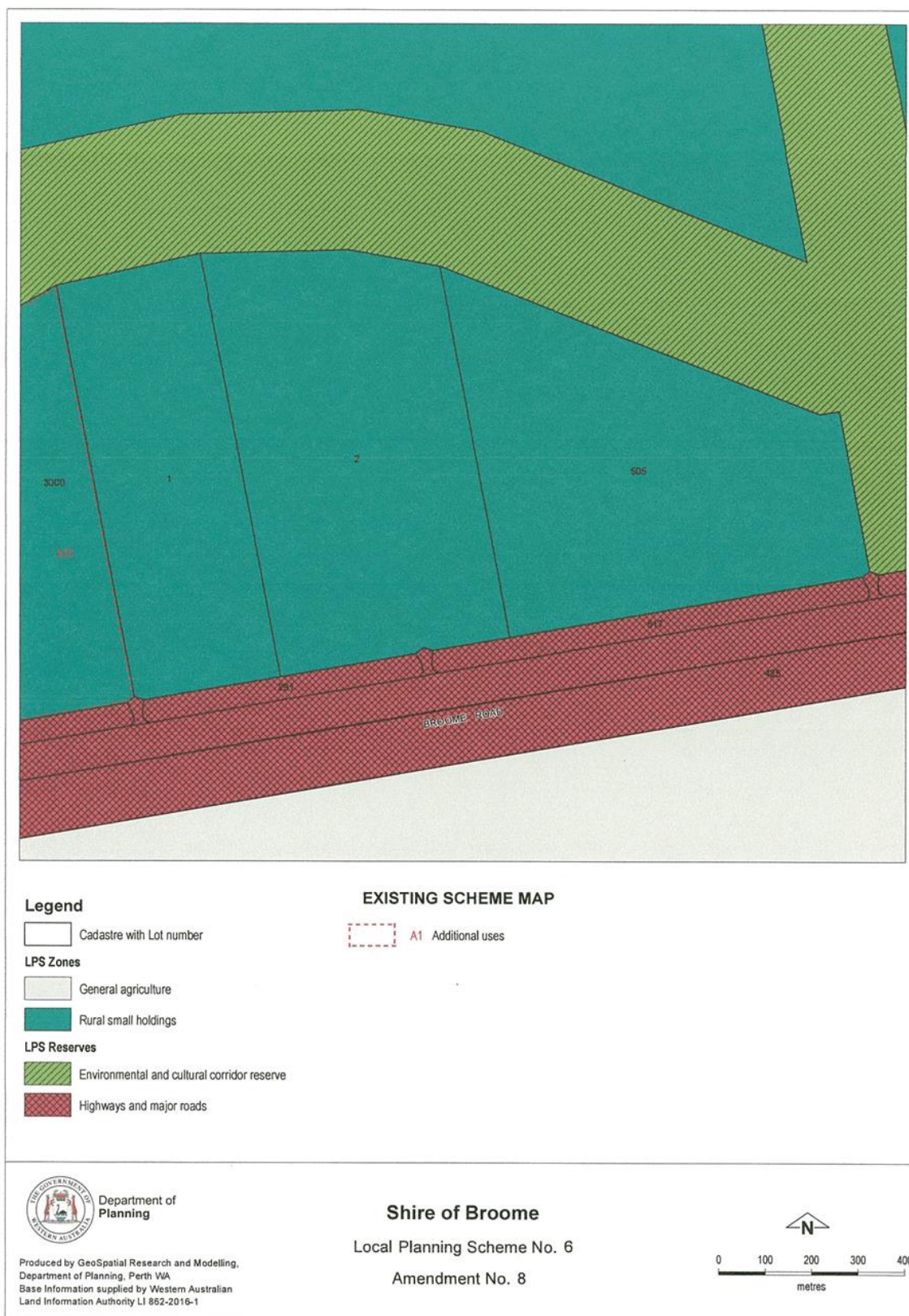
**"transport depot"** means premises used primarily for the parking or garaging of 3 or more commercial vehicles including —  
 (a) any ancillary maintenance or refuelling of those vehicles; and  
 (b) any ancillary storage of goods brought to the premises by those vehicles; and  
 (c) the transfer of goods or persons from one vehicle to another;

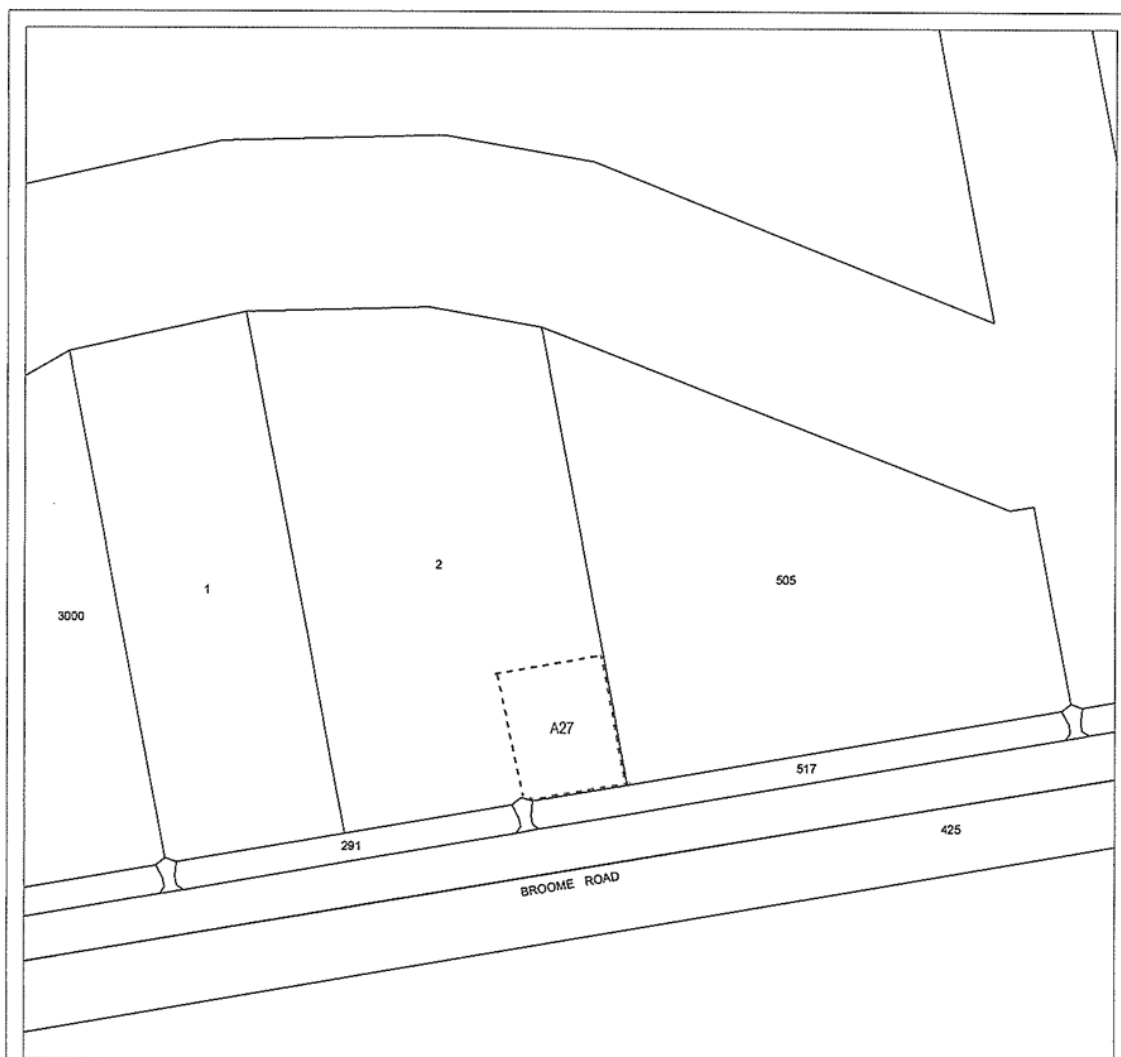
2. Including Lot 2 Broome Road, Skuthorpe on Deposited Plan 49128 as Additional Use No. 27 in Schedule 2 as follows:

No.	Description of Land	Additional Use	Conditions
A27	Lot 2 Broome Road, Skuthorpe	Transport depot	1. The Additional Use is subject to development approval as a 'D' use in accordance with Clause 4.17.2(b) of the Scheme.  2. The Council may impose conditions on the development approval including those relating to revegetation and length of approval.  3. The predominant use of the site is to be for agricultural purposes.

3. Amending the Scheme Map by delineating Lot 2 Broome Road with the red dashed line, which depicts the 'Additional Uses' notation of the Scheme Map Legend and allocating the symbol 'A27' over a portion of Lot 2 Broome Road, Skuthorpe.



Amendment No. 8 to Shire of Broome LPS6





PROPOSED SCHEME AMENDMENT MAP

**Legend**

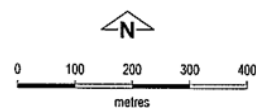
-  Cadastre with Lot number
- LPS Zones and Reserves Amendments**
-  A1 Additional uses



Department of  
Planning

Produced by GeoSpatial Research and Modelling,  
Department of Planning, Perth WA  
Base Information supplied by Western Australian  
Land Information Authority LI 862-2016-1

**Shire of Broome**  
Local Planning Scheme No. 6  
Amendment No. 8



**COUNCIL ADOPTION FOR ADVERTISING**

Adopted for advertising by resolution of the Council of the Shire of Broome at the Ordinary Meeting of the Council held on the .....

.....  
SHIRE PRESIDENT

.....  
CHIEF EXECUTIVE OFFICER

**COUNCIL RECOMMENDED/SUBMITTED FOR APPROVAL**

This Standard Amendment was supported for submission to the Minister for Planning for approval by resolution of the Shire of Broome at the Ordinary Meeting of the Council held on the ..... and the Common Seal of the Shire of Broome was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....  
SHIRE PRESIDENT

.....  
CHIEF EXECUTIVE OFFICER

**WAPC RECOMMENDED/SUBMITTED FOR APPROVAL**

.....  
DELEGATED UNDER S.16 OF THE  
PLANNING AND DEVELOPMENT ACT 2005

DATE.....

**APPROVAL GRANTED**

.....  
MINISTER FOR PLANNING  
S.87 OF THE PLANNING AND DEVELOPMENT ACT 2005

DATE.....

Amendment No. 8 to Shire of Broome LPS6



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# ATTACHMENT 1

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WESTERN



AUSTRALIA

**RECORD OF CERTIFICATE OF TITLE**  
UNDER THE TRANSFER OF LAND ACT 1893

REGISTER NUMBER <b>2/DP49128</b>	
DUPLICATE EDITION <b>3</b>	DATE DUPLICATE ISSUED <b>22/8/2012</b>

VOLUME  
**2616**      FOLIO  
**541**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

**LAND DESCRIPTION:**

LOT 2 ON DEPOSITED PLAN 49128

**REGISTERED PROPRIETOR:**  
(FIRST SCHEDULE)

GRAHAME ANDREW WILCOX OF POST OFFICE BOX 5768, CABLE BEACH

(T M009793 ) REGISTERED 2/8/2012

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:**  
(SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
\* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

**STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents of for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP49128  
PREVIOUS TITLE: 2110-556  
PROPERTY STREET ADDRESS: 2 BROOME RD, ROEBUCK.  
LOCAL GOVERNMENT AUTHORITY: SHIRE OF BROOME

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING  
M236196

LANDGATE COPY OF ORIGINAL NOT TO SCALE Wed Jan 18 11:14:36 2017 JOB 52934175

**Landgate**  
www.landgate.wa.gov.au









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## ATTACHMENT 2

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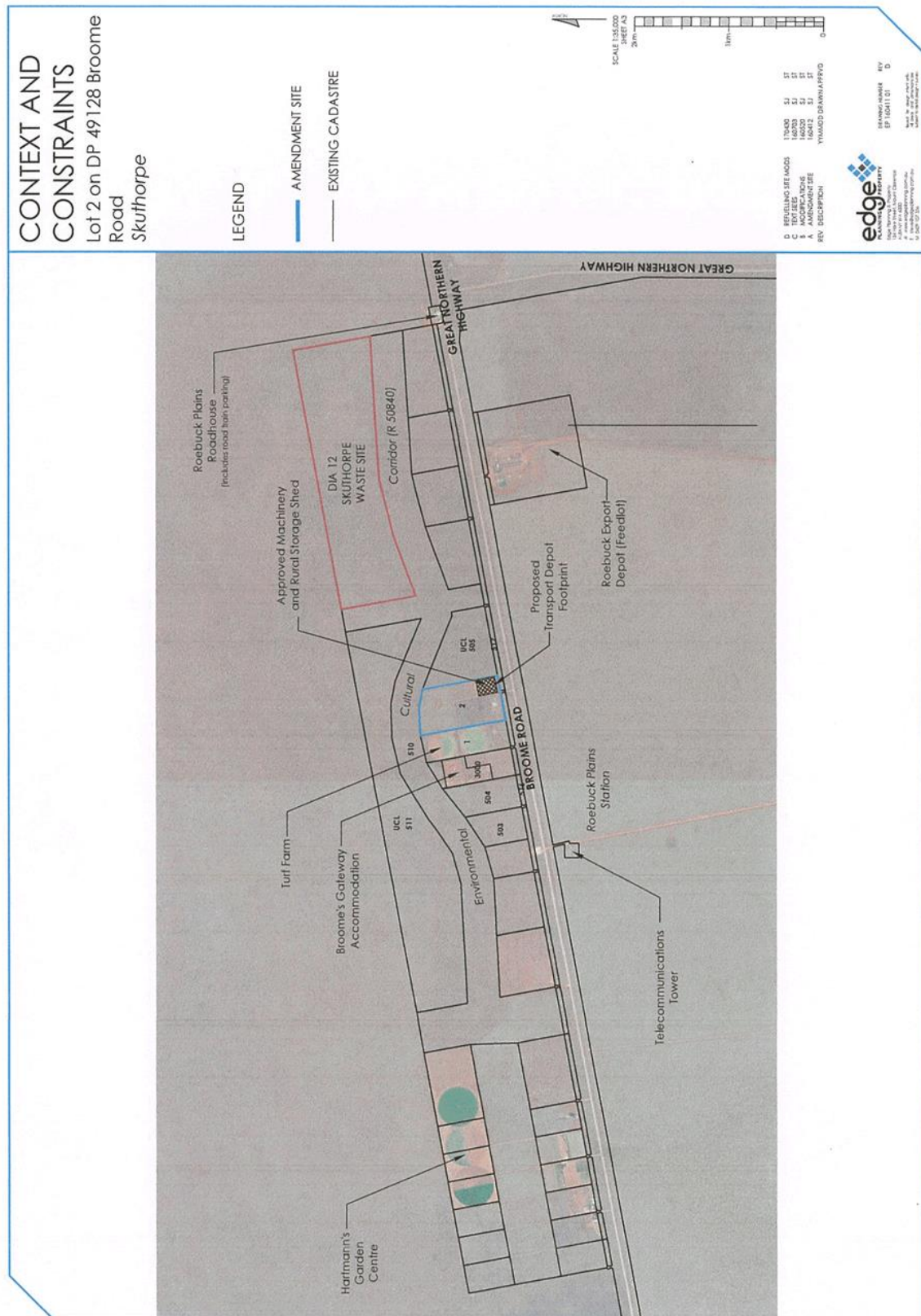




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## ATTACHMENT 3

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# ATTACHMENT 4

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# ATTACHMENT 5

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#### **DIA 5 – Crab Creek Road – Rural Living**

A second area to the south of the wastewater treatment plant and east of Crab Creek Road has been set out in the Yawuru ILUA to be transferred to Yawuru in freehold. This area provides an opportunity for Rural Living within close proximity to the Future airport and the Broome Townsite.

#### **DIA 6 – Broome Road – Service/Key Workers Accommodation**

This DIA identifies the current speedway area for future investigation. Should the Speedway be successfully relocated to the north of town as discussed in DIA 3 the area may be an appropriate location for the development of service/key workers accommodation.

#### **DIA 7 – Gantheaume Point Road – Tourism**

The area to the east of the Turf Club is identified in the Yawuru ILUA to be transferred to Yawuru in freehold. This land provides an opportunity for tourism development.

#### **DIA 8 – Port Drive – Industrial**

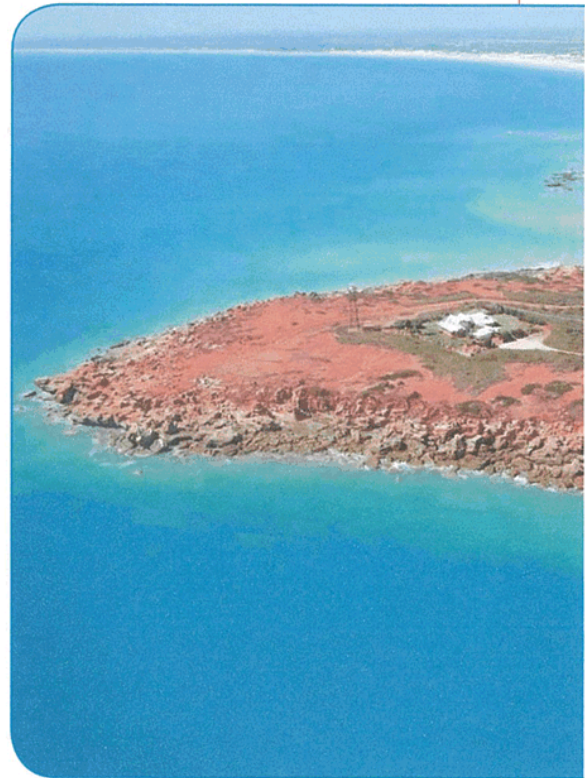
The land directly to the north of the Port is identified in the Yawuru ILUA to be transferred to Yawuru in freehold. The Port Authority is currently undertaking investigations into the land with the intent to rezone the land to Industrial.

#### **DIA 9 – Port Drive – Tourism**

This Yawuru land is adjacent to Habitat Resort, and could be appropriate for tourism development.

#### **DIA 10 – Crab Creek Road – Waste Site**

This land north of the Waste Water Treatment Plant on Crab Creek Road is being considered as a possible location for a new solid waste disposal site to replace the existing site which is nearing capacity. An alternative to the current waste disposal site will be required in 5 years,



*photo courtesy – Tourism WA*

and the new site could be developed as a resource recovery park for the region, with the potential to convert waste into energy.

#### **DIA 11 – Manari Road – Rural Small Holdings**

The land directly adjacent to the Browse worker's accommodation area may be appropriate for rural small holding development.

#### **DIA 12 – Skuthorpe – Waste Site**

This land north of Skuthorpe on Broome Road is being considered as a possible location for a new solid waste disposal site to replace the existing site which is nearing capacity. An



alternative to the current waste disposal site will be required in five years, and the new site could be developed as a Resource Recovery Park for the region, with the potential to convert waste into energy.

### **3.2.22 Conservation Investigation Areas**

Conservation Investigation Areas are shown as an overlay on the Strategy Maps. They identify areas which have been supported by the department of Parks and Wildlife (DPaW) for future conservation parks or reserves and may previously have been identified in CALM, Department of Environment and Conservation (DEC) and DPaW reports.

The identification of land for 'Conservation Investigation' does not mean that the land is zoned, or will be rezoned, for the future identified use, but rather the subject land will require detailed investigation and assessment to determine its sustainability for that purpose. A Scheme Amendment will therefore be required.

The following Conservation Investigation Areas are identified:

- Cygnet Bay;
- Borda;
- Leveque;
- Lake Louisa; and
- Edgar Range.

### **3.2.23 Irrigation Investigation Areas**

Irrigation Investigation Areas are shown as an overlay on the Strategy maps. They identify areas which have been supported by the Department of Agriculture and Food WA (DAFWA) and Department of Water (DoW) as potential irrigation areas suitable for broad scale horticulture. Studies are currently underway in the La Grange Aquifer sub-area and the Waterbank area of the Dampier Peninsula to determine whether the areas are suitable for this purpose.

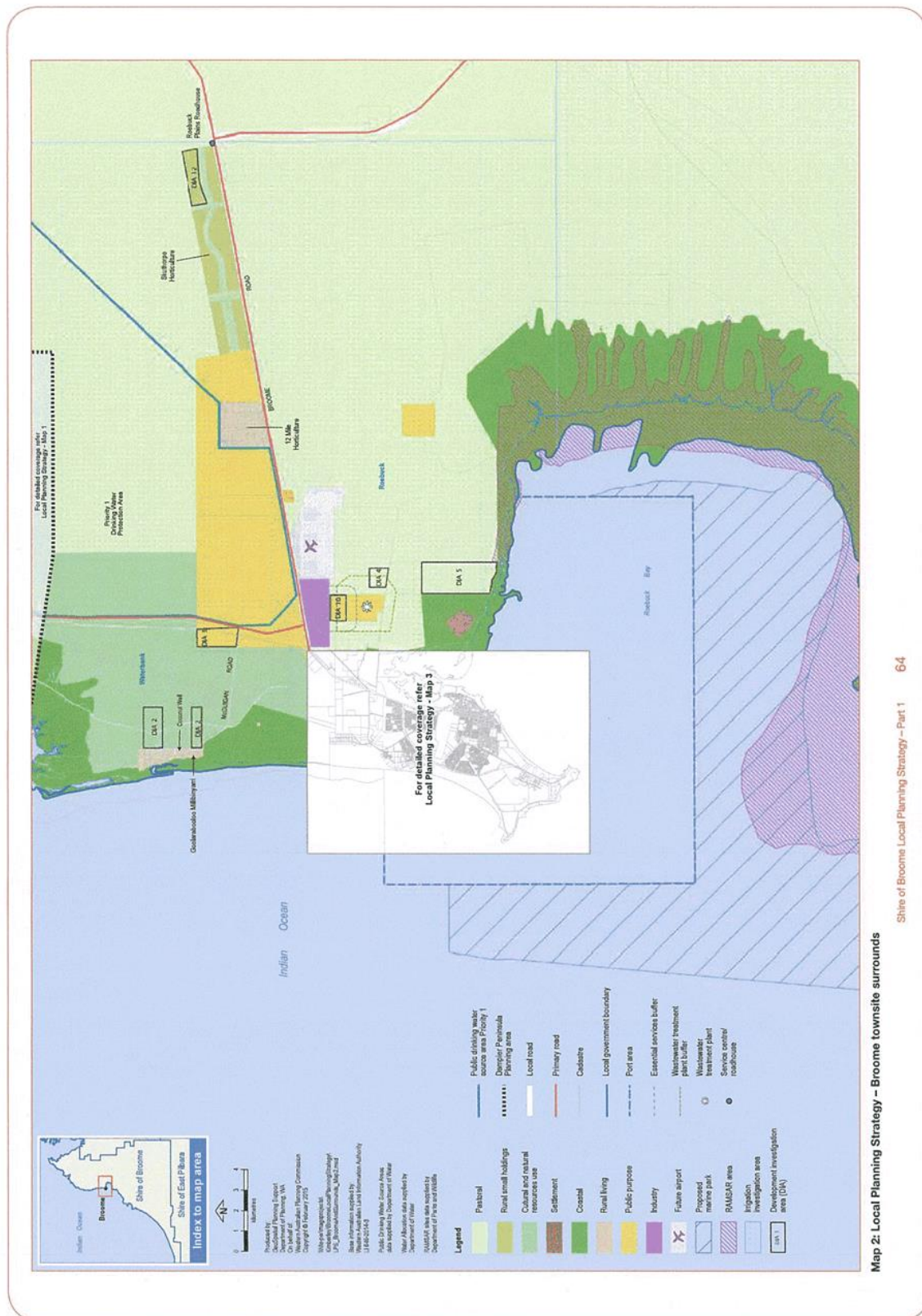
The form and scale of any potential horticultural development will be guided by the results of these investigations. The identification of land for 'Irrigation Investigation' does not mean that the land will be used for mono scale agriculture, however the outcomes of these investigations may ultimately support rezoning, and provide guidance for future subdivision and development.

### **3.2.24 RAMSAR Areas**

The Convention on Wetlands (Ramsar, Iran, 1971), called the "Ramsar Convention", is an international treaty that embodies the commitments of its member countries to maintain the ecological character of their Wetlands of International Importance. In designating a wetland as a Ramsar site, countries agree to establish and oversee a management framework aimed at conserving the wetland and ensuring its wise use. Wise use under the Convention is broadly defined as maintaining the ecological character of a wetland. Wetlands can be included on the List of Wetlands of International Importance because of their ecological, botanical, zoological, limnological or hydrological importance. The Shire of Broome has multiple areas identified under this convention, such as Eighty Mile Beach, Roebuck Bay and the Mandorah Salt Marsh.

### **3.2.25 Marine Parks**

Marine Parks and Reserves are created and managed by the Department of Parks and Wildlife under the provisions of the *Conservation and Land Management Act 1984*. The Kimberley Science and Conservation Strategy identifies the creation of five marine parks in the Kimberley. Two of these, 80 Mile Beach and Roebuck Bay are located in the Shire of Broome.







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## ATTACHMENT 6

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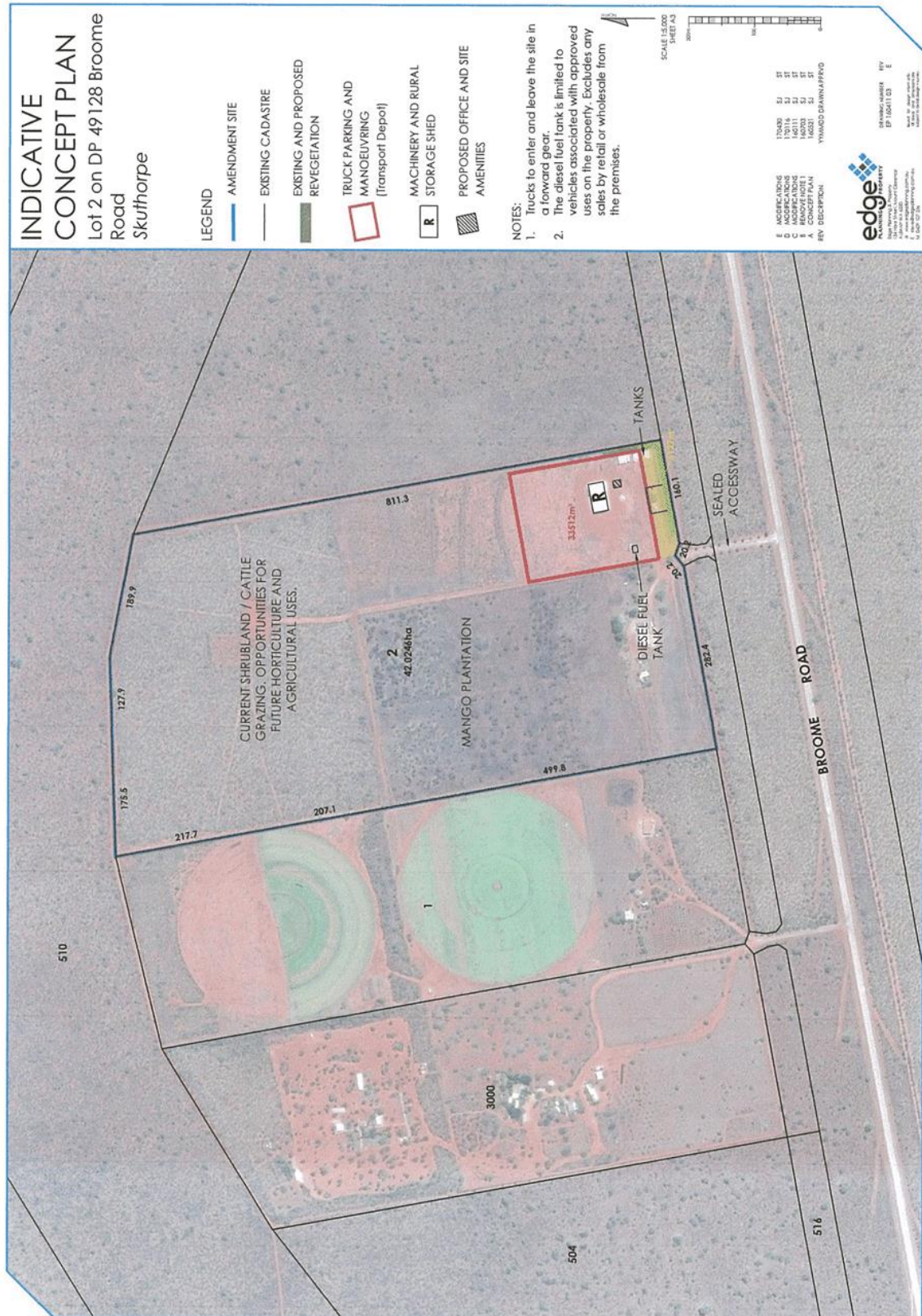




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# ATTACHMENT 7

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SCHEDULE OF SUBMISSIONS				
Name	Date	Submission	Officer Comment	Recommendation
MainRoads	16 March 2018	The submission registered the following comment:  <i>"MainRoads Western Australia has had the opportunity to assess the application and has no objection to the proposed amendment, however, recommends that the proponent be required to obtain written approval from MainRoads for the re assessment of the vehicle crossover to Broome Highway. This is to ensure the existing crossover is suitable to safely service the anticipated traffic volumes and classes of vehicles."</i>	Vehicular access and adequacy of the crossover, and whether upgrades will be required; will be considered in the assessment of the development application that will be required to be submitted to facilitate the land-use and development, should the amendment be approved.	Noted. No action required.
Department of Biodiversity, Conservation and Attractions	19 March 2018	The submission registered the following comment:  <i>"Given the proposed activities for this amendment does not relate to any additional vegetation clearing and that impacts will be restricted to an existing cleared parcel of land, the Department of Biodiversity, Conservation and Attractions has no objections to the amendment."</i>	Noted.	Noted. No action required.

***This item and any attachments are confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(ii)) as it contains “a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government”.***

#### **9.2.5 SHINJU MATSURI INC ACQUITTAL REPORT**

<b>LOCATION/ADDRESS:</b>	NIL
<b>APPLICANT:</b>	NIL
<b>FILE:</b>	RER01
<b>AUTHOR:</b>	Events and Economic Development Coordinator
<b>CONTRIBUTOR/S:</b>	Manager Community and Economic Development
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	NIL
<b>DATE OF REPORT:</b>	4 April 2018

**SUMMARY:** This report presents information provided by Shinju Matsuri Inc for the purposes of acquittal against the 2017 Sponsorship Agreement with the Shire of Broome. Officers have worked with Shinju to address shortfalls in this information, and to seek an explanation where key requirements have not been met. Officers recommend that Council formally receive the acquittal for the 2017 Shinju Sponsorship MOU, noting that Clause 5.a regarding the submission of detailed audited financial statements was not completed in its entirety.



**9.2.6 CHINATOWN PUBLIC ART AND INTERPRETATION STRATEGY**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	PLA94
<b>AUTHOR:</b>	Manager Community and Economic Development
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	5 April 2018

**SUMMARY:** The draft Chinatown Public Art and Interpretation Strategy was released for public comment in February and March 2018. This report presents the results of this process, and subsequently seeks Council endorsement to formalise the document as an informing strategy under the Shire of Broome Integrated Planning and Reporting Framework.

**BACKGROUND**Previous Considerations

ACHAC 16 November 2016	Item 5.1
OMC 24 November 2016	Item 10.3
OMC 14 December 2017	Item 9.2.11

Background

The Chinatown Public Art and Interpretation Strategy (**Strategy**) (see **Attachment 1**) identifies opportunities for public art and interpretation projects within Chinatown, and has been developed with key stakeholder input. At the Ordinary Meeting of Council (**OMC**) on 14 December 2017, Council endorsed the release of the draft Strategy for a public comment period of 21 days, with the view to the Strategy becoming an informing strategy under the Shire of Broome Integrated Planning and Reporting Framework.

The Strategy becoming an informing strategy of Council is consistent with the following recommendation of the Arts, Culture and Heritage Advisory Committee (**ACHAC**) on 16 November 2016 for public art as part of the Chinatown Revitalisation project:

**COMMITTEE RESOLUTION:****Moved: Ms R Middleton****Seconded: Ms V Margetts****That the Arts, Culture and Heritage Committee recommends that Council:**

- 1. Requests the Chief Executive Officer to investigate an annual Public Art expression of interest or grants program and funding options to be presented back to the Arts, Culture and Heritage Advisory Committee for their consideration and recommendation to Council.**
- 2. Request the Chinatown Revitalisation Steering Committee consider the Shire of Broome Public Art Masterplan and Yawuru Cultural Management Plan and consult with the Arts, Culture and Heritage Advisory Committee with regard to Chinatown Revitalisation and in particular the following projects:**

**(a) Streetscape upgrades to Dampier Terrace and Carnarvon Street**

**(b) Development of pocket parks**

**(c) Laneway enhancements.**

**3. Requests the Chief Executive Officer to review the scope of the Sam Su Lane Mural Project and Chinatown Entry Statement to ensure they complement the Chinatown Revitalisation project.**

**4. Endorses the following short-term priorities for the location and type of public artworks in Broome:**

**(a) Chinatown**

**(b) Iconic locations**

**(c) Discovery**

**(d) Functional interactive**

**CARRIED UNANIMOUSLY 7/0**

Council subsequently endorsed the Committee's recommendation at the OMC on 24 November 2016.

## **COMMENT**

In order to avoid the Christmas holiday period early in the year, the Strategy was released for public comment between Wednesday, 15 February 2018 and Friday, 9 March 2018, and advertised in the Broome Advertiser and on the Shire website. Details of the Strategy were made available at the Shire of Broome Administration Office on Weld Street, and on the Shire website under the 'Have My Say' tab.

No submissions were received during the public comment period. Taking this into account and the broad stakeholder consultation, engagement and input during the development of the Strategy, officers recommend that Council proceeds with adoption of the Strategy as an informing strategy under the Shire of Broome Integrated Planning and Reporting Framework.

Following the completion of the Chinatown Revitalisation Project, the Strategy will provide Council with an important resource to guide future public art and interpretation works within the precinct, and aid in seeking external funding to deliver identified initiatives. Along with the Shire's Public Art Master Plan (see **Attachment 2**), the Strategy will also provide a framework to guide future expenditure of any funds collected in the Shire's Public Art Reserve.

It is also noted that the Strategy provides themes and guidance for future public art pieces and is not prescriptive in nature. It is envisaged that further community and stakeholder engagement would take place during implementation of individual elements in the future.

## **CONSULTATION**

As outlined in the report considered by Council at the OMC on 14 December 2017, the Strategy was developed based on broad consultation with key stakeholders including:

- Nyamba Buru Yawuru Ltd
- Broome Chinese Community Committee
- Broome Historical Society
- Shinju Matsuri
- Arts Culture Heritage Advisory Committee
- Youth Advisory Council

- Chinatown Revitalisation Consultant team
- Chinatown Revitalisation Community Stakeholder and Reference Group
- Chinatown Traders and Landowners
- Chinatown Revitalisation Project Control Group and Steering Committee

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

## POLICY IMPLICATIONS

3.4.3 Public Art Policy

5.12 Provision of Public Art

## FINANCIAL IMPLICATIONS

Endorsement of the Strategy will not have any direct financial implications. Shire contributions to the delivery of individual projects will be considered by Council as part of annual budgets, and officers would seek external funding.

Any future developer contributions to the Shire's Public Art Reserve may also be used to fund the delivery of projects from within the Strategy. It is noted that this account does not currently have any available funds and would be reliant on future developer contributions made voluntarily or under the Shire's Provision of Public Art Policy (Local Planning Policy 5.12).

## RISK

Risk	Type	Rank	Mitigation
Project delays due to Strategy not being endorsed	Reputational Financial	Low	A number of projects within the Strategy will be delivered as part of the Chinatown Revitalisation Project and have been assigned budgets. The delivery of future projects by the Shire will be dependent on resources.
Opportunity for community feedback	Reputational	Low	Broad stakeholder consultation and engagement has been completed as part of this project. Further feedback was sought through a public consultation process. It is noted that further feedback is likely to be sought in the development of individual projects.
The Shire's ability to deliver on the Strategy	Reputational	Low	The Strategy was originally developed to inform the Chinatown Revitalisation Project, and identified projects will be delivered through this initiative. The Strategy will provide a

			valuable framework to guide the consideration and delivery of future public art and interpretation projects by the Shire in the Chinatown Precinct.
Endorsing the Strategy will result in a Chinatown centric public art and interpretation approach by the Shire	Reputational	Medium	The Shire's Public Art Master Plan provides a foundation for the development of public art within the Broome town site and is intended to be a broad approach to guide the Shire's commissioning and implementation of public art. The Strategy will add value to this document when projects are to be delivered within the Chinatown precinct, but is not intended to supersede the Master Plan.

## STRATEGIC IMPLICATIONS

### **Our Place Goal – Help to protect the nature and built environment and cultural heritage of Broome whilst recognising the unique sense of the place:**

A built environment that reflects arid tropical climate design principles and historical built form

A preserved, historical and cultural heritage of Broome

Retention and expansion of Broome's iconic tourism assets and reputation

## VOTING REQUIREMENTS

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council adopts the Chinatown Public Art and Interpretation Strategy as shown in Attachment 1 as an informing strategy under the Shire of Broome Integrated Planning and Reporting Framework, to guide public art and interpretation initiatives in Chinatown.*

## Attachments

1. Chinatown Public Art and Interpretation Strategy
2. Public Art Master Plan for Broome Town Site



# Chinatown Public Art and Interpretation Strategy



Rev K | 15th November 2017 | Produced as part of the Chinatown Revitalisation Project | Informed by NBY's *Town by the Bay* & community engagement

Produced by:

**Vision:**  
To pay respect to the Traditional Owners and other cultural groups that established Chinatown and to capture the key historical and cultural stories

- Objectives:**
- celebrate the existing public art
  - expand the public art collection
  - support local artists

#### Who has been involved/Stakeholders?

Nyamba Buru Yawuru Staff and Cultural Reference Group

Broome Chinese Community Committee

Broome Historical Society

Shinju Matsuri

Goolarri Media

Chamber of Commerce

Broome Walking Tours

Old Chinatown residents

Shire of Broome Arts Culture and Heritage Advisory Committee (ACHAC)

Youth Advisory Council (YAC)

Shire of Broome (officers & Council)

Chinatown Stakeholder and Community Reference Group

Chinatown Traders

Chinatown Steering Committee

*Note: Details of meeting including dates and attendance can be provided upon request.*

#### How do we tell our stories?



1. Interpretation



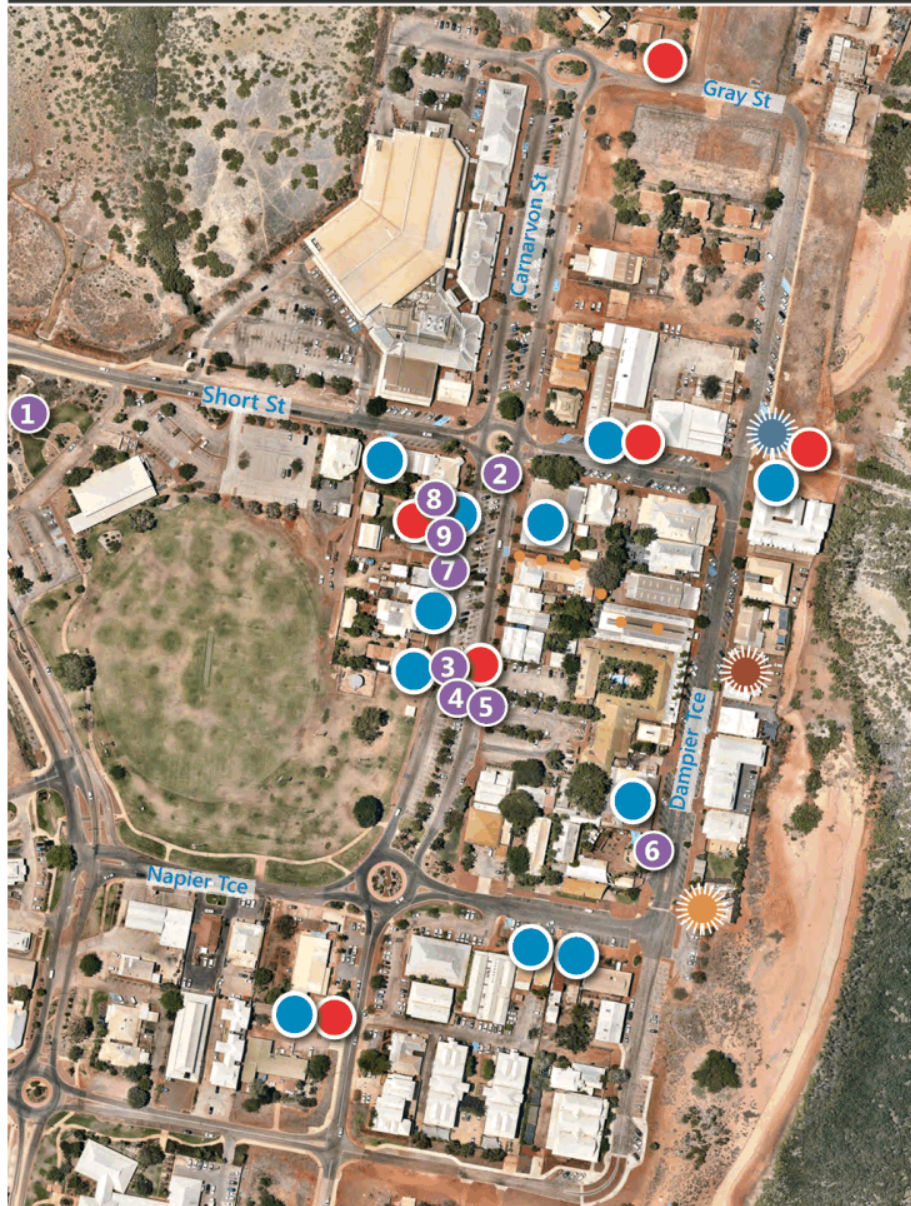
2. Public art



3. Integration into the landscape



## Existing Public Art and Interpretation in Chinatown



### Existing Heritage Trails & Interpretation

- Jetty to Jetty Trail Sites (Nyamba Buru Yawuru + Shire of Broome)
- Johnny Chi Lane's Free Self Guided Historical Walk (Tenants of Johnny Chi Lane)
- Broome Heritage Trail (Broome Historical Society)
- Streeter's Jetty Interpretation shelter (Shire of Broome)
- Story of the Australian Pearl (Cygnet Bay Pearls)
- Pearl Luggers (Willie Creek Pearls)

### Existing Public Art & Memorials

- |  |   |
|--|---|
| 1 Reconciliation Mosaic  | 5 'Our Indigenous Pearl Divers' Plaque (2001) |
| 2 WWII Air Raid memorial plaque (2004)   | 6 Mural on Oasis wall (Roeback Bay Hotel)     |
| 3 Statues of Hiroshi Iwaki, Tokuchi Kuribayashi, and Keith Dureau (1977) originally part of the Sam Male Memorial on Male Oval | 7 Chinese Gate (Broome Chinese Community)     |
| 4 Hard Hat Driver (1999) by Joan Walsh Smith and Charles Smith   | 8 Sun Pictures Plaques                        |
|  | 9 Shekki Interpretation Plaques               |



### Relevant Documents and Current Proposals

- Public Art Master Plan for Broome Town Site 2015
- Town By the Bay, Nyamba Buru Yawuru DRAFT 2017
- Shire of Broome Public Art Guidelines 2014
- Shire of Broome Guidelines for Developers Provision of Public Art - LPP 8.20 2013
- Draft EOI process for procuring public art funded by the Public Art Reserve 2017
- Municipal Inventory of Heritage Places
- Yawuru Gateway Project (NBY)
- Sam Su Lane Mural Project (SoB)
- Shinju Matsuri Chinatown Entry Statement Proposal (Dragon) (Shinju)
- Kimberley Centre for Culture, Art and Story





## Interpretation Trail

This plan indicates the potential locations of a Chinatown Interpretation Trail, these locations would be finalised throughout the development phase of the project.

The project would be undertaken by the Broome Historical Society as part of an upgrade to their existing Heritage Trail.

It would be undertaken in close collaboration with key stakeholders, community groups and local families.

The trail may include signage including text and images/ maps/historic photos, creative lighting, sound, an app and/or a brochure.

The purpose of the trail is to explain the old uses of the buildings, highlight interesting historical and cultural facts and introduce the key Broome characters.

 Proposed interpretation trail locations





## Public Art Opportunities & Themes

This plan outlines possible types of public artworks, their themes and locations. All the work would need to be further developed in collaboration with key Chinatown stakeholders. The processes for selecting artist, developing art briefs and funding the works will develop as the Chinatown Revitalisation Project progresses.

### 1 Welcome to Yawuru Country

**Theme:** Paying respect to the Traditional Owners and welcoming visitors to Chinatown.

**Type of work:** Large iconic sculptural work

**Description:** Work to be developed with Yawuru. Final location(s) to be determined. This work may teach people about aspects of Yawuru Country and people.

### 2 Chinatown Entry Statement

**Theme:** An iconic welcome to Chinatown

**Type of work:** Large iconic sculptural work

**Description:** Working with a well-known artist, the community would produce an artwork that is unique to Broome and represents all the cultures that make up Chinatown.

### 3 Huabiao

**Theme:** A formal Chinese welcome

**Type of work:** Sculptural

**Description:** There has been a suggestion that a Chinese huabiao (marble pillar) at the Short St roundabout would be an appropriate welcome symbol.

### 4 Broome Portrait Gallery

**Theme:** The People of Broome Past and Present

**Type of work:** Mural/artwork on walls

**Description:** Large portrait style photos of influential Broome people attached to the Sam Sue Lane fence, this would be very visual as you enter Chinatown.

### 5 The Shop Keepers

**Theme:** The celebration of the old shop keepers and their stores

**Type of work:** Sculptural

**Description:** An artwork that represents the unique selection of shops and the people who ran them. This might be a sculptural work inspired by an item commonly used by shop keepers such as an abacus.

### 6 The Sounds of Chinatown

**Theme:** The development of a unique Broome sound

**Type of work:** Mural on Roebuck Bay wall

**Description:** An artwork inspired by the characters and sounds that shaped the Broome music, theatre and film scene. This may include history of Sun Pictures, Bran Nue Dae and local musicians, play writers and actors.

### 7 The Chinese in Broome

**Theme:** Celebrating and acknowledging the Chinese community

**Type of work:** Mural/artwork on walls

**Description:** An artwork undertaken by the Chinese community to celebrate the Chinese contribution to Chinatown. This may include the numerous festivals held in Chinatown and reference the decorations, colours, lanterns, sounds, food, music, traditions etc associated with the festivals.



### 8 John Chi Lane

**Theme:** John Chi Lane was a bustle of activity with many little shops including a pearling cleaning shop, boarding houses, long soup shop, a barber, billiard rooms, a carpenter, a diving boot maker, general stores, and a hotel. During festivals it was decorated with paper flowers, paper lanterns, flags, banners, cherry blossoms, ornamental arches.

**Type of work:** Mural/artwork on walls/sound

**Description:** Art work depicting the cultures that made up the town and activities that took place in the lane.

### 9 Sam Male

**Theme:** Statue of Sam Male

**Type of work:** sculpture

**Description:** The Male family has proposed to donate a sculpture of Sam Male to the Shire to acknowledge the contribution Sam made to the town.

### 10 Diver's Quarters & the Boat Building Industry

**Theme:** The Malay and Japanese divers' quarters, boat-building shed and shell sorting sheds used to line this area of the Bay and was the home and workplace of many quintessential Broome characters.

**Type of work:** sculptural

**Description:** a sculptural work that might represent the boat building industry or the iconic Japanese Diver's Club entry archway. Final location to be determined.

### 11 The Pearling Story (timeline)

**Theme:** A time-line that depicts the history of pearling including traditional uses of pearl shell, the button industry, the hardships of diving, indentured labour and black birding, cultured pearls etc.

**Type of work:** Interpretation/sculptural

**Description:** To align with the time-line work outlined as part of the integrated works (point G page 4) a bronze sculpture shall be created that represents the traditional owners involvement in the pearling industry and the original uses of pearl shell.

### 12 The Tram

**Theme:** The tram from the 'Old Jetty' bringing goods into Chinatown.

**Type of work:** Sculptural/Discovery

**Description:** An artwork inspired by the tram line controllers for switching the line which were located near the corner of Napier Tce and Carnarvon St.

### 13 The Bay

**Theme:** The bay as the life source

**Type of work:** sculpture/interpretation/kinetic

**Description:** An artwork explaining the importance of the Bay past present and future, this maybe a series of works or a large iconic work in the Bay. Sound and movement may be an interesting way to represent Broome's diverse climate and tides. This may be located anywhere along the foreshore or Bay.



## Stories to be integrated into the landscape architecture

The purpose of this plan is to indicate what stories might be integrated into the landscape architectural works. The plan outlines possible methods for integrating the stories into the built form. All the work would need to be further developed in collaboration with key Chinatown Stakeholders.

New surfaces and materials to be influenced by textures and surfaces of the past. For example bottles turned upside were used as footpaths, shell-grit and black sand formed the surface on the tram tracks and lane way and buildings were built from corrugated iron.

### A The Common Gate

**Theme:** acknowledging the existence of the Common Gate and the racial divide in Chinatown

**Type of work:** Lighting

**Description:** Light the location of the fence and Morgan's camp area (lighting will need to comply with airport regulations).

### B + B Jila

**Theme:** Identifying the location of some of the permanent fresh water soaks

**Type of work:** Art work/patterns integrated in to the paving

**Description:** Work to be developed with Nyamba Buru Yawuru. Final location(s) to be determined.

### C Chinatown food shops

**Theme:** Food was a major part of Chinatown. This works would celebrate and identify some of the key historic food shops and vendors around town.

**Type of work:** Functional art such as benches (various locations)

**Description:** The work may take the form of bowl/vessel shaped benches or text about the different shops may be text integrated into the benches or on the ground. This piece would need to be developed with the Historical Society and the old Broome families.

### D The Playground

**Theme:** Circus / Boat building / Mangroves / Growing up in Chinatown

**Type of work:** Playground

**Description:** A playground inspired by the history and culture of Chinatown. Several themes have been presented to allow the playground designers opportunities to pick a theme that would suit their intent. The stories of growing up in Chinatown could be a sound or written interpretative elements linked to the playground.

### E The Colourful Community Events

**Theme:** Festivals

**Type of work:** Shade structures (various locations)

**Description:** Integrate symbols and items from key historic and cultural events and festivals such as the Merdeka festival, Mooncake Festival, Shinju Matsuri Festival of the Pearl, Hung Seng Festival, Chinese New Year, Japanese Bon Festival.



### F The Japanese in Broome

**Theme:** Highlighting the important role the Japanese community had in Chinatown and to emphasise the beauty and colour they brought to town

**Type of work:** Mosaic or colourful paving patterns integrated into the paving

**Description:** An artwork inspired by the colourful patterns of the Japanese kimonos

### G The Pearling Story (time-line)

**Theme:** A time-line that depicts the history of pearling including traditional uses of pearl shell, the button industry, the hardships of diving, indentured labour and black birding, cultured pearls etc.

**Type of work:** Interpretation / discovery / sculptural / ground

**Description:** A linear series of panels or inserts in the paving displaying text and photos. This would running the length of Dampier Tce on the Bay side. It is proposed that the three existing bronze sculptures are relocated to be part of the time-line with an additional bronze sculpture installed to represents the Traditional Owners involvement in the pearling industry and the original uses of pearl shell. (refer to the public art plan for details of sculpture)

### H Chinatown Now and Then (The Look-out)

**Theme:** Chinatown now and then / reflection point / waiting place

**Type of work:** Look out / interpretation / discovery

**Description:** A raised look out with reference photos/maps so people get a sense of how the town has changed and imagine what it would have been like when the bay was full of boats and town full of activity.

The form of the look out may be inspired by Sammy the Dragon or another iconic Chinatown form.

This was the site where there was the first passage through the mangroves and the first landing site.

### I The Mangroves

**Theme:** The mangroves

**Type of work:** functional - seating and structure / interpretation

**Description:** Descriptive work that explains the ecology of the mangroves, their traditional and current uses, and how they have changed.

### J Multi-cultural Chinatown

**Theme:** The different languages of Chinatown

**Type of work:** signage

**Description:** multi-lingual signage on all signs. Locations to be determined.

# Public Art Master Plan for Broome Town Site

*our people, our place, our prosperity*



Document prepared by Artsource for Shire of Broome  
p: 61 9 9335 8366  
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January 2015

Image of pearl lugger artefacts, Chinatown.



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## Executive Summary

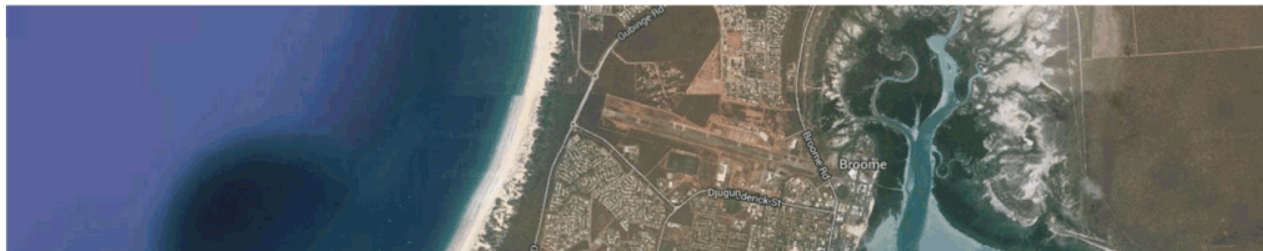
This document provides a foundation for the development of public art within the Broome town site and is intended to be a broad approach to guide the Shire's commissioning and implementation of public art.

The Public Art Master Plan for the Broome town site explores a vision and how to implement the vision so the stories told through public art are relevant to Broome and its people and culture. A rationale for public art, suggested locations and strategies to assist the Broome community get the best value from its public artwork are accompanied by examples of how other artists have created similar works in similar regions. Linkages to current Shire of Broome priorities and planning ensure this Master Plan works closely to develop a vision of Broome shared by its local government.

The Master Plan addresses issues of prosperity through the exploration of economic opportunities provided by public art. The guiding principles, key strategic priorities and underpinning strategies outlined in this document provide a model as to how these economic opportunities can benefit the region and the people who live and work within it.

After extensive consultation with members of Broome's community, including local government, cultural and visual arts sectors, a curatorial response to the region was developed. This response identifies narratives that reflect stories from Broome. These narratives are deliberately broad and can be tailored to each location by individual artists to reflect stories that are relevant and appropriate.

This document makes suggestions on proposed locations for artwork within the townsite. A closer look at each specific precinct will identify the local flavour for each narrative, look at existing works in the public realm and target some specific locations and opportunities for public art work. Exact locations for work are best established with collaboration from urban and town planners and landscape architects as funds become available.





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## Public Art Master Plan document structure

Specifically, the Public Art Masterplan will identify:

- Links to Shire of Broome Planning documents
- Artwork rationale
- Vision and guiding principles
- Key strategic priorities
- Visual references and materials palettes images;
- Curatorial response to Broome;
- Suggested locations for potential public artworks;
- Artwork example images for suggested types of works;
- Summary artwork schedule.

A separate set of appendices will be developed to detail:

1. Local government policies
2. Guidelines for Developers
3. Business Operating Procedures including
  - commissioning models
  - project management and delivery
  - asset management
  - decommissioning
4. Underpinning Strategies



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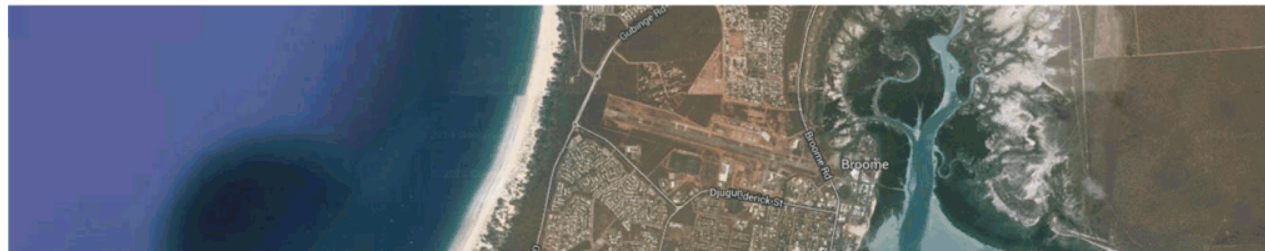
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## Links to the Shire of Broome planning documents

The Master Plan endorses goals developed by of the Shire Broome in [Plan for the Future: forging ahead](#) Shire of Broome and 2011 – 2016 Strategic Corporate Plan:

- *Focus on expression of local identity and sense of place in accordance with the Shire of Broome's Plan for the Future and link strategically with other policy such as Arts and Culture, Crime Prevention and Community Development.*
- *Celebrate cultural heritage and cultural diversity.*
- *Reinforce Broome's reputation as a contemporary town of artistic excellence.*
- *Provide a purpose for children, youth and artists of all ages to participate in a Broome specific strategy for public art through interpretive, cultural and community public art in public spaces.*
- *Provide contemporary and relevant linkages between the growing numbers of distinct precincts within the Broome town site and more widely within the Shire of Broome.*
- *Provide the purpose for attracting local, state and federal funding opportunities and where public art is opportunistically achieved by definition in the public realm.*
- *Integrate contemporary art with the principles of town planning and design.*
- *Integrate the concepts of visual art within the existing and future utilitarian assets of the Shire of Broome.*

The guiding principles also address key risks identified in the regarding economic development, liveability and tourism as established in [Plan for the Future: forging ahead](#) Shire of Broome and 2011 – 2016 Strategic Corporate Plan. The principles are in line with implementation of policy objectives in [Provision of Public Art](#) Local Planning Policy 8.18 (1 A to E); policy objectives in [Public Art](#) Policy 5.1.6 and a desire to *inform, consult, involve and collaborate* with community



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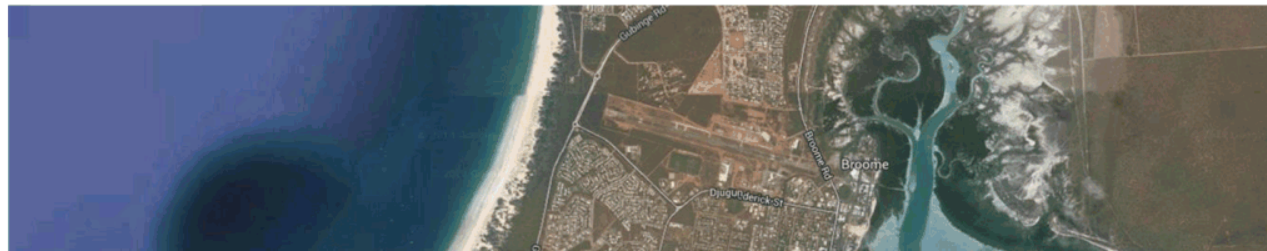
## Artwork Rationale

Public art is a term given to the practice of involving artists in the conception, development and transformation of a public space. Public art is specifically commissioned for a known site and its audience is the public or community, be it a social, tourist or working community, occupying that space. Artworks can be sited permanently or temporarily.

Public art plays an important role in our everyday lives as it can enhance and complement our environments, bring communities together, offer social and educational opportunities and promote tourism. Public art should be used as a tool to reflect and promote local identity and enhance buildings and open spaces.

*Public art can fit into the physical, social and cultural context of a community and embrace a process that acknowledges history, place and community. At its best, public art can tap into the richness that underpins our land and our shared contemporary culture,* De Lorenzo, p43, [Artlink](#), 30(3).

Public art is, at its best, a sophisticated genre of visual art that takes into account spatial relationships, architecture and space in a way that other visual art doesn't necessarily need to. It is not a simple matter to conceptualize, fabricate and install high value public art commissions and the level of artistic skill needed to make quality responses should not be underestimated.



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## Vision

The Shire of Broome, its public art partners and the Broome community are committed to creating, enhancing and sustaining our built, natural and cultural environments for our people, our place and our prosperity.

## Guiding principles

1. The Shire of Broome and its public art partners will develop high quality public art to contribute to the amenity of the town.
2. The Shire of Broome and its public art partners will engage in capacity building with our community and our artists.
3. The Shire of Broome and its community partners will encourage the integration of public art, including the use of temporary and ephemeral public art, to enrich performances, festivals and events.
4. The Shire of Broome will work collaboratively with business and industry to acknowledge the creative industries as potential economic drivers in the region.



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## Key Strategic Priorities

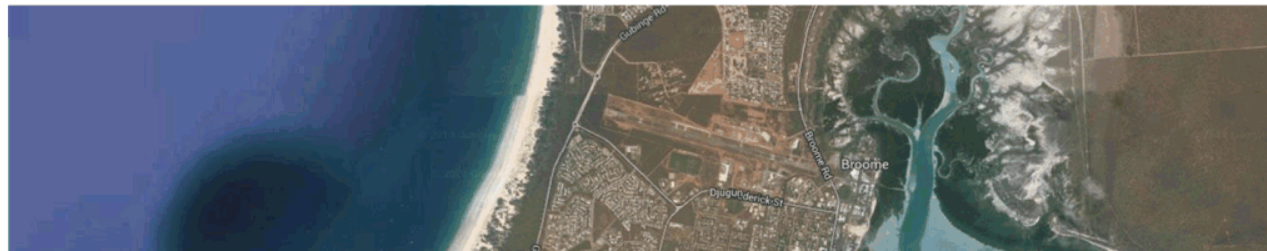
The Public Art Master Plan for Broome Town Site, 2014, has established a number of key strategic priorities being:

OUR PEOPLE; with a recognition of the unique historical and contemporary cultural makeup of Broome people, and notably the Yawuru people as native title holders for the area;

OUR PLACE; with a focus initially on specific precincts, then Broome town site and other identified place priorities such as the Jetty to Jetty walk and new developments; and

OUR PROSPERITY; as economic gains flow into the Broome community through improved tourist experience within the town, an improved capacity of regional artists to undertake public art commissions, and greater investment in cultural and social infrastructure, including street furniture and parks.

Appendix 4 details underpinning strategies in depth: these explore quality public art and tourism; community engagement and capacity building; diversity in public art - temporary and event based public art works; and economic drivers within the region. Together, these help explain a context for these key strategic priorities.





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## Stories: a curatorial response to Broome

Broome is a place of cultural richness and the famous Broome lifestyle, with Chinatown described as the heart and soul of Broome. The idea of contemporary cultural richness, enhanced by a strongly articulated heritage, within a spectacular natural setting, forms the basis of the curatorial response to the region. Artworks which express aspects of this core idea will find relevance in Broome and can explore certain narratives particular to the town. These are:

CONTEMPORARY CULTURAL RICHNESS

NATURAL ENVIRONMENT

HERITAGE - ARCHAEOLOGICAL, CULTURAL, PASTORAL, INDUSTRIAL





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## CONTEMPORARY CULTURAL RICHNESS

People with Aboriginal, Chinese, Japanese, Timorese, Filipinos, Javanese, Malaysian and European racial backgrounds make up the people of Broome.

The Yawuru and Djugun Aboriginal language groups traditionally inhabited the Broome region with the Yawuru awarded native title over extensive areas around Broome in 2006. Contemporary expression of this rich cultural mix would result in a complex and relevant visual language particular to Broome. Tourists view Broome as the gateway to the exploration of Aboriginal culture in the Kimberley region. Cultural tourism with Yawuru guides can be conducted along walks with artworks as trail markers.

Waves of migration from European settlers, Asian pearling workers around the turn of the century and subsequent migrants seeking to live in Broome have created a cultural mix that is rich and layered. How the culture manifests today is an expression of Broome people and the town in which they live.

## NATURAL ENVIRONMENT

West Kimberley has had National Heritage listing since 2011 for both cultural and environmental heritage values. Vine thickets, islands, and the coast from the Buccaneer Archipelago to King George River were also recognised for their richness of flora and fauna and as a refuge from human induced environmental change. The beauty of the region with massive tides, waterfalls and striking landforms was also noted.

Broome is a place of great natural beauty and the appreciation of this contributes very much to the sense of place discussed in the Shire of Broome's Environmental management strategy 2012 – 2017. Interesting phenomena such as stairway to the moon form as a result of a confluence of low tide and full moon. Roebuck Bay, mangroves, bat colonies and bird life in the intertidal zones and the Yawuru Conservation Estate are all present in or close to Broome town site. Appreciation of the flora, fauna and the natural environment is a rich field for public art.

## HERITAGE: ARCHAEOLOGICAL, CULTURAL, PASTORAL, INDUSTRIAL

The Broome region has an abundance of historical events to draw from in developing relevant narratives. These have been categorised into archaeological, cultural and industrial heritage. Please note that these do not neatly fall into separate categories with aspects of heritage informing other narratives. For example, fossilized human footprints tell stories of Aboriginal cultural history as well as archaeological history; aspects of archaeological history have relevance to a narrative of the natural environment.

Recordings of oral histories kept at the local history section of the Broome Library would be a prime source of research for any artist working with this narrative as would the local museum.

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## Archaeological history

Australia is an ancient land and the Kimberley region shows evidence of this. Dinosaur footprints and plant fossils estimated at 130 million years old are present at Gantheaume Point. The dinosaur footprints are of five identified species: *Stegosaur*, *Sauropod*, *Wintonopus*, *Theropod*, and *Megolosauropus Broomensis*. The Broome region also contains fossilized human footprints and Gogo fish fossil sites. A geological limestone spine from the Devonian age shows a continuous record of reef deposition over 20 million years.

## Cultural history

Aboriginal people believe that the Minyirr Park site behind the dunes at Cable Beach is the birthplace of all people. Other significant sites include Gwion Gwion and Wandjina paintings, Carpenters Gap and Riwi rock shelters; many of these sites demonstrate Aboriginal economic and social networks over at least a 30,000 year period.

A more contemporary Aboriginal cultural history include stories of Jandamarra and sites of resistance to European settlement as well as stories around Noonkanbah Station for its connection to land rights movement.

European cultural history begins in 1688 with the landing site of William Dampier on the tip of the Dampier Peninsula.

Broome played a regional role in World War II, with a Japanese air raid during World War 2, on the 3<sup>rd</sup> March 1942, killing 88 people, mostly civilians. Most of the deaths were on the mudflats of Roebuck Bay. Flying boats containing Dutch refugees fleeing the Japanese occupation of much of south east Asia were attacked. Wreckage of these boats can be seen at high tide along Roebuck Bay.

## Pastoral Heritage:

Pastoralisation of the Kimberley region in the late 1800's had a profound effect on both the cultural and industrial heritage of Broome. Large tracts of land designated as rangelands saw the introduction of sheep (initially) and cattle to the area. This resulted in the first exodus of Aboriginal people from traditional lands to these stations as stockmen and domestic labour. The introduction of equal wages for Aboriginal people in the 1960-70's saw many forced to relocate to the town of Broome. Beef export remains one of the key economic drivers in Broome.

## Industrial heritage: Pearling History

In the 1870s and 1880s a pearling port was established in Roebuck Bay with the new township of Broome established to support this. By 1910 about 400 pearl luggers worked the waters around Broome. Japanese cemetery has 900 graves of pear divers who lost their lives. During the late 1800s Broome supplied 75% of the world market for mother of pearl, used for items such as cutlery handles and buttons. The pearling industry declined during the middle of the century as plastic became an alternative to mother of pearl for items such as cutlery handles and buttons. Improvement of artificial pearling cultivation has seen Broome retain a viability in present day pearling. Aboriginal forced labour as skin divers for pearl shells, including many women who had greater lung capacity. Many died. Once the shallower waters that could be accessed by skin diving was depleted, Asian labour, notably the Japanese, bought in for deep sea diving for pearl shell.

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## Visual references and materials palette

A determination of existing visual references and materials already commonly used in Broome ensures a more cohesive story to be told through public artwork. Broome's visual palette include street planting and vegetation; pearling and other industrial artefacts; Asian, historical and symmetrical architectural references; use of corrugated iron as a building material; laneways, walkways and alleyways, and use of lattice and screening on buildings. At the time of writing there is little in the way of street furniture and public art in the Broome townsite, bronze memorial sculptures being an exception.



Boab Street tree planting



Vertical emphasis and symmetry around the retail strip in Chinatown



Mangroves alongside Roebuck Bay and Streeters Jetty



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Tropical planting provides shade for a seating area.



Rear of shops, Chinatown



Shops in Chinatown



Commercial buildings

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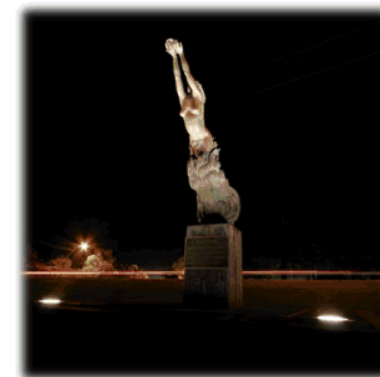
Laneway in Chinatown



Asian reference in Chinatown architecture



Pearl lugger artefacts



Women in Pearling Bronze Sculpture

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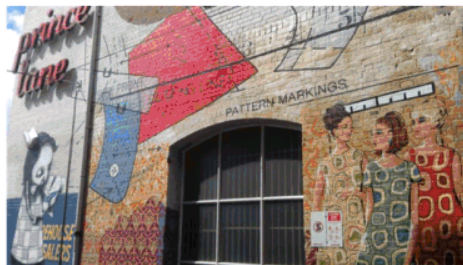
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### Laneways and courtyards

Activation of existing laneways can be created through use of public art, extension of laneway systems as suggested in the [Chinatown Development Strategy](#) (Hassell, 2011) offers an intimate space for people to explore. Many Perth based local governments encourage private building owners to allow murals to be painted on their buildings and actively commission fine art painters and urban artists alike to create murals in city and main street laneway locations.

Mural programmes are seen as a short to medium term response to site, with many murals being recommissioned after five years. They are relatively cheap to commission and can make dramatic changes in the mood of a place. Whilst the corrugated fences of Jimmy Chi Lane are not a perfect mural painting surface, an imaginative artist can work with these confines in a more abstract way.



Artist Penny Bovell, Perth CBD laneway, above.



Artist Caspar Fairhall, Perth CBD laneway, above.

This mural along Prince Lane, Perth, reinforces the fashion business and commercial focus of the adjoining King Street. A team of artists including Clare McFarlane; Denise Brown; Stephen Genovese; Jae Criddle; Paul Caporn and Leanne Bray.



Kyle Hughes Odgers' mural in Northbridge, above.



Kyle Hughes Odgers' mural in Claremont, above.



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## Interpretive/Discovery Works

### Example

Jetty to Jetty walk  
Streeters Jetty location

The placement of artworks as part of the Jetty to Jetty walk should be guided by the findings of the feasibility study currently being conducted by Hames Sharley. A strategy of combining artworks with more direct interpretative material will help provide engagement and information for tourists and locals alike.

It would be reasonable to assume that pearling history will be one of the narratives to be explored along the walk, particularly at the Streeter Jetty location. Other references may be to flora and fauna within the mangrove and intertidal zones and cultural heritage, tying in the existing *Women in Pearling* sculpture. Functional artwork in the form of seating, bicycle racks and water fountains would help improve visitor comfort and amenity.



*Intersection* by artist Kevin Draper refers to growth. Such works may be appropriate for installation around in the mangrove areas at Streeters Jetty location.



Buffy Jones' interpretation of an insect refers back to the fauna of a place.

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Katie Thamo's art has sandblasted patterns etched into polished granite. These patterns reflect studies of plants of the south western bush.



*Canopy*, a playful sculpture by Kevin Draper, talks about the beach going culture appropriate for the town beach end of the jetty to jetty walk.



*Three Cockatoos*, by Andrew Kay, is a playful take on fauna of a region.

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## Journeys

Establishing a journey through public art is a way to interconnect places of interest (ie Chinatown and Town Beach), tell the story of the journey (Minyirr Park) or celebrate the history and contemporary culture of a precinct such as the Cable Beach foreshore or the Port area of Broome.

Artworks could include a combination of threshold, interactive, discovery and functional works.

## Example

### Walk from Visitors Centre and Reconciliation Park into Chinatown

The development of a walk from Reconciliation Park, near the Broome Visitors Centre, back into Chinatown can help embed the significance of Reconciliation Park. The Chinatown Development Strategy refers to the development of a landscape strategy which may include plans for developing this "gateway" or entrance marker into Chinatown. The creation of nodes within the surrounds of Male Oval through further shady landscaping, and artist designed hard landscaping features will enhance visitor comfort. Encouraging tourists who park caravans at the Visitors

Centre to walk into Chinatown will help pedestrian flow into the area.

Smaller discovery artworks building on the art at Reconciliation Park and themed around contemporary Aboriginal culture will enhance cohesiveness and interconnectedness. Ground plane (in the ground) works can easily be incorporated into hard landscaping and paving and reinforce the sense of journey into Chinatown.



Children with concrete play objects designed by Martumilli artists and fabricated by Concreto.



Waringarri Aboriginal Arts Centre has created these interactive works based on their award winning carved boabs that were cast in bronze.



Mosaic turtle by artist Claire Bailey



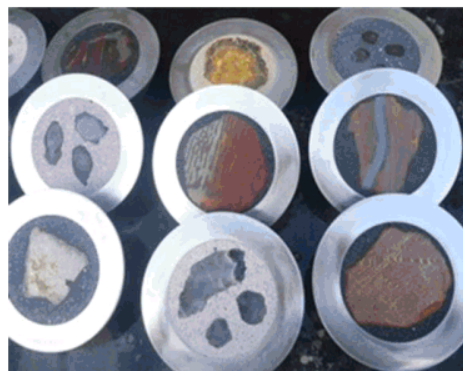
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Representations of fauna by artist Katie Thamo in engraved granite and cast metal.



Slivers of gemstones and rocks were set into paving at Newman town centre park, reinforcing a sense of place by artist Margaret Dillon.



Concrete fabricating Martumilli designs onto paving at Newman Town Centre Park.



Works in the ground plane can be incorporated into hard landscaping and embedded through use of planting. The works above and below are by Kidogo Artists team Joanna Robertson, Wendy Hayden and Deborah Bonar. The process involves scanning two dimensional paintings, printing the images onto special glass in a ceramic ink baking process and setting the work within the landscape of a new housing development at Port Coogee.



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### Pocket Parks/Public Open Space

This approach can be applied to any pocket parks/public open spaces that are developed. Theming could be linked to any of the narratives described previously.

### Example

Chinatown pocket parks and open spaces along Dampier Terrace.

Linking Chinatown back into Roebuck Bay, a series of pocket parks can explore the theme of water in the natural environment. Art that explores mangroves, tides or water birds can help reinforce the fact that Chinatown sits on the edge of the spectacular Roebuck Bay. Artwork that focuses on interactivity and is child friendly, of maximum height of three metres and sited under shade will make these pocket parks a refreshing place for families.

Artist designed street furniture such as seating, bicycle racks and water fountains would help improve visitor comfort and amenity, making these parks restful and engaging places to sit.



Jahne Rees produces elegant concrete interactive sculptures which are attractive to children. This work is called *Genetically Modified Organism*.



Jahne Rees' work representing a water droplet at Hillary's Boat Harbour. The same work, below in context within public setting at night. Lighting can make a dramatic difference to the perception of an artwork in the day and at night.





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Waringarri Aboriginal Arts Centre has created these interactive works based on their award winning carved boabs that were cast in bronze. These works are designed to be able to be sat on and climbed over, increasing the engagement with park users.



This artwork by Judith Forrest looks at water themes.



A similar themed work by Judith Forrest. Raising the work on a plinth increases its impact whilst maintaining security of the body of the work.



*Bloom* is a sculpture commissioned by The Grove from artist Stuart Green whose response was to create a water marker. The wetland reservoir in which the artwork resides is a catchment for water run-off with the wetland area filling and emptying as the seasons and weather patterns change. For the artist this process brought to mind the Australian wild flowers that respond so quickly and fleetingly to soaking rain. The idea that the artwork could bloom seemed the best way to illustrate the presence of ponding water. During soaking rainfalls the sculpture opens, signifying the presence of water. As water drains away the sculpture closes again remaining dormant until the next soaking rain.



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## Functional Artworks

Artist designed hard landscaping features – functional artworks – are an excellent way to provide a high level of public amenity regarding comfort and shelter alongside reinforcing an identity within unique precincts. For example, the Chinatown Development Strategy refers to the development of a landscape strategy which will help define exact locations for various items of functional artworks.

Retail nodes, hospitality nodes and pocket parks provide opportunities for a cohesive approach to street furniture, particularly seating. The use of repeated, artist designed street furniture helps to reinforce the nature of a precinct through elements in its urban form. Whilst existing retail nodes, hospitality nodes and pocket parks are obvious locations for items such as seating; reference to a landscape strategy for Chinatown will identify specific locations for additional seating, lighting, bicycle racks, water fountains and other functional items such as bollards.

This approach should be included in future development plans and strategies and landscaping designs for public open space.



One of a series of artist designed bicycle racks by Peter Knight.



Functional artwork by artist Anne Neil.



Drinking fountain by artists Judith Forrest.



Cast tree grates by Newman artist Nancy Lumsden who was mentored through the design and casting process by an experienced public artist.

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### Heritage interpretive discovery works

#### Example

The whole of Chinatown is identified as a conservation area and registered on the State Register of Heritage Places. Camarvon Street, particularly around the intersection with Short Street, has a number of key heritage sites. These architectural sites can be a prompt for stories and family histories from many of Broome's current residents. Public artworks should be based on stories accessed directly from residents, through a heritage interpretation plan or via the Shire of Broome Library's local history section. These works are best created on a realistic, human scale to help promote direct engagement and bring many of these stories to life.



Claire Bailey's series of works *The Boat Story*. The boats represent characters or situations encountered by the artist whilst working in Nedlands.

One of a series of interpretive public artworks by Peter Dailey and Tunya Versluis referencing the cultural heritage through the early cinema history of South Perth.



Small bronze discovery works such as *Home Sewing* (upper image) and *Safe in Newman* (lower image) by Judith Forrest can reference stories from the community in a way that can complement interpretive signage.



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## Entry statements/threshold artworks

There are multiple entry points into Broome, with approaches to Napier Terrace and Short Street from Old Broome Highway being identified as suitable places to mark as thresholds into Chinatown. Other potential locations for such works include the Port area, the Cable Beach precinct, the intersection of Gubinge Road and Old Broome Highway. There is some ambivalence in the community about the use of gates to mark the thresholds as it is felt this is a reference back to the lock out gates used to exclude Aboriginal people from the town in the past.

Threshold works should be of sufficient impact to be noticed by drivers – this doesn't necessarily relate to size as colour and form can produce bold artwork statements. A maximum height of approximately 5-7 metres for the road entry works and 3-5 metres for pedestrian entry works will convey a statement that vehicles are entering a particular precinct.

Artworks that explore the theme of contemporary cultural expression or cultural heritage would be most suitable in Chinatown but other narratives could be used to reflect the chosen location such as the natural environment, industrial heritage etc.

Dependent upon placement within road verges, the works may need to comply with Main Road requirements for frangibility.

Works within a precinct need not be identical but should strongly relate to each other visually.



Anne Neil's entry statement at St Michaels Special School is a State Government Percent for Art Scheme work



Alex Spremberg's *Challenge with Shadows* is a Fremantle iconic work.



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Phillipa O'Brien's work on a small lake in Ellenbrook.



Lorena Grant *Arch* (2010) connects a Northbridge roundabout with the pavement. The work needed to conform to many parameters around public arts near road verges. *Arch* is shown with the street to roundabout view point.



*Mull Mulla* by Lorena Grant along the Dampier Highway in Karratha.

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## Artwork Schedule

Type of work	Category of artist	Approximate budget	Theme	Approx. size	Timeframe from selection to completion	Example Locations
Mural and relief	Kimberley region painters, cultural groups, community groups	\$15 to \$20 k per 5 to 10 metre length work	Cultural heritage, contemporary culture	5 to 10 metres in length per work	1 month	Existing and proposed laneway network within Chinatown
Nodal, discovery and hard landscaping	State wide response	to be determined in conjunction with Jetty to Jetty walk feasibility study	Natural environment - water Cultural heritage	mixed to five metres	12 months to 2 years to tie in with construction timetable	Jetty to Jetty walk, Cable Beach Precinct, Town Beach
Threshold, interactive, functional and ground plane	State wide response with significant local Aboriginal involvement	\$350 k artwork budget	Contemporary Aboriginal culture	mixed to five metres for entry statement	12 months to 2 years to tie in with construction timetable	Reconciliation Park walk into Chinatown via Male Oval, Minyirr Park, Jetty to Jetty walk
Functional, interactive	state wide response with local engagement	\$300k per park, including one or two key functional pieces per park	Natural environment - water	mixed to five metres	9 to 18 months per piece	Pocket parks, reserves and public open space
Functional seating, drink fountains, bicycle racks, shade structures	State wide response	to be determined in conjunction with proposed landscape strategy	Cultural heritage	determined by function	9 to 18 months per piece to tie in with landscaping works	Functional artworks in streets of Chinatown, Cable Beach precinct, Broome North, Port area
Discovery	state wide response with significant community consultation	to be determined in conjunction with heritage interpretive strategy	cultural heritage	mixed to three metres	9 to 18 months per piece	Carnarvon Street and Short Street precinct, Demco, Riddell Beach
Threshold	Sate wide response with significant community consultation	\$350k	Contemporary heritage or cultural heritage	to maximum seven metres	12 months to 2 years	Entry statements Broome Hwy and Short Street; Napier Tce and Broome Hwy, Broome Hwy and Gubinge Rd



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## APPENDICES

### Appendix One

To be replaced with Shire Policy – Public Art once it has been reviewed and adopted.

### Appendix Two

To be replaced with Shire Local Planning Policy – Provision of Public Art once it has been reviewed and adopted including an Appendix outlining Guidelines for Developers.

### Appendix Three

To be replaced with the Shire's Business Operating Procedures to be developed to include:

- Commissioning Models
- Project Implementation
- Asset Management
- Decommissioning

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## Appendix Four

### Underpinning Strategies for Broome town site

Along with the stories and narratives that can be explored through public art; there are ways of working with public art which can help enrich place making and strengthen communities. The methodologies of quality, inclusion, connection and diverse thinking about public art in Broome can contribute strongly to its acceptance and relevance by Broome people.

### Quality public art and tourism

The Broome region has an abundance of major tourist sites, based around the natural environment and/or cultural heritage and richness. These sites include Cape Leveque, Dampier Peninsula, Cable Beach and Roebuck Bay. Broome town itself stands as a record of its history, both cultural and economic.

To date, there has been little investment in quality public art in these locations. The interpretation of place through the medium of public art enables visitors to engage with the richness of these locations. The inclusion of Aboriginal interpretations of place initiates and produces a cultural experience that many visitors are seeking.

To do this well involves a considerable investment of time and money to produce a high quality visitor experience. If this investment is not likely to happen, it may be better to leave these sites with signage and functional structures rather than commission and install public art of insufficient calibre with its capacity to diminish the significance of the location.

Community consultation elicited suggestions for a major destination artwork from an internationally acclaimed artist – meaning people travel to a certain destination to see it. This would enhance the tourism experience within Broome and its region. UK artist Anthony Gormley's works at Lake Ballard, near Cue, are often cited as a Western Australian example of destination artwork. This would require a large financial commitment, possibly at over \$1,000,000, and is best planned by multi organisational, Broome based group with the Shire of Broome and the Visitors Centre at its core. Grant funding may be possible to secure if based around a solid tourism related premise.

### Community engagement and capacity building

Communities are well served by a strong, vibrant and engaged community; capability and creativity around art practice is integral to this philosophy. Building capacity within communities enables them to take part in the delivery of public artwork and helps to stimulate economic and creative growth, build community identity and sense of ownership and belonging. Broome has a number of skilled makers who work sculpturally or in a way that can be translated into public art. These artists could be used for many of the commissions that are at the threshold of the Percent for Art Scheme trigger of \$20,000. It is likely to be uneconomical and lacking the sense of place to use artists other than Broome or Kimberley based artists for these smaller projects.

The creation of public art can become a celebration of Broome people's diversity and cultural expression; with contemporary Aboriginal cultural expression being absolutely vital to this expression. A mix of strategies can assist in the building of community capacity in the provision of public art. A skills audit of the current community capacity to deliver public art projects, including public art fabrication and installation, gives a clear starting point.

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Strategies can then be tailored to suit an individual community and the community goals and visions.

Broome can consider allocating part of a public art budget to a capacity building programme within artist communities in the Broome and Kimberley region. This approach can raise community capacity in the provision of public art as well as engendering a sense of ownership within the broader community. The option of combining this approach with commissioning an experienced public artist to produce a stand-alone artwork is one that may work to combine artistic excellence with reach into the community.

Skills development can include:

- Direct instruction in skills related to public art, such as design documentation, working with fabricators, interpreting stories, working in three dimensions, talking about concepts and so on;
- Targeting certain groups, for example the Indigenous/Aboriginal artist community, in eliciting stories and skills which can be expressed through public art;
- A public artist in residence who can act as mentor to local artists through a competition or tendering process;
- Assistance with the formal application and commissioning process;

- Ways of working with non-artists to incorporate designs and ideas into a public work;
- Ways of working with other professionals such as landscape architects, construction managers, architects and others involved in large scale redevelopment projects.
- Working with arts administrators and arts managers to enable them to act as project managers and consultants for future projects.

## **Diversity in public art - temporary and event based public art works**

The notion of fixed and permanent art works can form one genre of art in public spaces. Temporary and ephemeral art in public spaces is another way of using public art to support festivals and events and temporarily activate spaces. The iconic Shinju Matsuri – Broome's Festival of the Pearl, is an annual series of events based around the full moon is August or September each year. There is an opportunity to develop a visual iconography with the inclusion of sculptures that travel to each of the different events. Lantern parades, annual competitions, temporary sculpture events and mural works are ways of introducing changing public works to the Shinju Matsuri and other Broome festivals and events.

An approach which includes a component of temporary public works in an overall strategy can assist the Broome region to deal with the worst of environmental rigours in this region. Constant exposure to sun, wind and salt air can take their toll on materials. Materials that are robust enough to handle this environment tend to be limited and have a certain aesthetic which can seem harsh and unforgiving; temporary works can introduce a softer materials palette which talks of fragility and transience.

Broome is cyclone prone, with any permanent works needing to be extensively engineered to deal with this which erodes public art budgets. Works that are designed to be exhibited for a short time, and then decommissioned, can overcome the need for all public works to be cyclone rated.

There are many examples of collections of temporary public works that have become tourist attractions as well as valid expressions of regional culture in their own right. The Southern Forest Sculpture Walk is based in the Northcliffe Forest Park and contains a mix of small permanent works and other ephemeral works, including poetry, sound and storytelling. Sculpture by the Sea exhibitions have an international profile and generate solid economic returns for regions both in Australia and overseas.

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## **Economic drivers within the region**

The celebration of economic drivers can acknowledge the role business plays within a region. Engagement with the business sector as property owners, developers, employers, patrons or potential funders of public art can prove fruitful for a community.

Tourism is a key industry for Broome with public art enhancing the visitor experience within public spaces. Tourists may stay longer, increasing the chance for retail and hospitality businesses to make sales. The conceptual and interpretive elements provided through public art can increase a visitor understanding of place and be given a contemporary twist on established industries such as pearling.

## 9.2.7 APPLICATION FOR DEVELOPMENT APPROVAL - FOUR GROUPED DWELLINGS - LOT 237 MAGABALA ROAD

<b>LOCATION/ADDRESS:</b>	Lot 237 Magabala Road
<b>APPLICANT:</b>	RFF Pty Ltd on behalf of H&M Tracey Construction
<b>FILE:</b>	MAG-1/36
<b>AUTHOR:</b>	Senior Planning Officer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	5 April 2018

**SUMMARY:** An application has been received for the construction of 4 grouped dwellings at 36 Magabala Road, Broome North. The submitted plans show the removal of 2 car parking bays located within the Magabala Road reserve, (and 1 within the Dalmatio Road reserve), in-front of the subject lot to allow for the construction of vehicle crossovers. To facilitate this and to compensate for the loss of public parking bays, the applicant is seeking approval to construct new (replacement) parking bays in the Yako Mall road reserve.

In addition, the applicant is seeking approval to vary the development requirements of the endorsed Local Development Plan No.3 (LDP3) applicable to the lot.

This report presents the proposal for Council's consideration with the recommendation that the re-location of the bay and variations to LDP3 be approved.

## BACKGROUND

### Previous Considerations

OMC 17 February 2011

Item 9.3.1

LDP3 was adopted by Council at its 17 February 2011 meeting where Local Development Plans (**LDPs**) for 3 grouped housing sites, including Lot 237 Magabala Road, were adopted. The LDPs were prepared to guide future development and ensure that the following matters were adequately addressed:

- i. Vehicle access and parking;
- ii. Provision of safe, convenient pedestrian access;
- iii. Orientation of dwellings to address adjacent streets and POS;
- iv. Location of private open space;
- v. Measures for passive climate control; and
- vi. Retention of significant remnant vegetation (if applicable).

### Site and Surrounds

Lot 237 Magabala Road comprises 2,122sqm and features dual street frontages to Magabala Road and Dalmatio Street (see **Attachment 1**). Orientated in an east-west direction, the site adjoins a grouped dwelling development to the north and a mixture of medium density grouped and single dwelling development to the south. A community park on the corner of Tanami Drive and Magabala Road is located approximately 70m to



the north, while land designated for development as a 'Local Centre' is positioned adjacent to the site across Magabala Road.

Broome North Local Development Plan No.1 (2013)

The Broome North Local Development Plan (**BNLDP**) designates the subject site as Residential R40. Lot 9007 to the immediate west of the property (which comprises that land bound by Magabala Road, Sariago Terrace and Shingoro Street), is designated as a Local Centre. Under the BNLDP it is envisaged that the land will be developed for commercial/retail purposes to a scale consistent with a local activity centre.

The BNLDP details the need for future development of the local centre to consider the relationship of the site and how it will function with reference to the principles outlined in Liveable Neighbourhoods, including the location and type of on-street parking, co-sharing of parking bays, and the relationship of the local activity centre to adjoining streets.

As a result, and of relevance to assessment of the current application, the existing parking bays located within the road reserve adjacent to Lot 237 Magabala are within the walkable catchment of the local activity centre must be considered as parking bays available for use in association with the functioning of the local centre.

How the relocation of 3 parking bays from Magabala Road and Dalmatio Street (proposed as part of the current application) fits within the current context will be considered in the comment section below.

Local Development Plan No.3 (**LDP3**) - Lot 237 Magabala Road

A number of grouped housing sites in Broome North are subject to the design provisions of Detailed Area Plans, (now called LDPs under the *Planning and Development (Local Planning Scheme) Regulations 2015 (Regulations)*). LDP3 was adopted at the Ordinary Meeting of Council on 17 February 2011 (see **Attachment 5**). LDP3 establishes development controls to ensure that built form, vehicular access, parking, breeze-ways, and drainage occur in-line with wider objectives for Broome North. In the case of LDP3, the current application seeks to vary:

- vehicular access arrangements for the site (to allow for 2 crossovers per street frontage rather than 1); and
- nominated side boundary setbacks (to allow for 1.5m northern and southern boundary setbacks in lieu of the 3m and 6m setbacks applicable under LDP3).

A discussion of how the proposal fits with the Shire's planning framework and relevant policy follows.

**COMMENT**

As outlined above, the application for 4 grouped dwellings on site seeks to vary the provisions of LDP3. A consideration of the planning merits of this is outlined under the headings below. In determining this application, it should also be noted that the development application is proposing that the site be developed at a lower density than the zoning provides. Essentially, the development proposed is at a density of R20, rather than R40.

The development of the site at a lower density than allowed for under the zoning does not present a variation to the planning framework. However, in considering the merits of this

application it does have implications. As set out in **Attachment 4**, LandCorp has explained that a density of R40 was originally ascribed to the lot under the BNLDP to facilitate grouped and multiple dwelling development around the designated local centre and district park. LandCorp had also previously envisaged development of the site at a higher density with consideration for wider dwelling yield objectives for the estate. However, LandCorp has explained that since the time that the BNLDP and LDP3 were adopted; development of other lots has produced more dwellings than was anticipated, largely due to changes to the Residential Design Codes (**R-Codes**) and a tendency towards two-storey construction. For example, a grouped housing development within proximity to Lot 237 has yielded 14 dwellings on a site originally planned to deliver 9 dwellings. Effectively, as LandCorp has set out in their letter of support, the medium density housing stock objectives for the estate to-date have been met.

In terms of the impacts that development of a lesser density will have on the immediate surrounds, it will mean that the development will generate less demand for visitor parking and will present a built-form view more like single dwellings (consistent with the southern portion of Magabala Road) as opposed to grouped/multiple dwellings (like the lot to the immediate north).

#### Proposed Variations to Detailed Area Plan No.3 (LDP3)

##### *Boundary Setbacks*

The current application seeks to vary the boundary setback designations of LDP3. Specifically, submitted plans (see **Attachment 3**) show a northern side setback of 1.5m in lieu of 3m and a southern side setback of 1.5m in lieu of 6m. In assessing the proposed variation, consideration must be given to the planning rationale underlying the design and development controls of the LDP. The setback and other design controls of the LDP were prescribed to facilitate density and dwelling yield objectives, and lot layouts based on climatic responsive design objectives. In the case of the subject site, the 3m northern boundary setback designation was intended to facilitate breeze movements through the estate, while the 6m boundary setback relates to how vehicular access was envisaged for the lot, with a view to controlling and limiting the number of crossovers onto both Magabala Road and Dalmatio Road.

Though the submitted plans detail reduced side setbacks, the proposed development also shows there to be an internal (through the centre of the east-west orientated lot) separation of approximately 6.9m between the proposed dwellings. The Broome North Housing Guide prepared by LandCorp, CODA and Engawa in 2009 provides guidance for climatic responsive housing design based on analysis of local climatic conditions. A minimum obstruction-free space of 6m between adjoining development on east-west orientated lots is recommended to preserve breeze movements across the Broome North estate. This will mean that in reality, and recognising that the site adjoins road reserve free of built form obstructions to both the west and east, the layout of development should provide for adequate breeze-flow paths both through the site and estate. It should also be noted that the fencing proposed to be constructed on-site complies with the breeze-flow and visual permeability specifications applicable under LDP3. On this basis, the reduced boundary setbacks as proposed are supported.

##### *Vehicular Access Provisions*

As a site designated for grouped-dwelling development, the vehicular access controls applicable under LDP3 make provision for a shared accessway with 1 dedicated crossover from Dalmatio Street. The submitted plans for the development show that the

proposal is to construct single crossovers to service each of the 4 proposed dwellings, and it is understood that this is also intended to facilitate the dwellings being separately titled in the future.

While the vehicular access arrangements are in variation to the LDP3, the development will occur at a lesser density than zoned and it should be noted that the increased number of crossovers will not translate to increased vehicular movement. Therefore, this is not expected to impact adversely on the local traffic network. Essentially, the impact of the proposal from a parking/vehicle access perspective will be limited to the loss of 2 existing public parking bays on Magabala Road and 1 bay on Dalmatio Street. A discussion regarding the merits of this, with consideration for the role of verge parking in the location under the Local Commercial Strategy (**LCS**) and BNLDP, follows.

#### Implications of removal of public parking bays for Local Centre in context of LCS & BNLDP

The proposed crossover locations shown on submitted plans will intersect with 2 existing parking bays on Magabala Road, and 1 parking bay on Dalmatio Street. As a result, a total of 3 car parking bays will be removed from the Magabala and Dalmatio road reserves.

The existing parking bays located within the road reserve adjacent to the subject site have been sited so as to be within the walkable catchment of the local activity centre. The removal of such bays presents the risk that public parking availability for the functioning of the local centre may be reduced. The re-location of these bays to the Yako Mall road reserve, however, will ensure that the availability of parking bays within the walkable catchment of the local centre is not reduced.

In any event, it should be noted that in 2017 the Shire adopted a revised LCS which recommended the removal of the local centre designation as set out under the BNLDP. The recommendation for relocation of the local centre was based on a commercial demand analysis that pointed to the need for a more appropriately located and sized land parcel to align with minimum commercial floor-space needs of developers, future population growth areas and vehicle traffic movements.

In light of the recommendations in the LCS, LandCorp has provided written support for the relocation of the parking bay as proposed (see **Attachment 4**). Specifically, LandCorp has advised:

*Following the adoption of the new Local Commercial Strategy, which proposed a District Centre at the corner of Gubinge Road and Fairway Drive in lieu of the Warranjarri Local Centre, LandCorp is now planning to develop Lot 9007 in keeping with its surroundings and predominantly for low density residential use. Unfortunately, the work for this is not advanced enough to provide you with a concept plan and/or relevant traffic assessments but it is reasonable to assume the demand for additional parking bays will be less under the new vision.*

Acknowledging LandCorp's advice and the recommendations of the LCS, it must nevertheless be accepted that the future land use and planning for Lot 9007 (the local centre site) is still to occur and is likely to incorporate a community use and housing. It can be anticipated that there will be future demand for public on-street parking within proximity. To cater for this, the applicant proposed that the parking bays be relocated from Magabala Road and Dalmatio Street to Yako Mall (see **Attachment 2**). This will ensure that parking availability for the future functioning of development on Lot 9007 will not be lessened as a result of the grouped dwelling development on Lot 237 Magabala Road.

### Local Planning Scheme No.6 & Clause 67 – Matters to be Considered

The grouped dwelling development is consistent with the residential development objectives of Local Planning Scheme No.6 (**LPS 6**). As set out above, the variations to LDP3 relating to boundary setbacks are supported as the development is complementary to the built-form and climatic design principles applicable to Broome North under the BNLDP and CODA Housing Guide.

With reference to the “Matters to be Considered” in Clause 67 of the Regulations, and specifically the relationship of the proposal to the local traffic network and adequacy of car parking provision:

- the application has been seen to comply with the parking requirements of LPS 6 and Local Planning Policy 5.6;
- the variation to vehicle access arrangements, (through increased crossovers), is not expected to impact adversely on the local road network on the basis that development of the site at a lesser density will not cause increased vehicle movements than that envisaged under the BNLDP; and
- the re-location of parking bays from Magabala Road and Dalmatio Street to Yako Mall will not be detrimental to the future functioning of the designated Local Centre or possible future land uses, being within the walkable catchment of the centre and therefore consistent with the BNLDP and principles of Liveable Neighborhoods.

### Conclusion

This report recommends that the application be approved, subject to conditions specifying that the construction of the parking bays on Yako Mall will be at the proponent's cost. Engineering drawings for the parking bays are to be prepared, (at the proponent's cost) to the specifications of Shire Infrastructure Services with the bay to be constructed prior to occupation of the grouped dwelling development.

### **CONSULTATION**

The applicant has provided a letter from LandCorp supporting the relocation of the parking bay as proposed (refer **Attachment 4**). Additionally, Shire Infrastructure Services have reviewed the proposal and have indicated that there are no issues with the construction of replacement bays within the Yako Mall road reserve, subject to the construction being undertaken to Shire specifications.

### **STATUTORY ENVIRONMENT**

*Planning & Development Act 2005*

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

*Local Planning Scheme No.6*

### **POLICY IMPLICATIONS**

*Local Planning Policy 5.6 – Parking*

**FINANCIAL IMPLICATIONS**

As the parking bays are within the road reserve, the Shire will bear ongoing maintenance costs. However, as these are replacement bays for existing public parking bays, the proposal does not present a new or increased cost for the Shire from a financial implications perspective.

**RISK**

Nil.

**STRATEGIC IMPLICATIONS**

**Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:**

Affordable services and initiatives to satisfy community need

Accessible and safe community spaces

**Our Place Goal – Help to protect the nature and built environment and cultural heritage of Broome whilst recognising the unique sense of the place:**

A built environment that reflects tropical climate design principles and

Core asset management to optimise the Shire's infrastructure whilst minimising life cycle costs.

**Our Prosperity Goal – Create the means to enable local jobs creation and lifestyle affordability for the current and future population:**

Affordable and equitable services and infrastructure

Affordable land for residential, industrial, commercial and community use

Key economic development strategies for the Shire which are aligned to regional outcomes working through recognised planning and development groups/committees

**VOTING REQUIREMENTS**

*Simple Majority*

**REPORT RECOMMENDATION:**

*That Council approves the application for Development Approval for the relocation of 3 verge parking bays to Yako Mall in association with 4 Grouped Dwellings at Lot 237 (No.36) Magabala Road, Broome North, subject to the following conditions:*

- 1. The development is to be carried out in compliance with the plans and documentation listed below and endorsed with Council's stamp, except where amended by other conditions of this approval:*

*Plans and Specifications*

*P1 (Site Plan), P2, P3, P4, P5 (Floor Plans), (P6, P7, P8, P9, P10 (Elevations), and P11*



*(Parking Bay Re-location Plan) as received by the Shire on Tuesday 3 April 2018.*

2. *Prior to the occupation of the development, areas set aside for parked vehicles and access-lanes, as shown on the approved plans, must be:*
  - a) *Constructed to a minimum of prime and two coat standard bitumen seal, drained and curbed in accordance with the approved plan.*
  - b) *Fully drained to the requirements in accordance with the Shire of Broome's guidelines and specifications.*
3. *Prior to the commencement of site works, a stormwater drainage system is to be provided in accordance with the Shire of Broome's guidelines and specification for design and construction of stormwater drainage systems, the system shall be designed and documented by a practising Civil Engineer to the satisfaction of the Shire. Drainage and filling of the site must be carried out in accordance with the approved stormwater drainage system prior to the occupation of the development and then maintained at the applicant's cost to the satisfaction of the Shire.*
4. *Prior to the occupation of the development, all vehicle cross-overs must be designed and constructed (sealed, brick paving, bitumen, concrete), to the Shire's standard cross-over specification.*
5. *Prior to commencement of works on-site, engineering drawings detailing the parking bays to be constructed in the approved Yako Mall location, must be submitted and approved by Shire Infrastructure Services. The construction of the parking bays is to be completed to the satisfaction of the Shire prior to occupation of the development at Lot 237 Magabala Road.*
6. *Prior to the commence of works on-site, a Landscaping Plan must be submitted to and approved by the Shire. It is highly desirable that mature trees already on site are incorporated into the development if feasible and practicable. For the purposes of this condition, a detailed Landscaping Plan must be drawn to an appropriate scale and show the following:*
  - a) *The location and type of existing trees including girth sizes (to be measured around the width circumference) and how they interact with the proposed development.*
  - b) *The location and type of new trees and shrubs including an estimate of ultimate girth sizes that are proposed to be installed as part of the landscaping.*
  - c) *Any lawns to be established.*
  - d) *Any natural landscape areas to be retained.*
  - e) *Those areas to be reticulated or irrigated.*

*Please note, to allow for landscaping to become established, landscaped areas must comprise a minimum dimension of 1 metre. A minimum area of 1sqm around existing and proposed tree trunks must be kept clear of all impervious materials.*
7. *Landscaping of the site must be in accordance with the approved Landscaping Plan and must be completed prior to occupation of the development and then maintained to the satisfaction of the Shire.*

## **Attachments**

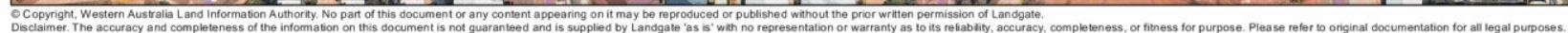
1. Location Plan
2. Proposed Relocated Parking Bay Location
3. Site Plan Proposed Grouped Dwellings

4. LandCorp Letter of Support
5. Local Development Plan No.3



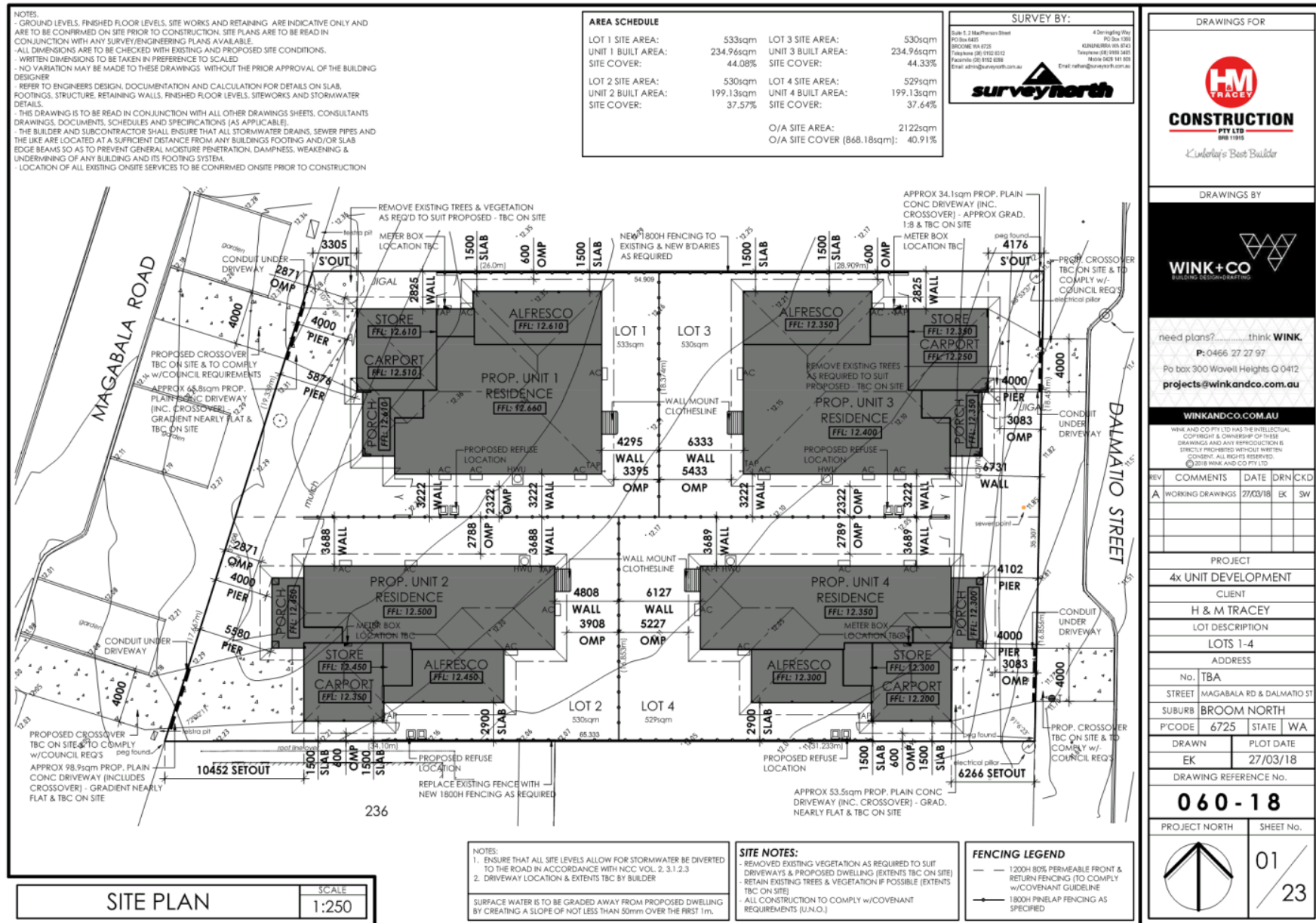


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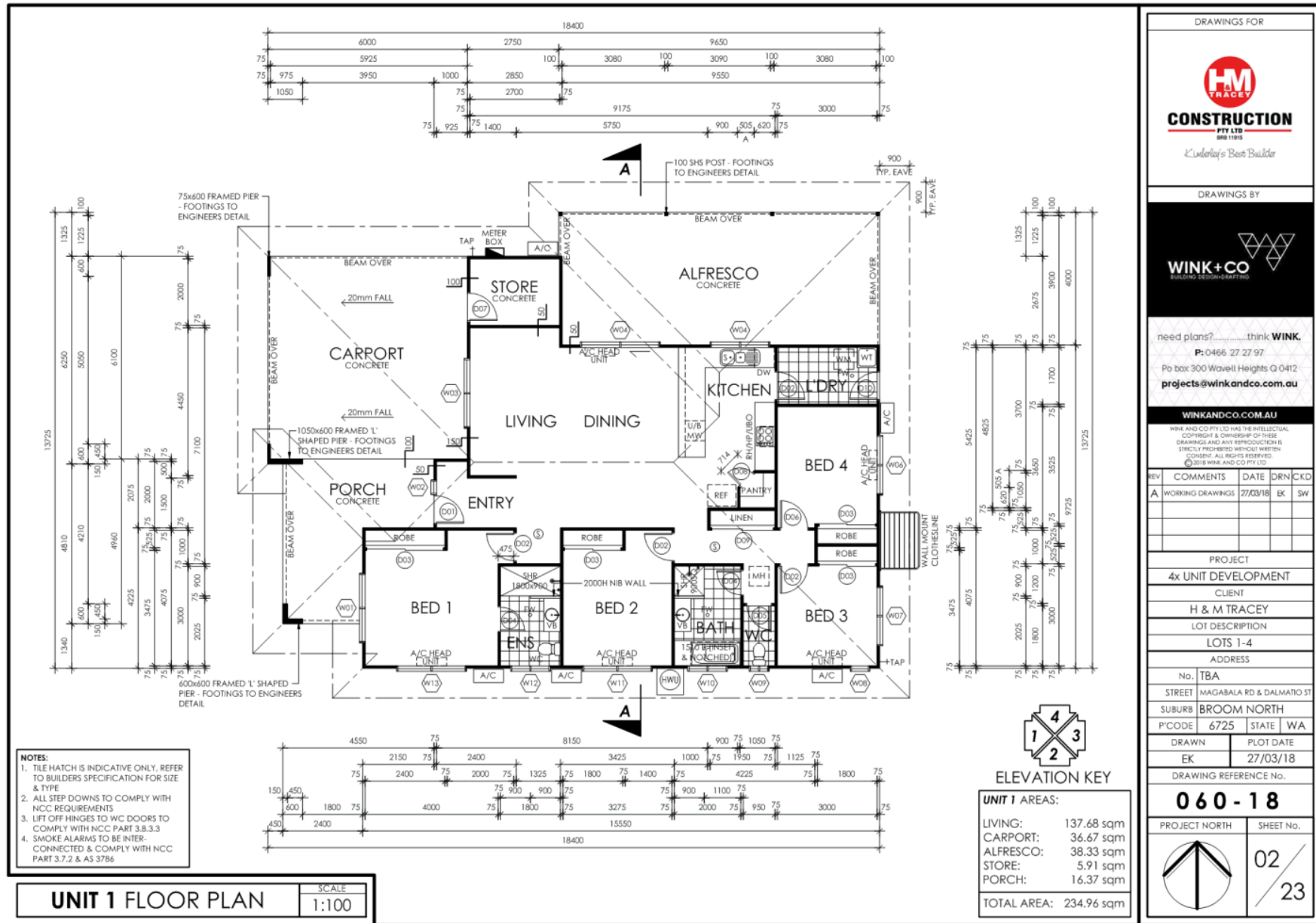


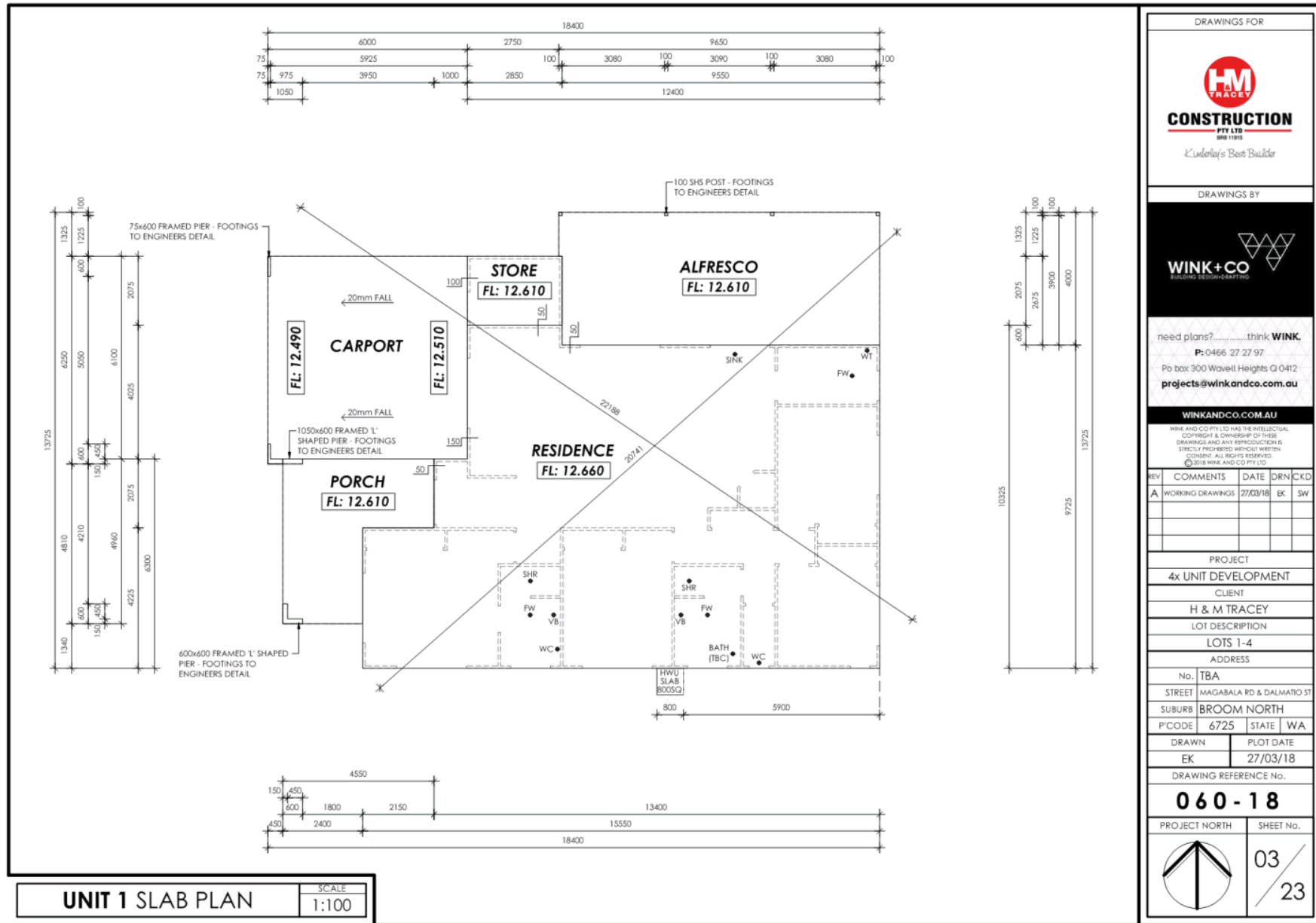


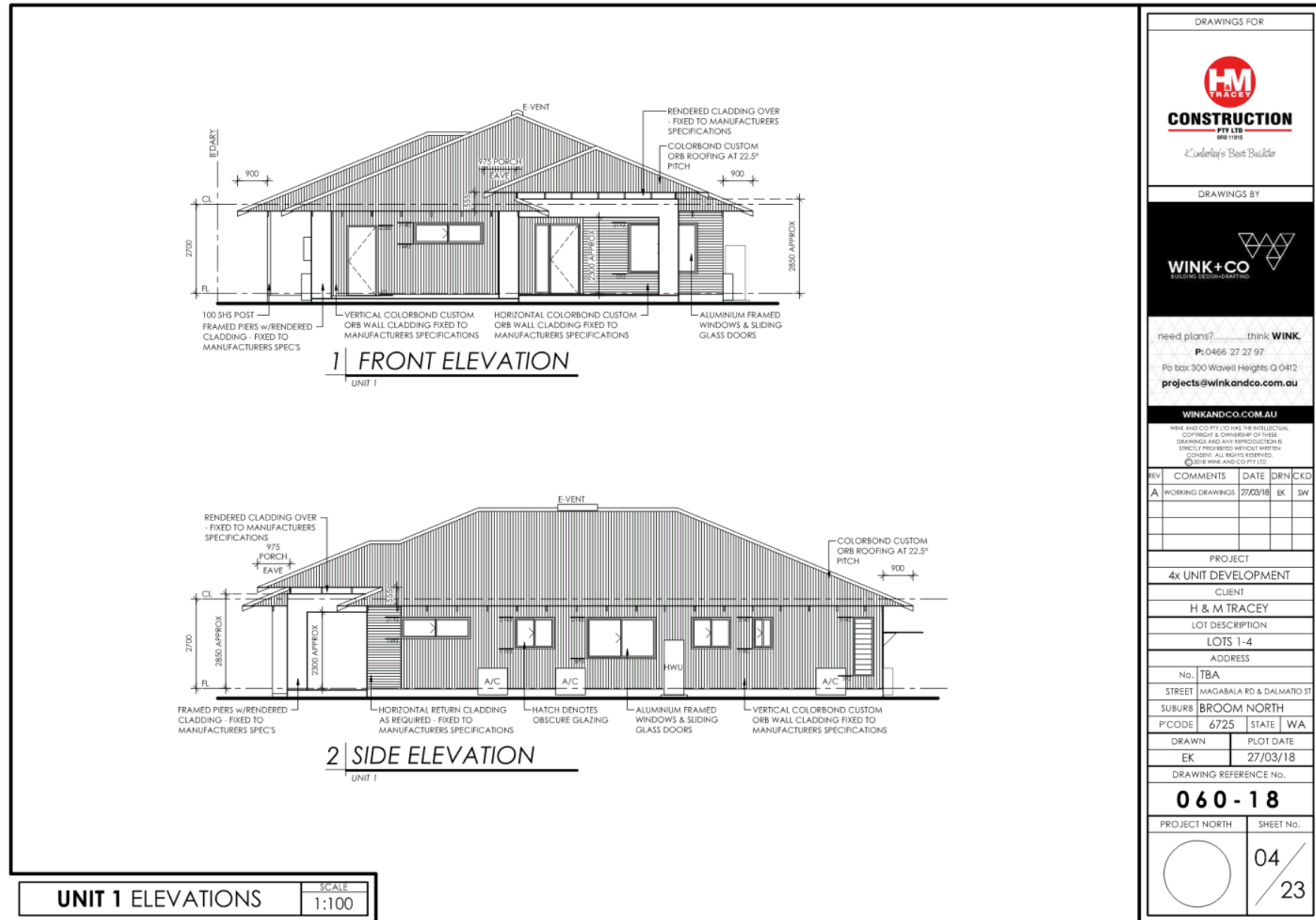
**Item 9.2.7 - APPLICATION FOR DEVELOPMENT APPROVAL - FOUR GROUPED DWELLINGS - LOT 237 MAGABALA ROAD**

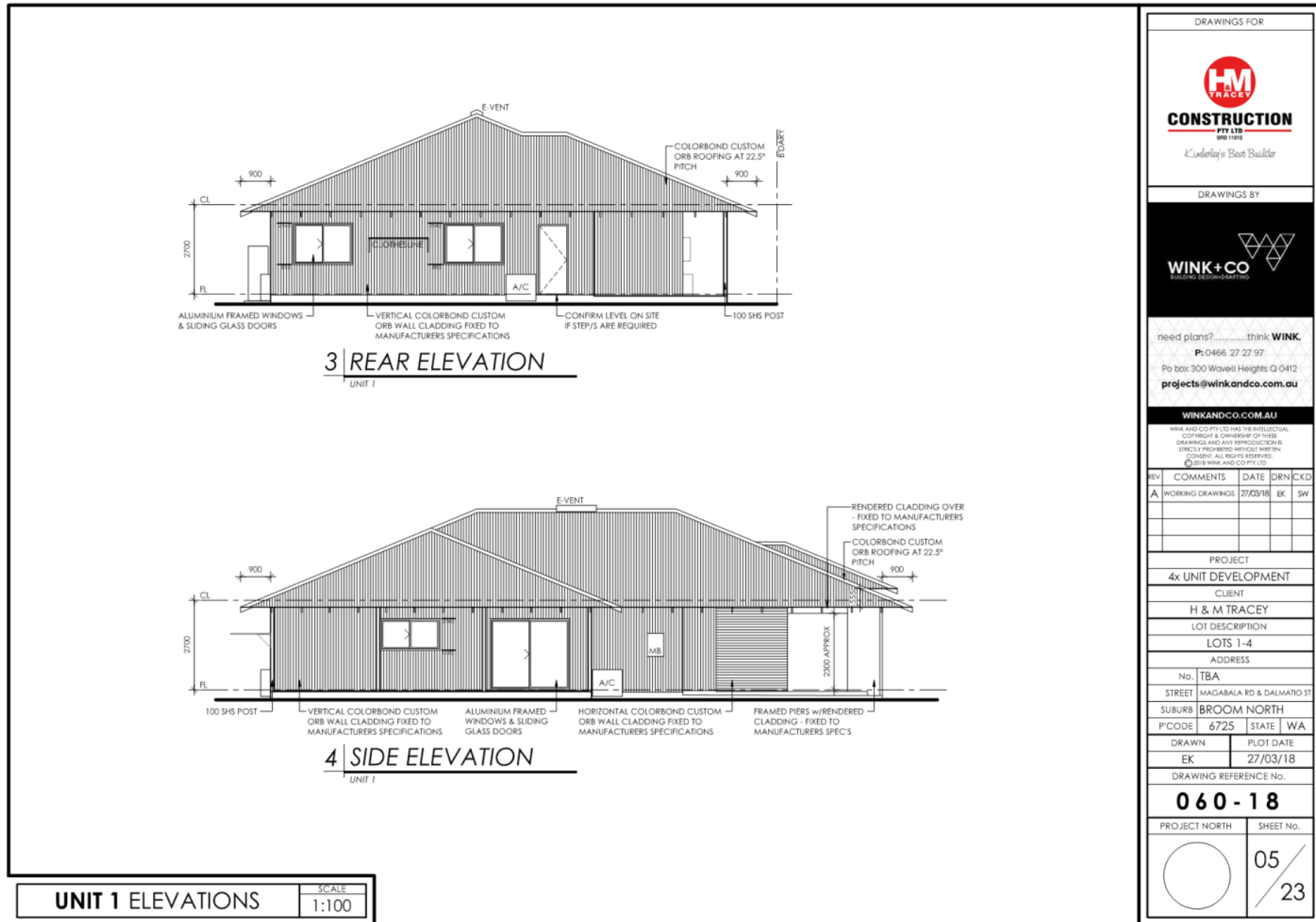


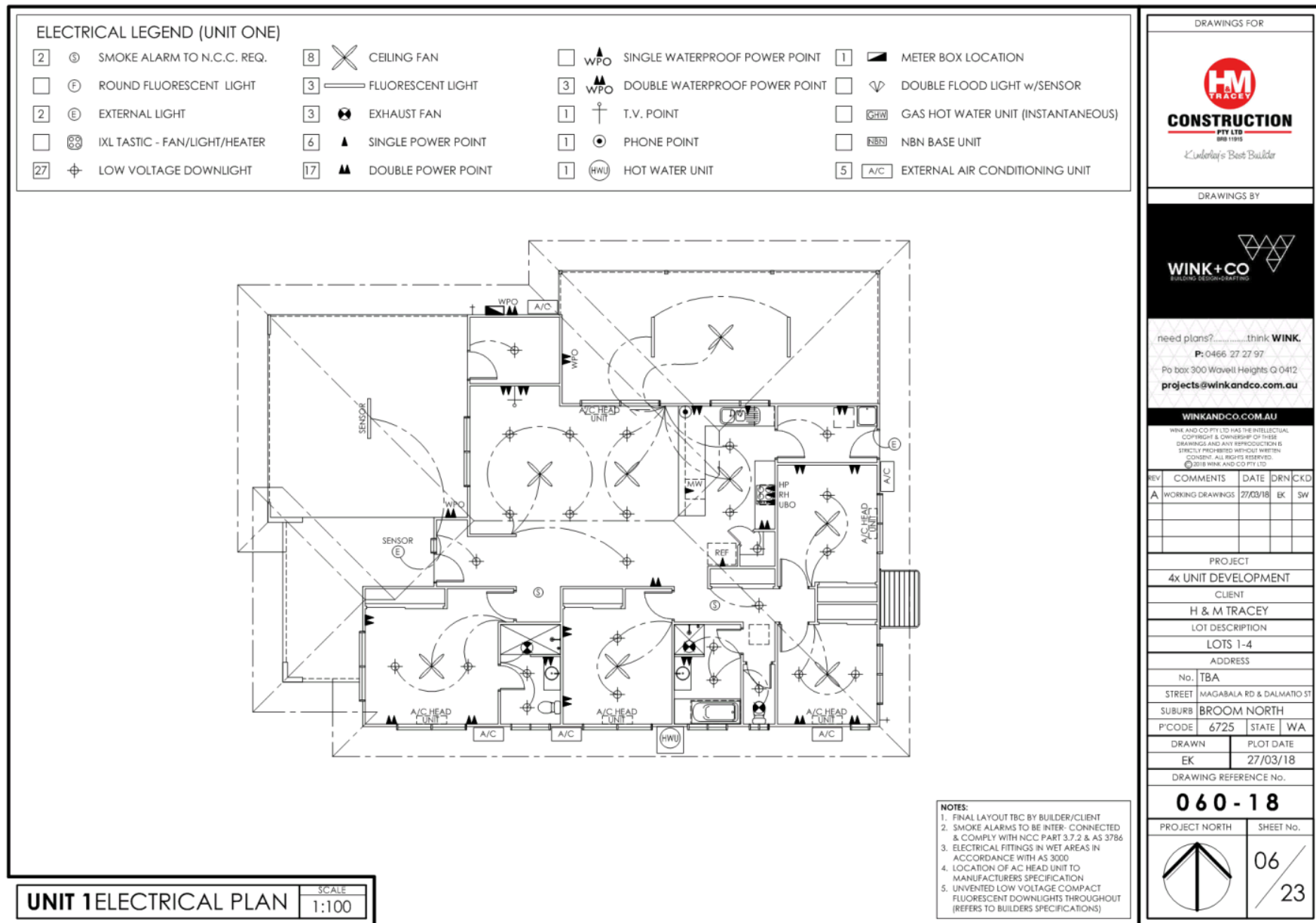












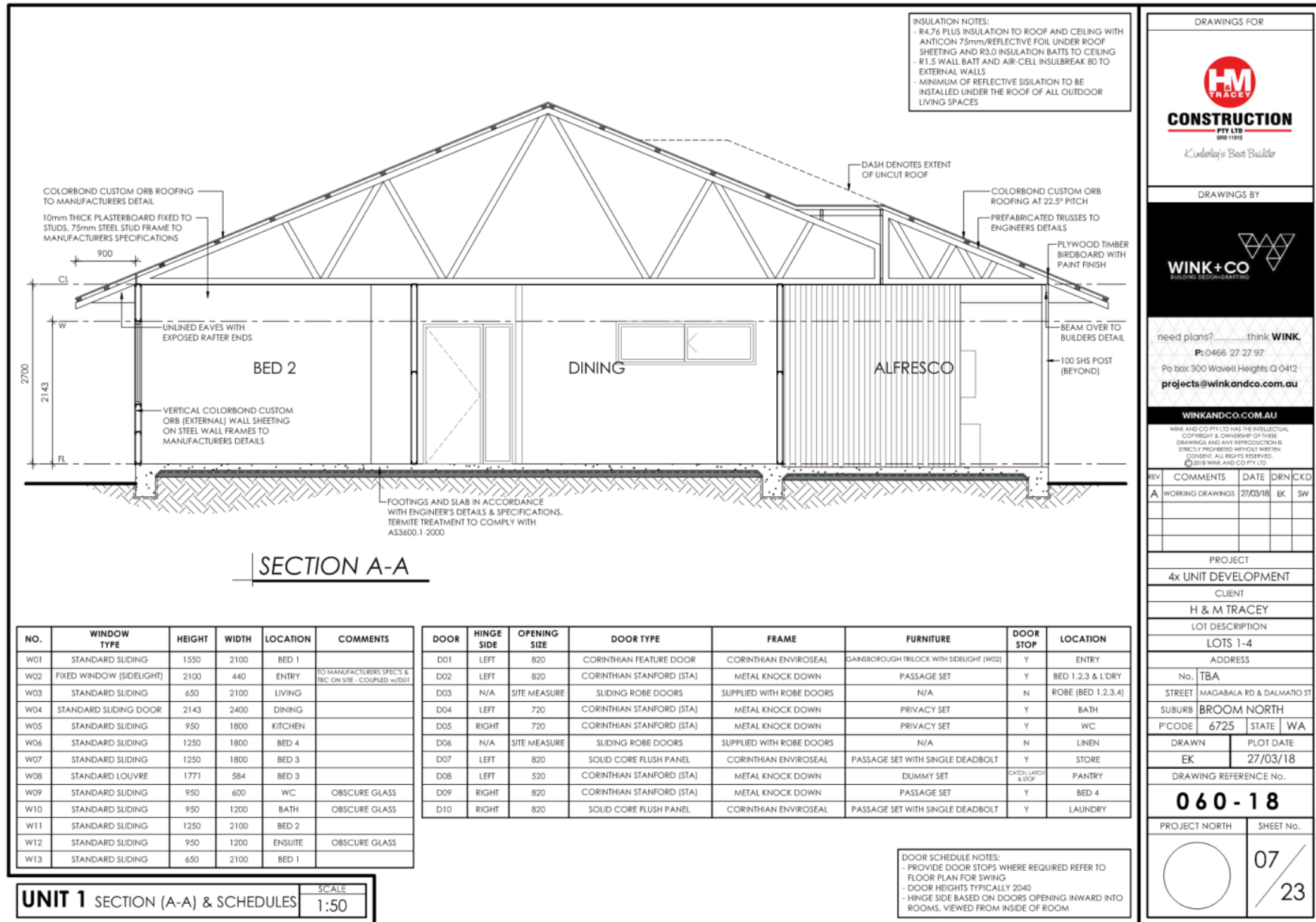
**UNIT 1 ELECTRICAL PLAN**

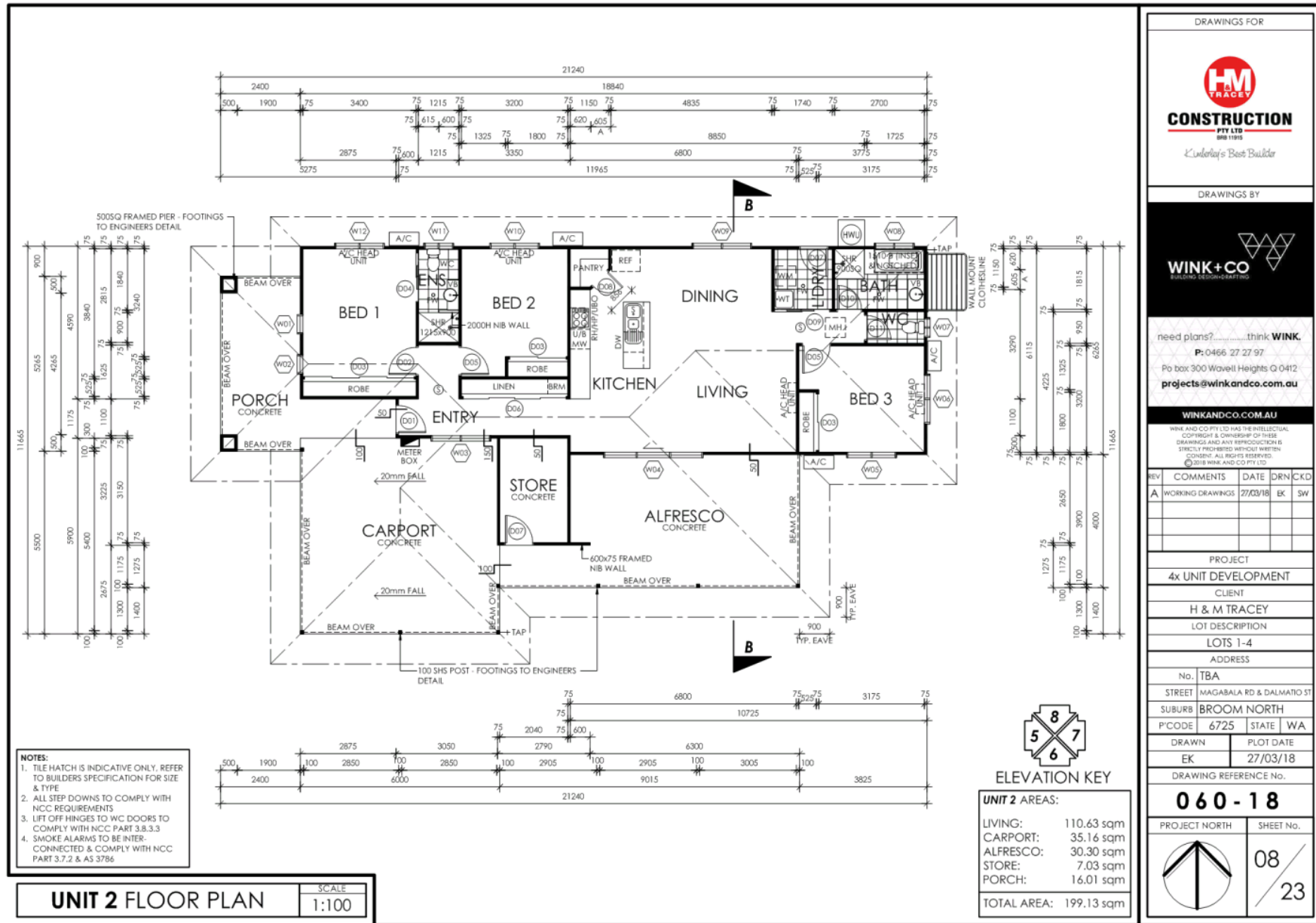
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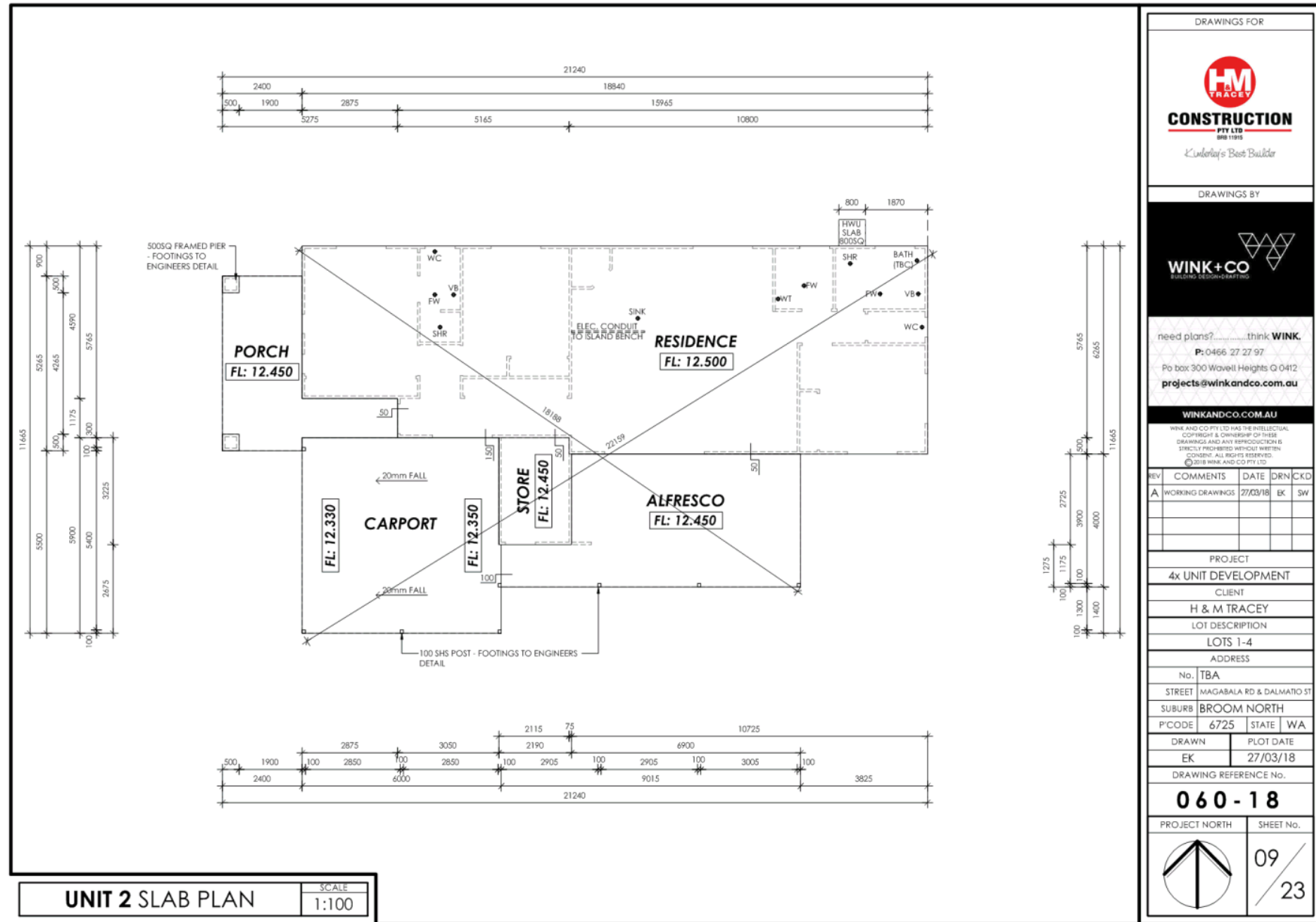
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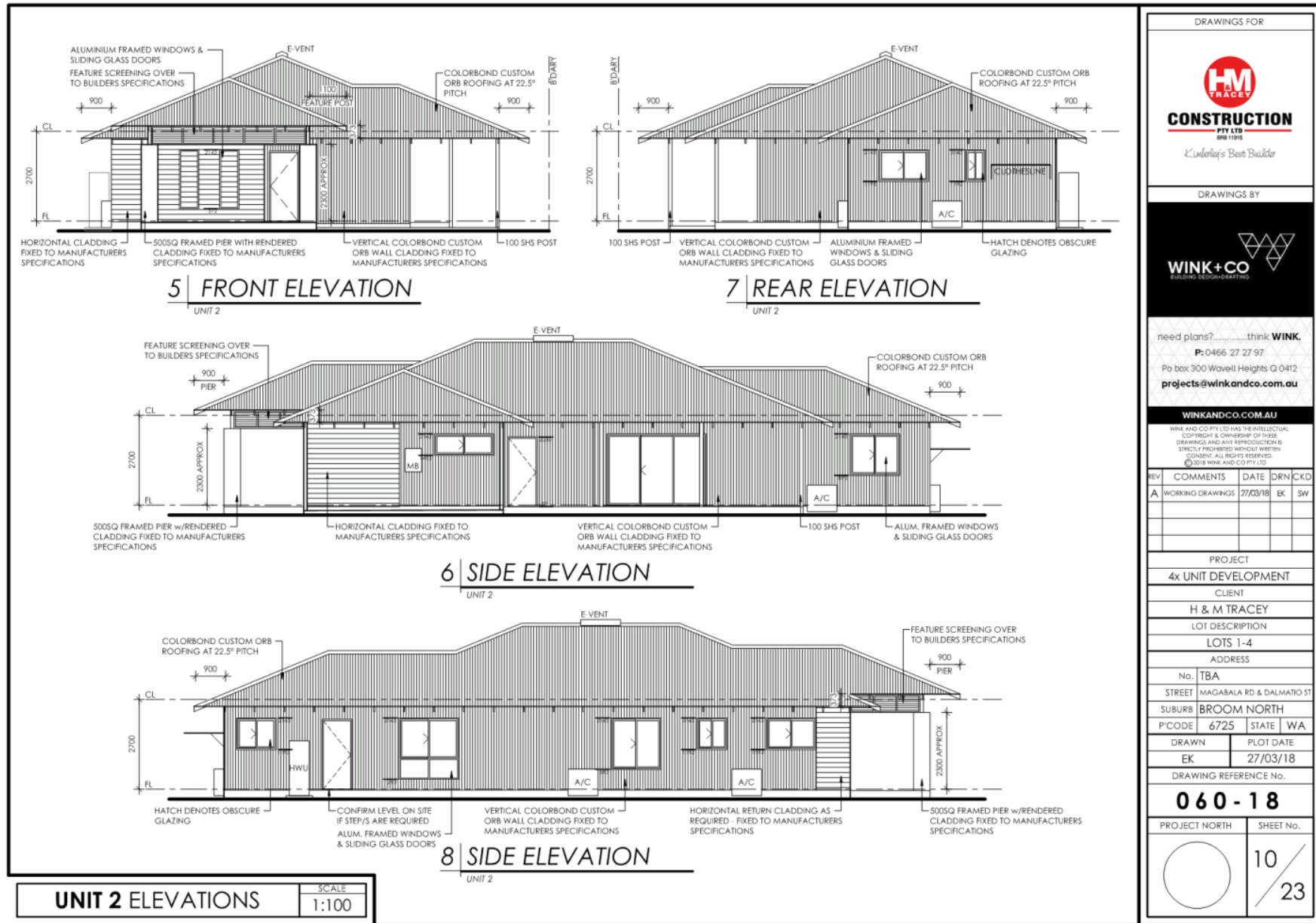
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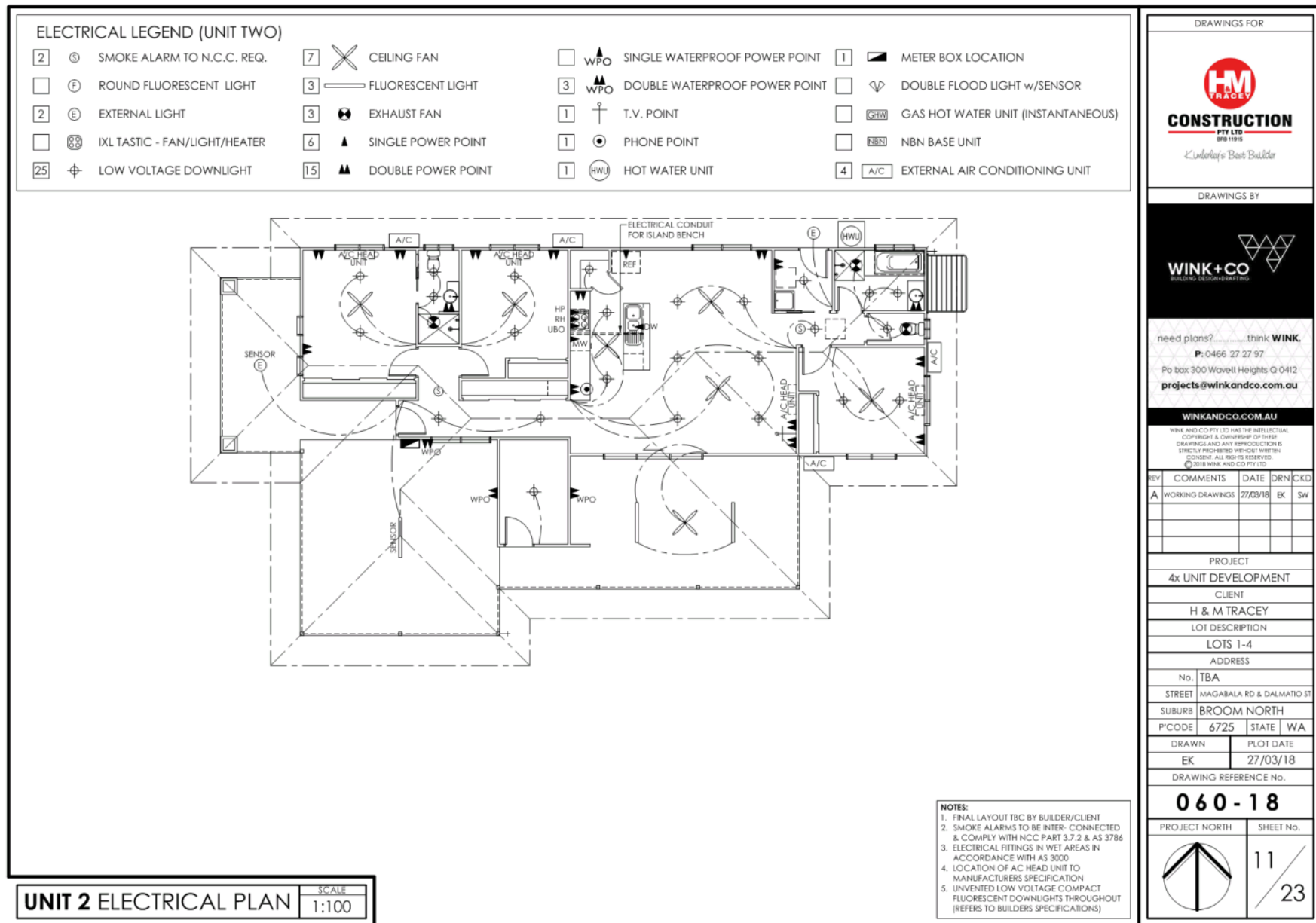












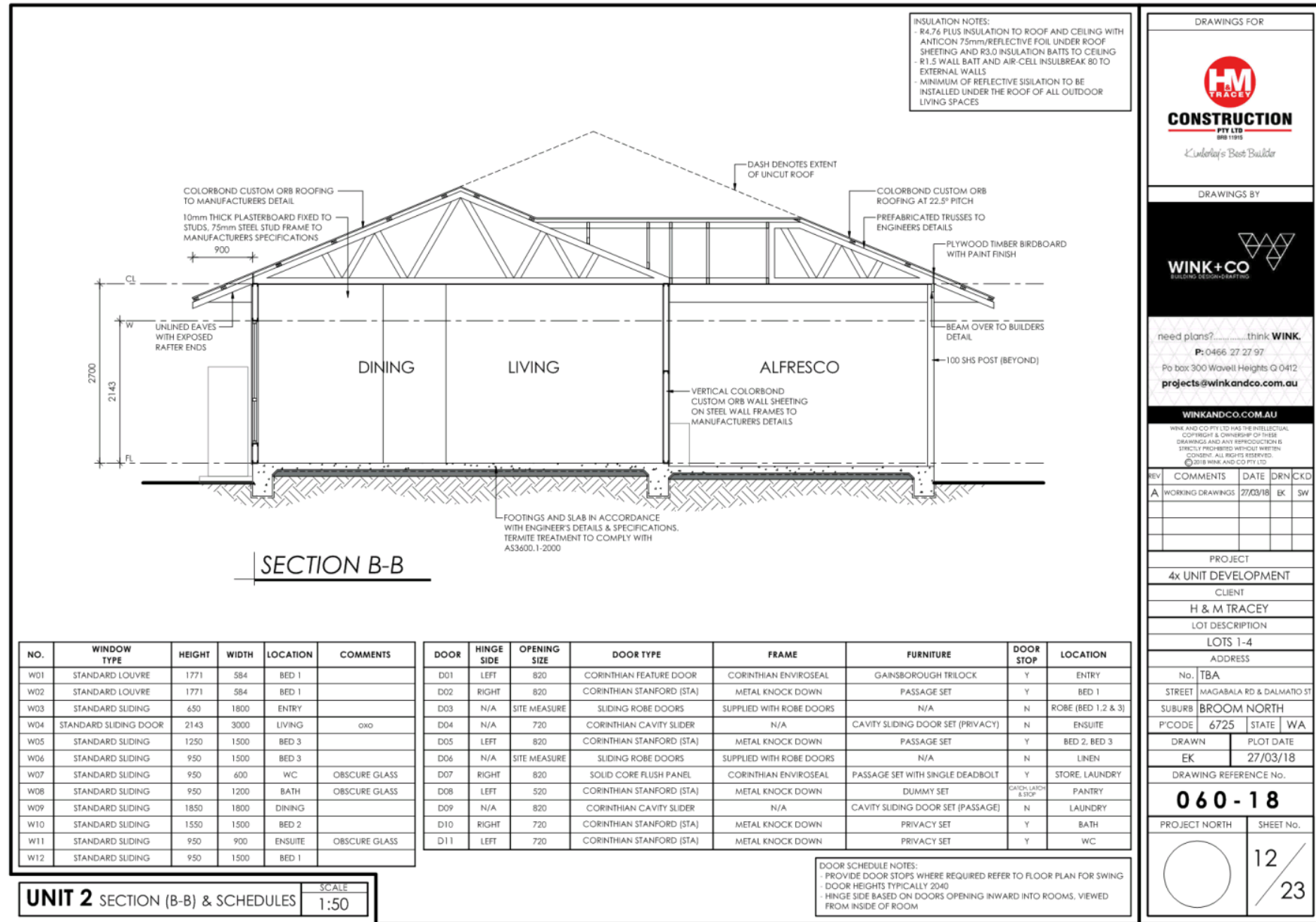
**UNIT 2 ELECTRICAL PLAN**

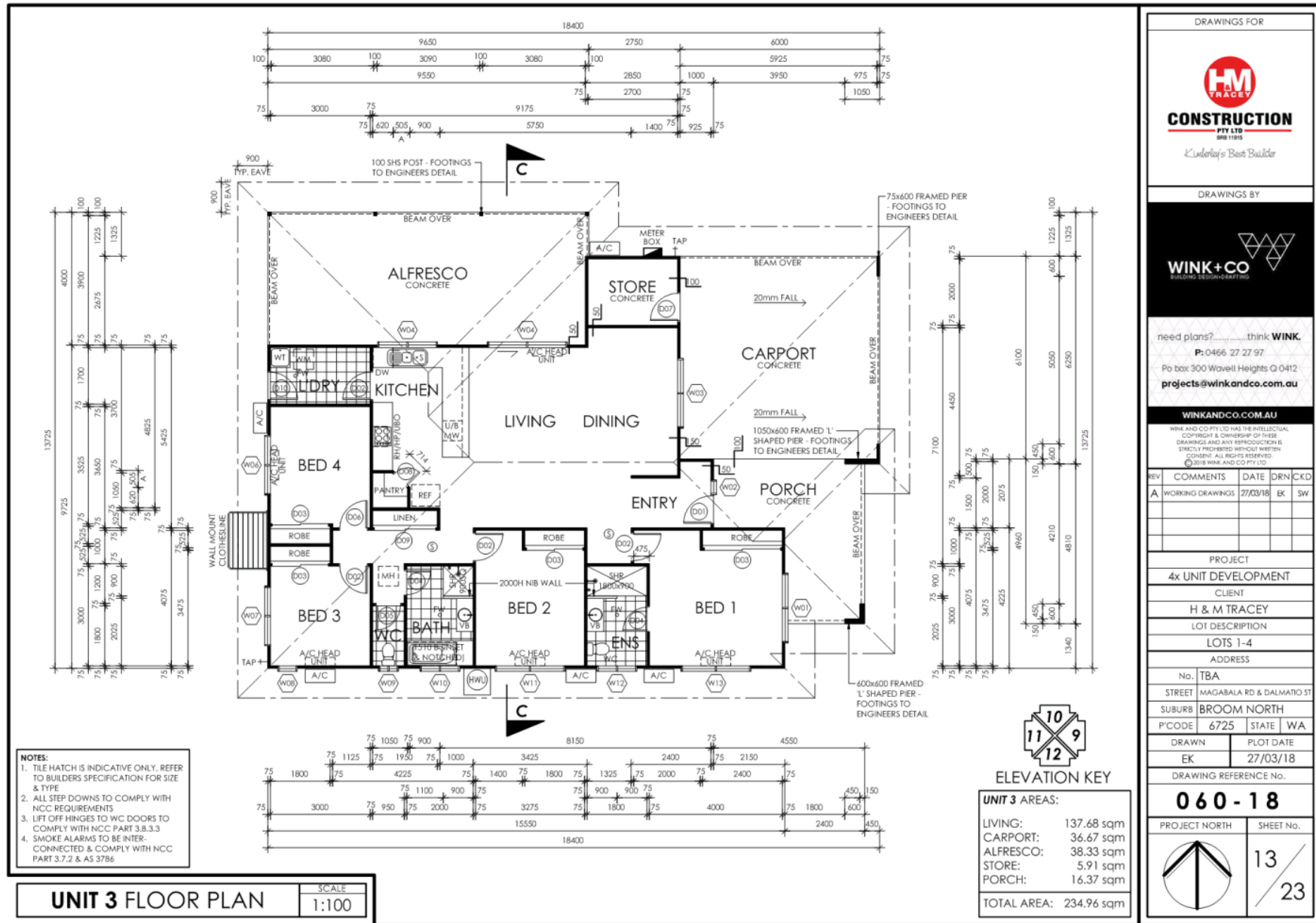
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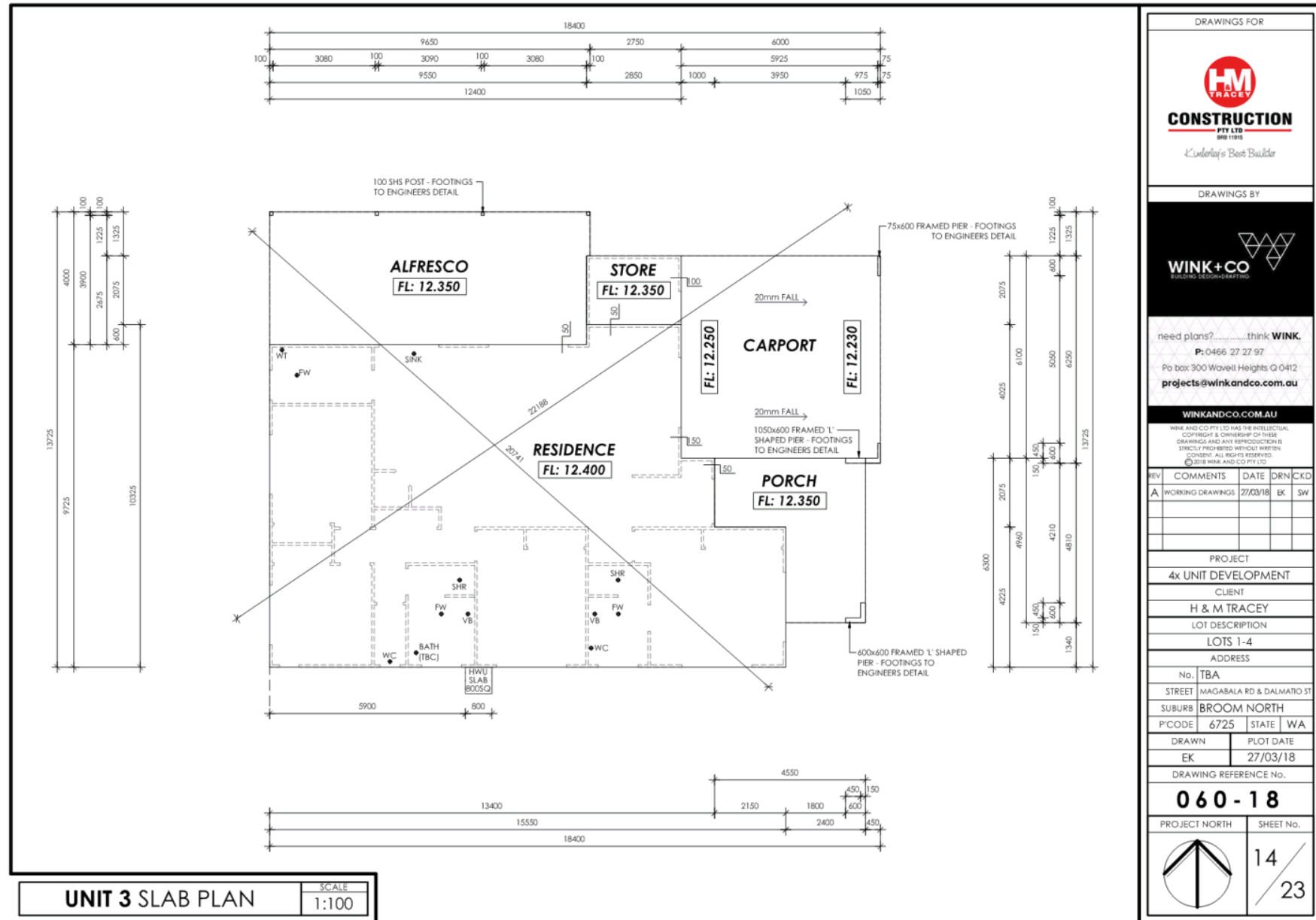
**NOTES:**

1. FINAL LAYOUT TRC BY BUILDER/CLIENT
2. SMOKE ALARMS TO BE INTER-CONNECTED & COMPLY WITH NCC PART 3.7.2 & AS 3786
3. ELECTRICAL FITTINGS IN WET AREAS IN ACCORDANCE WITH AS 3000
4. LOCATION OF AC HEAD UNIT TO MANUFACTURERS SPECIFICATION
5. UNVENTED LOW VOLTAGE COMPACT FLUORESCENT DOWNLIGHTS THROUGHOUT (REFERS TO BUILDERS SPECIFICATIONS)









DRAWINGS FOR

**H & M TRACEY CONSTRUCTION**  
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BIB 11915  
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REV	COMMENTS	DATE	DRN	CKD
A	WORKING DRAWINGS	27/03/18	EK	SW

PROJECT  
4x UNIT DEVELOPMENT

CLIENT  
H & M TRACEY

LOT DESCRIPTION  
LOTS 1-4

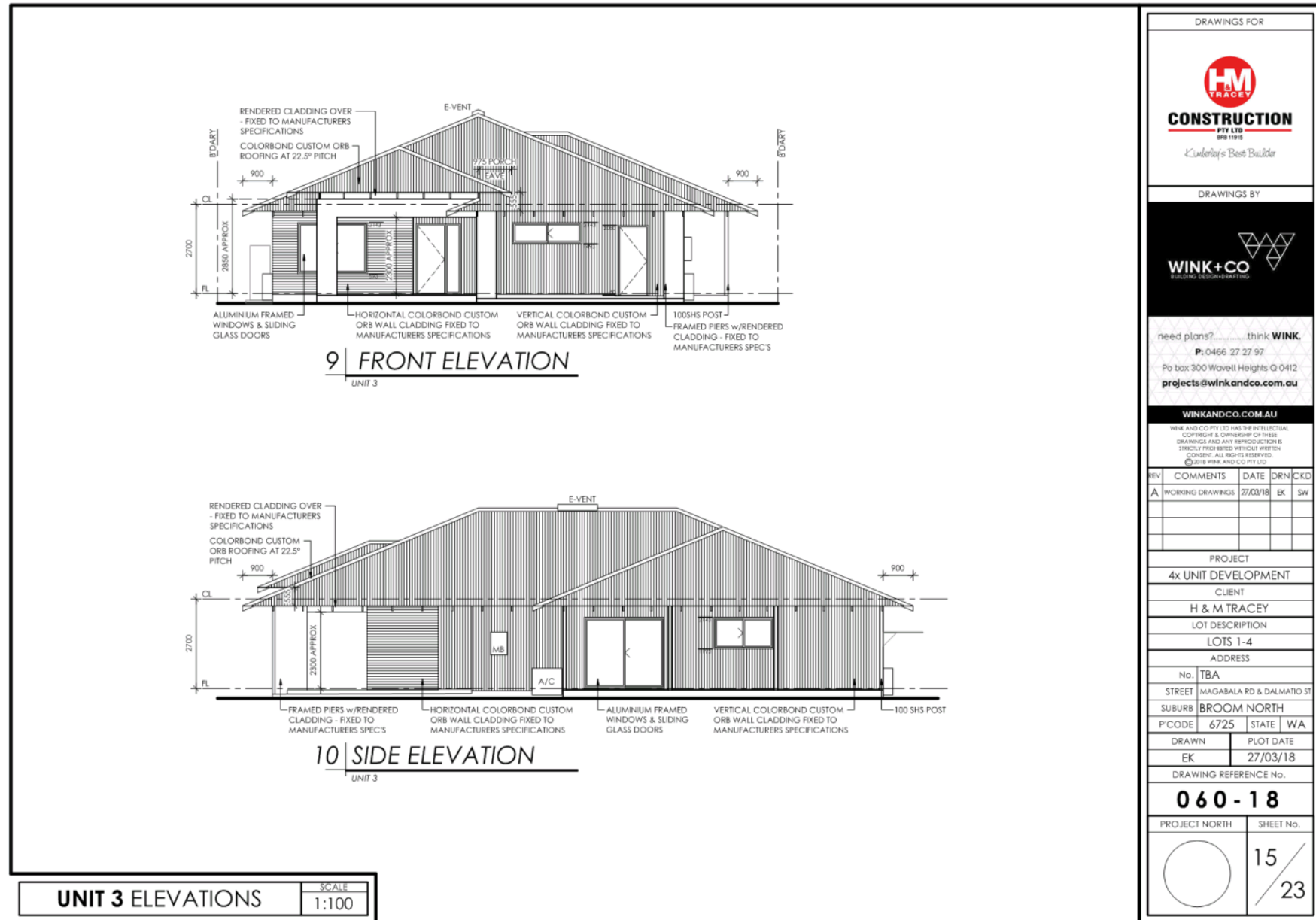
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No. TBA  
STREET MAGABALA RD & DALMATIO ST  
SUBURB BROOM NORTH  
P/CODE 6725 STATE WA

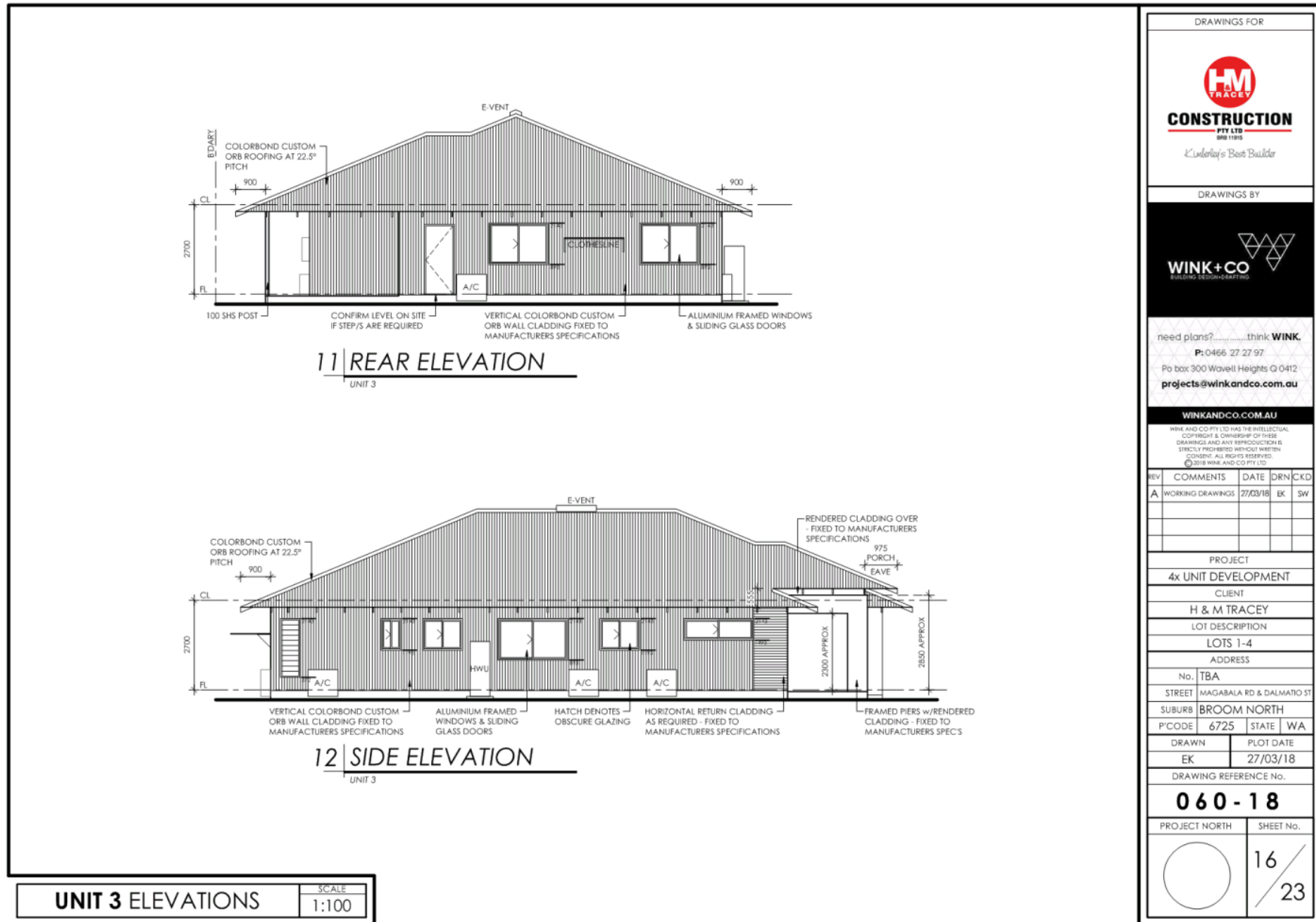
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EK

PLOT DATE  
27/03/18

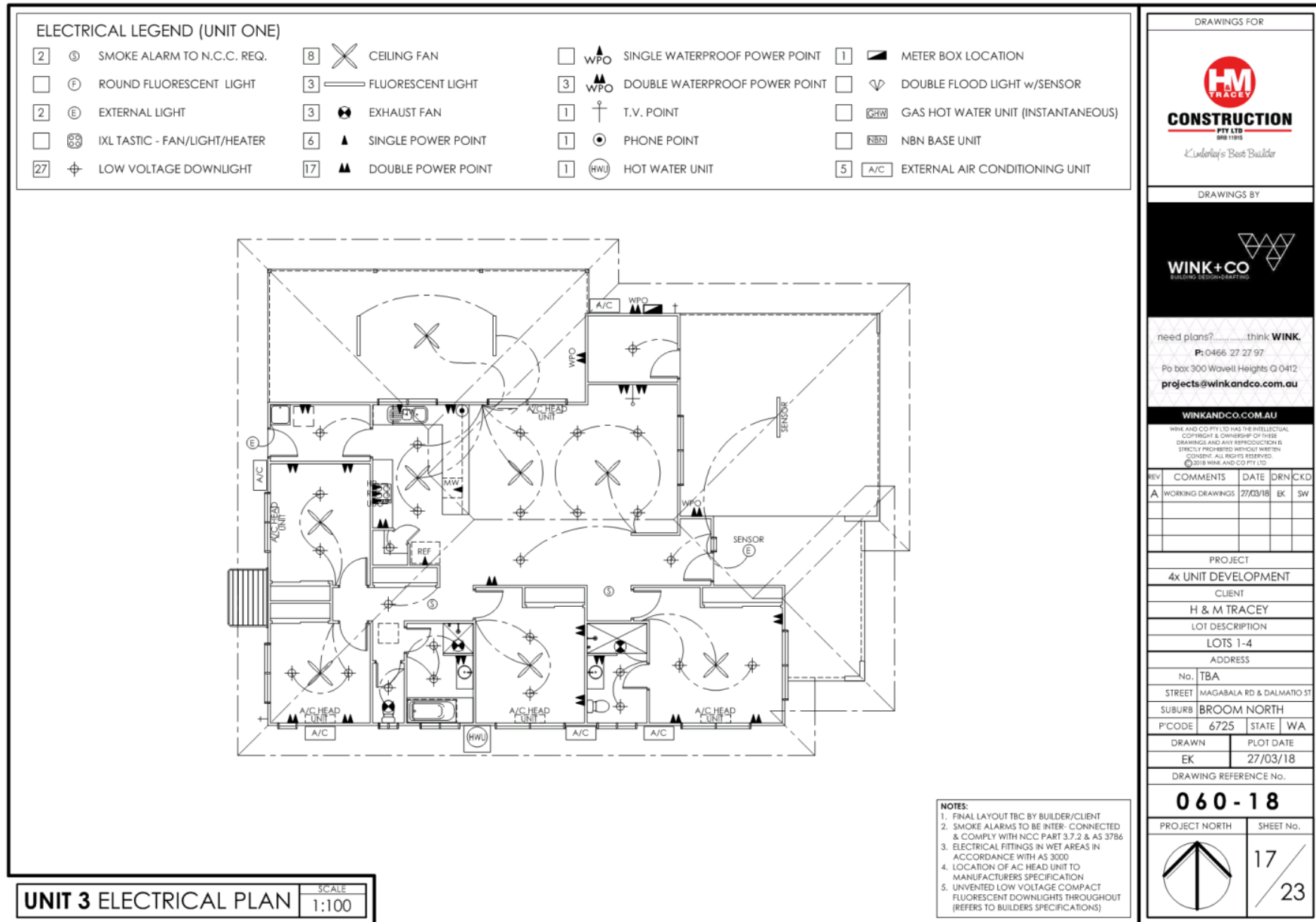
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**060-18**

PROJECT NORTH  
SHEET No.  
14/23









UNIT 3 ELECTRICAL PLAN

SCALE  
1:100

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REV	COMMENTS	DATE	DRN	CKD
A	WORKING DRAWINGS	27/03/18	EK	SW

PROJECT

4x UNIT DEVELOPMENT

CLIENT

H & M TRACEY

LOT DESCRIPTION

LOTS 1-4

ADDRESS

No. TBA

STREET MAGABALA RD & DALMATIO ST

SUBURB BROOM NORTH

P/CODE 6725 STATE WA

DRAWN EK	PLOT DATE 27/03/18
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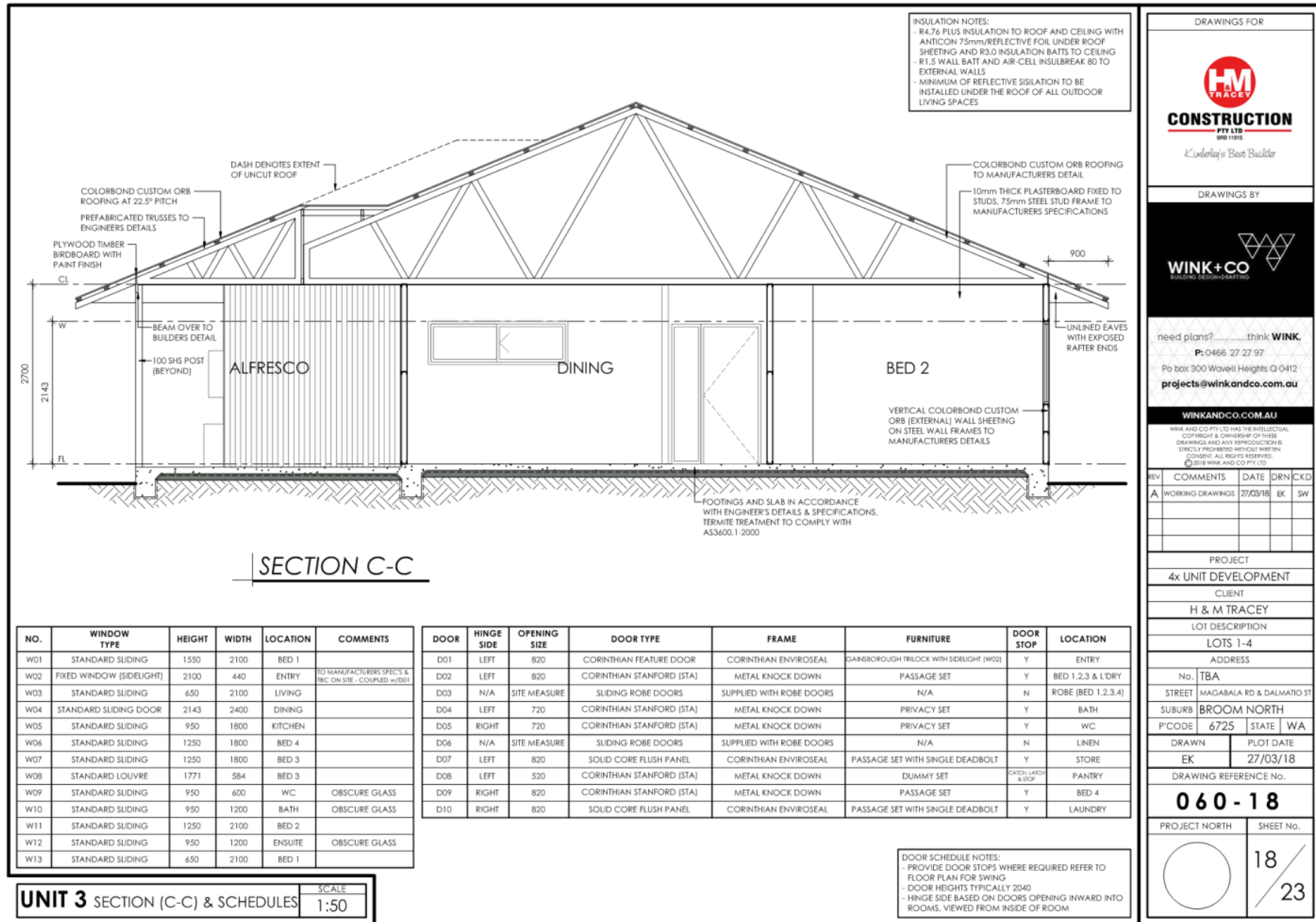
DRAWING REFERENCE No.

060-18

PROJECT NORTH	SHEET No.
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17/23



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REV	COMMENTS	DATE	DRN	CKD
A	WORKING DRAWINGS	27/03/18	EK	SW

PROJECT  
 4x UNIT DEVELOPMENT

CLIENT  
 H & M TRACEY

LOT DESCRIPTION  
 LOTS 1-4

ADDRESS  
 No. TBA  
 STREET MAGABALA RD & DALMATIO ST  
 SUBURB BROOM NORTH  
 P/CODE 6725 STATE WA

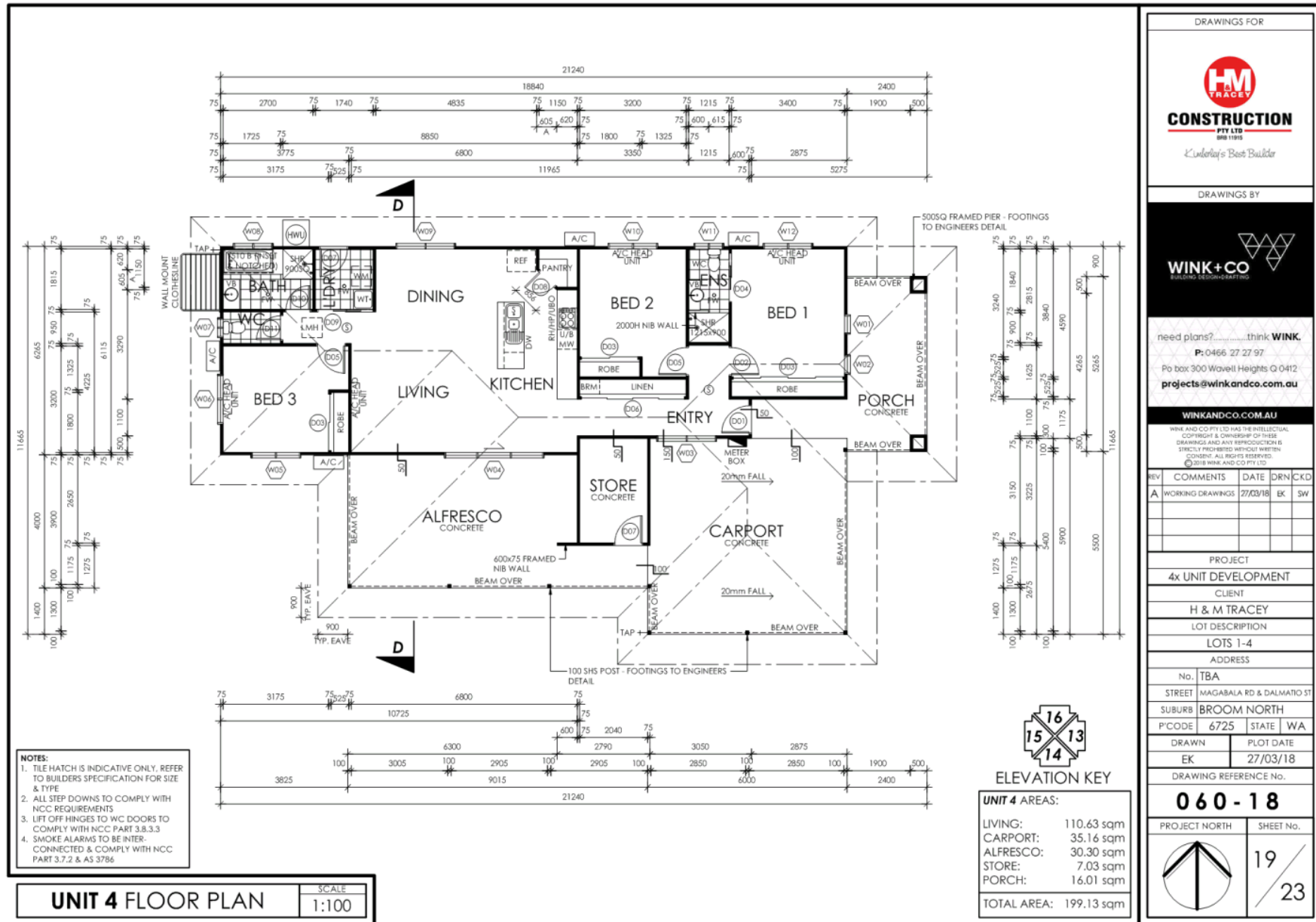
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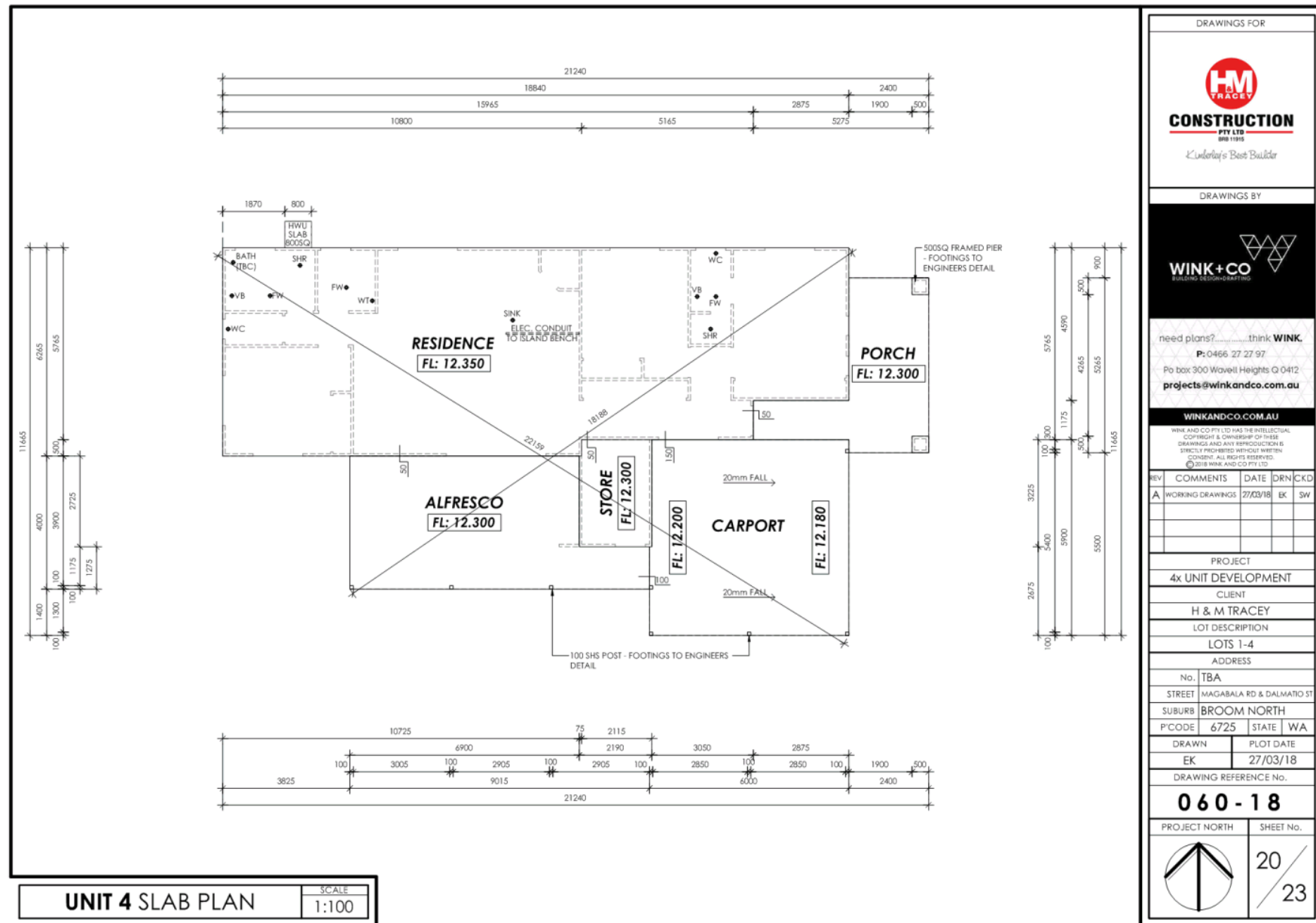
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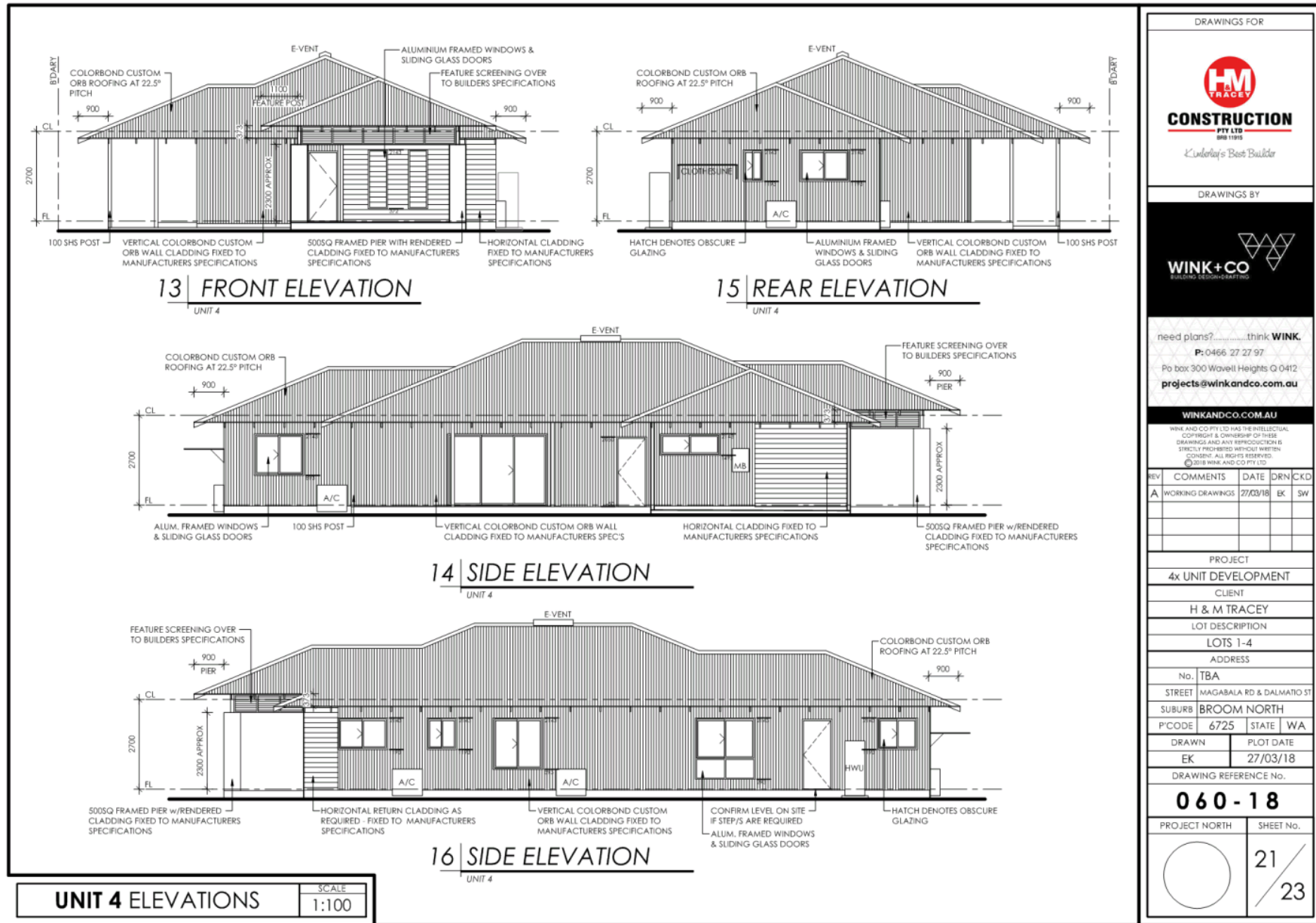
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**060-18**

PROJECT NORTH

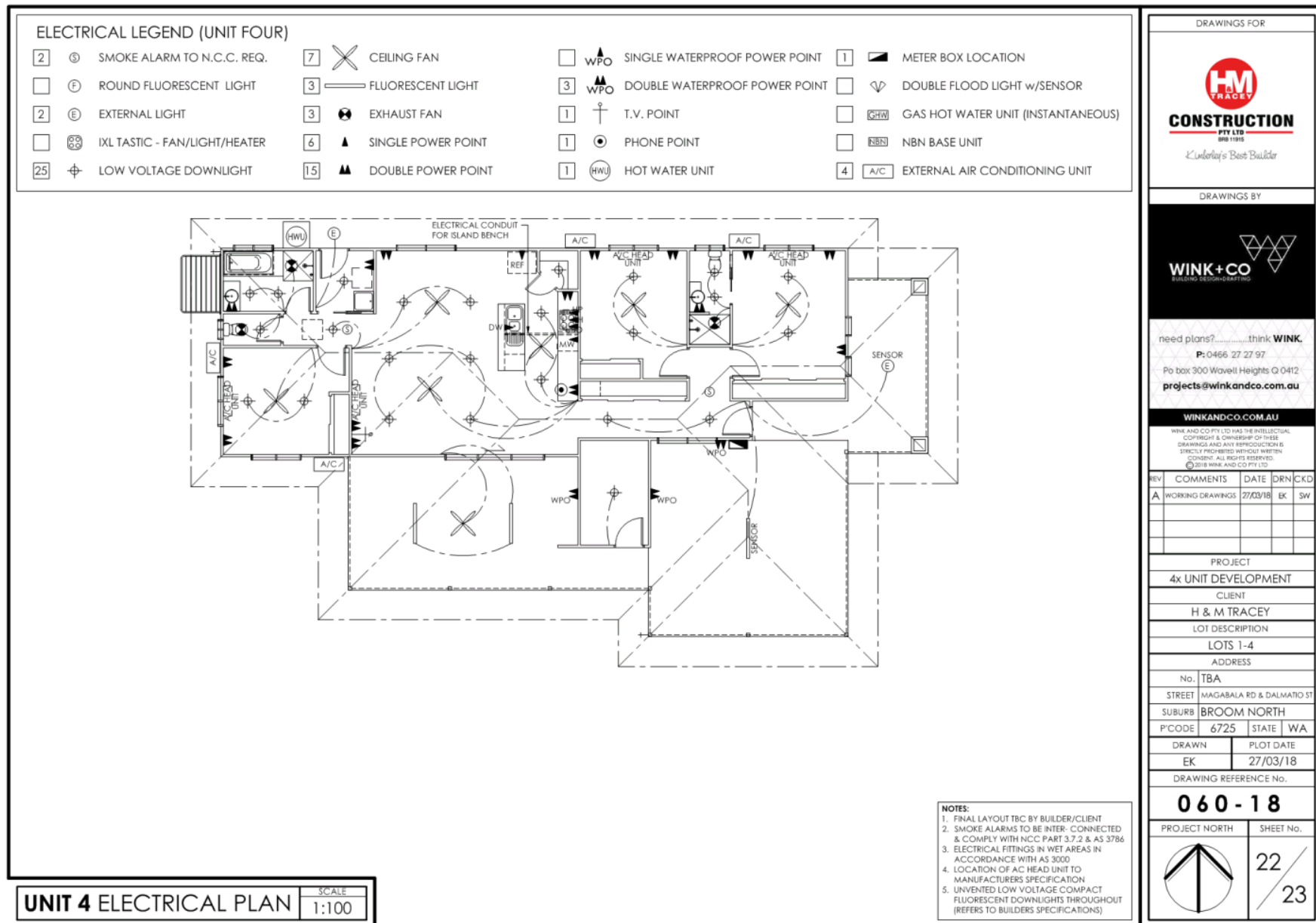
SHEET No.  
 18/23

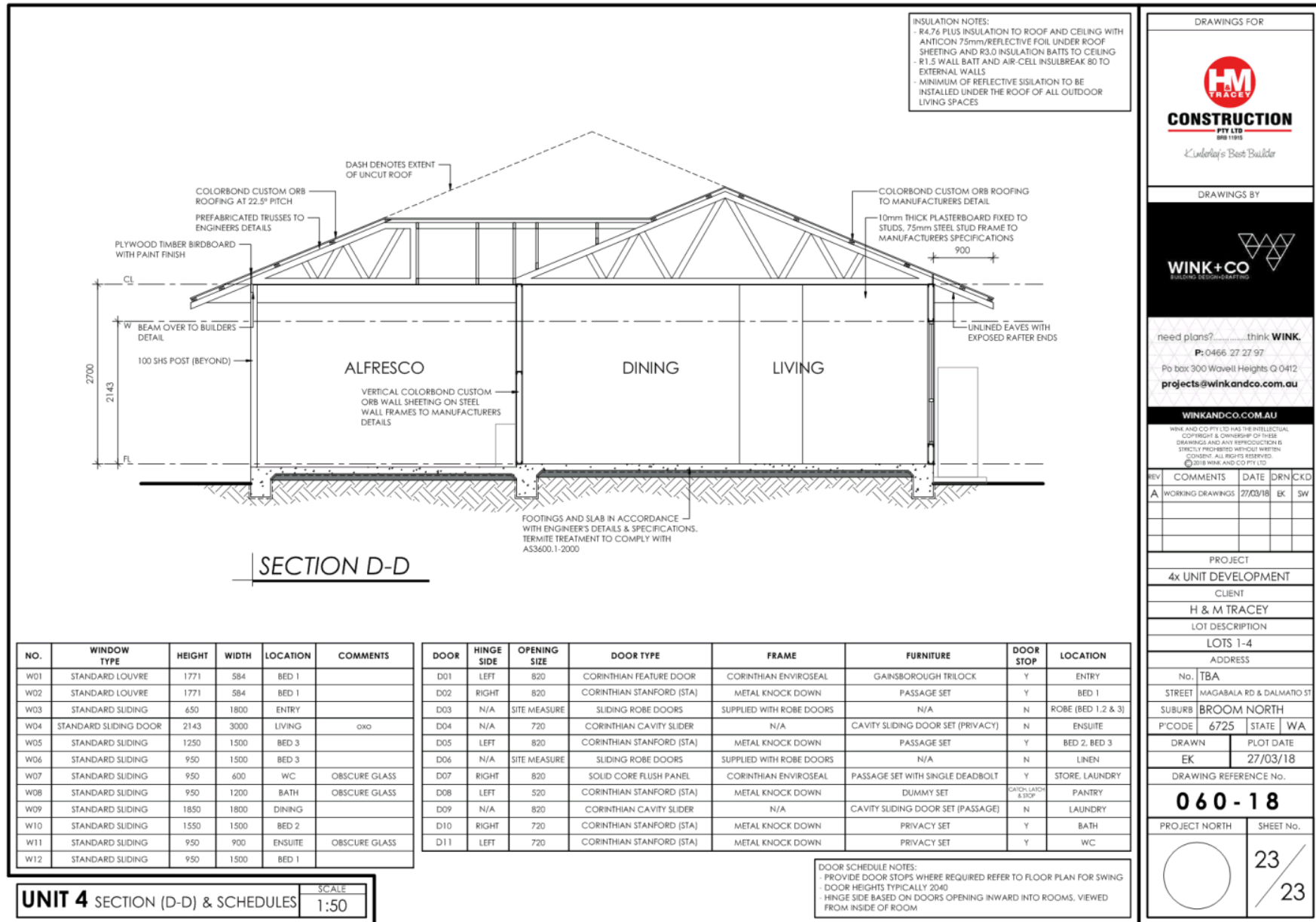












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REV	COMMENTS	DATE	DRN	CKD
A	WORKING DRAWINGS	27/03/18	EK	SW

PROJECT

4x UNIT DEVELOPMENT

CLIENT

H & M TRACEY

LOT DESCRIPTION

LOTS 1-4

ADDRESS

No. TBA

STREET MAGABALA RD & DALMATIO ST

SUBURB BROOM NORTH

P/CODE 6725 STATE WA

DRAWN PLOT DATE

EK 27/03/18

DRAWING REFERENCE No.

**060-18**

PROJECT NORTH SHEET No.

23

23



LANDCORP

**Our Ref:** A1582987  
**Enquiries:** 9482 7841  
**Date:** 3 April 2018

Owen Hightower  
RFF Australia  
PO Box 481  
Port Hedland WA 6721

Dear Owen,

**LOT 237 MAGABALA ROAD – PROPOSED REVISED DEVELOPMENT**

Further to our 30 January 2017 dated letter and recent discussions regarding the parking bay proposed to be lost due to the revised development of Lot 237 Magabala Road, LandCorp supports your point of view that the need for the additional parking bays around Lot 9007 (Local Centre Site) is diminished subsequent to the adoption of the new Broome Local Commercial Strategy.

During the development of Waranyjarri Estate and Blue Haze LIA Local Structure Plan, it was envisaged that Lot 9007 will be the home of a half/full line shopping centre, a community centre, various commercial and retail outlets surrounded by medium to high density residential lots.

Following the adoption of the new Local Commercial Strategy, which proposes a District Centre at the corner of Gubinge Road and Fairway Drive in lieu of Waranyjarri Local Centre, LandCorp is now planning to develop Lot 9007 in keeping with its surroundings and predominantly for low density residential use. Unfortunately, the work for this is not advanced enough to provide you a concept plan and/or relevant traffic assessments but it is reasonable to assume the demand for additional parking bays will be less under the new vision.

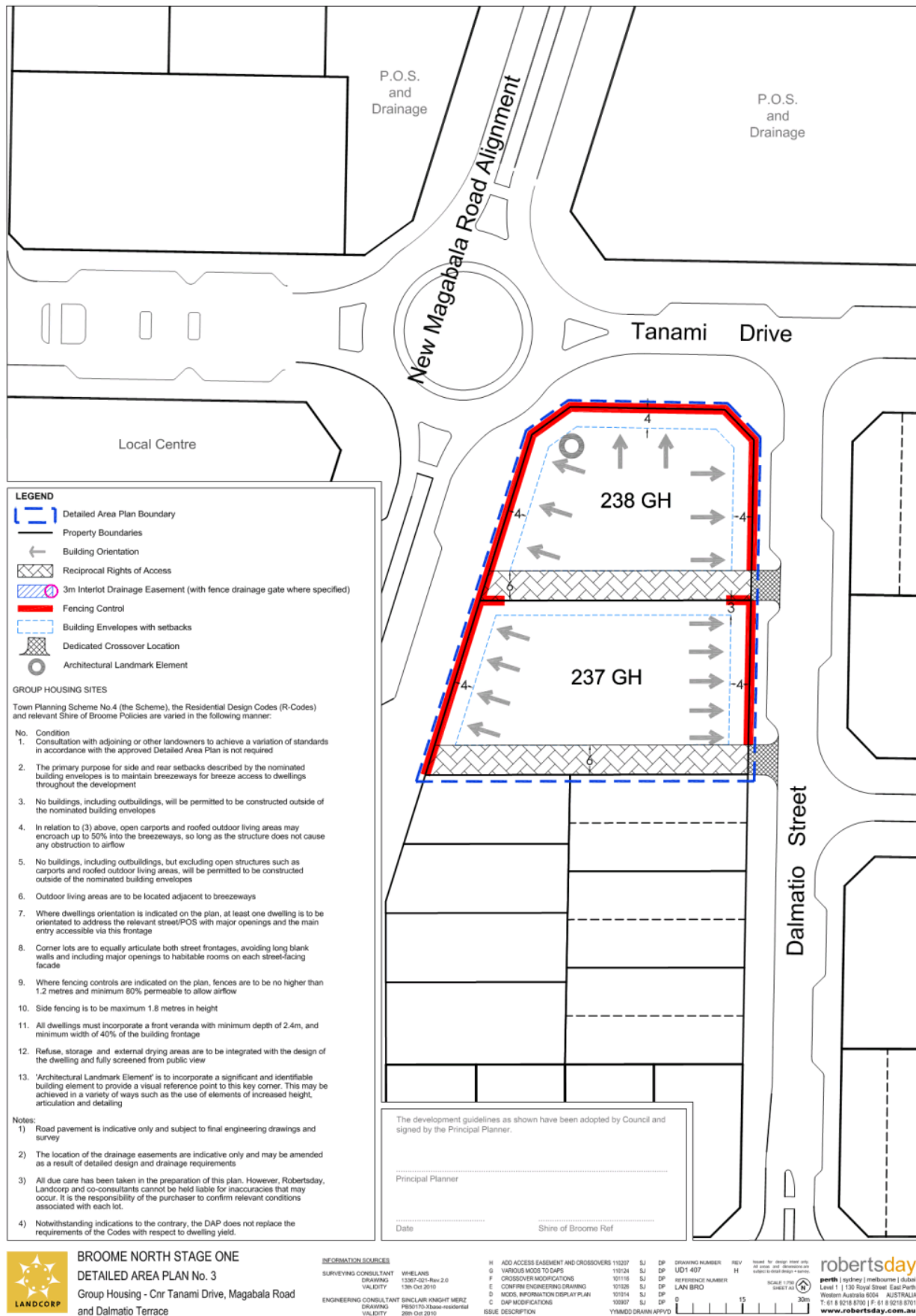
If you have any further queries, please do not hesitate to contact me.

Yours sincerely

Ertan Barkman  
Development Manager

**WESTERN AUSTRALIAN LAND AUTHORITY** ABN 34 868 192 835  
Level 6, Wesfarmers House, 40 The Esplanade, Perth Western Australia 6000  
Locked Bag 5, Perth Business Centre, Perth Western Australia 6849

**T** 08 9482 7499 **F** 08  
**E** landcorp@landcorp.  
landcorp.com.au



***This item and any attachments are confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(ii)) as it contains “a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government”, and section 5.23(2)((e)(iii)) as it contains “a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government”.***

#### **9.2.8 EVENTS, ECONOMIC AND TOURISM DEVELOPMENT FUNDING PROGRAM**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Various Applicants
<b>FILE:</b>	FIS10
<b>AUTHOR:</b>	Events and Economic Development Coordinator
<b>CONTRIBUTOR/S:</b>	Project Officer - Development and Community Manager Community and Economic Development
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	28 March 2018

**SUMMARY:** This report provides an overview of the applications received for funding support through the Economic, Events and Tourism Development Funding program for the 2018-2019 financial year. This item was originally presented to the Economic Development Advisory Committee but was withdrawn due to lack of quorum. It is therefore presented to for Council consideration and the allocation of funding.



# 9.3

## OUR PROSPERITY



### ***PRIORITY STATEMENT***

Our region has grown significantly over the past years in terms of population, economy and industry – this will continue! Balancing ecological sustainability with economic growth and retaining the 'look and feel' of Broome and its environs are an ongoing challenge for the region. Encouraging appropriate investment and business development opportunities to ensure a strong, diverse economic base is essential for community prosperity and the success of our future generations.

Focusing on developing clear pathways linking education with employment for our youth and the community at large is essential as we aim to retain our local people and continue to build a skilled and highly motivated workforce.

Business and Industry partnerships must be fostered to ensure sustainable economic growth is achieved, along with the provision of affordable and equitable services and infrastructure. Ensuring development meets community needs and legislative requirements whilst creating close community relationships and enhancing our understanding of local heritage and cultural issues will continue to be a major focus. The built environment must contribute to the economy, long term viability of the region and provide a quality lifestyle for all.

***This item and any attachments are confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(ii)) as it contains “a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government”.***

**9.3.1 REQUEST FOR TENDER 17/05 CONSTRUCTION OF CONCRETE FOOTPATHS AND CROSSOVERS**

<b>LOCATION/ADDRESS:</b>	Various locations within the Shire of Broome
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	17/05
<b>AUTHOR:</b>	Engineering Technical Officer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Infrastructure
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	6 March 2018

**SUMMARY:** This report considers tenders received for the construction of concrete footpaths and crossovers for various Shire of Broome projects and seeks adoption of the recommendations contained in the confidential tender evaluation report.

## OUR ORGANISATION



### ***PRIORITY STATEMENT***

Council will strive to create an environment where local governance is delivered in an open and accountable manner; where we provide leadership to the region in such areas as planning and financial management; where the community has the opportunity to contribute to the Council's decision making thereby fostering ownership of strategies and initiatives.

In delivering open, accountable and inclusive governance, we will be ever mindful that we operate within a highly regulated environment that requires a high level of compliance.

Council will strive to be the conduit between the other spheres of government and the community, translating State and Federal law, policy and practice into customer focussed, on ground service delivery that support's Broome's unique lifestyle.

The Region is experiencing significant change with Council dedicated to sound governance, effective leadership and innovation, and high quality services. Building organisational capacity is a priority with a commitment to delivering services to the community in a sustainable, effective and accountable way.

**9.4.1 MONTHLY PAYMENT LISTING - MARCH 2018**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	FRE02
<b>AUTHOR:</b>	Coordinator Financial Operations
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Manager Financial Services
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	11 April 2018

**SUMMARY:** This report recommends that Council receives the list of payments made under delegated authority, as per the attachment to this report for the month of March 2018.

**BACKGROUND**Previous Considerations

Nil

**COMMENT**

The Chief Executive Officer (CEO) has delegated authority to make payments from the Municipal and Trust funds in accordance with budget allocations.

The Shire provides payments to suppliers by either Electronic Funds Transfer (EFT), cheque, credit card or direct debit.

Attached is a list of all payments processed under delegated authority during the month of March 2018.

**CONSULTATION**

Nil

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

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;*
    - (b) *the amount of the payment; and*
    - (c) *the date of the payment; and*
    - (d) *sufficient information to identify the transaction.*

- (2) A list of accounts for approval to be paid is to be prepared each month showing —
  - (a) for each account which requires council authorisation in that month —
    - (i) the payee's name; and
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction; and
  - (b) the date of the meeting of the council to which the list is to be presented.
- (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.

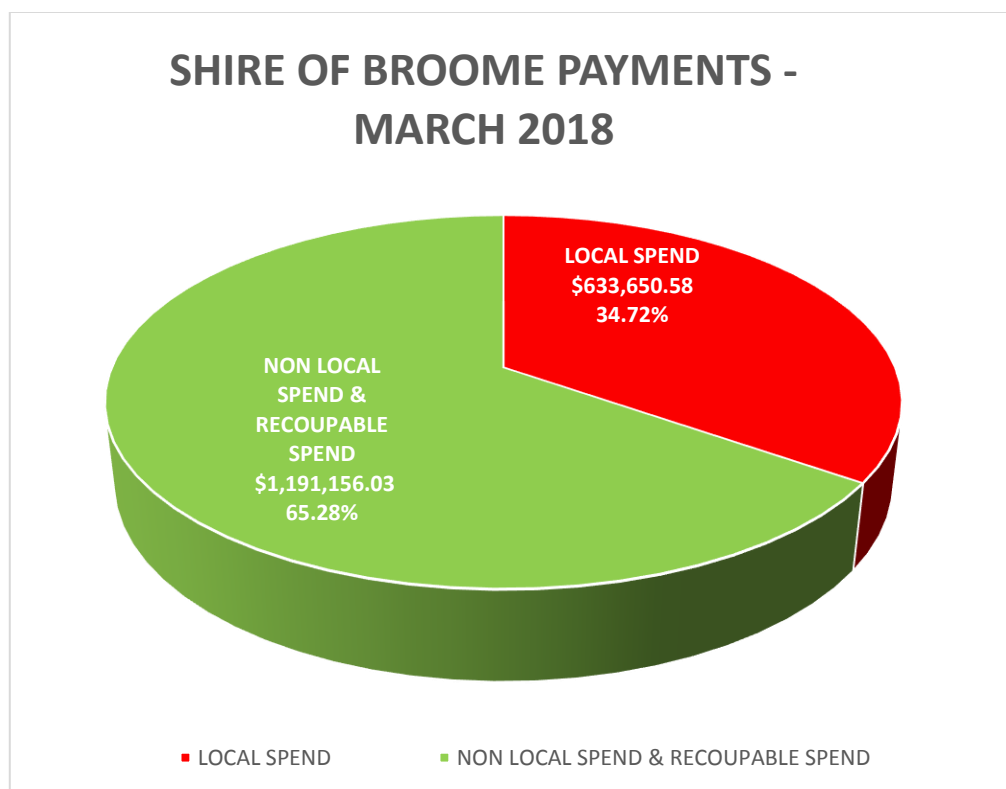
## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

List of payments made in accordance with budget and delegated authority.

Payments can also be analysed as follows:



The above graph shows the percentage of local spend in comparison to non-local and recoupable spend for the month of March 2018 after \$1,183,944.82 in personnel payments, \$142,912.26 in utilities & other non-local sole suppliers have been excluded.

## RISK

The risk of Council not adopting 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 IMPLICATIONS**

**Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:**

An organisational culture that strives for service excellence

Responsible resource allocation

Effective community engagement

Improved systems, processes and compliance

## **VOTING REQUIREMENTS**

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council receives the list of payments made from the Municipal and Trust Accounts in March 2018 totalling \$3,151,663.69 (Attachment 1) in accordance with the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996 covering:*

- EFT Vouchers 44173 – 44677 totalling \$2,309,352.22;*
- Municipal Cheque Vouchers 57511 – 57514 totalling \$418.20;*
- Trust Cheque Voucher 3446 - 3446 totalling \$3,288.75;*
- Credit Card Payments & Municipal Direct Debits DD23883.1– DD24176.50 totalling \$838,604.52; and*
- Notes the local spend included in the amount above totals \$633,650.58, 34.72% of total payments excluding personnel and utility and other external sole supplier costs.*

## **Attachments**

1. Monthly Payment Listing March 2018
2. Local Spend Payment Listing March 2018

Part 5. Division 4. Section 5.42 Delegation of some powers to CEO. Sub Section Finance Management Regulation 12.

Each payment must show on a list the payees name, the amount of the payment, the date of the payment and sufficient information to identify the transaction.

This report incorporates the Delegation of Authority (Administration Regulation 19)

PAYMENTS BY EFT & CHEQUE & FROM TRUST - MARCH 2018					
MUNICIPAL ELECTRONIC TRANSFER - MARCH 2018					
EFT	Date	Name	Description	Amount	Del Auth
EFT44173	01/03/2018	RHONDDA AGNES CHAPPELL	Reimbursement- Events	1844.44	MFS
EFT44174	01/03/2018	BROOME NORTH PRIMARY SCHOOL	Sponsorship- Development & Community	1000.00	MFS
EFT44175	01/03/2018	BRUCE RUDEFORTH	Councillor Sitting Fee- MAR 18	1733.33	MFS
EFT44176	01/03/2018	CATHERINE AGNES FAIRLEY MARRIOTT	Councillor Sitting Fee- MAR 18	1733.33	MFS
EFT44177	01/03/2018	CHRISTOPHER RALPH MITCHELL	Councillor Sitting Fee- MAR 18	1733.33	MFS
EFT44178	01/03/2018	DESIREE MALE	Councillor Sitting Fee- MAR 18	2713.42	MFS
EFT44179	01/03/2018	ELSTA REGINA FOY	Councillor Sitting Fee- MAR 18	1733.33	MFS
EFT44180	01/03/2018	HAROLD NORMAN TRACEY	Councillor Sitting Fee- MAR 18	6143.75	MFS
EFT44181	01/03/2018	MALA PREM-OCEAN SKY FAIRBORN	Councillor Sitting Fee- MAR 18	1733.33	MFS
EFT44182	01/03/2018	PHILIP FRANCIS MATSUMOTO	Councillor Sitting Fee- MAR 18	1733.33	MFS
EFT44183	01/03/2018	WARREN THOMAS FRYER	Councillor Sitting Fee- MAR 18	1733.33	MFS
EFT44184	01/03/2018	SALARY & WAGES	Payroll S & W	225.00	MFS
EFT44185	01/03/2018	AUSTRALIAN TAXATION OFFICE	PAYG	107293.27	MFS
EFT44186	01/03/2018	SALARY & WAGES	Payroll S & W	600.00	MFS
EFT44187	01/03/2018	SALARY & WAGES	Payroll S & W	380.00	MFS
EFT44188	01/03/2018	SALARY & WAGES	Payroll S & W	720.00	MFS
EFT44189	01/03/2018	SALARY & WAGES	Payroll S & W	681.43	MFS
EFT44190	01/03/2018	SALARY & WAGES	Payroll S & W	500.00	MFS
EFT44191	01/03/2018	SALARY & WAGES	Payroll S & W	152.60	MFS
EFT44192	01/03/2018	SALARY & WAGES	Payroll S & W	364.00	MFS
EFT44193	01/03/2018	SALARY & WAGES	Payroll S & W	420.00	MFS
EFT44194	01/03/2018	SALARY & WAGES	Payroll S & W	667.21	MFS
EFT44195	01/03/2018	SALARY & WAGES	Payroll S & W	761.31	MFS
EFT44196	01/03/2018	SALARY & WAGES	Payroll S & W	540.18	MFS
EFT44197	01/03/2018	SALARY & WAGES	Payroll S & W	400.00	MFS
EFT44198	01/03/2018	SALARY & WAGES	Payroll S & W	175.00	MFS
EFT44199	01/03/2018	SALARY & WAGES	Payroll S & W	450.00	MFS
EFT44200	01/03/2018	SALARY & WAGES	Payroll S & W	625.72	MFS

EFT44201	01/03/2018	SALARY & WAGES	Payroll S & W	156.97	MFS
EFT44202	01/03/2018	SALARY & WAGES	Payroll S & W	340.00	MFS
EFT44203	01/03/2018	SALARY & WAGES	Payroll S & W	425.00	MFS
EFT44204	01/03/2018	SALARY & WAGES	Payroll S & W	549.52	MFS
EFT44205	01/03/2018	SALARY & WAGES	Payroll S & W	386.39	MFS
EFT44206	01/03/2018	SALARY & WAGES	Payroll S & W	2302.86	MFS
EFT44207	01/03/2018	SALARY & WAGES	Payroll S & W	662.65	MFS
EFT44214	02/03/2018	SALARY & WAGES	Payroll S & W	313063.35	MFS
EFT44215	07/03/2018	BUNNINGS BROOME	Stock purchase- Depot	1849.71	MFS
EFT44216	07/03/2018	COLES SUPERMARKETS - CHINATOWN, S324	Consumables- BRAC	744.22	MFS
EFT44217	07/03/2018	CITY OF SWAN	GIS Labour- IT	7769.83	MFS
EFT44218	07/03/2018	FLEET LOGISTICS PTY LTD (EZY2C)	Website subscription renewal- IT	8255.28	MFS
EFT44219	07/03/2018	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Temporary staff- Rangers	8658.32	MFS
EFT44220	07/03/2018	MUDMAP STUDIO	Consultant expenses (Gwarinman Memorial)- Infrastructure	2750.00	MFS
EFT44221	07/03/2018	STAR DESIGN & DRAFTING	Construction plan- Property	600.00	MFS
EFT44222	07/03/2018	AIR LIQUIDE AUSTRALIA LIMITED	Consumables - Workshop	26.06	MFS
EFT44223	07/03/2018	ALL WEST BUILDING APPROVALS PTY LTD	Certificate of design compliance- Building Department	110.00	MFS
EFT44224	07/03/2018	BAILEY WATER	Pump repairs- Town Beach Water Park	166.32	MFS
EFT44225	07/03/2018	BEINGTHERE SOLUTIONS PTY LTD	Licensing- IT	2145.00	MFS
EFT44226	07/03/2018	BEST KIMBERLEY COMPUTING	Copier Charges - IT	1011.00	MFS
EFT44228	07/03/2018	BP AUSTRALIA PTY LTD - FUEL	Fuel- Depot	14672.46	MFS
EFT44229	07/03/2018	BROOME BOLT SUPPLIES WA PTY LTD	Stock purchase- Depot	1080.75	MFS
EFT44230	07/03/2018	BROOME DIESEL & HYDRAULIC SERVICE	Hydraulic hose- Workshop	487.50	MFS
EFT44231	07/03/2018	BROOME MOTORS	Vehicle parts- Workshop	587.45	MFS
EFT44232	07/03/2018	BROOME PROGRESSIVE SUPPLIES	Consumables- Depot	1388.61	MFS
EFT44233	07/03/2018	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Vehicle parts- Workshop	933.50	MFS

EFT44234	07/03/2018	BROOME TREE & PALM SERVICE	Tree lopping(Male Oval)- P&G	330.00	MFS
EFT44235	07/03/2018	BROOME VETERINARY HOSPITAL	Boarding, veterinary & euthanasia-Rangers	5750.00	MFS
EFT44236	07/03/2018	CABLE BEACH TYRE SERVICE PTY LTD	Tyres- Workshop	3255.00	MFS
EFT44237	07/03/2018	CENTURION TRANSPORT	Freight - Library	70.66	MFS
EFT44238	07/03/2018	CLARITY COMMUNICATIONS	Electronic direct mail- Media	114.88	MFS
EFT44239	07/03/2018	CLEMENTSON STREET ACCIDENT REPAIR CENTRE	Vehicle repairs- Workshop	500.00	MFS
EFT44240	07/03/2018	COAST & COUNTRY ELECTRICS	Generator servicing- BRAC	942.48	MFS
EFT44241	07/03/2018	COCA COLA AMATIL (HOLDINGS) LTD	Kiosk stock - BRAC	441.71	MFS
EFT44242	07/03/2018	DC DATA COMMS	Equipment repair- WMF	132.00	MFS
EFT44243	07/03/2018	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Vehicle repairs- Works	1502.75	MFS
EFT44244	07/03/2018	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning services- BRAC	5865.29	MFS
EFT44245	07/03/2018	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight- Depot	86.94	MFS
EFT44247	07/03/2018	BROOME TOXFREE	Kerbside collections (RFQ14-01)- WMF	72041.25	MFS
EFT44248	07/03/2018	HARMONY HORTICULTURE	Cyclone maintenance- Property & building	275.00	MFS
EFT44249	07/03/2018	J BLACKWOOD & SON T/AS BLACKWOODS	Material purchase- Depot	842.41	MFS
EFT44250	07/03/2018	JR & A HERSEY PTY LTD	Material purchase- Depot	451.44	MFS
EFT44251	07/03/2018	JTAGZ PTY LTD	Animal tags- Rangers	341.00	MFS
EFT44252	07/03/2018	KIMBERLEY CAMPING & OUTBACK SUPPLIES	Protective clothing- Depot	385.95	MFS
EFT44253	07/03/2018	GOLDLINE DISTRIBUTORS (KIMBERLEY DISTRIBUTORS)	Kiosk stock- BRAC	384.90	MFS

EFT44254	07/03/2018	KIMBERLEY GOLD PURE DRINKING WATER	Water- Administration office	57.00	MFS
EFT44255	07/03/2018	HERBERT SMITH FREEHILLS	Legal expenses - Matter no 8254275	3708.97	MFS
EFT44256	07/03/2018	T - QUIP	Vehicle parts- P&G	100.50	MFS
EFT44257	07/03/2018	TAPPED PLUMBING & GAS PTY LTD	Reactive maintenance- Building	292.05	MFS
EFT44258	07/03/2018	TECHNOLOGY ONE LTD	Software Support - IT	1980.00	MFS
EFT44259	07/03/2018	TERRITORY RURAL BROOME	Stock purchase- Depot	2405.85	MFS
EFT44260	07/03/2018	THINK WATER BROOME	Reticulation parts- Depot	473.36	MFS
EFT44261	07/03/2018	TOLL IPEC PTY LTD	Freight- Library	31.71	MFS
EFT44262	07/03/2018	TRADELINK PLUMBING SUPPLIES	Safety equipment- Depot	307.47	MFS
EFT44263	07/03/2018	VANDERFIELD PTY LTD	Materials- Depot	601.59	MFS
EFT44264	07/03/2018	360 ENVIRONMENTAL PTY LTD	Consultant expenses (Town beach seawall)- Infrastructure	5280.00	MFS
EFT44265	07/03/2018	ALL VALVE INDUSTRIES PTY LTD	Reticulation parts- P&G	633.94	MFS
EFT44266	07/03/2018	HARRISON RILEY WASS	Swim teacher- BRAC	1914.00	MFS
EFT44267	07/03/2018	LACHLAN BIRCH PAINTING SERVICES	Maintenance, Painting - Building	467.50	MFS
EFT44268	07/03/2018	LANDMARK OPERATIONS LTD	Fertiliser- P&G	1331.00	MFS
EFT44269	07/03/2018	LO-GO APPOINTMENTS	Labour hire - Infrastructure	19562.41	MFS
EFT44270	07/03/2018	M P ROGERS & ASSOCIATES PTY LTD	Consultant expenses- Infrastructure	2328.33	MFS
EFT44271	07/03/2018	MCCORRY BROWN EARTHMOVING PTY LTD	Plant hire - Infrastructure	68700.84	MFS
EFT44272	07/03/2018	MCMULLEN NOLAN GROUP PTY LTD (MNG)	Consultant expenses - Infrastructure	1996.50	MFS
EFT44273	07/03/2018	MILLS OAKLEY LAWYERS	Legal expenses- HR	495.00	MFS
EFT44274	07/03/2018	NORTH WEST COAST SECURITY	Security - Various Shire Sites	7443.16	MFS
EFT44275	07/03/2018	NORTH WEST STRATA SERVICES	Quarterly admin fee- Shire staff housing	566.25	MFS



EFT44276	08/03/2018	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges - Various Shire locations	74497.13	MFS
EFT44277	08/03/2018	ALL WEST BUILDING APPROVALS PTY LTD	Certificate of Design Compliance- Building	82.50	MFS
EFT44278	08/03/2018	ANDREW BLACK LANDSCAPES	Garden maintenance- Property	706.00	MFS
EFT44279	08/03/2018	AVERY AIRCONDITIONING PTY LTD	Air-conditioning maintenance- Property & building	287.50	MFS
EFT44280	08/03/2018	BANDIT TREE EQUIPMENT	Vehicle parts- Workshop	1072.80	MFS
EFT44281	08/03/2018	BMT CONSTRUCTIONS	Building Maintenance- Property	1811.70	MFS
EFT44282	08/03/2018	BOC LIMITED	Oxygen- Environmental Health	77.33	MFS
EFT44283	08/03/2018	BP AUSTRALIA PTY LTD - FUEL	Fuel- Depot	16069.15	MFS
EFT44284	08/03/2018	BP BROOME CENTRAL & TYREPLUS BROOME	Fuel- Depot	311.41	MFS
EFT44285	08/03/2018	BROOME DIESEL & HYDRAULIC SERVICE	Small equipment maintenance- Depot	238.70	MFS
EFT44286	08/03/2018	BROOME DOCTORS PRACTICE PTY LTD	Recruitment expenses- HR	214.50	MFS
EFT44287	08/03/2018	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Equipment parts- Depot	1210.30	MFS
EFT44288	08/03/2018	BROOME SMALL MAINTENANCE SERVICES	Renovation work - Admin building	291.00	MFS
EFT44289	08/03/2018	BROOME VOLUNTEER FIRE & RESCUE SERVICE	Australia Day activities- Community	250.00	MFS
EFT44290	08/03/2018	PETER JAMES MCBRIDE	Reimbursement of study assistance- HR	1324.00	MFS
EFT44291	08/03/2018	VIVA ENERGY AUSTRALIA	Fuel card purchases (01/01/2018 - 31/01/2018)	16.50	MFS
EFT44292	08/03/2018	DIRECTCOMMS PTY LTD	Annual maintenance SMS service- Library	34.49	MFS
EFT44293	08/03/2018	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Battery- Workshop	442.55	MFS
EFT44294	08/03/2018	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning expenses- Various Shire sites	49634.06	MFS

EFT44295	08/03/2018	FULTON HOGAN INDUSTRIES PTY LTD / PIONEER ROAD SERVICES	Stock purchase- Depot	1795.20	MFS
EFT44296	08/03/2018	HARVEY NORMAN AV/IT SUPERSTORE BROOME	Small equipment- BRAC	69.00	MFS
EFT44297	08/03/2018	NORTH WEST COAST SECURITY	Security- Various Shire Sites	7281.18	MFS
EFT44298	08/03/2018	NYAMBA BURU YAWURU LTD	Welcome to Country event - Australia Day Community Breakfast	681.00	MFS
EFT44299	08/03/2018	BOUNCIN' IN BROOME	Australia Day- Development & Community	1650.00	MFS
EFT44300	09/03/2018	AMPAC DEBT RECOVERY WA PTY LTD	Debt collection service charges (RFQ17/48)- Rates	1650.00	MFS
EFT44301	09/03/2018	CLARE JANE MARQUIS	Reimbursement- BRAC	150.00	MFS
EFT44302	09/03/2018	DRAG TERRITORY	Performance fees- Civic Centre	2770.00	MFS
EFT44303	09/03/2018	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight- Depot & Workshop	436.43	MFS
EFT44304	09/03/2018	MILLS OAKLEY LAWYERS	Legal expenses- KXWP:8040982	792.00	MFS
EFT44305	09/03/2018	RHONDDA AGNES CHAPPELL	Reimbursement- Events	134.92	MFS
EFT44306	09/03/2018	SALLY EATON	Reimbursement expenses- Library	281.30	MFS
EFT44307	09/03/2018	SALVATORE CONSTANTINO MASTROLEMBO	Reimbursement- Office of the CEO	6363.57	MFS
EFT44308	09/03/2018	ST JOHN AMBULANCE AUSTRALIA (WA) INC	Australia Day- Events	200.00	MFS
EFT44309	09/03/2018	TERRITORY RURAL BROOME	Stock purchase- Depot	678.17	MFS
EFT44310	09/03/2018	TNT AUSTRALIA PTY LTD T/AS TNT EXPRESS	Freight- Health & Depot	558.36	MFS
EFT44311	09/03/2018	VERITAS (AUSTRALIA) PTY LTD	IT Subscription license for Email archive- IT	9894.66	MFS
EFT44312	09/03/2018	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Christmas Party- Office of the CEO	500.00	MFS
EFT44313	09/03/2018	CONNOLLY HOMES PTY LTD	Crossover subsidy- 34/489 Sariago Terrace	515.00	MFS

EFT44314	09/03/2018	CORELOGIC ASIA PACIFIC (RP DATA PTY LTD)	Subscription- Property	2244.00	MFS
EFT44315	09/03/2018	JULIE FAYE NICHOLAS	Reimbursement- BRAC	240.00	MFS
EFT44316	09/03/2018	SARA LA VELLA ( BLAKE CUNNINGHAM)	Reimbursement expense- BRAC	120.00	MFS
EFT44317	09/03/2018	SIRENS OF SILENCE CHARITY Inc	Australia Day activities- Events	250.00	MFS
EFT44318	09/03/2018	AMPAC DEBT RECOVERY WA PTY LTD	Debt recovery (RFQ17/48)- Rates	418.00	MFS
EFT44319	09/03/2018	BROOME DIESEL & HYDRAULIC SERVICE	Hose fittings- Depot	20.40	MFS
EFT44320	09/03/2018	BROOME CRETE	Concrete- Works	554.40	MFS
EFT44321	09/03/2018	J BLACKWOOD & SON T/AS BLACKWOODS	Staff uniforms- Infrastructure	41.26	MFS
EFT44322	09/03/2018	KGT Employment	Apprentice wages- Workshop	3945.81	MFS
EFT44323	09/03/2018	KIMBERLEY TRAILER PARTS	Vehicle repairs- Works	543.00	MFS
EFT44324	09/03/2018	MCCORRY BROWN EARTHMOVING PTY LTD	Asbestos Removal - Health	4053.50	MFS
EFT44325	09/03/2018	PINDAN LABOUR SOLUTIONS PTY LTD (A DIVISION OF DFP RECRUITMENT)	Temporary staff- P&G	7131.98	MFS
EFT44326	09/03/2018	POOL WISDOM	Pool chemicals- BRAC	1621.84	MFS
EFT44327	09/03/2018	TOTALLY WORKWEAR	Staff uniforms- HR	501.60	MFS
EFT44328	12/03/2018	ANDREW KAY & ASSOCIATES PTY LTD	BOND REFUND CIVIC CENTRE 01.02.18	24285.75	MFS
EFT44329	12/03/2018	SHIRE OF BROOME	CIVIC CENTRE REFUND 01.02.18 (TO PAY INVOICE 42616)	686.25	MFS
EFT44330	12/03/2018	BROOME TIME ACCOMMODATION	Accommodation- Rangers	2786.16	MFS
EFT44331	12/03/2018	COASTAL DISTRIBUTING & PROVEDORING ( CDP )	Kiosk stock- BRAC	933.34	MFS
EFT44332	12/03/2018	MERCURE HOTEL - PERTH	Accommodation for CEO- CEO's office	160.00	MFS
EFT44333	12/03/2018	VERITAS STORAGE (SINGAPORE) PTE LTD	IT Subscription license for Email archive- IT	1360.96	MFS

EFT44334	13/03/2018	BROOME CLARK RUBBER	Pool equipment- BRAC	630.66	MFS
EFT44335	13/03/2018	CABLE BEACH ELECTRICAL SERVICE	Maintenance- Works	1138.50	MFS
EFT44336	13/03/2018	CABLE BEACH TYRE SERVICE PTY LTD	Vehicle parts- Workshop	942.50	MFS
EFT44337	13/03/2018	CBCA WA BRANCH (INC) CHILDRENS BOOK COUNCIL OF AUSTRALIA	Subscription- Library	60.00	MFS
EFT44338	13/03/2018	CLEMENTSON STREET ACCIDENT REPAIR CENTRE	Vehicle repairs- Workshop	1500.02	MFS
EFT44339	13/03/2018	COAST & COUNTRY ELECTRICS	Electrical installations - Property	575.54	MFS
EFT44340	13/03/2018	COATES HIRE OPERATIONS PTY LTD	Equipment hire- Works	178.51	MFS
EFT44341	13/03/2018	TOTALLY WORKWEAR	Safety Equipment- Depot	2344.80	MFS
EFT44342	13/03/2018	BROOME PERFORMING ARTS CO-OP	T3419 - REFUND CIVIC CENTRE BOND 9.12.17 & 10.12.17	555.37	MFS
EFT44343	13/03/2018	BUILDING COMMISSION - INC BCITF DEPARTMENT OF COMMERCE	BSL LEVY FEBRUARY 2018	2929.09	MFS
EFT44344	13/03/2018	SHIRE OF BROOME	CIVIC CENTRE REFUND 01.02.18 (TO PAY INVOICE 46230)	10661.88	MFS
EFT44345	13/03/2018	BROOME PLUMBING & GAS	Maintenance- BRAC	220.00	MFS
EFT44346	13/03/2018	COAST & COUNTRY ELECTRICS	Electrical maintenance- BRAC	519.75	MFS
EFT44347	13/03/2018	COCA COLA AMATIL (HOLDINGS) LTD	Kiosk Stock- BRAC	4102.59	MFS
EFT44348	13/03/2018	KOTT GUNNING LAWYERS	Consultant fees- Infrastructure	387.64	MFS
EFT44349	13/03/2018	MCCORRY BROWN EARTHMOVING PTY LTD	Plant hire - Infrastructure	605.00	MFS
EFT44350	13/03/2018	MELISSA MARIA DENKINGER	Payment for Netball season 2017/2018	54.00	MFS
EFT44351	13/03/2018	OAKS SANCTUARY RESORT CABLE BEACH	Accommodation Shire Staff - Property	188.00	MFS
EFT44352	13/03/2018	OHURA CONSULTING	Consultancy- HR	88.00	MFS
EFT44353	13/03/2018	SUNNY SIGN COMPANY PTY LTD	House numbers- Depot	2965.60	MFS

EFT44354	13/03/2018	WEST COAST CONTRACTORS	Footpath maintenance- (RFQ17-118) Infrastructure	22386.10	MFS
EFT44355	15/03/2018	A PLUS EVENTS & HIRE	Equipment hire- Development & Community	1408.00	MFS
EFT44356	15/03/2018	AVERY AIRCONDITIONING PTY LTD	Building repairs- Property & building	228.25	MFS
EFT44357	15/03/2018	BOC LIMITED	Oxygen- BRAC	99.91	MFS
EFT44358	15/03/2018	BOSSTON AUTO BODIES	Custom body- Rangers	2220.14	MFS
EFT44359	15/03/2018	BP BROOME CENTRAL & TYREPLUS BROOME	Fuel- Depot	215.67	MFS
EFT44360	15/03/2018	BROOME DIESEL & HYDRAULIC SERVICE	Vehicle parts- Workshop	762.15	MFS
EFT44361	15/03/2018	BROOME EVENTS & PARTY HIRE	Chairs for civic centre- Events	225.00	MFS
EFT44362	15/03/2018	BROOME MOTORS	Vehicle parts- Workshop	296.00	MFS
EFT44363	15/03/2018	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Equipment parts- Depot	1289.35	MFS
EFT44364	15/03/2018	BROOME TREE & PALM SERVICE	Plant hire (flood damage)- WMF	2464.00	MFS
EFT44365	15/03/2018	CROMPTON MEDICAL SERVICE T/A ARAFURA MEDICAL CLINICS	Recruitment expenses- HR	157.30	MFS
EFT44366	15/03/2018	DAVID GRAY & CO PTY LTD	Bin maintenance- Depot	143.00	MFS
EFT44367	15/03/2018	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight- Depot	348.09	MFS
EFT44368	15/03/2018	J BLACKWOOD & SON T/AS BLACKWOODS	Equipment- Depot	615.31	MFS
EFT44369	15/03/2018	NORTH WEST MOTOR GROUP PTY LTD	Vehicle parts- Workshop	165.48	MFS
EFT44370	15/03/2018	MARKETFORCE	Advertisingnt- Planning	1197.74	MFS
EFT44371	15/03/2018	SALARY & WAGES	Payroll S & W	225.00	MFS
EFT44372	15/03/2018	AUSTRALIAN TAXATION OFFICE	PAYG	114328.63	MFS
EFT44373	15/03/2018	SALARY & WAGES	Payroll S & W	600.00	MFS
EFT44374	15/03/2018	SALARY & WAGES	Payroll S & W	27.14	MFS
EFT44375	15/03/2018	SALARY & WAGES	Payroll S & W	406.04	MFS
EFT44376	15/03/2018	SALARY & WAGES	Payroll S & W	681.43	MFS
EFT44377	15/03/2018	SALARY & WAGES	Payroll S & W	152.60	MFS
EFT44378	15/03/2018	SALARY & WAGES	Payroll S & W	364.00	MFS
EFT44379	15/03/2018	SALARY & WAGES	Payroll S & W	420.00	MFS



EFT44380	15/03/2018	SALARY & WAGES	Payroll S & W	667.21	MFS
EFT44381	15/03/2018	SALARY & WAGES	Payroll S & W	302.92	MFS
EFT44382	15/03/2018	SALARY & WAGES	Payroll S & W	540.18	MFS
EFT44383	15/03/2018	SALARY & WAGES	Payroll S & W	400.00	MFS
EFT44384	15/03/2018	SALARY & WAGES	Payroll S & W	175.00	MFS
EFT44385	15/03/2018	SALARY & WAGES	Payroll S & W	450.00	MFS
EFT44386	15/03/2018	SALARY & WAGES	Payroll S & W	625.72	MFS
EFT44387	15/03/2018	SALARY & WAGES	Payroll S & W	313.94	MFS
EFT44388	15/03/2018	SALARY & WAGES	Payroll S & W	340.00	MFS
EFT44389	15/03/2018	SALARY & WAGES	Payroll S & W	425.00	MFS
EFT44390	15/03/2018	SALARY & WAGES	Payroll S & W	549.52	MFS
EFT44391	15/03/2018	SALARY & WAGES	Payroll S & W	386.39	MFS
EFT44392	15/03/2018	SALARY & WAGES	Payroll S & W	650.00	MFS
EFT44393	15/03/2018	SALARY & WAGES	Payroll S & W	662.65	MFS
EFT44394	15/03/2018	AUSTRALIAN SERVICES UNION - WA BRANCH	Payroll S & W		MFS
				1012.45	
EFT44395	15/03/2018	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll S & W		MFS
				580.00	
EFT44396	15/03/2018	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll S & W		MFS
				540.00	
EFT44397	15/03/2018	CHILD SUPPORT AGENCY	Payroll S & W		MFS
				671.45	
EFT44398	15/03/2018	SALARY & WAGES	Payroll S & W	1829.87	MFS
EFT44399	15/03/2018	LGRCEU	Payroll S & W	19.40	MFS
EFT44400	15/03/2018	BRETTS PEST MANAGEMENT	Pest control- BRAC		MFS
				110.00	
EFT44401	15/03/2018	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Vehicle parts- Workshop		MFS
				386.15	
EFT44402	15/03/2018	FIRE & SAFETY SERVICES	Fire system maintenance- Civic Centre		MFS
				581.16	
EFT44403	15/03/2018	FIXIT BROOME	Building maintenance	409.20	MFS
EFT44404	15/03/2018	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning cost - Property		MFS
				220.00	
EFT44405	15/03/2018	GLASS CO KIMBERLEY (FORMALLY KIMBERLEY GLASS SERVICE)	Building maintenance- BRAC		MFS
				143.00	
EFT44407	15/03/2018	GRAYTILL	Vehicle parts- Workshop	521.14	MFS
EFT44408	15/03/2018	MARKETFORCE	Recruitment expenses- HR	4071.21	MFS

EFT44409	15/03/2018	NORTH WEST MOTOR GROUP PTY LTD	Vehicle parts- Workshop	268.75	MFS
EFT44410	15/03/2018	PMK WELDING & METAL FABRICATION	Replacement toolbox- Stores	654.50	MFS
EFT44411	15/03/2018	PORT HEDLAND MEDICAL CENTRE	Recruitment expenses- HR	94.50	MFS
EFT44412	15/03/2018	THE WORKWEAR GROUP (NNT)	Staff uniforms- HR	503.32	MFS
EFT44413	16/03/2018	ALETTA JOYCE NUGENT	Reimbursement- Development & Community	268.16	MFS
EFT44414	16/03/2018	BROOME BASKETBALL ASSOCIATION INC	Reimbursement of registration fees- Club Development	395.00	MFS
EFT44415	16/03/2018	COATES HIRE OPERATIONS PTY LTD	Equipment hire- Works	791.40	MFS
EFT44416	16/03/2018	ELLIES PROPERTIES PTY LTD	Grants- Office of the CEO	21065.00	MFS
EFT44417	16/03/2018	JAMES ANDREW WATT	Reimbursement expenses- Corporate Services	521.00	MFS
EFT44418	16/03/2018	JD'S SOUND AND LIGHTING PTY LTD	Speakers- IT	2568.00	MFS
EFT44419	16/03/2018	JESSICA HEALY	Reimbursement of study expenses- Infrastructure	1131.00	MFS
EFT44420	16/03/2018	JILL POWELL & ASSOCIATES	Consultants- Development and Community	6875.00	MFS
EFT44421	16/03/2018	JUSTIN HAZEBROEK	Reimbursement of Study Expenses- Infrastructure	2262.00	MFS
EFT44422	16/03/2018	KIMBERLEY BOOKSHOP	Books- Library	248.39	MFS
EFT44423	16/03/2018	KIMBERLEY CAMPING & OUTBACK SUPPLIES	Staff uniform- Depot	192.35	MFS
EFT44424	16/03/2018	KIMBERLEY FIRE SYSTEMS PTY LTD	Building maintenance- Building	2367.20	MFS
EFT44425	16/03/2018	KIMBERLEY GOLD PURE DRINKING WATER	Drinking water- Administration Office	57.00	MFS
EFT44426	16/03/2018	KIMBERLEY SIGNS & DESIGNS	Signage- Depot	104.50	MFS
EFT44427	16/03/2018	KIMBERLEY WASHROOM SERVICES	Cleaning services- Infrastructure	680.00	MFS
EFT44428	16/03/2018	L.P AIRCONDITIONING INSTALLATION	Building maintenance- Property	560.00	MFS

EFT44429	16/03/2018	LO-GO APPOINTMENTS	Labour Hire -Infrastructure.	10345.50	MFS
EFT44430	16/03/2018	LUKA WRAY	Netball umpiring expenses- BRAC	126.00	MFS
EFT44431	16/03/2018	M P ROGERS & ASSOCIATES PTY LTD	Consultant expenses (RFQ17-88)- Infrastructure	19614.75	MFS
EFT44432	16/03/2018	MAGIQ SOFTWARE PTY LTD	Magiq software (RFQ16-68)- IT	3665.86	MFS
EFT44433	16/03/2018	MAJOR MOTORS PTY LTD	Vehicle parts- Workshop	40.62	MFS
EFT44434	16/03/2018	MARKETFORCE	Advertising- HR	300.11	MFS
EFT44435	16/03/2018	MERCURE BROOME	Venue hire- BRAC	1170.00	MFS
EFT44436	16/03/2018	MIDALIA STEEL PTY LTD	Materials- Works	849.38	MFS
EFT44437	16/03/2018	NDS CARPENTRY AND JOINERY SOLUTIONS	Building maintenance- Civic Centre	325.00	MFS
EFT44438	16/03/2018	NORTH WEST LOCKSMITHS	Building maintenance- Depot	336.50	MFS
EFT44439	16/03/2018	NORTHWEST SHEDMASTERS GARAGE DOORS PTY LTD	Maintenance- BRAC	265.00	MFS
EFT44440	16/03/2018	THE MANGROVE RESORT HOTEL (GARRETT HOSPITALITY PTY LTD)	Accommodation for Australia Day Ambassador - Office of the CEO	318.00	MFS
EFT44441	16/03/2018	TJALLARA BUILDING COMPANY PTY LTD	Crossover subsidy- 485/8 Garfu Link	515.00	MFS
EFT44442	16/03/2018	EVENTPRO SOFTWARE	Software license & support - IT	1472.90	MFS
EFT44443	16/03/2018	OFFICE NATIONAL BROOME	Stationery- Depot	585.14	MFS
EFT44444	16/03/2018	OFFICEMAX AUSTRALIA LTD	Copy paper- Administration Office	823.92	MFS
EFT44445	16/03/2018	PACIFIC BIOLOGICS PTY LTD	Mosquito Control- Health	2586.10	MFS
EFT44446	16/03/2018	PERFEKT PTY LTD	Consultant expenses- IT	4125.00	MFS
EFT44447	16/03/2018	PILBARA GEOLOGY SUPPLIES	Lightning detector- BRAC	479.95	MFS
EFT44448	16/03/2018	PRD NATIONWIDE *STRATA PAYMENTS ONLY*	Levies staff housing- 8/83 Walcott St	1781.25	MFS
EFT44449	16/03/2018	PRINTING IDEAS	Printing- Rangers	649.00	MFS
EFT44450	16/03/2018	PRITCHARD FRANCIS PTY LTD	Consulting expenses(RFQ16-85) - Infrastructure	31610.70	MFS
EFT44451	16/03/2018	RAECO	Materials- Library	240.46	MFS

EFT44452	16/03/2018	REDWAVE MEDIA PTY LTD	Advertising- Health	3291.20	MFS
EFT44453	16/03/2018	REGIONAL CAPITALS AUSTRALIA	Membership fee- Office of the CEO	7700.00	MFS
EFT44454	16/03/2018	ROADLINE CIVIL CONTRACTORS	Cyclone Hilda clean up work- Infrastructure	15028.20	MFS
EFT44455	16/03/2018	ROEBUCK BAY HOTEL	Recognition rewards- Depot	183.96	MFS
EFT44456	16/03/2018	ROSMECH SALES & SERVICE PTY LTD	Vehicle Parts - Workshop	815.99	MFS
EFT44457	16/03/2018	ROYAL LIFE SAVING SOCIETY - WA	Certificates- BRAC	419.02	MFS
EFT44458	01/03/2018	AUSTRALIAN SERVICES UNION - WA BRANCH	Payroll S & W	1012.45	MFS
EFT44459	01/03/2018	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll S & W	520.00	MFS
EFT44460	01/03/2018	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll S & W	540.00	MFS
EFT44461	01/03/2018	CHILD SUPPORT AGENCY	Payroll S & W	997.62	MFS
EFT44462	01/03/2018	SALARY & WAGES	Payroll S & W	1829.87	MFS
EFT44463	01/03/2018	LGRCEU	Payroll S & W	19.40	MFS
EFT44464	20/03/2018	Kafe Ku - Cocos Islands	Catering- Office of the CEO	450.00	MFS
EFT44465	20/03/2018	OLYMPIC MEDICAL CENTRE CANNING VALE	Medical- HR	159.50	MFS
EFT44466	20/03/2018	PCYC - BROOME	Australia Day activities- Events	550.00	MFS
EFT44467	20/03/2018	PINDAN LABOUR SOLUTIONS PTY LTD (A DIVISION OF DFP RECRUITMENT)	Temporary staff- HR	9163.94	MFS
EFT44468	20/03/2018	THE WORKWEAR GROUP (NNT)	Staff uniforms- HR	589.35	MFS
EFT44469	20/03/2018	WEST AUSTRALIAN NEWSPAPERS	Advertising- Media	4311.04	MFS
EFT44470	20/03/2018	BROOME VOLUNTEER SEA RESCUE GROUP INC	Australia Day activities- Community	250.00	MFS
EFT44471	20/03/2018	GRACE REMOVALS GROUP	Relocation expenses- Infrastructure	6269.07	MFS
EFT44472	20/03/2018	RAY WHITE BROOME	Staff rent- 16A Yamasaki	238.99	MFS
EFT44473	20/03/2018	SECUREPAY PTY LTD	Transaction fees- Civic Centre	35.11	MFS

EFT44474	20/03/2018	SECURITY & TECHNOLOGY SERVICES - NORWEST	Equipment & hardware- IT	5386.26	MFS
EFT44475	20/03/2018	SPORTSPOWER BROOME	Sports equipment- BRAC	324.00	MFS
EFT44476	20/03/2018	TAPPED PLUMBING & GAS PTY LTD	Plumbing tests- Infrastructure	12403.60	MFS
EFT44477	20/03/2018	TERRITORY RURAL BROOME	Stock purchase- Depot	367.31	MFS
EFT44478	20/03/2018	TRADELINK PLUMBING SUPPLIES	Reticulation parts- P&G	733.71	MFS
EFT44479	20/03/2018	WATERCHOICE (AUST) PTY LTD	Water filtration- KRO	130.00	MFS
EFT44480	20/03/2018	WATTLEUP TRACTORS	Materials- Depot	192.62	MFS
EFT44481	20/03/2018	WEST AUSTRALIAN YOUNG READERS' BOOK AWARD	Promotional items- Library	42.00	MFS
EFT44482	20/03/2018	WEST COAST CONTRACTORS	Footpath construction (RFQ17-118)- Infrastructure	11000.00	MFS
EFT44483	20/03/2018	WEST COAST ON HOLD	Messages on hold- Media	69.00	MFS
EFT44484	20/03/2018	WURTH AUSTRALIA PTY LTD	Consumables- Depot	678.49	MFS
EFT44485	20/03/2018	BROOME FIRST NATIONAL REAL ESTATE	Staff rent	2066.67	MFS
EFT44486	20/03/2018	KIMBERLEY TRUSS (NORTRUSS (NT) PTY LTD)	Equipment- P&G	1823.99	MFS
EFT44487	21/03/2018	AMPAC DEBT RECOVERY WA PTY LTD	Debt collection service charges (RFQ17/48)- Rates	4284.56	MFS
EFT44488	21/03/2018	ARBORGREEN LANDSCAPE PRODUCTS (SA)	Equipment- P&G	995.24	MFS
EFT44489	21/03/2018	AUSTRALIAN LIBRARY & INFORMATION ASSOCIATION LTD	Program materials- Library	70.00	MFS
EFT44490	21/03/2018	BMT CONSTRUCTIONS	Building maintenance- P&G	1070.30	MFS
EFT44491	21/03/2018	BP AUSTRALIA PTY LTD - FUEL	Fuel- Depot	11718.34	MFS
EFT44492	21/03/2018	BROOME BETTA HOME LIVING	Shire staff housing maintenance- Property	750.00	MFS



EFT44493	21/03/2018	BROOME FIRST SCOUT GROUP	Reimbursement of registration fee- Kid Sport funding	150.00	MFS
EFT44494	21/03/2018	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Equipment maintenance- Workshop	478.00	MFS
EFT44495	21/03/2018	BROOME TOXFREE	Grease trap (RFT 14-01)- BRAC	2125.34	MFS
EFT44496	21/03/2018	BROOME WHEEL ALIGNING & SUSPENSION	Vehicle parts- Workshop	128.00	MFS
EFT44497	21/03/2018	CABLE BEACH ROOFING PTY LTD	Maintenance- IT	2611.40	MFS
EFT44498	21/03/2018	COATES HIRE OPERATIONS PTY LTD	Equipment hire- Workshop	114.08	MFS
EFT44499	21/03/2018	CROMPTON MEDICAL SERVICE T/A ARAFURA MEDICAL CLINICS	DAS- HR	60.00	MFS
EFT44500	21/03/2018	DJARINDJIN ABORIGINAL CORPORATION	Cyclone Hilda Clean-up- Cape Leveque Rd	1815.00	MFS
EFT44501	21/03/2018	FIRE & SAFETY SERVICES	Fire system maintenance- Civic centre	581.16	MFS
EFT44502	21/03/2018	FIXIT BROOME	Maintenance- Property	72.05	MFS
EFT44503	21/03/2018	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight- Depot	348.09	MFS
EFT44504	21/03/2018	GOLDLINE DISTRIBUTORS (KIMBERLEY DISTRIBUTORS)	Stock- BRAC	1109.69	MFS
EFT44505	21/03/2018	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Temporary staff- Finance	4988.72	MFS
EFT44506	21/03/2018	HOLDFAST FLUID POWER NW PTY LTD	Vehicle parts- Workshop	66.00	MFS
EFT44507	21/03/2018	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges - (General utilities- BRAC) Unit A/20 Cable Beach Road East Road From 30.01.18 to 27.02.18	10656.33	MFS
EFT44508	21/03/2018	HUSKY DATA PTY LTD	Footpath maintenance- Infrastructure	752.40	MFS
EFT44509	21/03/2018	AARLI BAR (WENDLAND EVENTS P/L)	Catering 22/2/18- OMC	389.00	MFS
EFT44510	21/03/2018	AUSTRALIA POST	Postage charges- Shire	2716.07	MFS
EFT44511	21/03/2018	CONNOLLY HOMES PTY LTD	Crossover subsidy- 396/2 Bargas Link	515.00	MFS

EFT44512	21/03/2018	FULTON HOGAN INDUSTRIES PTY LTD / PIONEER ROAD SERVICES	Stock purchase- Depot	3590.40	MFS
EFT44513	21/03/2018	JAMES BENNETT PTY LIMITED	Cataloguing and year end processing- 2017/18	936.76	MFS
EFT44514	21/03/2018	NORTH WEST LOCKSMITHS	Locksmith- Property	139.50	MFS
EFT44515	21/03/2018	PEARL COAST GYMNASTICS CLUB INC	Reimbursement of registration fees for Kid sport- Club Development	165.00	MFS
EFT44516	21/03/2018	PRITCHARD FRANCIS PTY LTD	Consultant expenses- Depot	2475.00	MFS
EFT44517	21/03/2018	QUIC DIG PTY LTD	Equipment hire- Depot	330.00	MFS
EFT44518	21/03/2018	SECUREX SECURITY PTY LTD	Swipe cards- HR	126.00	MFS
EFT44519	21/03/2018	SECURITY & TECHNOLOGY SERVICES - NORWEST	Building maintenance- IT	718.21	MFS
EFT44520	21/03/2018	SIGNS PLUS	Name badges- Various	77.50	MFS
EFT44521	21/03/2018	SPORTS STAR TROPHIES	Medals & Ribbons- BRAC	383.90	MFS
EFT44522	21/03/2018	STOTT & HOARE BUSINESS COMPUTERS	Equipment- IT	2590.50	MFS
EFT44523	21/03/2018	TERRITORY RURAL BROOME	Stock purchase- Depot	697.17	MFS
EFT44524	21/03/2018	VINYL CLENZ (Technician's)	Maintenance- BRAC	5280.00	MFS
EFT44525	21/03/2018	VISIMAX SAFETY	Uniforms- Rangers	83.30	MFS
EFT44526	21/03/2018	VIVA ENERGY AUSTRALIA	Fuel card purchases (01/02/2018 - 28/02/2018)	13.75	MFS
EFT44527	21/03/2018	WATTLEUP TRACTORS	Vehicle parts- Workshop	115.75	MFS
EFT44528	21/03/2018	WILD MANGO CAFE	Catering- Development & Community	491.30	MFS
EFT44529	21/03/2018	ANTHONY J HUTCHINSON PTY LTD	Rental levy- Infrastructure	1163.00	MFS
EFT44530	21/03/2018	BROOME PROGRESSIVE SUPPLIES	Consumables- BRAC	180.12	MFS
EFT44531	21/03/2018	BROOME TOXFREE	Waste services- BRAC	121.54	MFS
EFT44532	21/03/2018	DEAN WILSON TRANSPORT PTY LTD	Freight- Depot	78.11	MFS
EFT44533	21/03/2018	DEPARTMENT OF FIRE & EMERGENCY SERVICES (DFES)	ESL quarter contributions- Rates	294778.94	MFS

EFT44534	21/03/2018	HARVEY NORMAN AV/IT SUPERSTORE BROOME	Equipment- IT	3811.00	MFS
EFT44535	21/03/2018	HEAD OFFICE LANDGATE	GRV- Rates	1277.19	MFS
EFT44536	21/03/2018	LO-GO APPOINTMENTS	Labour hire- HR	4923.49	MFS
EFT44537	21/03/2018	MAGIQ SOFTWARE PTY LTD	Consultant expenses- Governance	2035.99	MFS
EFT44538	21/03/2018	NOVOTEL LANGLEY HOTEL (QP MANAGEMENT P/L)	Staff accommodation- Development & Community	231.50	MFS
EFT44539	21/03/2018	OHURA CONSULTING	Indoor EBA consultancy (RFQ17-35)- HR	5442.77	MFS
EFT44540	21/03/2018	OPTEON (NORTH WEST WA)	Rental valuation- Property	3960.00	MFS
EFT44541	21/03/2018	PINDAN LABOUR SOLUTIONS PTY LTD (A DIVISION OF DFP RECRUITMENT)	Labour hire - BRAC	2259.21	MFS
EFT44542	21/03/2018	POOL WISDOM	Pool chemicals- BRAC	1188.00	MFS
EFT44543	21/03/2018	SEAT ADVISOR PTY LTD	Ticket sale commission- Civic Centre	391.77	MFS
EFT44544	21/03/2018	SPORTSPOWER BROOME	Sports equipment- BRAC	559.00	MFS
EFT44546	22/03/2018	BROOME SMALL MAINTENANCE SERVICES	Building maintenance- Library	110.00	MFS
EFT44547	22/03/2018	CABLE BEACH TYRE SERVICE PTY LTD	Tyre- WMF	6478.00	MFS
EFT44548	22/03/2018	GLOUCESTER MEDICO	Pre medical- Waste	178.20	MFS
EFT44549	22/03/2018	HARRISON RILEY WASS	Swimming teaching services- BRAC	1012.00	MFS
EFT44550	22/03/2018	KGT Employment	Apprentice wages- Workshop	2869.68	MFS
EFT44551	22/03/2018	KIMBERLEY SIGNS & DESIGNS	Signage(Haynes Oval )- BRAC	2090.00	MFS
EFT44552	22/03/2018	KIMBERLEY TRUSS (NORTRUSS (NT) PTY LTD)	Equipment- P&G	159.54	MFS
EFT44553	22/03/2018	LIFT 'N' RIG PTY LTD	Crane hire- WMF	407.00	MFS
EFT44554	22/03/2018	NORTH WEST COAST SECURITY	Security- Various Shire sites	7634.00	MFS
EFT44555	22/03/2018	ROEBUCK WELDING SERVICES	Vehicle pars- Workshop	715.00	MFS
EFT44556	22/03/2018	TELSTRA	Phone charges- IT	160.76	MFS
EFT44557	22/03/2018	TINA BARRAS	Reimbursement- Building	17.00	MFS
EFT44558	22/03/2018	WILD MANGO CAFE	CEO15 Catering- HR	289.80	MFS

EFT44559	23/03/2018	BELINDA JAYNE MUNCE	Rates refund for assessment A305449 20 DUNNART CRESCENT DJUGUN WA 6725	1456.50	MFS
EFT44560	23/03/2018	BOC LIMITED	Co2 Gas- Health	43.58	MFS
EFT44561	23/03/2018	BROOME TOWING & SALVAGE	Impound costs- Rangers	88.00	MFS
EFT44562	23/03/2018	KIMBERLEY CAMPING & OUTBACK SUPPLIES	Protective clothing- Depot	157.60	MFS
EFT44563	23/03/2018	LANDMARK OPERATIONS LTD	Chemicals- BRAC	985.60	MFS
EFT44564	23/03/2018	NYAMBA BURU YAWURU LTD	Cultural Monitors- Town Beach Jetty Stage 2	8624.00	MFS
EFT44565	23/03/2018	PINDAN LABOUR SOLUTIONS PTY LTD (A DIVISION OF DFP RECRUITMENT)	Temporary staff- P&G	3523.51	MFS
EFT44566	23/03/2018	POOL WISDOM	Pool chemicals- BRAC	1012.00	MFS
EFT44567	23/03/2018	RAWLINSONS (WA)	Office stationary- Property & building	420.00	MFS
EFT44568	23/03/2018	RAY WHITE BROOME	Staff housing- Property	100.00	MFS
EFT44569	23/03/2018	ROSEMARY COFFIN	Rates refund for assessment A200702 53 YAMASHITA STREET ROEBUCK WA 6725	195.57	MFS
EFT44570	27/03/2018	BROOME FIRST NATIONAL REAL ESTATE	Staff Rent	10248.21	MFS
EFT44571	27/03/2018	CHARTER PROPERTY GROUP PTY LTD	Staff rent	2563.70	MFS
EFT44572	27/03/2018	HUTCHINSON REAL ESTATE	Staff Rent	4910.11	MFS
EFT44573	27/03/2018	KENNETH RAYMOND DONOHOE	Staff Rent	2824.40	MFS
EFT44574	27/03/2018	RAY WHITE BROOME	Staff Rent	12601.81	MFS
EFT44575	27/03/2018	RYAN AND PAULA JACK	Staff Rent	3128.57	MFS
EFT44576	27/03/2018	WATER CORPORATION	Water usage & Service charges	40935.80	MFS
EFT44577	28/03/2018	360 ENVIRONMENTAL PTY LTD	Consultant expenses- Town Beach	7843.00	MFS
EFT44578	28/03/2018	3E CONSULTING ENGINEERS PTY LTD (THE TRUSTEE FOR THE 3E TRUST)	Electrical engineering design- Infrastructure	1320.00	MFS

EFT44579	28/03/2018	ABLE ELECTRICAL (WA) PTY LTD	Maintenance- BRAC	4757.50	MFS
EFT44580	28/03/2018	AIR LIQUIDE AUSTRALIA LIMITED	Gas bottle rental- Depot	23.54	MFS
EFT44581	28/03/2018	AMPAC DEBT RECOVERY WA PTY LTD	Debt collection service charges (RFQ17/48)- Rates	1084.82	MFS
EFT44582	28/03/2018	ARBORGREEN LANDSCAPE PRODUCTS (SA)	Minor tools- P&G	2364.92	MFS
EFT44583	28/03/2018	AUSRECORD PTY LTD	Labels- Records	45.95	MFS
EFT44584	28/03/2018	AUTOPRO BROOME (Gaff Holdings Pty Ltd)	Vehicle repairs- Beach Lifeguard	195.00	MFS
EFT44585	28/03/2018	AVERY AIRCONDITIONING PTY LTD	Air-conditioning maintenance- KRO	693.00	MFS
EFT44586	28/03/2018	BEST KIMBERLEY COMPUTING	Copier charges- Administration	1078.93	MFS
EFT44587	28/03/2018	BOC LIMITED	Oxygen- Workshop	251.82	MFS
EFT44588	28/03/2018	BRIAN TERENCE SMITH	Reimbursement of expenses- P&G	559.00	MFS
EFT44589	28/03/2018	BROOME BETTA HOME LIVING	Equipment purchase- Staff Housing	690.00	MFS
EFT44590	28/03/2018	BROOME EVENTS & PARTY HIRE	Marquee hire- Events	1150.00	MFS
EFT44591	28/03/2018	BROOME PET MOTEL	Impound fee- Rangers	280.00	MFS
EFT44592	28/03/2018	BROOME PHARMACY	Safety equipment- Depot	555.00	MFS
EFT44593	28/03/2018	BROOME PLUMBING & GAS	Plumbing works- BVC	711.00	MFS
EFT44594	28/03/2018	BROOME PROGRESSIVE SUPPLIES	Drinking water- Depot	2327.10	MFS
EFT44595	28/03/2018	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Equipment maintenance- Workshop	143.60	MFS
EFT44596	28/03/2018	BROOME TREE & PALM SERVICE	Arboriculture(flood damage)- Works	330.00	MFS
EFT44609	28/03/2018	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Batteries- Workshop	2401.70	MFS

EFT44610	28/03/2018	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning- Shire various sites	43875.09	MFS
EFT44611	28/03/2018	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight- Depot	327.01	MFS
EFT44612	28/03/2018	GOLDLINE DISTRIBUTORS (KIMBERLEY DISTRIBUTORS)	Kiosk stock- BRAC	230.94	MFS
EFT44613	28/03/2018	INFOCOUNCIL PTY LTD	Annual license fee (06.03.18 - 05.03.19)- IT	5269.00	MFS
EFT44614	28/03/2018	IT VISION	Records workshop- HR	9594.82	MFS
EFT44615	28/03/2018	J BLACKWOOD & SON T/AS BLACKWOODS	Vehicle parts- Workshop	2001.48	MFS
EFT44616	28/03/2018	JAMES BENNETT PTY LIMITED	Books- Library	254.61	MFS
EFT44617	28/03/2018	KIMBERLEY BOOKSHOP	Books- Library	89.96	MFS
EFT44618	28/03/2018	KIMBERLEY CAMPING & OUTBACK SUPPLIES	Protective clothing- Depot	1020.00	MFS
EFT44619	28/03/2018	KIMBERLEY CLEANING PTY LTD	Cleaning- Property	907.50	MFS
EFT44620	28/03/2018	KIMBERLEY FUEL & OIL SERVICES	Oil & Lubricants- Depot	772.20	MFS
EFT44621	28/03/2018	KIMBERLEY GOLD PURE DRINKING WATER	Drinking water- Administration building	190.00	MFS
EFT44622	28/03/2018	KIMBERLEY QUARRY PTY LTD	Flood Damage Repairs- Infrastructure	28275.78	MFS
EFT44623	28/03/2018	KIMBERLEY SIGNS & DESIGNS	Squash courts maintenance- BRAC	1144.00	MFS
EFT44624	28/03/2018	KIMBERLEY WASHROOM SERVICES	Sanitary removal services- Various Shire Sites	820.00	MFS
EFT44625	28/03/2018	TELSTRA	Telephone charges	8871.11	MFS
EFT44626	28/03/2018	WATER CORPORATION	Water usage & Service charges	785.67	MFS
EFT44627	28/03/2018	PETER JAMES MCBRIDE	Bond reimbursement- Staff housing	1951.19	MFS
EFT44628	29/03/2018	ANDREW BLACK LANDSCAPES	Reactive maintenance- Staff housing	176.00	MFS
EFT44629	29/03/2018	BROOME TOXFREE	Empty bins at Shire admin office( RFT 14/01)- WMF	3125.60	MFS



EFT44630	29/03/2018	CLARITY COMMUNICATIONS	Electronic direct mail- Media	133.76	MFS
EFT44631	29/03/2018	FLOWERS ON SAVILLE STREET	Wreath- Media	70.00	MFS
EFT44632	29/03/2018	KIMBERLEY TRUSS (NORTRUSS (NT) PTY LTD)	Materials- Works	133.27	MFS
EFT44633	29/03/2018	MARKETFORCE	Advertising- Planning	532.29	MFS
EFT44634	29/03/2018	MCCORRY BROWN EARTHMOVING PTY LTD	Flood damage repairs- Works	16667.75	MFS
EFT44635	29/03/2018	MCLEODS BARRISTERS & SOLICITORS	Legal expenses- Rangers	2989.57	MFS
EFT44636	29/03/2018	MCMULLEN NOLAN GROUP PTY LTD (MNG)	Surveying- WMF	5515.40	MFS
EFT44637	29/03/2018	MERCURE BROOME	Venue hire- Sport & Rec	574.00	MFS
EFT44638	29/03/2018	MICHELLE JOSEPHINE O'NEILL	Rates refund for assessment A303795 83 JIGAL DRIVE DJUGUN WA 6725	1875.41	MFS
EFT44639	29/03/2018	NORTH WEST LOCKSMITHS	Locksmith- IT	150.00	MFS
EFT44640	29/03/2018	NORTH WEST STRATA SERVICES (NWSS)	Levies staff housing- 11/6 Ibis Way	2692.50	MFS
EFT44641	29/03/2018	NOVOTEL LANGLEY HOTEL (QP MANAGEMENT P/L)	Staff accommodation- Development & Community	148.75	MFS
EFT44642	29/03/2018	REDWAVE MEDIA PTY LTD	Radio advertising- Office of the CEO	1320.00	MFS
EFT44643	29/03/2018	M P ROGERS & ASSOCIATES PTY LTD	Consultant fee (RFQ17-88)- Office of the CEO	112043.77	MFS
EFT44644	29/03/2018	OHURA CONSULTING	Indoor EBA consultancy- HR (RFQ17-35)	4357.38	MFS
EFT44645	29/03/2018	PEARL COAST INDUSTRIAL RAGS	Rags- Depot	219.50	MFS
EFT44646	29/03/2018	POOL WISDOM	Pool chemicals- BRAC	221.10	MFS
EFT44647	29/03/2018	PRINTING IDEAS	Printing- Office of the CEO	316.80	MFS
EFT44648	29/03/2018	THE MANGROVE RESORT HOTEL (GARRETT HOSPITALITY PTY LTD)	Accommodation(Mardi Gras Event)- Civic Centre	834.00	MFS
EFT44649	29/03/2018	SALARY & WAGES	Payroll S & W	225.00	MFS
EFT44650	29/03/2018	AUSTRALIAN TAXATION OFFICE	PAYG	126200.25	MFS
EFT44651	29/03/2018	SALARY & WAGES	Payroll S & W	600.00	MFS

EFT44652	29/03/2018	SALARY & WAGES	Payroll S & W	406.04	MFS
EFT44653	29/03/2018	SALARY & WAGES	Payroll S & W	681.43	MFS
EFT44654	29/03/2018	SALARY & WAGES	Payroll S & W	500.00	MFS
EFT44655	29/03/2018	SALARY & WAGES	Payroll S & W	152.60	MFS
EFT44656	29/03/2018	SALARY & WAGES	Payroll S & W	364.00	MFS
EFT44657	29/03/2018	SALARY & WAGES	Payroll S & W	420.00	MFS
EFT44658	29/03/2018	SALARY & WAGES	Payroll S & W	667.21	MFS
EFT44659	29/03/2018	SALARY & WAGES	Payroll S & W	302.92	MFS
EFT44660	29/03/2018	SALARY & WAGES	Payroll S & W	540.18	MFS
EFT44661	29/03/2018	SALARY & WAGES	Payroll S & W	400.00	MFS
EFT44662	29/03/2018	SALARY & WAGES	Payroll S & W	175.00	MFS
EFT44663	29/03/2018	SALARY & WAGES	Payroll S & W	450.00	MFS
EFT44664	29/03/2018	SALARY & WAGES	Payroll S & W	625.72	MFS
EFT44665	29/03/2018	SALARY & WAGES	Payroll S & W	340.00	MFS
EFT44666	29/03/2018	SALARY & WAGES	Payroll S & W	425.00	MFS
EFT44667	29/03/2018	SALARY & WAGES	Payroll S & W	549.52	MFS
EFT44668	29/03/2018	SALARY & WAGES	Payroll S & W	386.39	MFS
EFT44669	29/03/2018	SALARY & WAGES	Payroll S & W	650.00	MFS
EFT44670	29/03/2018	SALARY & WAGES	Payroll S & W	662.65	MFS
EFT44671	29/03/2018	AUSTRALIAN SERVICES UNION - WA BRANCH	Payroll S & W	1039.90	MFS
EFT44672	29/03/2018	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll S & W	580.00	MFS
EFT44673	29/03/2018	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll S & W	500.00	MFS
EFT44674	29/03/2018	CHILD SUPPORT AGENCY	Payroll S & W	646.36	MFS
EFT44675	29/03/2018	SALARY & WAGES	Payroll S & W	1829.87	MFS
EFT44676	29/03/2018	LGRCEU	Payroll deductions	19.40	MFS
EFT44677	29/03/2018	SALARY & WAGES	Payroll S & W	351.26	MFS
MUNICIPAL ELECTRONIC FUNDS TRANSFER TOTAL:				\$2,309,352.22	

MUNICIPAL CHEQUES - MARCH 2018					
Cheque	Date	Name	Description	Amount	Del Auth
57511	09/03/2018	DEPARTMENT OF TRANSPORT (BM PLATES)	Shire of Broome plates- Administration	200.00	MFS
57512	23/03/2018	GARY JOHN DAVIES	Reimbursement dog registration- Ranger	28.33	MFS
57513	23/03/2018	HELEN PAINE	Refund- Rangers	113.47	MFS
57514	23/03/2018	SHIRE OF BROOME	Library petty cash (02.03.18)	76.40	MFS
MUNICIPAL CHEQUES TOTAL:				\$418.20	

TRUST CHEQUES - MARCH 2018					
Cheque	Date	Name	Description	Amount	Del Auth
3446	13/03/2018	BUILDING & CONSTRUCTIO	BCITF LEVY FEBRUARY 2018	3288.75	MFS
					MFS
TRUST CHEQUES TOTAL:				\$3,288.75	

MUNICIPAL DIRECT DEBIT/CREDIT CARD PAYMENTS - MARCH 2018					
DD#	Date	Name	Description	Amount	Del Auth
DD23883.1	17/01/2018	DEPARTMENT OF LOCAL GOVERNMENT, SPORT & CULTURAL INDUSTRIES - RGL	Liquor licence fee- BRAC	891.00	MFS
DD24027.1	13/03/2018	SUPERANNUATION	Payroll deductions	56177.41	MFS
DD24027.10	13/03/2018	SUPERANNUATION	Superannuation contributions	285.10	MFS
DD24027.11	13/03/2018	SUPERANNUATION	Superannuation contributions	569.52	MFS
DD24027.12	13/03/2018	SUPERANNUATION	Superannuation contributions	454.50	MFS
DD24027.13	13/03/2018	SUPERANNUATION	Superannuation contributions	352.48	MFS
DD24027.14	13/03/2018	SUPERANNUATION	Superannuation contributions	1088.51	MFS
DD24027.15	13/03/2018	SUPERANNUATION	Superannuation contributions	829.17	MFS
DD24027.16	13/03/2018	SUPERANNUATION	Superannuation contributions	283.67	MFS
DD24027.17	13/03/2018	SUPERANNUATION	Superannuation contributions	97.66	MFS
DD24027.18	13/03/2018	SUPERANNUATION	Superannuation contributions	894.47	MFS
DD24027.19	13/03/2018	SUPERANNUATION	Superannuation contributions	1858.42	MFS
DD24027.2	13/03/2018	SUPERANNUATION	Superannuation contributions	239.38	MFS
DD24027.20	13/03/2018	SUPERANNUATION	Superannuation contributions	644.17	MFS
DD24027.21	13/03/2018	SUPERANNUATION	Superannuation contributions	682.23	MFS
DD24027.22	13/03/2018	SUPERANNUATION	Superannuation contributions	3806.61	MFS
DD24027.23	13/03/2018	SUPERANNUATION	Superannuation contributions	1198.47	MFS
DD24027.24	13/03/2018	SUPERANNUATION	Superannuation contributions	360.55	MFS
DD24027.25	13/03/2018	SUPERANNUATION	Superannuation contributions	232.18	MFS
DD24027.3	13/03/2018	SUPERANNUATION	Superannuation contributions	829.54	MFS
DD24027.4	13/03/2018	SUPERANNUATION	Superannuation contributions	1306.13	MFS
DD24027.5	13/03/2018	SUPERANNUATION	Superannuation contributions	619.48	MFS
DD24027.6	13/03/2018	SUPERANNUATION	Superannuation contributions	289.86	MFS
DD24027.7	13/03/2018	SUPERANNUATION	Superannuation contributions	419.75	MFS
DD24027.8	13/03/2018	SUPERANNUATION	Superannuation contributions	745.96	MFS
DD24027.9	13/03/2018	SUPERANNUATION	Superannuation contributions	623.73	MFS
DD24032.1	15/03/2018	SALARY & WAGES	Payroll S & W	325405.00	MFS
DD24110.1	27/03/2018	SUPERANNUATION	Superannuation contributions	57346.74	MFS
DD24110.10	27/03/2018	SUPERANNUATION	Superannuation contributions	316.57	MFS
DD24110.11	27/03/2018	SUPERANNUATION	Superannuation contributions	597.39	MFS
DD24110.12	27/03/2018	SUPERANNUATION	Superannuation contributions	454.50	MFS

DD24110.13	27/03/2018	SUPERANNUATION	Superannuation contributions	352.48	MFS
DD24110.14	27/03/2018	SUPERANNUATION	Superannuation contributions	1782.15	MFS
DD24110.15	27/03/2018	SUPERANNUATION	Superannuation contributions	829.17	MFS
DD24110.16	27/03/2018	SUPERANNUATION	Superannuation contributions	283.67	MFS
DD24110.17	27/03/2018	SUPERANNUATION	Superannuation contributions	205.79	MFS
DD24110.18	27/03/2018	SUPERANNUATION	Superannuation contributions	894.47	MFS
DD24110.19	27/03/2018	SUPERANNUATION	Superannuation contributions	1511.81	MFS
DD24110.2	27/03/2018	SUPERANNUATION	Superannuation contributions	277.55	MFS
DD24110.20	27/03/2018	SUPERANNUATION	Superannuation contributions	452.19	MFS
DD24110.21	27/03/2018	SUPERANNUATION	Superannuation contributions	682.23	MFS
DD24110.22	27/03/2018	SUPERANNUATION	Superannuation contributions	4840.05	MFS
DD24110.23	27/03/2018	SUPERANNUATION	Superannuation contributions	1244.99	MFS
DD24110.24	27/03/2018	SUPERANNUATION	Superannuation contributions	265.89	MFS
DD24110.25	27/03/2018	SUPERANNUATION	Superannuation contributions	211.28	MFS
DD24110.3	27/03/2018	SUPERANNUATION	Superannuation contributions	829.54	MFS
DD24110.4	27/03/2018	SUPERANNUATION	Superannuation contributions	1306.13	MFS
DD24110.5	27/03/2018	SUPERANNUATION	Superannuation contributions	625.71	MFS
DD24110.6	27/03/2018	SUPERANNUATION	Superannuation contributions	289.86	MFS
DD24110.7	27/03/2018	SUPERANNUATION	Superannuation contributions	419.75	MFS
DD24110.8	27/03/2018	SUPERANNUATION	Superannuation contributions	602.34	MFS
DD24110.9	27/03/2018	SUPERANNUATION	Superannuation contributions	623.73	MFS
DD24117.1	29/03/2018	SALARY & WAGES	Payroll S & W	347428.00	MFS
DD24153.1	15/03/2018	TOYOTA FINANCIAL SERVICES AUSTRALIA	Vehicle lease (RFQ16-90)- Chinatown revitalisation	396.95	MFS
DD24169.1	27/03/2018	JKP SYSTEMS LIMITED	Equipment- IT (Credit card payment- 27.02.18)	265.08	MFS
DD24169.2	27/03/2018	QANTAS AIRWAYS LTD	Flights- Office of the CEO (Credit Card payment- 1.03.18)	1694.73	MFS
DD24169.3	27/03/2018	VIRGIN AUSTRALIA	Flights- Infrastructure (Credit Card payment- 23.03.18)	874.23	MFS
DD24169.4	27/03/2018	FACEBOOK	Facebook Advertising- Media (Credit Card payment- 28.02.18)	140.00	MFS
DD24169.5	27/03/2018	CARGOMASTER PTY LTD	Equipment freight- IT (Credit Card payment- 1.03.18)	968.00	MFS
DD24169.6	27/03/2018	MAGABALA BOOKS ABORIGINAL CORPORATION	Gifts- Office of the CEO (Credit Card payment- 02.03.18)	58.90	MFS
DD24169.7	27/03/2018	BROOME TIME ACCOMMODATION	Accommodation- Infrastructure (Credit Card payment- 15.03.18)	274.00	MFS
DD24174.1	27/03/2018	BWS LIQUOUR	Event(Mardi Gras)- Civic Centre (Credit card payment- 02.03.18)	5436.02	MFS
DD24174.2	01/03/2018	BROOME COMMONWEALTH BANK OF AUSTRALIA	Credit Card annual fee- Finance (credit card payment 01.03.18)	10.00	MFS
DD24176.1	27/03/2018	VIRGIN AUSTRALIA	Flights- Planning(Credit card payment- 08.03.18)	609.84	MFS
DD24176.2	27/03/2018	FACEBOOK	Facebook advertising- Civic Centre (Credit card payment 28.02.18)	161.29	MFS

DD24176.3	27/03/2018	SKIPPERS AVIATION PTY LTD	Flights- Library (Credit card payment 12.03.18)	1004.85	MFS
DD24176.4	27/03/2018	QANTAS AIRWAYS LTD	Flights- Library (Credit card payment 13.03.18)	732.90	MFS
DD24176.5	27/03/2018	SAFETYCULTURE PTY LTD	Subscription- Health (Credit card payment 21.03.18)	118.80	MFS
<b>MUNICIPAL DIRECT DEBIT TOTAL:</b>				<b>\$838,604.52</b>	

<b>MUNICIPAL ELECTRONIC TRANSFER TOTAL</b>	<b>\$2,309,352.22</b>
<b>MUNICIPAL CHEQUES TOTAL</b>	<b>\$418.20</b>
<b>TRUST CHEQUE TOTAL</b>	<b>\$3,288.75</b>
<b>MUNICIPAL DIRECT DEBIT/ CREDIT CARD TOTAL</b>	<b>\$838,604.52</b>
<b>TOTAL PAYMENTS - MARCH 2018</b>	<b>\$3,151,663.69</b>

## Key for Delegation of Authority:

<b>CEO</b>	Chief Executive Officer
<b>MFS</b>	Manager Financial Services
<b>DCS</b>	Director Corporate Services

LOCAL SPEND PAYMENTS BY EFT & CHEQUE & FROM TRUST - MARCH 2018					
LOCAL SPEND MUNICIPAL ELECTRONIC TRANSFER - MARCH 2018					
EFT	Date	Name	Description	Amount	Del Auth
EFT44173	01/03/2018	RHONDDA AGNES CHAPPELL	Reimbursement- Events	1844.44	MFS
EFT44174	01/03/2018	BROOME NORTH PRIMARY SCHOOL	Sponsorship- Development & Community	1000.00	MFS
EFT44175	01/03/2018	BRUCE RUDEFORTH	Councillor Sitting Fee- MAR 18	1733.33	MFS
EFT44176	01/03/2018	CATHERINE AGNES FAIRLEY MARRIOTT	Councillor Sitting Fee- MAR 18	1733.33	MFS
EFT44177	01/03/2018	CHRISTOPHER RALPH MITCHELL	Councillor Sitting Fee- MAR 18	1733.33	MFS
EFT44178	01/03/2018	DESIREE MALE	Councillor Sitting Fee- MAR 18	2713.42	MFS
EFT44179	01/03/2018	ELSTA REGINA FOY	Councillor Sitting Fee- MAR 18	1733.33	MFS
EFT44180	01/03/2018	HAROLD NORMAN TRACEY	Councillor Sitting Fee- MAR 18	6143.75	MFS
EFT44181	01/03/2018	MALA PREM-OCEAN SKY FAIRBORN	Councillor Sitting Fee- MAR 18	1733.33	MFS
EFT44182	01/03/2018	PHILIP FRANCIS MATSUMOTO	Councillor Sitting Fee- MAR 18	1733.33	MFS
EFT44183	01/03/2018	WARREN THOMAS FRYER	Councillor Sitting Fee- MAR 18	1733.33	MFS
EFT44220	07/03/2018	MUDMAP STUDIO	Consultant expenses (Gwarinman Memorial)- Infrastructure	2750.00	MFS
EFT44221	07/03/2018	STAR DESIGN & DRAFTING	Construction plan- Property	600.00	MFS
EFT44224	07/03/2018	BAILEY WATER	Pump repairs- Town Beach Water Park	166.32	MFS
EFT44226	07/03/2018	BEST KIMBERLEY COMPUTING	Copier Charges - IT	1011.00	MFS
EFT44229	07/03/2018	BROOME BOLT SUPPLIES WA PTY LTD	Stock purchase- Depot	1080.75	MFS
EFT44230	07/03/2018	BROOME DIESEL & HYDRAULIC SERVICE	Hydraulic hose- Workshop	487.50	MFS
EFT44231	07/03/2018	BROOME MOTORS	Vehicle parts- Workshop	587.45	MFS
EFT44232	07/03/2018	BROOME PROGRESSIVE SUPPLIES	Consumables- Depot	1388.61	MFS
EFT44233	07/03/2018	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Vehicle parts- Workshop	933.50	MFS
EFT44234	07/03/2018	BROOME TREE & PALM SERVICE	Tree lopping(Male Oval)- P&G	330.00	MFS
EFT44235	07/03/2018	BROOME VETERINARY HOSPITAL	Boarding, veterinary & euthanasia- Rangers	5750.00	MFS
EFT44236	07/03/2018	CABLE BEACH TYRE SERVICE PTY LTD	Tyres- Workshop	3255.00	MFS
EFT44239	07/03/2018	CLEMENTSON STREET ACCIDENT REPAIR CENTRE	Vehicle repairs- Workshop	500.00	MFS
EFT44240	07/03/2018	COAST & COUNTRY ELECTRICS	Generator servicing- BRAC	942.48	MFS
EFT44242	07/03/2018	DC DATA COMMS	Equipment repair- WMF	132.00	MFS
EFT44243	07/03/2018	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Vehicle repairs- Works	1502.75	MFS
EFT44244	07/03/2018	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning services- BRAC	5865.29	MFS
EFT44247	07/03/2018	BROOME TOXFREE	Kerbside collections (RFQ14-01)- WMF	72041.25	MFS
EFT44248	07/03/2018	HARMONY HORTICULTURE	Cyclone maintenance- Property & building	275.00	MFS
EFT44252	07/03/2018	KIMBERLEY CAMPING & OUTBACK SUPPLIES	Protective clothing- Depot	385.95	MFS
EFT44253	07/03/2018	GOLDLINE DISTRIBUTORS (KIMBERLEY DISTRIBUTORS)	Kiosk stock- BRAC	384.90	MFS
EFT44254	07/03/2018	KIMBERLEY GOLD PURE DRINKING WATER	Water- Administration office	57.00	MFS
EFT44257	07/03/2018	TAPPED PLUMBING & GAS PTY LTD	Reactive maintenance- Building	292.05	MFS
EFT44259	07/03/2018	TERRITORY RURAL BROOME	Stock purchase- Depot	2405.85	MFS
EFT44260	07/03/2018	THINK WATER BROOME	Reticulation parts- Depot	473.36	MFS
EFT44262	07/03/2018	TRADELINK PLUMBING SUPPLIES	Safety equipment- Depot	307.47	MFS
EFT44266	07/03/2018	HARRISON RILEY WASS	Swim teacher- BRAC	1914.00	MFS
EFT44267	07/03/2018	LACHLAN BIRCH PAINTING SERVICES	Maintenance, Painting - Building	467.50	MFS
EFT44268	07/03/2018	LANDMARK OPERATIONS LTD	Fertiliser- P&G	1331.00	MFS
EFT44271	07/03/2018	MCCORRY BROWN EARTHMOVING PTY LTD	Plant hire - Infrastructure	68700.84	MFS
EFT44274	07/03/2018	NORTH WEST COAST SECURITY	Security - Various Shire Sites	7443.16	MFS



LOCAL SPEND MUNICIPAL ELECTRONIC TRANSFER - MARCH 2018					
EFT44275	07/03/2018	NORTH WEST STRATA SERVICES	Quarterly admin fee- Shire staff housing	566.25	MFS
EFT44278	08/03/2018	ANDREW BLACK LANDSCAPES	Garden maintenance- Property	706.00	MFS
EFT44279	08/03/2018	AVERY AIRCONDITIONING PTY LTD	Air-conditioning maintenance- Property & building	287.50	MFS
EFT44281	08/03/2018	BMT CONSTRUCTIONS	Building Maintenance- Property	1811.70	MFS
EFT44284	08/03/2018	BP BROOME CENTRAL & TYREPLUS BROOME	Fuel- Depot	311.41	MFS
EFT44285	08/03/2018	BROOME DIESEL & HYDRAULIC SERVICE	Small equipment maintenance- Depot	238.70	MFS
EFT44286	08/03/2018	BROOME DOCTORS PRACTICE PTY LTD	Recruitment expenses- HR	214.50	MFS
EFT44287	08/03/2018	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Equipment parts- Depot	1210.30	MFS
EFT44288	08/03/2018	BROOME SMALL MAINTENANCE SERVICES	Renovation work - Admin building	291.00	MFS
EFT44289	08/03/2018	BROOME VOLUNTEER FIRE & RESCUE SERVICE	Australia Day activities- Community	250.00	MFS
EFT44290	08/03/2018	PETER JAMES MCBRIDE	Reimbursement of study assistance- HR	1324.00	MFS
EFT44293	08/03/2018	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Battery- Workshop	442.55	MFS
EFT44294	08/03/2018	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning expenses- Various Shire sites	49634.06	MFS
EFT44296	08/03/2018	HARVEY NORMAN AV/IT SUPERSTORE BROOME	Small equipment- BRAC	69.00	MFS
EFT44297	08/03/2018	NORTH WEST COAST SECURITY	Security- Various Shire Sites	7281.18	MFS
EFT44298	08/03/2018	NYAMBA BURU YAWURU LTD	Welcome to Country event - Australia Day Community Breakfast	681.00	MFS
EFT44299	08/03/2018	BOUNCIN' IN BROOME	Australia Day- Development & Community	1650.00	MFS
EFT44301	09/03/2018	CLARE JANE MARQUIS	Reimbursement- BRAC	150.00	MFS
EFT44305	09/03/2018	RHONDDA AGNES CHAPPELL	Reimbursement- Events	134.92	MFS
EFT44306	09/03/2018	SALLY EATON	Reimbursement expenses- Library	281.30	MFS
EFT44307	09/03/2018	SALVATORE CONSTANTINO MASTROLEMBO	Reimbursement- Office of the CEO	6363.57	MFS
EFT44309	09/03/2018	TERRITORY RURAL BROOME	Stock purchase- Depot	678.17	MFS
EFT44312	09/03/2018	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Christmas Party- Office of the CEO	500.00	MFS
EFT44313	09/03/2018	CONNOLLY HOMES PTY LTD	Crossover subsidy- 34/489 Santiago Terrace	515.00	MFS
EFT44315	09/03/2018	JULIE FAYE NICHOLAS	Reimbursement- BRAC	240.00	MFS
EFT44316	09/03/2018	SARA LA VELLA ( BLAKE CUNNINGHAM)	Reimbursement expense- BRAC	120.00	MFS
EFT44317	09/03/2018	SIRENS OF SILENCE CHARITY Inc	Australia Day activities- Events	250.00	MFS
EFT44319	09/03/2018	BROOME DIESEL & HYDRAULIC SERVICE	Hose fittings- Depot	20.40	MFS
EFT44320	09/03/2018	BROOME CRETE	Concrete- Works	554.40	MFS
EFT44323	09/03/2018	KIMBERLEY TRAILER PARTS	Vehicle repairs- Works	543.00	MFS
EFT44324	09/03/2018	MCCORRY BROWN EARTHMOVING PTY LTD	Asbestos Removal - Health	4053.50	MFS
EFT44325	09/03/2018	PINDAN LABOUR SOLUTIONS PTY LTD (A DIVISION OF DFP RECRUITMENT)	Temporary staff- P&G	7131.98	MFS
EFT44326	09/03/2018	POOL WISDOM	Pool chemicals- BRAC	1621.84	MFS
EFT44327	09/03/2018	TOTALLY WORKWEAR	Staff uniforms- HR	501.60	MFS
EFT44329	12/03/2018	SHIRE OF BROOME	CIVIC CENTRE REFUND 01.02.18 (TO PAY INVOICE 42616)	686.25	MFS
EFT44330	12/03/2018	BROOME TIME ACCOMMODATION	Accommodation- Rangers	2786.16	MFS
EFT44331	12/03/2018	COASTAL DISTRIBUTING & PROVIDORING ( CDP )	Kiosk stock- BRAC	933.34	MFS
EFT44334	13/03/2018	BROOME CLARK RUBBER	Pool equipment- BRAC	630.66	MFS
EFT44335	13/03/2018	CABLE BEACH ELECTRICAL SERVICE	Maintenance- Works	1138.50	MFS

LOCAL SPEND MUNICIPAL ELECTRONIC TRANSFER - MARCH 2018					
EFT44336	13/03/2018	CABLE BEACH TYRE SERVICE PTY LTD	Vehicle parts- Workshop	942.50	MFS
EFT44338	13/03/2018	CLEMENTSON STREET ACCIDENT REPAIR CENTRE	Vehicle repairs- Workshop	1500.02	MFS
EFT44339	13/03/2018	COAST & COUNTRY ELECTRICS	Electrical installations - Property	575.54	MFS
EFT44341	13/03/2018	TOTALLY WORKWEAR	Safety Equipment- Depot	2344.80	MFS
EFT44342	13/03/2018	BROOME PERFORMING ARTS CO-OP	T3419 - REFUND CIVIC CENTRE BOND 9.12.17 & 10.12.17	555.37	MFS
EFT44344	13/03/2018	SHIRE OF BROOME	CIVIC CENTRE REFUND 01.02.18 (TO PAY INVOICE 46230)	10661.88	MFS
EFT44345	13/03/2018	BROOME PLUMBING & GAS	Maintenance- BRAC	220.00	MFS
EFT44346	13/03/2018	COAST & COUNTRY ELECTRICS	Electrical maintenance- BRAC	519.75	MFS
EFT44349	13/03/2018	MCCORRY BROWN EARTHMOVING PTY LTD	Plant hire - Infrastructure	605.00	MFS
EFT44350	13/03/2018	MELISSA MARIA DENKINGER	Payment for Netball season 2017/2018	54.00	MFS
EFT44351	13/03/2018	OAKS SANCTUARY RESORT CABLE BEACH	Accommodation Shire Staff - Property	188.00	MFS
EFT44354	13/03/2018	WEST COAST CONTRACTORS	Footpath maintenance- (RFQ17-118) Infrastructure	22386.10	MFS
EFT44355	15/03/2018	A PLUS EVENTS & HIRE	Equipment hire- Development & Community	1408.00	MFS
EFT44356	15/03/2018	AVERY AIRCONDITIONING PTY LTD	Building repairs- Property & building	228.25	MFS
EFT44359	15/03/2018	BP BROOME CENTRAL & TYREPLUS BROOME	Fuel- Depot	215.67	MFS
EFT44360	15/03/2018	BROOME DIESEL & HYDRAULIC SERVICE	Vehicle parts- Workshop	762.15	MFS
EFT44361	15/03/2018	BROOME EVENTS & PARTY HIRE	Chairs for civic centre- Events	225.00	MFS
EFT44362	15/03/2018	BROOME MOTORS	Vehicle parts- Workshop	296.00	MFS
EFT44363	15/03/2018	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Equipment parts- Depot	1289.35	MFS
EFT44364	15/03/2018	BROOME TREE & PALM SERVICE	Plant hire (flood damage)- WMF	2464.00	MFS
EFT44369	15/03/2018	NORTH WEST MOTOR GROUP PTY LTD	Vehicle parts- Workshop	165.48	MFS
EFT44400	15/03/2018	BRETTS PEST MANAGEMENT	Pest control- BRAC	110.00	MFS
EFT44401	15/03/2018	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Vehicle parts- Workshop	386.15	MFS
EFT44402	15/03/2018	FIRE & SAFETY SERVICES	Fire system maintenance- Civic Centre	581.16	MFS
EFT44403	15/03/2018	FIXIT BROOME	Building maintenance	409.20	MFS
EFT44404	15/03/2018	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning cost - Property	220.00	MFS
EFT44405	15/03/2018	GLASS CO KIMBERLEY (FORMALLY KIMBERLEY GLASS SERVICE)	Building maintenance- BRAC	143.00	MFS
EFT44409	15/03/2018	NORTH WEST MOTOR GROUP PTY LTD	Vehicle parts- Workshop	268.75	MFS
EFT44410	15/03/2018	PMK WELDING & METAL FABRICATION	Replacement toolbox- Stores	654.50	MFS
EFT44413	16/03/2018	ALETTA JOYCE NUGENT	Reimbursement- Development & Community	268.16	MFS
EFT44414	16/03/2018	BROOME BASKETBALL ASSOCIATION INC	Reimbursement of registration fees- Club Development	395.00	MFS
EFT44416	16/03/2018	ELLIES PROPERTIES PTY LTD	Grants- Office of the CEO	21065.00	MFS
EFT44417	16/03/2018	JAMES ANDREW WATT	Reimbursement expenses- Corporate Services	521.00	MFS
EFT44419	16/03/2018	JESSICA HEALY	Reimbursement of study expenses- Infrastructure	1131.00	MFS
EFT44421	16/03/2018	JUSTIN HAZEBROEK	Reimbursement of Study Expenses- Infrastructure	2262.00	MFS
EFT44422	16/03/2018	KIMBERLEY BOOKSHOP	Books- Library	248.39	MFS
EFT44423	16/03/2018	KIMBERLEY CAMPING & OUTBACK SUPPLIES	Staff uniform- Depot	192.35	MFS
EFT44424	16/03/2018	KIMBERLEY FIRE SYSTEMS PTY LTD	Building maintenance- Building	2367.20	MFS
EFT44425	16/03/2018	KIMBERLEY GOLD PURE DRINKING WATER	Drinking water- Administration Office	57.00	MFS

LOCAL SPEND MUNICIPAL ELECTRONIC TRANSFER - MARCH 2018					
EFT44426	16/03/2018	KIMBERLEY SIGNS & DESIGNS	Signage- Depot	104.50	MFS
EFT44427	16/03/2018	KIMBERLEY WASHROOM SERVICES	Cleaning services- Infrastructure	680.00	MFS
EFT44428	16/03/2018	LP AIRCONDITIONING INSTALLATION	Building maintenance- Property	560.00	MFS
EFT44430	16/03/2018	LUKA WRAY	Netball umpiring expenses- BRAC	126.00	MFS
EFT44435	16/03/2018	MERCURE BROOME	Venue hire- BRAC	1170.00	MFS
EFT44436	16/03/2018	MIDALIA STEEL PTY LTD	Materials- Works	849.38	MFS
EFT44437	16/03/2018	NDS CARPENTRY AND JOINERY SOLUTIONS	Building maintenance- Civic Centre	325.00	MFS
EFT44438	16/03/2018	NORTH WEST LOCKSMITHS	Building maintenance- Depot	336.50	MFS
EFT44439	16/03/2018	NORTHWEST SHEDMASTERS GARAGE DOORS PTY LTD	Maintenance- BRAC	265.00	MFS
EFT44440	16/03/2018	THE MANGROVE RESORT HOTEL (GARRETT HOSPITALITY PTY LTD)	Accommodation for Australia Day Ambassador - Office of the CEO	318.00	MFS
EFT44441	16/03/2018	TJALLARA BUILDING COMPANY PTY LTD	Crossover subsidy- 485/8 Garfu Link	515.00	MFS
EFT44443	16/03/2018	OFFICE NATIONAL BROOME	Stationery- Depot	585.14	MFS
EFT44448	16/03/2018	PRD NATIONWIDE *STRATA PAYMENTS ONLY*	Levies staff housing- 8/83 Walcott St	1781.25	MFS
EFT44449	16/03/2018	PRINTING IDEAS	Printing- Rangers	649.00	MFS
EFT44454	16/03/2018	ROADLINE CIVIL CONTRACTORS	Cyclone Hilda clean up work- Infrastructure	15028.20	MFS
EFT44455	16/03/2018	ROEBUCK BAY HOTEL	Recognition rewards- Depot	183.96	MFS
EFT44466	20/03/2018	PCYC - BROOME	Australia Day activities- Events	550.00	MFS
EFT44467	20/03/2018	PINDAN LABOUR SOLUTIONS PTY LTD (A DIVISION OF DFP RECRUITMENT)	Temporary staff- HR	9163.94	MFS
EFT44470	20/03/2018	BROOME VOLUNTEER SEA RESCUE GROUP INC	Australia Day activities- Community	250.00	MFS
EFT44472	20/03/2018	RAY WHITE BROOME	Staff rent- 16A Yamasaki	238.99	MFS
EFT44474	20/03/2018	SECURITY & TECHNOLOGY SERVICES - NORWEST	Equipment & hardware- IT	5386.26	MFS
EFT44475	20/03/2018	SPORTSPOWER BROOME	Sports equipment- BRAC	324.00	MFS
EFT44476	20/03/2018	TAPPED PLUMBING & GAS PTY LTD	Plumbing tests- Infrastructure	12403.60	MFS
EFT44477	20/03/2018	TERRITORY RURAL BROOME	Stock purchase- Depot	367.31	MFS
EFT44478	20/03/2018	TRADELINK PLUMBING SUPPLIES	Reticulation parts- P&G	733.71	MFS
EFT44482	20/03/2018	WEST COAST CONTRACTORS	Footpath construction (RFQ17-118)- Infrastructure	11000.00	MFS
EFT44485	20/03/2018	BROOME FIRST NATIONAL REAL ESTATE	Staff rent	2066.67	MFS
EFT44486	20/03/2018	KIMBERLEY TRUSS (NORTRUSS (NT) PTY LTD)	Equipment- P&G	1823.99	MFS
EFT44490	21/03/2018	BMT CONSTRUCTIONS	Building maintenance- P&G	1070.30	MFS
EFT44492	21/03/2018	BROOME BETTA HOME LIVING	Shire staff housing maintenance- Property	750.00	MFS
EFT44493	21/03/2018	BROOME FIRST SCOUT GROUP	Reimbursement of registration fee- Kid Sport funding	150.00	MFS
EFT44494	21/03/2018	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Equipment maintenance- Workshop	478.00	MFS
EFT44495	21/03/2018	BROOME TOXFREE	Grease trap (RFT 14-01)- BRAC	2125.34	MFS
EFT44496	21/03/2018	BROOME WHEEL ALIGNING & SUSPENSION	Vehicle parts- Workshop	128.00	MFS
EFT44497	21/03/2018	CABLE BEACH ROOFING PTY LTD	Maintenance- IT	2611.40	MFS
EFT44500	21/03/2018	DJARINDJIN ABORIGINAL CORPORATION	Cyclone Hilda Clean-up- Cape Leveque Rd	1815.00	MFS
EFT44501	21/03/2018	FIRE & SAFETY SERVICES	Fire system maintenance- Civic centre	581.16	MFS
EFT44502	21/03/2018	FIXIT BROOME	Maintenance- Property	72.05	MFS
EFT44504	21/03/2018	GOLDLINE DISTRIBUTORS (KIMBERLEY DISTRIBUTORS)	Stock- BRAC	1109.69	MFS
EFT44508	21/03/2018	HUSKY DATA PTY LTD	Footpath maintenance- Infrastructure	752.40	MFS
EFT44509	21/03/2018	AARLI BAR (WENDLAND EVENTS P/L)	Catering 22/2/18- OMC	389.00	MFS

LOCAL SPEND MUNICIPAL ELECTRONIC TRANSFER - MARCH 2018					
EFT44511	21/03/2018	CONNOLLY HOMES PTY LTD	Crossover subsidy- 396/2 Bargas Link	515.00	MFS
EFT44514	21/03/2018	NORTH WEST LOCKSMITHS	Locksmith- Property	139.50	MFS
EFT44515	21/03/2018	PEARL COAST GYMNASTICS CLUB INC	Reimbursement of registration fees for Kid sport- Club Development	165.00	MFS
EFT44517	21/03/2018	QUIC DIG PTY LTD	Equipment hire- Depot	330.00	MFS
EFT44519	21/03/2018	SECURITY & TECHNOLOGY SERVICES - NORWEST	Building maintenance- IT	718.21	MFS
EFT44523	21/03/2018	TERRITORY RURAL BROOME	Stock purchase- Depot	697.17	MFS
EFT44529	21/03/2018	ANTHONY J HUTCHINSON PTY LTD	Rental levy- Infrastructure	1163.00	MFS
EFT44530	21/03/2018	BROOME PROGRESSIVE SUPPLIES	Consumables- BRAC	180.12	MFS
EFT44531	21/03/2018	BROOME TOXFREE	Waste services- BRAC	121.54	MFS
EFT44532	21/03/2018	DEAN WILSON TRANSPORT PTY LTD	Freight- Depot	78.11	MFS
EFT44534	21/03/2018	HARVEY NORMAN AV/IT SUPERSTORE BROOME	Equipment- IT	3811.00	MFS
EFT44540	21/03/2018	OPTEON (NORTH WEST WA)	Rental valuation- Property	3960.00	MFS
EFT44541	21/03/2018	PINDAN LABOUR SOLUTIONS PTY LTD (A DIVISION OF DFP RECRUITMENT)	Labour hire - BRAC	2259.21	MFS
EFT44542	21/03/2018	POOL WISDOM	Pool chemicals- BRAC	1188.00	MFS
EFT44544	21/03/2018	SPORTSPOWER BROOME	Sports equipment- BRAC	559.00	MFS
EFT44546	22/03/2018	BROOME SMALL MAINTENANCE SERVICES	Building maintenance- Library	110.00	MFS
EFT44547	22/03/2018	CABLE BEACH TYRE SERVICE PTY LTD	Tyre- WMF	6478.00	MFS
EFT44549	22/03/2018	HARRISON RILEY WASS	Swimming teaching services- BRAC	1012.00	MFS
EFT44551	22/03/2018	KIMBERLEY SIGNS & DESIGNS	Signage(Haynes Oval )- BRAC	2090.00	MFS
EFT44552	22/03/2018	KIMBERLEY TRUSS (NORTRUSS (NT) PTY LTD)	Equipment- P&G	159.54	MFS
EFT44554	22/03/2018	NORTH WEST COAST SECURITY	Security- Various Shire sites	7634.00	MFS
EFT44555	22/03/2018	ROEBUCK WELDING SERVICES	Vehicle pars- Workshop	715.00	MFS
EFT44557	22/03/2018	TINA BARRAS	Reimbursement- Building	17.00	MFS
EFT44559	23/03/2018	BELINDA JAYNE MUNCE	Rates refund for assessment A305449 20 DUNNART CRESCENT DJUGUN WA 6725	1456.50	MFS
EFT44561	23/03/2018	BROOME TOWING & SALVAGE	Impound costs- Rangers	88.00	MFS
EFT44562	23/03/2018	KIMBERLEY CAMPING & OUTBACK SUPPLIES	Protective clothing- Depot	157.60	MFS
EFT44563	23/03/2018	LANDMARK OPERATIONS LTD	Chemicals- BRAC	985.60	MFS
EFT44564	23/03/2018	NYAMBA BURU YAWURU LTD	Cultural Monitors- Town Beach Jetty Stage 2	8624.00	MFS
EFT44565	23/03/2018	PINDAN LABOUR SOLUTIONS PTY LTD (A DIVISION OF DFP RECRUITMENT)	Temporary staff- P&G	3523.51	MFS
EFT44566	23/03/2018	POOL WISDOM	Pool chemicals- BRAC	1012.00	MFS
EFT44568	23/03/2018	RAY WHITE BROOME	Staff housing- Property	100.00	MFS
EFT44569	23/03/2018	ROSEMARY COFFIN	Rates refund for assessment A200702 53 YAMASHITA STREET ROEBUCK WA 6725	195.57	MFS
EFT44572	27/03/2018	HUTCHINSON REAL ESTATE	Staff Rent	4910.11	MFS
EFT44574	27/03/2018	RAY WHITE BROOME	Staff Rent	12601.81	MFS
EFT44575	27/03/2018	RYAN AND PAULA JACK	Staff Rent	3128.57	MFS
EFT44579	28/03/2018	ABLE ELECTRICAL (WA) PTY LTD	Maintenance- BRAC	4757.50	MFS
EFT44584	28/03/2018	AUTOPRO BROOME (Gaff Holdings Pty Ltd)	Vehicle repairs- Beach Lifeguard	195.00	MFS
EFT44585	28/03/2018	AVERY AIRCONDITIONING PTY LTD	Air-conditioning maintenance- KRO	693.00	MFS
EFT44588	28/03/2018	BRIAN TERENCE SMITH	Reimbursement of expenses- P&G	559.00	MFS
EFT44589	28/03/2018	BROOME BETTA HOME LIVING	Equipment purchase- Staff Housing	690.00	MFS
EFT44590	28/03/2018	BROOME EVENTS & PARTY HIRE	Marquee hire- Events	1150.00	MFS
EFT44591	28/03/2018	BROOME PET MOTEL	Impound fee- Rangers	280.00	MFS
EFT44592	28/03/2018	BROOME PHARMACY	Safety equipment- Depot	555.00	MFS

LOCAL SPEND MUNICIPAL ELECTRONIC TRANSFER - MARCH 2018					
EFT44593	28/03/2018	BROOME PLUMBING & GAS	Plumbing works- BVC	711.00	MFS
EFT44594	28/03/2018	BROOME PROGRESSIVE SUPPLIES	Drinking water- Depot	2327.10	MFS
EFT44595	28/03/2018	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Equipment maintenance- Workshop	143.60	MFS
EFT44596	28/03/2018	BROOME TREE & PALM SERVICE	Arboriculture(flood damage)- Works	330.00	MFS
EFT44609	28/03/2018	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Batteries- Workshop	2401.70	MFS
EFT44610	28/03/2018	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning- Shire various sites	43875.09	MFS
EFT44612	28/03/2018	GOLDLINE DISTRIBUTORS (KIMBERLEY DISTRIBUTORS)	Kiosk stock- BRAC	230.94	MFS
EFT44617	28/03/2018	KIMBERLEY BOOKSHOP	Books- Library	89.96	MFS
EFT44618	28/03/2018	KIMBERLEY CAMPING & OUTBACK SUPPLIES	Protective clothing- Depot	1020.00	MFS
EFT44619	28/03/2018	KIMBERLEY CLEANING PTY LTD	Cleaning- Property	907.50	MFS
EFT44620	28/03/2018	KIMBERLEY FUEL & OIL SERVICES	Oil & Lubricants- Depot	772.20	MFS
EFT44621	28/03/2018	KIMBERLEY GOLD PURE DRINKING WATER	Drinking water- Administration building	190.00	MFS
EFT44623	28/03/2018	KIMBERLEY SIGNS & DESIGNS	Squash courts maintenance- BRAC	1144.00	MFS
EFT44624	28/03/2018	KIMBERLEY WASHROOM SERVICES	Sanitary removal services- Various Shire Sites	820.00	MFS
EFT44627	28/03/2018	PETER JAMES MCBRIDE	Bond reimbursement- Staff housing	1951.19	MFS
EFT44628	29/03/2018	ANDREW BLACK LANDSCAPES	Reactive maintenance- Staff housing	176.00	MFS
EFT44629	29/03/2018	BROOME TOXFREE	Empty bins at Shire admin office( RFT 14/01)- WMF	3125.60	MFS
EFT44631	29/03/2018	FLOWERS ON SAVILLE STREET	Wreath- Media	70.00	MFS
EFT44632	29/03/2018	KIMBERLEY TRUSS (NORTRUSS (NT) PTY LTD)	Materials- Works	133.27	MFS
EFT44634	29/03/2018	MCCORRY BROWN EARTHMOVING PTY LTD	Flood damage repairs- Works	16667.75	MFS
EFT44637	29/03/2018	MERCURE BROOME	Venue hire- Sport & Rec	574.00	MFS
EFT44638	29/03/2018	MICHELLE JOSEPHINE O'NEILL	Rates refund for assessment A303795 83 JIGAL DRIVE DJUGUN WA 6725	1875.41	MFS
EFT44639	29/03/2018	NORTH WEST LOCKSMITHS	Locksmith- IT	150.00	MFS
EFT44640	29/03/2018	NORTH WEST STRATA SERVICES (NWSS)	Levies staff housing- 11/6 Ibis Way	2692.50	MFS
EFT44645	29/03/2018	PEARL COAST INDUSTRIAL RAGS	Rags- Depot	219.50	MFS
EFT44646	29/03/2018	POOL WISDOM	Pool chemicals- BRAC	221.10	MFS
EFT44647	29/03/2018	PRINTING IDEAS	Printing- Office of the CEO	316.80	MFS
EFT44648	29/03/2018	THE MANGROVE RESORT HOTEL (GARRETT HOSPITALITY PTY LTD)	Accommodation(Mardi Gras Event)- Civic Centre	834.00	MFS
MUNICIPAL ELECTRONIC FUNDS TRANSFER TOTAL:				\$626,838.48	

MUNICIPAL CHEQUES - MARCH 2018					
Cheque	Date	Name	Description	Amount	Del Auth
57512	23/03/2018	GARY JOHN DAVIES	Reimbursement dog registration-	28.33	MFS
					MFS
					MFS
MUNICIPAL CHEQUES TOTAL:				\$28.33	

TRUST CHEQUES - MARCH 2018					
Cheque	Date	Name	Description	Amount	Del Auth
					MFS
					MFS

LOCAL SPEND MUNICIPAL ELECTRONIC TRANSFER - MARCH 2018				
				MFS
TRUST CHEQUES TOTAL:			\$0.00	

MUNICIPAL DIRECT DEBIT/CREDIT CARD PAYMENTS - MARCH 2018					
DD#	Date	Name	Description	Amount	Del Auth
DD24169.6	27/03/2018	MAGABALA BOOKS ABORIGINAL CORPORATION	Gifts- Office of the CEO (Credit Card payment- 02.03.18)	58.90	MFS
DD24169.7	27/03/2018	BROOME TIME ACCOMMODATION	Accommodation- Infrastructure (Credit Card payment- 15.03.18)	274.00	MFS
DD24174.1	27/03/2018	BWS LIQUOUR	Event(Mardi Gras)- Civic Centre (Credit card payment- 02.03.18)	5436.02	MFS
DD24174.2	01/03/2018	BROOME COMMONWEALTH BANK OF AUSTRALIA	Credit Card annual fee- Finance (credit card payment 01.03.18)	10.00	MFS
DD24176.3	27/03/2018	SKIPPERS AVIATION PTY LTD	Flights- Library (Credit card payment 12.03.18)	1004.85	MFS
MUNICIPAL DIRECT DEBIT TOTAL:				\$6,783.77	

MUNICIPAL ELECTRONIC TRANSFER TOTAL \$626,838.48

MUNICIPAL CHEQUES TOTAL \$28.33

TRUST CHEQUE TOTAL \$0.00

MUNICIPAL DIRECT DEBIT/ CREDIT CARD TOTAL \$6,783.77

TOTAL PAYMENTS - MARCH 2018 \$633,650.58

Key for Delegation of Authority:

CEO Chief Executive Officer  
MFS Manager Financial Services  
DCS Director Corporate Services



**9.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY REPORT MARCH 2018**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	FRE02
<b>AUTHOR:</b>	Coordinator Financial Operations
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Manager Financial Services
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	10 April 2018

**SUMMARY:** Council is required by legislation to consider and adopt the Monthly Statement of Financial Activity Report for the period ended 31 March 2018, as required by Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* (FMR).

Council is further provided with a General Fund Summary of Financial Activity (Schedules 2 to 14) which provides comprehensive information on Council's operations by Function and Activity.

**BACKGROUND***Previous Considerations*

Council is provided with the Monthly Financial Activity Report which has been developed in line with statutory reporting standards and provides Council with a holistic overview of the operations of the Shire of Broome.

Supplementary information has been provided in the form of Notes to the Monthly Report and a General Fund Summary of Financial Activity, which discloses Council's Revenue and Expenditure in summary form, by Programme (Function and Activity).

Disclosure and supply of appropriate explanations for variances presented in the Statement of Financial Activity, is mandatory under FMR 34(2)(b) as stated in Policy 2.1.2 Materiality in Financial Reporting.

FMR 34(5) requires a local government to adopt a percentage or value, calculated in accordance with the Australian Accounting Standards (AAS) and Council's adopted risk management matrix thresholds, to be used in statements of financial activity for reporting material variances.

**COMMENT**

The 2017/2018 Annual Budget was adopted at the Ordinary Meeting of Council on 29 June 2017.

The following are key indicators supporting the year to-date budget position with respect to the Annual Forecast Budget:

Budget Year elapsed	75.07%
Total Rates Raised Revenue	100% (of which 94.56% has been collected)
Total Other Operating Revenue	74%

Total Operating Expenditure	63%
Total Capital Revenue	38%
Total Capital Expenditure	18%
Total Sale of Assets Revenue	34%

More detailed explanations of variances are contained in Note 2 of the Monthly Statement of Financial Activity. The commentary identifies material variations between the expected year-to-date budget position and the position at the reporting date.

Based on the 2017/2018 Annual Budget presented at the Ordinary Meeting of Council on 29 June 2017, Council adopted a balanced budget to 30 June 2018.

It should be noted that the Annual Financial Statements for the Shire of Broome were completed and presented to the Audit Committee on 16 October 2017 before being endorsed by Council on 19 October 2017. The final report included recommendations for the use of an additional \$1,727,141 in carried forward surplus. These recommendations were approved by Council and incorporated into the 2017-18 budget.

The results of the first and second quarter finance and costing review (FACR) were adopted by Council on 14 December 2017 and 22 February 2018, respectively, resulting in a deficit forecast financial position to 30 June 2018 of \$113,897.

## CONSULTATION

Nil

## STATUTORY ENVIRONMENT

### **Local Government (Financial Management) Regulations 1996**

#### **34. Financial activity statement report — s. 6.4**

(1A) In this regulation —

"committed assets" means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that 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);
  - (b) budget estimates to the end of the month to which the statement relates;
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
  - (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 month to which the statement relates
- (2) Each statement of financial activity is to be accompanied by documents containing —
  - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;

- (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
  - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
- (a) according to nature and type classification;
  - (b) by program; or
  - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- (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.

## **Local Government Act 1995**

### **6.8. Expenditure from municipal fund not included in annual budget**

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government;
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.
- \* Absolute majority required.

- (1a) In subsection (1) —
- “additional purpose”** means a purpose for which no expenditure estimate is included in the local government's annual budget.
- (2) Where expenditure has been incurred by a local government —
- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
  - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

## **POLICY IMPLICATIONS**

### **2.2.2 Materiality in Financial Reporting**

## **FINANCIAL IMPLICATIONS**

The adoption of the Monthly Financial Report is retrospective. Accordingly, the financial implications associated with adopting the Monthly Financial Report are nil.

## **RISK**

The Financial Activity 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 has implemented internal control measures such as regular Council and management reporting and the quarterly 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 IMPLICATIONS**

### **Our Prosperity Goal – Create the means to enable local jobs creation and lifestyle affordability for the current and future population:**

Affordable and equitable services and infrastructure

Affordable land for residential, industrial, commercial and community use

Key economic development strategies for the Shire which are aligned to regional outcomes working through recognised planning and development groups/committees

### **Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:**

An organisational culture that strives for service excellence

Sustainable and integrated strategic and operational plans

Responsible resource allocation

Effective community engagement

Improved systems, processes and compliance

## **VOTING REQUIREMENTS**

*Simple Majority*

### **REPORT RECOMMENDATION:**

*That Council:*

- 1. Adopts the Monthly Financial Activity Report for the period ended 31 March 2018; and*

2. *Receives the General Fund Summary of Financial Activity (Schedules 2-14) for the period ended 31 March 2018.*

**Attachments**

1. Monthly Financial Activity Statement Report - March 2018
2. Summary Schedule
3. Schedule 3 - 14

**SHIRE OF BROOME**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 31 March 2018**

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

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## Shire of Broome

### Compilation Report

For the Period Ended 31 March 2018

#### Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

#### Overview

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.  
No matters of significance are noted.

#### Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 March 2018 of \$17,172,018.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

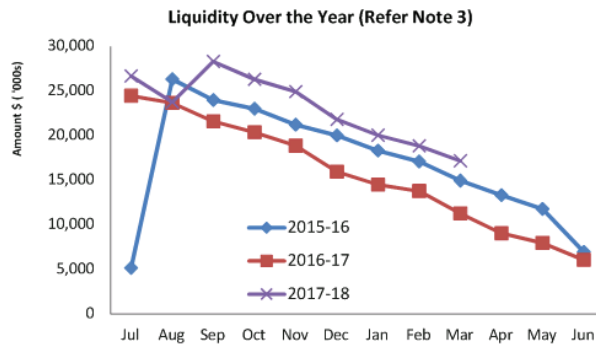
#### Preparation

Prepared by: Raghunath Nembi

Reviewed by: Alvin Santiago

Date prepared: 09/04/2018

**Shire of Broome**  
Monthly Summary Information  
For the Period Ended 31 March 2018

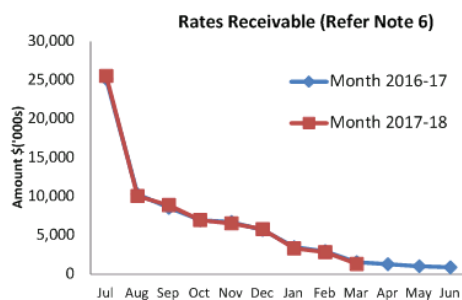


**Cash and Cash Equivalents  
as at period end**

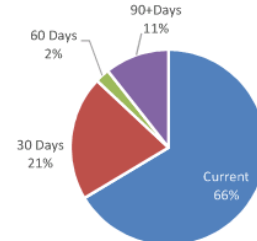
Unrestricted	\$ 16,764,428
Restricted	\$ 31,531,176
	<u>\$ 48,295,604</u>

**Receivables**

Rates	\$ 1,237,013
Other	\$ 740,227
	<u>\$ 1,977,240</u>



Accounts Receivable Ageing (non-rates)  
(Refer Note 6)



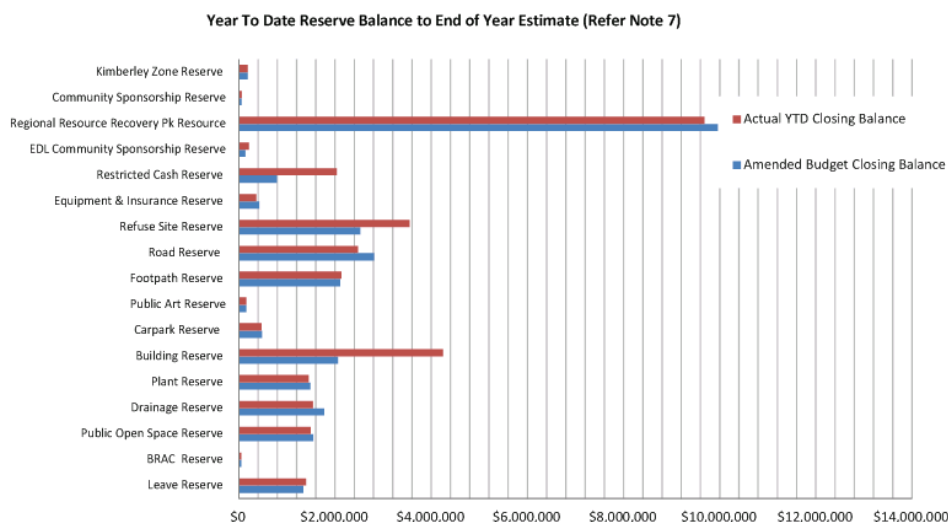
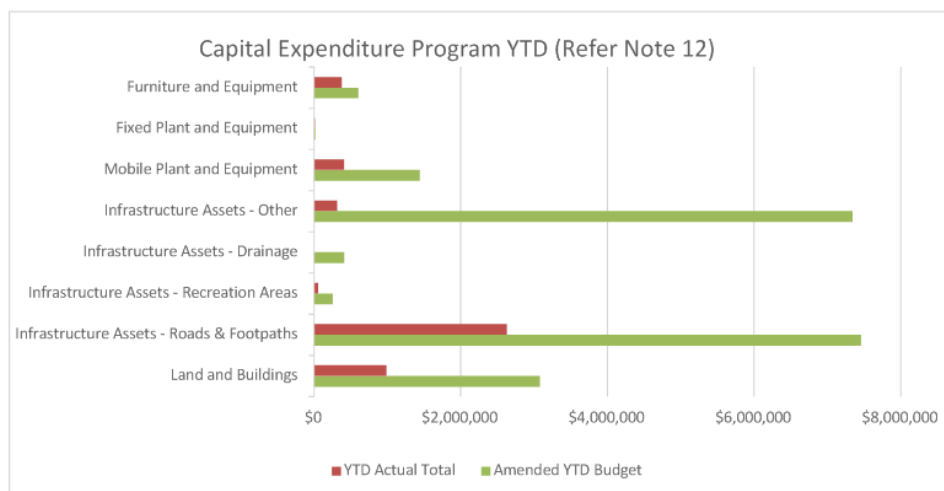
**Comments**

1. Liquidity refers to the Shire of Broome's ability to meet it's financial obligations within the current year. Liquidity increased at the start of the financial year by \$20.628M due mainly to the issuance of rates. Liquidity is a combination of unrestricted cash, Current Debtors (including Rates), and Current Creditors. The Shire of Broomes current position (representing liquidity) can be found in Note 3.

2. Rates were raised in July with payment due 35 days after issuing. Total Rates raised for the year was \$21.9M with total outstanding rates YTD at \$1.24M.

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

**Shire of Broome**  
**Monthly Summary Information**  
 For the Period Ended 31 March 2018



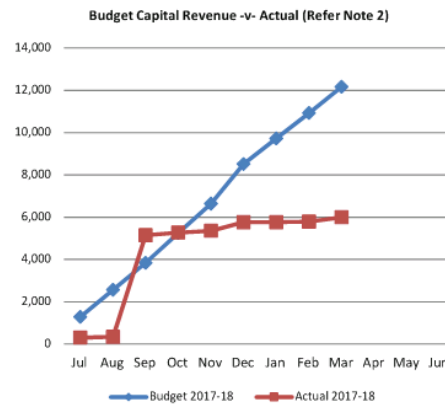
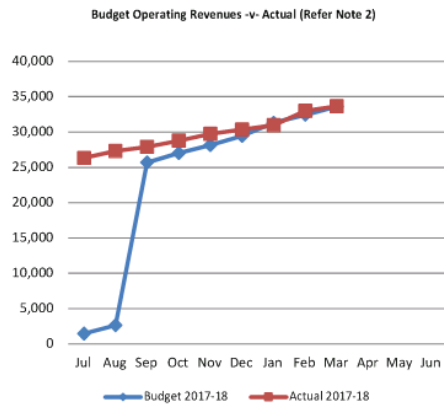
**Comments**

\*Amended Budget Closing balance is the forecast of the closing balance after all budgeted transfers to and from reserve have been performed. At this time there have been no transactions to or from reserve other than to recognise interest earned on reserve investments. All interest earned on Reserve investments is recorded on reserve at the end of each month.

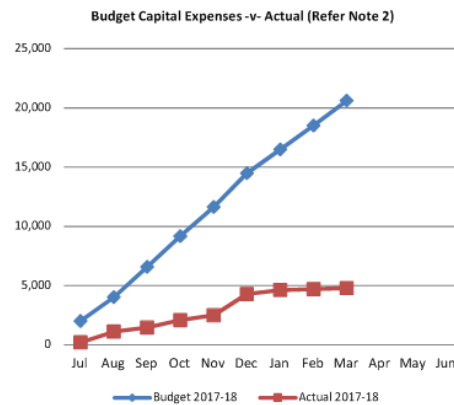
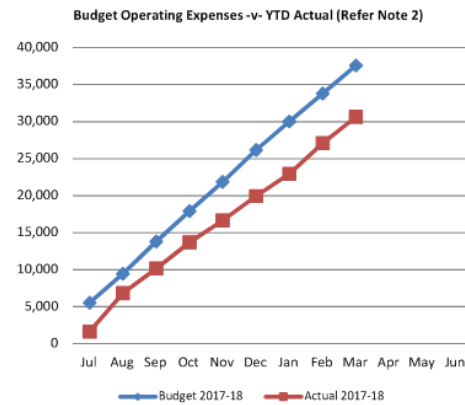
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**Shire of Broome**  
**Monthly Summary Information**  
 For the Period Ended 31 March 2018

**Revenues**



**Expenditure**



**Comments**

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

SHIRE OF BROOME  
STATEMENT OF FINANCIAL ACTIVITY  
(Statutory Reporting Program)  
For the Period Ended 31 March 2018

	Note	Amended Annual Budget (a)	Amended YTD Budget (b)	YTD Actual (c)	%	Var. \$ (c)-(b)	Var. % (c)-(b)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$		\$	%	
Governance		19,750	16,553	5,918		(10,635)	(53.85%)	▼
General Purpose Funding - Rates	9	22,365,847	22,261,596	22,304,880		43,284	0.19%	
General Purpose Funding - Other		858,080	623,111	643,560		20,449	2.38%	
Law, Order and Public Safety		178,795	150,844	147,054		(3,790)	(2.12%)	
Health		189,700	165,263	171,796		6,533	3.44%	
Education and Welfare		15,000	11,250	15,000		3,750	25.00%	
Housing		628,275	471,168	438,374		(32,794)	(5.22%)	
Community Amenities		7,501,240	5,540,562	6,294,523		753,961	10.05%	▲
Recreation and Culture		1,425,413	1,050,160	905,691		(144,469)	(10.14%)	▼
Transport		1,662,925	1,202,548	461,864		(740,684)	(44.54%)	▼
Economic Services		892,553	682,152	700,368		18,216	2.04%	
Other Property and Services		2,035,741	1,454,212	1,575,896		121,684	5.98%	
<b>Total Operating Revenue</b>		<b>37,773,319</b>	<b>33,629,419</b>	<b>33,664,924</b>	<b>89%</b>	<b>35,505</b>		
<b>Operating Expense</b>								
Governance		(2,383,120)	(1,853,259)	(1,496,679)		356,580	14.96%	▲
General Purpose Funding		(537,688)	(480,770)	(237,481)		243,289	45.25%	▲
Law, Order and Public Safety		(1,120,470)	(867,007)	(1,096,229)		(229,222)	(20.46%)	▼
Health		(798,406)	(599,060)	(565,720)		33,340	4.18%	
Education and Welfare		(688,533)	(524,086)	(397,823)		126,263	18.34%	▲
Housing		(789,497)	(593,044)	(541,871)		51,173	6.48%	
Community Amenities		(9,488,502)	(7,401,294)	(6,181,039)		1,220,255	12.86%	▲
Recreation and Culture		(11,320,589)	(8,563,092)	(7,699,675)		863,417	7.63%	
Transport		(13,552,259)	(10,262,178)	(9,195,057)		1,067,121	7.87%	
Economic Services		(5,249,960)	(3,938,244)	(1,561,156)		2,377,088	45.28%	▲
Other Property and Services		(3,083,339)	(2,518,166)	(1,673,166)		845,000	27.41%	▲
<b>Total Operating Expenditure</b>		<b>(49,012,363)</b>	<b>(37,600,200)</b>	<b>(30,645,896)</b>	<b>63%</b>	<b>6,954,304</b>		
<b>Funding Balance Adjustments</b>								
Add back Depreciation		13,766,535	10,333,831	9,708,671		(625,160)	(4.54%)	
Adjust (Profit)/Loss on Asset Disposal	8	190,276	190,275	82,036		(108,239)	(56.89%)	▼
Adjust Revaluation, Provisions and Accruals		0	0	0		0		
<b>Net Cash from Operations</b>		<b>2,717,767</b>	<b>6,553,325</b>	<b>12,809,735</b>		<b>6,256,410</b>		
<b>Capital Revenues</b>								
<b>Grants, Subsidies and Contributions</b>		15,373,419	11,755,931	5,855,983		(5,899,948)	(38.38%)	▼
Law, Order and Public Safety		1,200,000	900,000	0		(900,000)	(75.00%)	▼
Health		0	0	0		0		
Education and Welfare		0	0	0		0		
Housing	40	0	0	0		0		
Community Amenities		255,000	191,250	0		(191,250)	(75.00%)	▼
Recreation and Culture		3,785,636	2,856,764	66,636		(2,790,128)	(73.70%)	▼
Transport		2,183,701	1,846,128	914,177		(931,951)	(42.68%)	▼
Economic Services		7,823,912	5,867,910	4,750,000		(1,117,910)	(14.29%)	▼
Other Property and Services		125,170	93,879	125,170		31,291	25.00%	▲
Proceeds from Disposal of Assets	8	408,982	408,979	139,255	34%	(269,724)	(65.95%)	▼
<b>Total Capital Revenues</b>		<b>15,782,401</b>	<b>12,164,910</b>	<b>5,995,238</b>	<b>38%</b>	<b>(6,169,672)</b>		
<b>Capital Expenses</b>								
Land and Buildings	12	(3,821,346)	(3,082,135)	(988,636)		2,093,499	54.78%	▲
Infrastructure Assets - Roads & Footpaths	12	(10,024,954)	(7,459,490)	(2,629,988)		4,829,502	48.17%	▲
Infrastructure Assets - Recreation Areas	12	(330,408)	(255,854)	(59,750)		196,104	59.35%	▲
Infrastructure Assets - Drainage	12	(812,500)	(415,000)	0		415,000	51.08%	▲
Infrastructure Assets - Other	12	(9,673,711)	(7,342,506)	(317,456)		7,025,050	72.62%	▲
Mobile Plant and Equipment	12	(1,449,000)	(1,443,732)	(411,009)		1,032,723	71.27%	▲
Fixed Plant and Equipment	12	(26,405)	(19,805)	(13,472)		6,333	23.99%	▲
Furniture and Equipment	12	(759,414)	(604,056)	(377,306)		226,750	29.86%	▲
<b>Total Capital Expenditure</b>		<b>(26,897,738)</b>	<b>(20,622,578)</b>	<b>(4,797,617)</b>	<b>18%</b>	<b>15,824,961</b>		
<b>Net Cash from Capital Activities</b>		<b>(11,115,337)</b>	<b>(6,457,668)</b>	<b>1,197,621</b>		<b>9,655,289</b>		
<b>Financing</b>								

SHIRE OF BROOME  
STATEMENT OF FINANCIAL ACTIVITY  
(Statutory Reporting Program)  
For the Period Ended 31 March 2018

	Note	Amended Annual Budget (a)	Amended YTD Budget (b)	YTD Actual (c)	%	Var. \$ (c)-(b)	Var. % (c)-(b)/(a)	Var.
Proceeds from New Debentures		3,656,053	0	0		0		
Transfer from Reserves	7	6,376,720	326,440	0		(326,440)	(5.12%)	
Repayment of Debentures	10	(592,743)	(296,371)	(293,064)		3,307	0.56%	
Transfer to Reserves	7	(4,785,320)	(1,696,999)	(148,738)		1,548,261	32.35%	▲
<b>Net Cash from Financing Activities</b>		<b>4,654,710</b>	<b>(1,666,930)</b>	<b>(441,802)</b>		<b>1,225,128</b>		
<b>Net Operations, Capital and Financing</b>		<b>(3,742,860)</b>	<b>(3,571,273)</b>	<b>13,565,554</b>		<b>17,136,827</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>3,606,464</b>	<b>3,606,464</b>	<b>3,606,464</b>		<b>0</b>		
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(136,396)</b>	<b>35,191</b>	<b>17,172,018</b>		<b>17,136,827</b>		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.

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



SHIRE OF BROOME  
STATEMENT OF FINANCIAL ACTIVITY  
(By Nature or Type)  
For the Period Ended 31 March 2018

	Note	Amended Annual Budget (a)	Amended YTD Budget (b)	YTD Actual (c)	%	Var. \$ (c)-(b)	Var. % (c)-(b)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$		\$	%	
Rates	9	21,927,252	21,924,749	21,898,817		(25,932)	(0.12%)	
Operating Grants, Subsidies and Contributions		2,892,689	2,153,966	1,453,009		(700,957)	(24.23%)	▼
Fees and Charges		10,926,967	8,244,515	9,018,644		774,129	7.08%	
Service Charges		0	0	0		0		
Interest Earnings		1,177,412	666,200	518,713		(147,487)	(12.53%)	▼
Other Revenue		847,999	638,990	775,740		136,750	16.13%	▲
Profit on Disposal of Assets	8	1,000	999	0		(999)	(99.90%)	
<b>Total Operating Revenue</b>		<b>37,773,319</b>	<b>33,629,419</b>	<b>33,664,923</b>	<b>89%</b>	<b>36,503</b>		
<b>Operating Expense</b>								
Employee Costs		(15,641,976)	(11,628,058)	(10,907,212)		720,846	4.61%	
Materials and Contracts		(14,072,873)	(11,172,366)	(5,737,085)		5,435,281	38.62%	▲
Utility Charges		(1,950,416)	(1,515,326)	(1,278,290)		237,036	12.15%	▲
Depreciation on Non-Current Assets		(13,766,535)	(10,333,831)	(9,708,671)		625,160	4.54%	
Interest Expenses		(119,838)	(59,920)	(59,351)		569	0.47%	
Insurance Expenses		(631,178)	(631,174)	(630,726)		448	0.07%	
Other Expenditure		(2,638,271)	(2,068,251)	(2,242,525)		(174,274)	(6.61%)	
Loss on Disposal of Assets	8	(191,276)	(191,274)	(82,036)		109,238	57.11%	▲
<b>Total Operating Expenditure</b>		<b>(49,012,363)</b>	<b>(37,600,200)</b>	<b>(30,645,896)</b>	<b>63%</b>	<b>6,845,066</b>		
<b>Funding Balance Adjustments</b>								
Add back Depreciation		13,766,535	10,333,831	9,708,671		(625,160)	(4.54%)	
Adjust (Profit)/Loss on Asset Disposal	8	190,276	190,275	82,036		(108,239)	(56.89%)	▼
Adjust Revaluation, Provisions and Accruals		0	0	0		0		
<b>Net Cash from Operations</b>		<b>2,717,767</b>	<b>6,553,325</b>	<b>12,809,734</b>		<b>6,148,170</b>		
<b>Capital Revenues</b>								
Grants, Subsidies and Contributions		15,373,419	11,755,931	5,855,984		(5,899,947)	(38.38%)	▼
Proceeds from Disposal of Assets	8	408,982	408,979	139,255	34%	(269,724)	(65.95%)	▼
<b>Total Capital Revenues</b>		<b>15,782,401</b>	<b>12,164,910</b>	<b>5,995,239</b>	<b>38%</b>	<b>(6,169,671)</b>		
<b>Capital Expenses</b>								
Land and Buildings	12	(3,821,346)	(3,082,135)	(988,636)		2,093,499	54.78%	▲
Infrastructure Assets - Roads & Footpaths	12	(10,024,954)	(7,459,490)	(2,629,988)		4,829,502	48.17%	▲
Infrastructure Assets - Recreation Areas	12	(330,408)	(255,854)	(59,750)		196,104	59.35%	▲
Infrastructure Assets - Drainage	40	(812,500)	(415,000)	0		415,000	51.08%	▲
Infrastructure Assets - Other	12	(9,673,711)	(7,342,506)	(317,456)		7,025,050	72.62%	▲
Mobile Plant and Equipment	12	(1,449,000)	(1,443,732)	(411,009)		1,032,723	71.27%	▲
Fixed Plant and Equipment	12	(26,405)	(19,805)	(13,472)		6,333	23.99%	▲
Furniture and Equipment	12	(759,414)	(604,056)	(377,306)		226,750	29.86%	▲
<b>Total Capital Expenditure</b>		<b>(26,897,738)</b>	<b>(20,622,578)</b>	<b>(4,797,617)</b>	<b>18%</b>	<b>15,824,961</b>		
<b>Net Cash from Capital Activities</b>		<b>(11,115,337)</b>	<b>(8,457,668)</b>	<b>1,197,622</b>		<b>9,655,290</b>		
<b>Financing</b>								
Proceeds from New Debentures		3,656,053	0	0		0		
Transfer from Reserves	7	6,376,720	326,440	0		(326,440)	(5.12%)	
Advances to Community Groups		0	0	0		0		
Repayment of Debentures	10	(592,743)	(296,371)	(293,064)		3,307	0.56%	
Transfer to Reserves	7	(4,785,320)	(1,696,999)	(148,738)		1,548,261	32.35%	▲
<b>Net Cash from Financing Activities</b>		<b>4,654,710</b>	<b>(1,666,930)</b>	<b>(441,802)</b>		<b>1,225,128</b>		
<b>Net Operations, Capital and Financing</b>		<b>(3,742,860)</b>	<b>(3,571,273)</b>	<b>13,565,554</b>		<b>17,028,588</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>3,606,464</b>	<b>3,606,464</b>	<b>3,606,464</b>		<b>0</b>		
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(136,396)</b>	<b>35,191</b>	<b>17,172,018</b>		<b>17,028,588</b>		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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

SHIRE OF BROOME  
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING  
For the Period Ended 31 March 2018

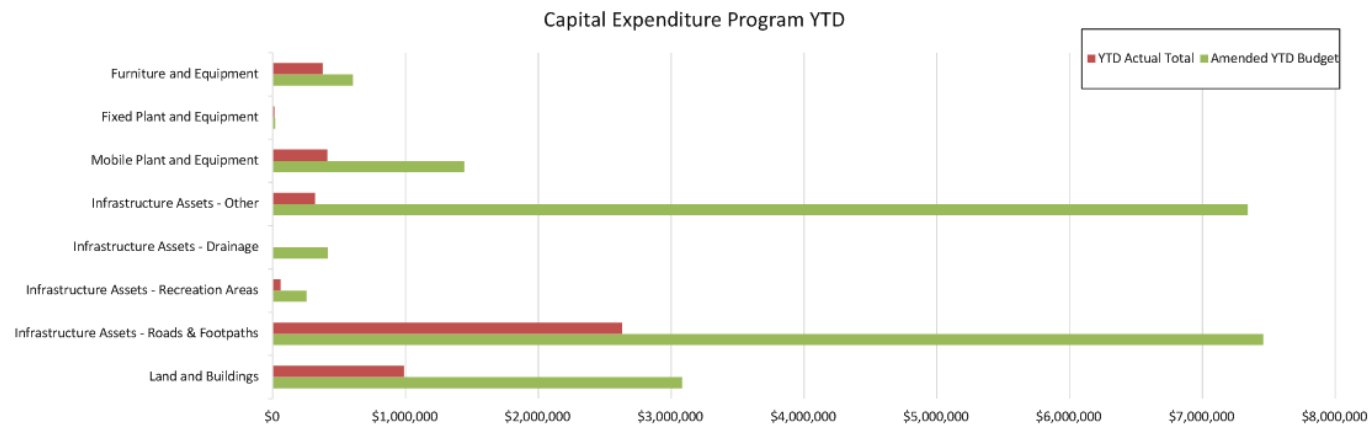
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	12	815,865	172,771	988,636	3,082,135	3,821,346	(2,093,499)
Infrastructure Assets - Roads & Footpaths	12	2,201,429	428,559	2,629,988	7,459,490	10,024,954	(4,829,502)
Infrastructure Assets - Recreation Areas	12	17,218	42,532	59,750	255,854	330,408	(196,104)
Infrastructure Assets - Drainage	12	0	0	0	415,000	812,500	(415,000)
Infrastructure Assets - Other	12	308,539	8,917	317,456	7,342,506	9,673,711	(7,025,050)
Mobile Plant and Equipment	12	16,995	394,014	411,009	1,443,732	1,449,000	(1,032,723)
Fixed Plant and Equipment	12	0	13,472	13,472	19,805	26,405	(6,333)
Furniture and Equipment	12	377,306	0	377,306	604,056	759,414	(226,750)
Capital Expenditure Totals		3,737,352	1,060,265	4,797,617	20,622,578	26,897,738	(15,824,961)

**Funded By:**

Capital Grants and Contributions	5,855,984	11,755,931	15,373,419	5,899,947
Borrowings	0	0	3,656,053	0
Other (Disposals & C/Fwd)	139,255	408,979	408,982	(269,724)
Total Own Source Funding - Cash Backed Reserves	0	326,440	6,376,720	(326,440)
Own Source Funding - Operations	(1,197,622)	8,131,228	1,082,564	(9,328,850)
Capital Funding Total	4,797,617	20,622,578	26,897,738	(15,824,961)

SHIRE OF BROOME  
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING  
For the Period Ended 31 March 2018

Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
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SHIRE OF BROOME  
STATEMENT OF BUDGET AMENDMENTS  
(Statutory Reporting Program)  
For the Period Ended 31 March 2018

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget (a)	Amended YTD Budget (b)
<b>Operating Revenues</b>	\$	\$	\$	\$
Governance	28,450	(8,700)	19,750	16,553
General Purpose Funding - Rates	22,321,672	44,175	22,365,847	22,261,596
General Purpose Funding - Other	939,879	(81,799)	858,080	623,111
Law, Order and Public Safety	133,795	45,000	178,795	150,844
Health	184,700	5,000	189,700	165,263
Education and Welfare	15,000	0	15,000	11,250
Housing	628,275	0	628,275	471,168
Community Amenities	7,492,240	9,000	7,501,240	5,540,562
Recreation and Culture	1,361,545	63,867	1,425,412	1,050,160
Transport	1,798,076	(135,151)	1,662,925	1,202,548
Economic Services	881,553	11,000	892,553	682,152
Other Property and Services	1,986,836	48,905	2,035,741	1,454,212
<b>Total Operating Revenue</b>	<b>37,772,021</b>	<b>1,297</b>	<b>37,773,318</b>	<b>33,629,419</b>
<b>Operating Expense</b>				
Governance	(2,284,817)	(98,303)	(2,383,120)	(1,853,259)
General Purpose Funding	(647,688)	110,000	(537,688)	(480,770)
Law, Order and Public Safety	(1,084,935)	(35,535)	(1,120,470)	(867,007)
Health	(798,432)	26	(798,406)	(599,060)
Education and Welfare	(688,681)	148	(688,533)	(524,086)
Housing	(789,497)	0	(789,497)	(593,044)
Community Amenities	(9,492,966)	4,464	(9,488,502)	(7,401,294)
Recreation and Culture	(11,268,999)	(51,590)	(11,320,589)	(8,563,092)
Transport	(13,664,659)	112,400	(13,552,259)	(10,262,178)
Economic Services	(5,229,869)	(20,091)	(5,249,960)	(3,938,244)
Other Property and Services	(3,217,636)	134,297	(3,083,339)	(2,518,166)
<b>Total Operating Expenditure</b>	<b>(49,168,179)</b>	<b>155,816</b>	<b>(49,012,363)</b>	<b>(37,600,200)</b>
<b>Funding Balance Adjustments</b>				
Add back Depreciation	13,766,535	0	13,766,535	10,333,831
Adjust (Profit)/Loss on Asset Disposal	190,276	0	190,276	190,275
<b>Net Cash from Operations</b>	<b>2,560,653</b>	<b>157,113</b>	<b>2,717,766</b>	<b>6,553,325</b>
<b>Capital Revenues</b>				
Grants, Subsidies and Contributions	15,363,153	10,266	15,373,419	11,755,931
Proceeds from Disposal of Assets	375,000	33,982	408,982	408,979
<b>Total Capital Revenues</b>	<b>15,738,153</b>	<b>44,248</b>	<b>15,782,401</b>	<b>12,164,910</b>
<b>Capital Expenses</b>				
Land and Buildings	(3,581,766)	(239,580)	(3,821,346)	(3,082,135)
Infrastructure Assets - Roads & Footpaths	(9,811,779)	(213,175)	(10,024,954)	(7,459,490)
Infrastructure Assets - Recreation Areas	(286,416)	(43,992)	(330,408)	(255,854)
Infrastructure Assets - Drainage	(390,000)	(422,500)	(812,500)	(415,000)
Infrastructure Assets - Other	(9,774,666)	100,955	(9,673,711)	(7,342,506)
Mobile Plant and Equipment	(1,449,000)	0	(1,449,000)	(1,443,732)
Fixed Plant and Equipment	(26,400)	(5)	(26,405)	(19,805)
Furniture and Equipment	(771,414)	12,000	(759,414)	(604,056)
<b>Total Capital Expenditure</b>	<b>(26,091,441)</b>	<b>(806,297)</b>	<b>(26,897,738)</b>	<b>(20,622,578)</b>
<b>Net Cash from Capital Activities</b>	<b>(10,353,288)</b>	<b>(762,049)</b>	<b>(11,115,337)</b>	<b>(8,457,668)</b>
<b>Financing</b>				
Proceeds from New Debentures	3,656,053	0	3,656,053	0
Transfer from Reserves	6,101,682	275,038	6,376,720	326,440
Repayment of Debentures	(592,743)	0	(592,743)	(296,371)
Transfer to Reserves	(3,251,680)	(1,533,640)	(4,785,320)	(1,696,999)
<b>Net Cash from Financing Activities</b>	<b>5,913,312</b>	<b>(1,258,602)</b>	<b>4,654,710</b>	<b>(1,666,930)</b>
<b>Net Operations, Capital and Financing</b>	<b>(1,879,323)</b>	<b>(1,863,538)</b>	<b>(3,742,861)</b>	<b>(3,571,273)</b>
<b>Opening Funding Surplus(Deficit)</b>	<b>1,879,323</b>	<b>1,727,141</b>	<b>3,606,464</b>	<b>3,606,464</b>
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>(136,397)</b>	<b>(136,397)</b>	<b>35,191</b>

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

This statement comprises a general purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also 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.

**Critical Accounting Estimates**

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 that are 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.

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 11.

**(c) Rounding Off Figures**

All figures shown in this statement are rounded to the nearest dollar.

**(d) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(e) Goods and Services Tax**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) **Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) **Trade and Other Receivables**

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.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) **Inventories**

**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Land Held for Resale**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) **Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	40 to 50 years
Construction other than Buildings (Public Facilities)	40 to 50 years
Furniture and Equipment	10 years
Plant and Equipment	4 to 15 years
Roads	15 to 100 years
Footpaths	50 years
Sewerage Piping	60 years
Water Supply Piping and Drainage Systems	60 years

**(k) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council 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.

**(l) Employee Benefits**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

**(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)**

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

**(ii) Annual Leave and Long Service Leave (Long-term Benefits)**

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) **Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

**Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) **Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) **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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

**Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

**Operating Grants, Subsidies and Contributions**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**Non-Operating Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**Fees and Charges**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**Service Charges**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Interest Earnings**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Other Revenue / Income**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**Employee Costs**

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**Materials and Contracts**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

**Utilities (Gas, Electricity, Water, etc.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

**Insurance**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**Other expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Statement of Objectives

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:

*"A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment."*

The Strategic Community Plan defines the key objectives of the Shire as:

***"Our People Goal - Foster a community environment that is accessible, affordable, inclusive, healthy and safe.***

***Our Place Goal - Help to protect the natural and built environment and Cultural heritage of Broome whilst recognising the unique sense of place***

***Our Prosperity Goal - Create the means to enable local jobs creation and lifestyle affordability for the current and future population.***

***Our Organisation Goal - Continually enhance the Shire's organisational capacity to service the needs of a growing community."***

(s) Reporting Programs

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

**GOVERNANCE**

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

**GENERAL PURPOSE FUNDING**

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission on Police Licensing. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

**LAW, ORDER, PUBLIC SAFETY**

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

**HEALTH**

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

**HOUSING**

Provision and maintenance of rented housing accommodation for pensioners and employees.

**COMMUNITY AMENITIES**

Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.

**RECREATION AND CULTURE**

Parks, gardens and recreation reserves, library services, television and radio re-broadcasting, swimming facilities, walk trails, youth recreation, Shark Bay World Heritage Discovery and Visitor Centre, boat ramps, foreshore, public halls and Shark Bay Recreation Centre.

**TRANSPORT**

Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase, marine facilities and cleaning of streets.

**ECONOMIC SERVICES**

Tourism, community development, pest control, building services, caravan parks and private works.

**OTHER PROPERTY & SERVICES**

Plant works, plant overheads and stock of materials.

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	(10,635)	(53.85%)	▼	Timing	Variance is mainly due to the Youth Coordinating Committee grant not yet being received.
General Purpose Funding - Rates	43,284	0.19%			
General Purpose Funding - Other	20,449	2.38%			
Law, Order and Public Safety	(3,790)	(2.12%)			
Health	6,533	3.44%			
Education and Welfare	3,750	25.00%			
Housing	(32,794)	(5.22%)		Timing	Staff housing rents paid monthly but recovered from payroll fortnightly. This will normalise as the year progresses.
Community Amenities	753,961	10.05%	▲	Timing	Variance is due to the recognition of the refuse and recycling charges applied as part of the 2017-18 rates billing.
Recreation and Culture	(144,469)	(10.14%)	▼	Timing	Variance is due to Haynes Oval & Civic Centre income yet to be invoiced. This may normalise as the year progresses.
Transport	(740,684)	(44.54%)	▼	Timing	Variance is due to a WANDRRA grant having not yet been received.
Economic Services	18,216	2.04%			
Other Property and Services	121,684	5.98%			
<b>Operating Expense</b>					
Governance	356,580	14.96%	▲	Timing	Variance is due to numerous accounts being lower than year-to-date budget.
General Purpose Funding	243,289	45.25%	▲	Timing	Variance is predominantly due to GRV revaluation expenses having not yet been incurred.
Law, Order and Public Safety	(229,222)	(20.46%)	▼	Permanent	Variance is mostly due to expense regarding clean-up and repairs after major weather event over December and January which were unbudgeted. These expenses are currently on application to the state for natural disaster assistance
Health	33,340	4.18%			
Education and Welfare	126,263	18.34%	▲	Permanent	Variance is predominantly due to prolonged vacancies within Community Services.
Housing	51,173	6.48%			
Community Amenities	1,220,255	12.86%	▲	Timing	Variance is due to a number of Waste site expenses being lower than year-to-date budget. These include the feasibility study on the new waste site, Refuse and recycling charges.
Recreation and Culture	863,417	7.63%		Timing	Variance is predominantly due to unspent/saving on salaries in BRAC & Jetty to Jetty design- Consultant expenses
Transport	1,067,121	7.87%		Timing	Variance is predominantly due to less spent on Urban, Rural Rd maintenance projects & street lighting.
Economic Services	2,377,088	45.28%	▲	Timing	Variance is mostly due to the Chinatown Revitalisation feasibility studies having only recently incurred expense.



**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

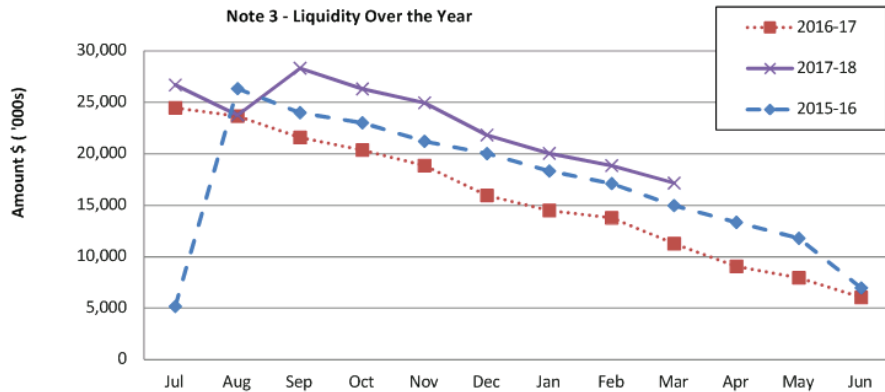
**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Other Property and Services	845,000	27.41%	▲	Timing	Variance is due to a combination of prolonged vacancies & other expenses like Engineering Consultancies, LGIS insurance related expense being lower than budgeted year-to-date.
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(5,899,948)	(38.38%)	▼	Timing	Revetment Wall and the Volunteer Bush Fire pending Only a few of the plant budgeted for sale in this financial year have been disposed of at this time.
Proceeds from Disposal of Assets	(269,724)	(65.95%)	▼	Timing	This will normalise during the year.
<b>Capital Expenses</b>					
Land and Buildings	2,093,499	54.78%	▲	Timing	Variance is due the KRO Building Renewal and Volunteer Bush Fire Brigade building projects having only recently incurred minimal expense.
Infrastructure Assets - Roads & Footpaths	4,829,502	48.17%	▲	Timing	Variance is mostly due to the Dampier St upgrade project expense being lower than year-to-date budget and the Carnarvon St upgrade projects having not yet commenced.
Infrastructure Assets - Recreation Areas	196,104	59.35%	▲	Timing	Variance is mainly due to the Youth Bike Recreation Area Project not yet expensed.
Infrastructure Assets - Drainage	415,000	51.08%	▲	Timing	Variance is due the Hamersley St Drainage upgrade project having not yet commenced.
Infrastructure Assets - Other	7,025,050	72.62%	▲	Timing	Variance is due to the Town Beach Redevelopment project having incurred only minimal expense year-to-date.
Mobile Plant and Equipment	1,032,723	71.27%	▲	Timing	Many plant items budgeted in this financial year have yet to be ordered. This should normalise throughout the year.
Fixed Plant and Equipment	6,333	23.99%	▲	Timing	Variance is due to the expense for the BRAC aquatic project upgrade being lower than budgeted year-to-date.
Furniture and Equipment	226,750	29.86%	▲	Timing	Variance is due to numerous IT projects having not yet commenced.
<b>Financing</b>					
Self-Supporting Loan Principal	0				
Transfer from Reserves	(326,440)	(5.12%)			
Advances to Community Groups	0				
Loan Principal	3,307	0.56%			
Transfer to Reserves	1,548,261	32.35%	▲	Timing	A number of recommendations for the use of the additional 2016-17 surplus resulted in amendments made to transfers to a number of reserves. However, the reconciliation of the transfers to & from reserve are done at the EOFY. This variance will diminish after those processes.

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 March 2018

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Mar 2018	30 Jun 2017	YTD 31 Mar 2017
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	16,764,428	6,223,947	11,458,980
Cash Restricted	4	31,531,176	31,382,437	29,183,499
Receivables - Rates	6	1,237,013	850,382	1,441,088
Receivables - Rates Other		111,190	57,991	114,059
Receivables - Debtors	6	691,012	532,320	522,919
Receivables - Other		49,215	300,008	199,896
Sundry Provisions & Accruals		38,398	139,356	43,823
Inventories		23,362	36,645	32,198
		50,445,793	39,523,087	42,996,462
<b>Less: Current Liabilities</b>				
Payables		(1,108,402)	(3,479,565)	(1,782,061)
Provisions		(627,140)	(1,054,622)	(753,851)
		(1,735,542)	(4,534,187)	(2,535,912)
Less: Cash Reserves	7	(31,531,172)	(31,382,437)	(29,183,499)
Rounding and Timing Adjustment		(7,061)		
<b>Net Current Funding Position</b>		<b>17,172,018</b>	<b>3,606,462</b>	<b>11,277,051</b>



Comments - Net Current Funding Position

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Bank Account	0.15%	3,719,308			3,719,308	CommBank	At Call
Business Online Saver	0.60%	1,370,783			1,370,783	CommBank	At Call
BRAC Bank Account	0.10%	101,022			101,022	CommBank	At Call
BPAY Bank Account	0.00%	0			0	CommBank	At Call
Reserve Bank Account	0.60%		13,579		13,579	CommBank	At Call
Trust Bank Account	0.00%			876,616	876,616	CommBank	At Call
Cash On Hand	Nil	4,400			4,400	N/A	On Hand
<b>(b) Term Deposits</b>							
Term Deposit	2.64%		20,000,000		20,000,000	CBA	18-Jun-18
Term Deposit	2.55%		11,517,597		11,517,597	BWA	12-Jun-18
Term Deposit	2.56%	4,031,481			4,031,481	NAB	07-Jun-18
Term Deposit	2.32%	4,025,205			4,025,205	NAB	09-Apr-18
Term Deposit	2.51%	4,000,000			4,000,000	NAB	09-Apr-18
WATC grant in Trust				3,998,541	3,998,541	WATC	
<b>Total</b>		<b>17,252,200</b>	<b>31,531,176*</b>	<b>4,875,157‡</b>	<b>53,658,533</b>		
<b>Adjustments</b>							
Payment Timing Adjustments**		487,772					
Add back Cash on Hand		4,400					
<b>Total</b>		<b>16,760,028</b>					

**Comments/Notes - Investments**

\*Note - The total of Restricted Cash balances to the reserves on Note 7

\*\*NOTE - Payment Timing adjustments indicate payments that have been recorded on the ledger but have yet to be paid out of the bank. The bank accounts are reconciled monthly to ensure no discrepancies occur.

‡Note - A discrepancy between Trust balance and the balance of Note 11 is a result of money in transit, either as a refund or a payment, or an unrepresented cheque.

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

**Note 5: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
		<b>Budget Adoption</b>		Opening Surplus	\$	\$	\$	\$
		<b>Permanent Changes</b>						
		Opening surplus adjustment				1,727,141		1,727,141
		Budgeted EOY Surplus/(Deficit)					0	1,727,141
		<b>General Purpose Funding</b>						
30301		Grants Commission - Op Inc - Other General Purpose Funding		Operating Income			(81,799)	1,645,342
30146		Interest - Rates Instalments - Op Inc - Rates		Operating Income		40,000		1,685,342
30149		Legal & Rates Consulting Exp - Op Exp - Rates		Operating Expenditure		110,000		1,795,342
32481		Rates Other Fees for Service (ex GST)- Op Inc - Rates		Operating Income		4,175		1,799,517
		<b>Governance</b>						
22230		Legal Exps Op Exp - Other Governance		Operating Expenditure			(42,215)	1,757,302
23040		Youth Development Programme & Working Group - Op Exp - Other Governance		Operating Expenditure			(6,543)	1,750,759
22172		Community Sponsorship Program - Op Exp - Other Governance		Operating Expenditure			(4,545)	1,746,214
22172		Community Sponsorship Program - Op Exp - Other Governance		Operating Expenditure			(5,000)	1,741,214
		Transfer From Community Sponsorship Reserve Cap Inc - Other Gov						
23596				Capital Income		5,000		1,746,214
22124		Contribution to Kimberley Zone Secretariat		Operating Expenditure		10,000		1,756,214
23029		Community Communication Plan - Other Gov		Operating Expenditure			(50,000)	1,706,214
23451		Staff EBA Review Provision - Op Exp - Other Gov		Operating Expenditure			(15,000)	1,691,214
		Youth Development Programme & Working Group - Op Exp - Other Governance						
23040				Operating Expenditure		15,000		1,706,214
		Grant Op - Youth Coordinating Committee Op Inc. - Other Governance						
23050				Operating Income			(8,700)	1,697,514
23094		Proceeds On Sale Of Assets - Cap Inc - Other Governance		Capital Income		33,982		1,731,496
		<b>Law, Order and Public Safety</b>						
508216		Bush Fire Mitigation - Op Exp - Fire Prevention		Operating Expenditure			(6,535)	1,724,961
51400		Fines - Op Inc - Fire Prevention		Operating Income		5,000		1,729,961
51410		User Charges - Fire - Slashing Etc - Op Inc - Fire Prevention		Operating Income		40,000		1,769,961
508216		Bush Fire Mitigation - Op Exp - Fire Prevention		Operating Expenditure			(40,000)	1,729,961
53017		Fines Enforcement Registry Exp - Op Exp - Ranger Operations		Operating Expenditure			(4,000)	1,725,961
53174		VBFB Buildings Renewal - Cap Ex - VBFB		Capital Expenditure			(5,580)	1,720,381
51410		User Charges - Fire - Slashing Etc - Op Inc - Fire Prevention		Operating Income			(10,000)	1,710,381
52400		Animal Fines & Penalties - Op Inc - Animal Control		Operating Income		5,000		1,715,381
		Impounding of Vehicles Expense - Op Exp - Other Law Order & Public Safety						
53060				Operating Expenditure			(5,000)	1,710,381
508216		Bush Fire Mitigation - Op Exp - Fire Prevention		Operating Expenditure		20,000		1,730,381

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

**Note 5: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
53400		Sundry (ORV Etc) Fines & Penalties - Op Inc - Other Law Order & Public Safety		Operating Income		5,000		1,735,381
		<b>Health</b>						
75020		Mosquito Control & Pest Control - Op Exp - Preventive Service- Pest Control		Operating Expenditure		26		1,735,407
717599		Transfer From Restricted Cash Reserve - Cap Inc - Health Service - Pest Control		Capital Income		6,974		1,742,381
74490		Trading Licences - All Except Beach - Op Inc - Prevent - Inspection/Admin		Operating Income		5,000		1,747,381
		<b>Education and Welfare</b>						
82600		Salary - Op Exp - Community Services		Operating Expenditure		2,866		1,750,247
82610		Relief Staff - Op Exp - Community Services)		Operating Expenditure			(2,866)	1,747,381
82600		Salary - Op Exp - Community Services		Operating Expenditure		5,297		1,752,678
82610		Relief Staff - Op Exp - Community Services)		Operating Expenditure			(5,149)	1,747,529
		<b>Housing</b>						
95810		Building Staff Housing - Cap Exp - New		Capital Expenditure			(179,000)	1,568,529
95910		Transfer From Building Reserve - Staff Housing - Cap Inc		Capital Income		179,000		1,747,529
		<b>Community Amenities</b>						
105546	105550	Project - Broome Townsite Coastal Hazard Risk Mgt & Adaptation Plan Consult -Op Exp - Prot of Envrn		Operating Expenditure		464		1,747,993
105541		Coastal Grants & Reimb Rec'd		Operating Income		5,000		1,752,993
104281		Transfer to Drainage Reserve - Cap Exp - Urban Stormwater Drainage		Capital Expenditure			(250,000)	1,502,993
106420		Rezoning Fees (Incl GST) - Op Inc - Town Planning/Regional Devel		Operating Income			(5,000)	1,497,993
106421		Rezoning Fees (Excl GST) - Op Inc - Town Planning		Operating Income		5,000		1,502,993
103480		Septic Tank Fees - Op Inc - Sewerage		Operating Income		2,000		1,504,993
102210		Drainage Consultant/Strategy - op Exp - Urban Stormwater Drainage		Operating Expenditure		22,000		1,526,993
104281		Transfer to Drainage Reserve - Cap Exp - Urban Stormwater Drainage		Capital Expenditure			(45,467)	1,481,526
106038		Legal Expenses - Development Services		Operating Expenditure			(20,000)	1,461,526
103480		Septic Tank Fees - Op Inc - Sewerage		Operating Income		2,000		1,463,526
104270	104299	Short St-Paspaley Carnarvon Street New Drainage Const - Cap Exp		Capital Expenditure			(400,000)	1,063,526
104480		Transfer From Drainage Reserve - Urban Stormwater Drainage - Cap Inc		Capital Income		100,801		1,164,327
101550	101552	Other Infra Renewal Rubbish Services - Cap Exp - San Gen Refuse		Capital Expenditure		150,000		1,314,327

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

**Note 5: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
101515		Transfer to Refuse Reserve - Cap Exp - Sanitation Gen Refuse		Capital Expenditure			(150,000)	1,164,327
103101	103102	Town Beach Sewerage - Reactive Maint - Op Exp		Operating Expenditure		2,000		1,166,327
107071	107077	Gantheaume Point Ablutions - Operating Expense - Op Exp		Operating Expenditure		5,000		1,171,327
107071	107073	Cable Beach Ablutions - Operating Expense - Op Exp		Operating Expenditure			(5,000)	1,166,327
104800	104920	Broome Townsite Drains Renewal - Cap Infra Exp - Urb Stwater		Capital Expenditure			(22,500)	1,143,827
		<b>Recreation and Culture</b>						
117132		Plant & Equip Renewal/Replacement - Cap Exp - BRAC - Aquatic		Capital Expenditure			(5)	1,143,822
116151		Non Operating Grants Other Culture - Non Op Inc		Capital Income		66,636		1,210,458
113708		Grant Funded Operational Expense - Rec Serv		Operating Expenditure			(6,684)	1,203,774
117010	117011	Aquatic Building & Pool General Maint Exp		Operating Expenditure			(11,940)	1,191,834
117414		Grant Non Op - BRAC Aquatic - Cap Inc MUN		Capital Income			(169,717)	1,022,117
117210		BRAC Ovals Maint - Op Exp		Operating Expenditure			(15,000)	1,007,117
111989		Transfer to POS Reserve - Cap Exp - Parks & Ovals		Capital Expenditure			(377,739)	629,378
1181420	YBRA001	Youth Bike Recreation Area - New Construction - Cap Exp		Capital Expenditure			(40,130)	589,248
113403		Grants - Non Op - Cap Inc - Other Rec & Sport		Capital Income			(5,000)	584,248
117003		Relieving Staff Exp - Op Ex - BRAC Aquatic		Operating Expenditure			(6,200)	578,048
113411		Venue Hire Inc - Cable Beach & Amphitheatre - Op Inc - Other Rec & Sport		Operating Income			(6,500)	571,548
113417		Event Application Fee (No GST) Male Oval & Concourse - Op Inc - Parks & Ovals		Operating Income		5,000		576,548
113418		Event application Fee (No GST) Town Beach Hire - Op Inc - Parks & Ovals		Operating Income		1,500		578,048
116184	116196	Staircase to the Moon Event Management Op Exp - Other Cult		Operating Expenditure		3,400		581,448
113420		Sundry Contributions - Op Inc - Parks & Ovals		Operating Income		21,567		603,015
1181201		Jetty to Jetty Town Beach - Design/Plans/Feasibility - Op Exp - Other Recreation & Sport		Operating Expenditure			(21,166)	581,849
117000	117052	BRAC - Operating Expense, Security & Insurance - Op Exp		Operating Expenditure		4,844		586,693
117000	117048	BRAC Cleaning Materials & Contractor expenses		Operating Expenditure			(4,844)	581,849
117010	117012	BRAC Wet - Planned Maint & Minor Works - Op Exp		Operating Expenditure		5,670		587,519
117218	117221	Medland Pavilion - Planned Maint & Minor Works - Op Exp		Operating Expenditure			(5,670)	581,849
113704		Consultants - Op Exp - Rec Services		Operating Expenditure			(15,000)	566,849
117017		Consultants - Op Exp - BRAC - General		Operating Expenditure		15,000		581,849
117003		Relieving Staff Exp - Op Ex - BRAC Aquatic		Operating Expenditure			(15,000)	566,849
117004	117057	Salary & Related Customer Service Officer Expense		Operating Expenditure		10,000		576,849
117171		Salary - Op Exp - Holiday Prog Exps - BRAC Dry		Operating Expenditure		5,000		581,849
113001	113002	Haynes Oval Pavilion General Maint - Op Exp		Operating Expenditure			(3,000)	578,849
113391		Haynes Oval & Pavilion Income - Op Inc		Operating Income		5,000		583,849
117081	117082	General Building & Facility Maint - BRAC Dry - Op Exp		Operating Expenditure			(10,000)	573,849



SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

**Note 5: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
117282		Swimming Lessons by BRAC Inc		Operating Income		20,000		593,849
113417		Event Application Fee (No GST) Male Oval & Concourse - Op Inc - Parks & Ovals		Operating Income		5,000		598,849
116071		Festival & Events Sundry Inc - Op Inc - Other Culture		Operating Income		300		599,149
116184	116199	Christmas Deco and Street Party Works - Op Exp		Operating Expenditure			(5,000)	594,149
		Broome Civic Centre Operational Grants & Contributions - Op Inc						
116483		Bme Civic Centre		Operating Income		12,000		606,149
115286		SLWA Travel & Accommodation Op Exp - Library		Operating Expenditure		14,000		620,149
117455	117456	BRAC Ovals Renewal Infra Works - Cap Exp - BRAC Ovals		Capital Expenditure			(3,862)	616,287
113000	113543	Town Beach Water Park - P&G Maint		Operating Expenditure		10,000		626,287
113000	113032	Male Oval - P&G Maint		Operating Expenditure		10,000		636,287
113000	PR36B	Magabala Park - P&G Maint		Operating Expenditure			(10,000)	626,287
113000	113583	Herbert St Park - P&G Maint		Operating Expenditure			(10,000)	616,287
113000	113043	Town Beach - P&G Maint		Operating Expenditure		25,000		641,287
117210	117211	BRAC Ovals - P&G Maint		Operating Expenditure			(5,000)	636,287
116175		Community Storage Shed Expenditure		Operating Expenditure			(10,000)	626,287
		<b>Transport</b>						
121100	RU433	Hammersley Napier Black Spot Project - Cap Exp		Capital Expenditure			(73)	626,214
		Crab Creek Road - SLK 1.53 to 2.13 - New alignment from BR Ind. - Cap Ex - Upgrade		Capital Expenditure		84,875		711,089
121501	RU12	Transfer From Restricted Cash Reserve - Road Construction		Capital Income			(84,802)	626,287
121906		WALGOC Road Grants Untied Op Grant Rec'd		Operating Income			(103,450)	522,837
120305								
121761		Aboriginal Roads Non Op Grant from MRWA - Op Inc - Rd Const		Capital Income			(8,000)	514,837
		Transfer to Road Reserve - Cap Exp - Cons Streets Roads Bridges						
121950		Dep		Capital Expenditure			(250,000)	264,837
125950		Transfer to Footpath Reserve		Capital Expenditure			(331,600)	(66,763)
		Dep't Premier & Cabint Natural Disaster Grant - Cape Leveque Rd						
120306				Operating Income		22,799		(43,964)
123000	122197	WANDRRA Event - Works Maint		Operating Expenditure			(22,799)	(66,763)
125960		Transfer From Footpath Reserve - Footpath Construction		Capital Income		21,630		(45,133)
125140	125192	Palmer Road - Footpath Construction		Capital Expenditure			(15,130)	(60,263)
125140	121597	Frangiapani Subdivision Footpath Construction Expense - Cap Exp		Capital Expenditure			(6,500)	(66,763)
121762		State Direct MRWA/RRG Rd Maint Op Grant Rec'd		Operating Income			(59,500)	(126,263)
		Cape Leveque Rd Upgrade Const - Cap Exp (See 121507 for Reforms & Drainage)						
121501	121540			Capital Expenditure			(93,667)	(219,930)
121770		Rds to Recovery Grant for Rural Rds - Non Op Inc - Rd Const		Capital Income			(122,123)	(342,053)
121776		Rds To Recovery Non Op Grant for Urban Rds - Non Op Inc		Capital Income		390,470		48,417
		Regional Rd Group (RRG) Rural Rd Const Funding -Non Op Inc-Rd Const						
121778				Capital Income			(295,000)	(246,583)

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

**Note 5: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
121779		Regional Rd Group (RRG) Urban Rd Const Funding - Non Op Inc - Rd Const		Capital Income		153,000		(93,583)
121101	121552	Hunter St Renewal Rd Infra Const - Capex (was Herbert st)		Capital Expenditure			(32,680)	(126,263)
122000	121011	Sector 1 Chinatown - Works Maint		Operating Expenditure		9,000		(117,263)
122000	121025	Sector 2 Cable Beach - Works Maint		Operating Expenditure		10,000		(107,263)
122000	121026	Sector 3 Old Broome - Works Maint		Operating Expenditure		10,000		(97,263)
122000	121029	Sector 6 Broome North / Blue Haze - Works Maint		Operating Expenditure		9,000		(88,263)
122000	121027	Sector 4 Sunset Park - Works Maint		Operating Expenditure		6,000		(82,263)
123000	123000	Mtce Streets, Rds - Rural Summary Budget Only -No Post-Op Exp		Operating Expenditure			(44,000)	(126,263)
124910		Parking Fines - Op Inc - Parking Facilities		Operating Income		5,000		(121,263)
		Street Lighting - Mnthly Elect Accts & Insurance - Op Exp - Road Operating Exp		Operating Expenditure		70,199		(51,064)
122000	121026	Sector 3 Old Broome - Works Maint		Operating Expenditure		25,000		(26,064)
122000	121025	Sector 2 Cable Beach - Works Maint		Operating Expenditure		20,000		(6,064)
122000	121028	Sector 5 Roebuck Est - Works Maint		Operating Expenditure		10,000		3,936
121501	RU12	Crab Creek Road - SLK 1.53 to 2.13 - New alignment from BR Ind. - Cap Ex - Upgrade		Capital Expenditure			(150,000)	(146,064)
126000	126015	Gubinge Road - P&G Maint		Operating Expenditure		10,000		(136,064)
		<b>Economic Services</b>						
132141	132142	Pearl Luggar Const Upgrade - Cap Exp - Tourism		Capital Expenditure			(25,165)	(161,229)
1365495	136549	New Caravan Dumping Point - Other Infrastructure - Tourism & Transfer From Restricted Cash Reserve - Tourism & Area		Capital Expenditure			(23,880)	(185,109)
132938		Promotion		Capital Income		23,880		(161,229)
133480		Other Minor Charges Inc GST - Op Inc - Building Control		Operating Income		11,000		(150,229)
		Economic Development Program Expense - Op Exp - Other Economic Services		Operating Expenditure			(9,091)	(159,320)
1367210		Salary - Op Exp - Economic Services Special Projects		Operating Expenditure			(31,063)	(190,383)
1367206		Superannuation Employee Exp - Op Exp - Economic Services		Operating Expenditure			(2,950)	(193,333)
1367207		Special Projects		Operating Expenditure				
1367211		Chinatown Revitalisation Consultant and Other Expense - Op Exp - Economic Services Special Projects		Operating Expenditure		34,013		(159,320)
133015		Consultants - Op Exp - Building Control		Operating Expenditure		5,000		(154,320)
132310	132310	Roebuck Bay CP - Planned Maint & Minor Works - Op Exp		Operating Expenditure			(16,000)	(170,320)
		<b>Other Property and Services</b>						
142043		Organisational Training - General		Operating Expenditure		8,117		(162,203)
142232		LGIS Insurance Funded Expenses (Inc in 142393) - Op Exp - Corp Gov		Operating Expenditure		594		(161,609)
143038		Consultants Engineering Office		Operating Expenditure			(43,800)	(205,409)
143405		Grant Op - R4R KRGS - Op Inc - Eng Off		Operating Income		37,785		(167,624)
147371		Shire Office Barker St - Building Upgrade Wks - Cap Exp - Corp Gov Support		Capital Expenditure			(80,000)	(247,624)

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

**Note 5: BUDGET AMENDMENTS**

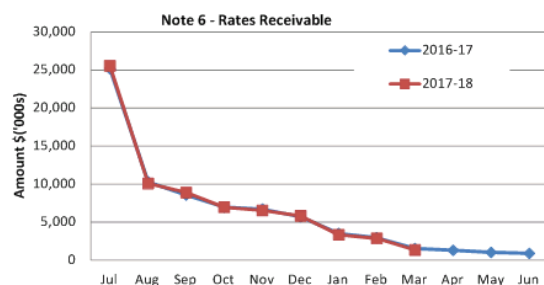
Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
146122		Software >\$5000 Cap Exp - IT		Capital Expenditure			(285,624)	
143010		Salary - Op Exp - Engineering Office		Operating Expenditure		15,610	(38,000)	(270,014)
143027		Relieving Staff - Op Exp - Engineering		Operating Expenditure			(15,610)	(285,624)
143508		Wages & Related Sick & Holiday - P & G Ops		Operating Expenditure		32,400		(253,224)
143500		Salary - Op Exp - P & G (Management)		Operating Expenditure		35,000		(218,224)
143523		Superannuation Employee Expense - P & G Management		Operating Expenditure		5,000		(213,224)
148010		Salary - Op Exp - Works (Management)		Operating Expenditure		55,000		(158,224)
148015		Superannuation Employee Expense - Works Management		Operating Expenditure		12,000		(146,224)
143049		Relieving Staff Exp - P&G - Gen Admin		Operating Expenditure			(100,000)	(246,224)
143055		Relieving Staff Exp - Works - Gen Admin		Operating Expenditure			(60,000)	(306,224)
145104		Plant Insurance & Licences - Op Exp - Plant Operation		Operating Expenditure		54,000		(252,224)
143038		Consultants Engineering Office		Operating Expenditure		39,166		(213,058)
142006		Salary - Op Exp - Human Resources		Operating Expenditure		13,133		(199,925)
142008		Relieving Staff Exp - HR		Operating Expenditure			(13,133)	(213,058)
142015		All Employee Centrelink Paid Parental Leave - Op Exp - Gen Admin O'Heads		Operating Expenditure			(11,120)	(224,178)
142048		HRM Consultancy - Op Exp		Operating Expenditure			(20,000)	(244,178)
142395		All Employee Paid Parental Leave Reimb - Op Inc - Gen Admin O'Heads		Operating Income		11,120		(233,058)
142012		Relieving Staff Exp - DCS - Gen Admin		Operating Expenditure		30,502		(202,556)
141997		Transfer to Leave Reserve - Cap Exp - Corp Gov & Support		Capital Expenditure			(19,852)	(222,408)
146122		Software >\$5000 Cap Exp - IT		Capital Expenditure		50,000		(172,408)
148008		Transfer to Furniture & Equipment Reserve - Cap Exp		Capital Expenditure			(50,000)	(222,408)
142988		Transfer to Plant Reserve - Cap Exp - Engineering Office		Capital Expenditure			(33,982)	(256,390)
143010		Salary - Op Exp - Engineering Office		Operating Expenditure			(24,196)	(280,586)
143013		Superannuation Employee Expense - Engineering		Operating Expenditure			(366)	(280,952)
143029		Other Employment Costs - Engineering		Operating Expenditure			(3,000)	(283,952)
143395		Transfer From - Leave Reserve - Eng Office		Capital Income		22,555		(261,397)
143038		Consultants Engineering Office		Operating Expenditure		100,000		(161,397)
148100	148295	Depot Build & Grounds - Works Maint		Operating Expenditure		10,000		(151,397)
148060		Relief Staff Op Exp - Depot Ops		Operating Expenditure			(37,000)	(188,397)
148281	148281	Works Staff Training - Op Exp		Operating Expenditure		12,000		(176,397)
142000	142000	Haas St Office - Operating Expense - Op Exp		Operating Expenditure		20,000		(156,397)
142000	142058	Haas St Office - Planned Maint & Minor Works - Op Exp		Operating Expenditure		10,000		(146,397)
147100		Building Capital > \$5k - Cap Exp - Unclassified General		Capital Expenditure		10,000		(136,397)
147372		Shire Office Barker St - Building Renewal - Cap Exp - Corp Gov Support		Capital Expenditure		15,000		(121,397)
141790		Transfer to Building Reserve - Cap Exp - General Administration		Capital Expenditure			(25,000)	(146,397)
142050	142051	O'Heads Barker St Offices - Operating Expense - Op Exp		Operating Expenditure		10,000		(136,397)
					0	4,293,491	(4,429,888)	

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**Note 6: RECEIVABLES**

Receivables - Rates Receivable	YTD 31 Mar 2018	30 Jun 2017
	\$	\$
Opening Arrears Previous Years	850,382	819,335
Levied this year	21,898,817	21,460,516
Less Collections to date	(21,512,187)	(21,429,468)
Equals Current Outstanding	1,237,013	850,382
<b>Net Rates Collectable</b>	<b>1,237,013</b>	<b>850,382</b>
% Collected	94.56%	96.18%

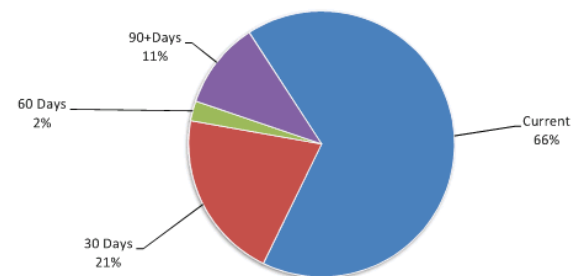

**Comments/Notes - Receivables Rates**

\* NOTE - Rates were raised on 19 July 2017 and are due on 23 August 2017

\*\*NOTE - The calculation of percentage of Rates collected only reports on current Rates, Arrears and Back Rates. For a full breakdown on Rates received, please see the Rates Receipt Statement in the info bulletin

Receivables - General	Credit*	Current	30 Days	60 Days	90+Days
Receivables - General		\$	\$	\$	\$
	(22,629)	473,776	146,928	17,117	75,820
<b>Total Receivables General Outstanding</b>					<b>691,012</b>

Amounts shown above include GST (where applicable)

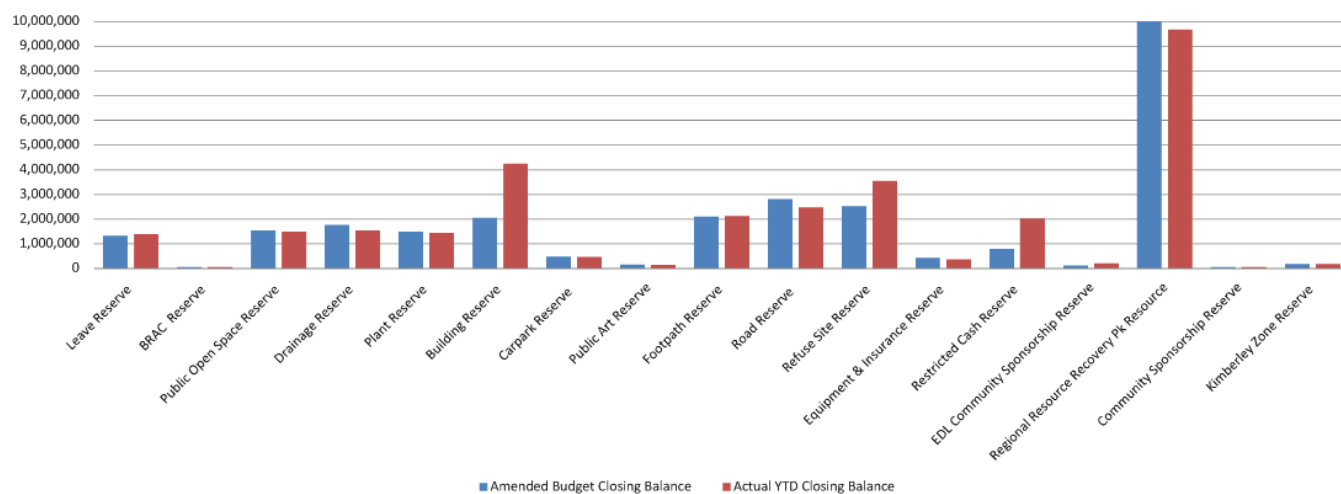
**Receivables - General**

**Comments/Notes - Receivables General**

\* Note - A credit refers to a debtor paying more than required in the current billing period. It sits as a credit against the account until the following period when it is applied

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

**Note 7: Cash Backed Reserve**

2017-18		Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Amended Budget Closing Balance	Actual YTD Closing Balance
Name	Opening Balance									
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	1,392,788	34,700	7,059	19,852	0	(106,996)	0		1,340,344	1,399,847
BRAC Reserve	52,963	100	268	0	0	0	0		53,063	53,231
Public Open Space Reserve	1,484,517	40,100	7,523	422,517	0	(400,000)	0		1,547,134	1,492,040
Drainage Reserve	1,538,937	40,600	7,799	295,467	0	(100,801)	0		1,774,203	1,546,736
Plant Reserve	1,445,001	39,600	7,323	33,982	0	(29,000)	0		1,489,583	1,452,324
Building Reserve	4,225,521	94,400	21,415	65,000	0	(2,320,326)	0		2,064,595	4,246,936
Carpark Reserve	472,478	12,800	2,394	0	0	0	0		485,278	474,872
Public Art Reserve	158,517	2,300	803	0	0	0	0		160,817	159,320
Footpath Reserve	2,124,387	57,500	10,766	331,600	0	(406,630)	0		2,106,857	2,135,153
Road Reserve	2,466,646	60,100	12,501	337,000	0	(50,000)	0		2,813,746	2,479,147
Refuse Site Reserve	3,531,100	83,400	17,895	150,000	0	(1,236,053)	0		2,528,447	3,548,995
Equipment & Insurance Reserve	365,710	9,900	1,853	50,000	0	0	0		425,610	367,563
Restricted Cash Reserve	2,033,576	0	0	0	0	(1,241,914)	0		791,662	2,033,576
EDL Community Sponsorship Reserve	210,361	4,400	1,066	0	0	(80,000)	0		134,761	211,427
Regional Resource Recovery Pk Resource	9,637,910	259,800	48,844	2,334,202	0	(400,000)	0		11,831,912	9,686,754
Community Sponsorship Reserve	61,986	1,300	314	0	0	(5,000)	0		58,286	62,300
Kimberley Zone Reserve	180,039	4,700	912	0	0	0	0		184,739	180,951
	31,382,437	745,700	148,735	4,039,620	0	(6,376,720)	0		29,791,037	31,531,172



SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget	YTD 31 Mar 2018		
					Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$		\$	\$	\$	
				P Number Plant and Equipment				
				0 P113 Utility Crew Cab w Tray Isuzu D-Max SX Auto (Ranger 1) 1EHR084	(8,100)	0	0	
				0 P213 Utility Crew Cab w Tray Isuzu D-Max SX Man (Ranger 2) 1EHR085	(7,125)	0	0	
				0 P16512 ISUZU - D-MAX SX UTILITY - 4WD CREW - CAB (DSD - COMPLIANCE) 1EAD664	(7,200)	0	0	
				0 P10112 Isuzu D-Max SX 4x4 Crew Cab Ute (MHS) 1DXC557	(3,850)	0	0	
				0 P12112 Hyundai Santa Fe Wagon CRDI 4x4 (MCD) 1DWL167	(1,000)	0	0	
				0 P4412 Isuzu D-Max SX 4x4 Crew Cab Ute Canopy (MBS) 1DWL170	(3,900)	0	0	
				0 P7511 Isuzu D-Max SX Crew Cab 4WD Tray Top (Surveyor) 1DUD117	(3,900)	0	0	
				0 P11312 Isuzu D-Max SX 4x4 Crew Cab Ute Canopy (D&SE) 1DWL168	(3,900)	0	0	
				0 P3812 Isuzu D-Max SX 4x4 Crew Cab Ute Canopy (P&G) 1DWL184	(3,900)	0	0	
				0 P85807 TRAILER POLMAC DUAL AXLE - P&G	0	0	0	
				0 P6913 John Deere 1565 Front Deck Ride on Mower (P&Gs) 1ELL395	(2,267)	0	0	
				0 P6910 4WD Front Deck Mower John Deere 1565 BM28612	0	0	0	
				0 P10513 Mower Ride on Front Deck John Deere 1565 (P&Gs) 1GCB289	(1,495)	0	0	
95,500	(13,503)	(45,000)	(36,997)	0 P1910 Truck Tipper 8t Single Cab - P&Gs UD Nissan PK9	(40,400)	(36,997)	3,403	
				0 P2713 Utility Isuzu D-Max SX Space Cab w tray (Mowing 1. P&Gs) BM25118	(8,200)	0	0	
				0 P2512 Isuzu D-Max SX 4x4 Space Cab Alloy Tray (P&Gs) Retic 3 (1EAD681)	(5,850)	0	0	
				0 P6812 Isuzu D-Max SX 4x4 Space Cab Alloy Tray (P&Gs) Retic 1(1EAD682)	(5,850)	0	0	
				0 P6212 Isuzu D-Max SX 4x4 Crew Cab Steel Tray Top (P&Gs) Snr Supvr 1DWL178	(3,900)	0	0	
				0 P9112 Isuzu D-Max EX 4x4 Single Cab Steel Tipper Body (P&Gs) Supvr 1DYG927	(2,600)	0	0	
				0 P13611 Rota slasher Howard EHD180 (P&Gs)	0	0	0	
42,120	(11,089)	(27,273)	(3,758)	0 P88515 HOWARD STEALTH S2 WING TIP MOWER (REPLACES P88513) INSURANCE	(20,328)	0	0	
91,563	(20,105)	(33,000)	(38,458)	0 P8913 Woodchipper Bandit 1390XP (P&Gs) 1TNG120	(14,747)	(3,758)	10,989	
				0 P83307 ROLLER VIBRATING SOIL COMPACTOR HAMM 3411 - WORKS	(34,375)	(38,458)	(4,083)	
				0 P1611 4WD Utility Crew Cab - Isuzu D-Max Works Team Leader - Construction 1GCB288	(6,922)	0	0	
				0 P11412 Isuzu D-Max SX 4x4 Standard Cab Steel tray Top - Stores 1DWL185	(1,467)	0	0	
				0 P16612 Pressure Cleaner Spitwater SW151 with attachments (Depot)	1,000	0	0	
42,193	(5,388)	(33,982)	(2,823)	0 P16016 Isuzu MUX LST Outback Bronze (DCEO) (1GDI704)	0	(2,823)	(2,823)	
137,620	(50,086)	(139,255)	(82,036)		(190,276)	(82,036)	7,486	
Comments - Capital Disposal/Replacements								



SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

Note 9: RATING INFORMATION		Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
RATE TYPE												
Differential General Rate												
Gross Rental Valuations												
GRV - Residential		9.7547	4,786	121,481,660	11,851,039	0	10,000	11,861,039	11,851,039	0	10,000	11,861,039
GRV - Residential - Vacant		15.7916	148	2,453,450	387,711			387,711	387,711			387,711
GRV - Commercial/Industrial		10.7652	582	53,984,924	5,790,824			5,790,824	5,790,824			5,790,824
GRV - Tourism		14.9725	426	16,887,828	2,528,530			2,528,530	2,528,530			2,528,530
Unimproved Value Valuations												
UV - Rural		0.6570	55	20,820,000	136,787			136,787	136,787			136,787
UV - Mining		12.3270	41	944,372	116,413			116,413	116,413			116,413
UV - Commercial Rural		3.0779	21	6,643,773	204,489			204,489	204,489			204,489
Sub-Totals			6,059	223,216,007	21,015,793	0	10,000	21,025,793	21,015,793	0	10,000	21,025,793
Minimum Payment		Minimum \$										
Gross Rental Valuations												
GRV - Residential		1,220	73	821,692	89,060			89,060	89,060			89,060
GRV - Residential - Vacant		1,220	216	1,269,480	263,520			263,520	263,520			263,520
GRV - Commercial/Industrial		1,220	26	194,054	31,720			31,720	31,720			31,720
GRV - Tourism		1,220	412	1,880,840	502,640			502,640	502,640			502,640
Unimproved Value Valuations												
UV - Rural		1,220	4	191,300	4,880			4,880	4,880			4,880
UV - Mining		500	31	44,610	14,500			14,500	14,500			14,500
UV - Commercial Rural		1,220	2	28,300	2,440			2,440	2,440			2,440
Sub-Totals			764	4,430,276	908,760	0	0	908,760	908,760	0	0	908,760
UV Concession - Coconut Well								21,934,553				21,934,553
UV Concession - Twelve Mile								(978)				(978)
UV Concession - Horticulture Land Use								(5,339)				(5,339)
Amount from General Rates								(984)				(984)
Ex-Gratia Rates								21,927,252				21,927,252
Specified Area Rates								0				0
Totals								0				0
								21,927,252				21,927,252

Comments - Rating Information

NOTE - This note represents the budgeted rating and back rating revenue expected for the 2017/18 financial year. The Statement of Financial Activity (by Reporting Program) examines the reporting program for rates which also includes other items, such as debt recovery and rates instalments charges, which are not represented in this table as they do not form part of ordinary rates modelling.

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**10. INFORMATION ON BORROWINGS**
**(a) Debenture Repayments**

Particulars	Principal 30-Jun-17	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
Loan 191 - BRAC Inf & Stage 2B	171,375		28,075	57,049	143,300	114,326	4,203	7,538
Loan 193 - Civic Centre Redevelopment	2,764,382		214,634	433,508	2,549,747	2,330,874	53,632	104,286
Loan 194 - BRAC Oval Pavillion	543,115		50,355	102,186	492,760	440,929	11,883	27,707
Town Beach Redevelopment Loan	0	1,956,053	0	0	0	0	0	0
Chinatown Revitalisation Loan	0	1,700,000	0	0	0	0	0	0
	3,478,872	3,656,053	293,064	592,743	3,185,807	2,886,129	69,718	139,531

All debenture repayments were financed by general purpose revenue.

**(b) New Debentures**

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**Note 11: TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 Jul 17	Amount Received	Amount Paid	Closing Balance 31-Mar-18
	\$	\$	\$	\$
Verge Bonds	32,276	0	0	32,276
Library Transient Borrower Deposits	70	0	0	70
Election Nomination Deposits	0	800	(800)	0
Civic Centre Event Takings	3,654	0	0	3,654
Key & Other General Purpose Deposits	8,493	0	0	8,493
BCITF Collection & Refund Deposits	6,532	35,323	(41,630)	225
Japanese Cemetery Improvements Deposits	0	0	0	0
Town Planning Related Bond Deposits	106,208	0	0	106,208
Cemetery Plot Reservation Deposits	33,596	1,465	0	35,061
Recreation Facility use Bond Deposits	32,925	91,509	(104,030)	20,403
Cash In Lieu Of Public Open Space	99,876	0	0	99,876
Parking Facilities Bond Deposits	0	0	0	0
Road & Footpath Facilities Bond Deposits	506,947	0	0	506,947
Capital Works Bond Deposits	3,060	0	0	3,060
Bank Guarantee Deposits Received	16,431	30,000	0	46,431
Unclaimed Monies	19,523	60	0	19,583
BRB Levy	5,947	35,778	(40,191)	1,534
Staff Rental Bonds	40,113	4,820	(7,020)	37,913
Key Deposits	2,545	0	0	2,545
Chinatown Revitalisation grant	9,169,410	59,056	(5,225,000)	4,003,465
	<b>10,087,606</b>	<b>258,811</b>	<b>(5,418,672)</b>	<b>4,927,745</b>

## Level of Completion Indicators



SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

## Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	Amended Annual Budget	Amended YTD Budget	YTD 31 Mar 2018			Strategic Reference / Comment
							YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	
		<b>Governance</b>								
0%	○	<b>Governance Total</b>			0	0	0	0	0	
		<b>Law, Order And Public Safety</b>								
81%	●	Vehicle & Mob Plant New - Cap Exp - Ranger Ops	52548		21,000	15,750	16,995	(4,005)	0	
0%	○	Vehicle & Mob Plant Renewal(Replacement) Exp - Cap Exp - Ranger Ops	52550		120,000	120,000	0	(120,000)	0	
0%	○	VBFB Building New Const - Cap Exp - Volunteer Bush Fire Brigade	53172		1,200,000	900,000	0	(1,200,000)	0	
100%	●	VBFB Buildings Renewal - Cap Ex - VBFB	53174		5,580	5,580	0	0	5,580	
2%	○	<b>Law, Order And Public Safety Total</b>			<b>1,346,580</b>	<b>1,041,330</b>	<b>16,995</b>	<b>(1,324,005)</b>	<b>5,580</b>	
		<b>Education and Welfare</b>								
0%	○	Vehicle & Mob Plant Renewal (Replacement) Cap Exp - Comm Services	82605		36,000	36,000	0	(36,000)	0	
0%	○	<b>Education and Welfare Total</b>			<b>36,000</b>	<b>36,000</b>	<b>0</b>	<b>(36,000)</b>	<b>0</b>	
		<b>Housing</b>								
100%	●	Building Staff Housing - Cap Exp - New	95810		729,000	729,000	729,026	26	0	
100%	●	<b>Housing Total</b>			<b>729,000</b>	<b>729,000</b>	<b>729,026</b>	<b>26</b>	<b>0</b>	
		<b>Health</b>								
0%	○	Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Health Inspect's	74550		40,000	39,999	0	(40,000)	0	
0%	○	<b>Health Total</b>			<b>40,000</b>	<b>39,999</b>	<b>0</b>	<b>(40,000)</b>	<b>0</b>	
		<b>Community Amenities</b>								
17%	○	Buckleys Rd Closure Upgrade (was Opex 101302) - Cap Exp - San Gen Refuse	101545	101558	797,330	597,996	132,827	(664,503)	0	
0%	○	Other Infra Renewal Rubbish Services - Cap Exp - San Gen Refuse	101550		145,723	184,289	0	(145,723)	0	
0%	○	Hammersley St Upgrade Drainage - Infra Cap Exp	104600	104695	390,000	292,500	0	(390,000)	0	
2%	○	Cemeteries Other Infrastructure Upgrade - Cap Exp - Oth Com A	107540	107541	56,000	42,003	1,120	(54,880)	0	
13%	○	Broome Cemetery New Infrastructure Cap Exp	107550	107556	44,000	33,003	5,614	(38,387)	0	
0%	○	Short St-Paspaley Carnarvon Street New Drainage Const - Cap Exp	104270	104299	400,000	100,000	0	(400,000)	0	
0%	○	Broome Townsite Drains Renewal - Cap Infra Exp - Urb Stwater	104800	104920	22,500	22,500	0	(22,500)	0	
8%	○	<b>Community Amenities Total</b>			<b>1,855,553</b>	<b>1,272,291</b>	<b>139,561</b>	<b>(1,715,992)</b>	<b>0</b>	
		<b>Recreation And Culture</b>								
0%	○	Herbert Park New Infra Const - Cap Exp	113550	113554	12,500	9,378	0	(12,500)	0	
86%	●	Cable Beach Reserve P & G New Infra - Cap Exp	113550	113574	10,000	7,497	8,609	(1,391)	0	
86%	●	Demco Foreshore Plan Year 1 New Infra Const - Cap Exp	113550	113963	10,000	7,497	8,609	(1,391)	0	
70%	●	Cable Beach Reserve Renewal Works - Cap Exp	113551	113674	15,519	11,628	0	(4,623)	10,896	
0%	○	Town Beach Renewal Works - Infra Cap Exp	113551	113677	6,000	4,500	0	(6,000)	0	
58%	●	Sunset Park Renewal Infra - Cap Exp - Parks and Ovals	113551	113765	7,003	5,247	0	(2,928)	4,075	
0%	○	Solway Park renewal Infra - Cap Exp - Pls & Ovals	113551	113787	6,000	4,500	0	(6,000)	0	
0%	○	Cygnat Park Infrastructure Renewal - Cap Exp	113551	113788	13,500	10,116	0	(13,500)	0	
0%	○	Maritana Park Infrastructure Renewal - Cap Exp	113551	113789	7,503	5,616	0	(7,503)	0	
0%	○	Six Seasons Parks Infrastructure Renewal - Cap Exp	113551	113790	8,516	6,381	0	(8,516)	0	
0%	○	Tolentino Park Infrastructure Renewal - Cap Exp	113551	113791	14,009	10,503	0	(14,009)	0	
0%	○	Haynes Oval Other Infrastructure Renewal - Cap Exp		HAYN001	41,950	31,464	0	(41,950)	0	
49%	●	Bme Civic Centre Other Infrastructure Renewal - Cap Exp	116119	116120	18,050	13,527	0	(9,133)	8,917	
3%	○	Broome Entry Statement Signage New Const - Cap Exp - Other Cult	116125	116126	76,439	57,330	2,350	(74,089)	0	
0%	○	Broome Trails Signage New - Cap Exp - Other Cult	116125	116131	51,700	38,772	0	(51,700)	0	
51%	●	Plant & Equip Renewal/Replacement - Cap Exp - BRAC - Aquatic	117132		26,405	19,805	0	(12,933)	13,472	
71%	●	BRAC Building Upgrade - Cap Exp - BRAC Dry	117310	117311	121,766	91,323	86,839	(34,927)	0	
0%	○	BRAC Building Renewal - Cap Exp - BRAC Dry	117315	117316	25,000	18,747	0	(25,000)	0	
139%	●	BRAC Ovals Renewal - Infra Works - Cap Exp - BRAC Ovals	117455	117456	19,858	12,963	0	(7,703)	27,561	
1%	○	Town Beach Redevelopment - Other Infra New - Cap Exp	1181401		6,982,506	5,236,857	65,310	(6,917,196)	0	
0%	○	Youth Bike Recreation Area - New Construction - Cap Exp	1181420	YBRA001	200,000	160,028	0	(200,000)	0	

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	Amended Annual Budget	Amended YTD Budget	YTD 31 Mar 2018			Strategic Reference / Comment
							YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	
3%	○	<b>Recreation And Culture Total</b>			7,674,224	5,763,679	171,716	(7,437,587)	64,921	
		<b>Transport</b>								
106%	●	Cable Beach Rd East Upgrade - Cap Exp	121100	RU223	26,000	19,503	27,644	1,644	0	
43%	●	Black Spot - Sanderling, Spoonbill, & Banu - Rd Upgrade Cap Exp	121100	RU225	102,165	76,626	43,426	(58,739)	0	
5%	○	Hammersley Napier Black Spot Project - Cap Exp	121100	RU433	1,450,939	1,088,218	65,931	(1,385,008)	0	
0%	○	Hunter St Renewal Rd Infra Const - Capex (was Herbert st)	121101	121552	818,680	622,180	0	(818,200)	480	
		Urban Reveals Renewal Program - Various (Sealing Contractor) - Cap Ex - Renewal								
70%	●	Cape Leveque Rd Upgrade Const - Cap Exp (See 121507 for Reforms & Drainage)	121101	RRU	235,198	176,400	0	(70,786)	164,412	
56%	●	Crab Creek Road - SLK 1.53 to 2.13 - New alignment from BR Ind. - Cap Ex - Upgrade	121501	121540	235,667	200,164	132,343	(103,324)	0	
86%	●		121501	RU12	815,125	515,126	700,998	(114,127)	0	
106%	●	Broome / Cape Leveque Rd - Unsealed pindan section - Cap Ex - Renewal Car park renewals - Various	121505	RR80	132,000	98,991	0	7,717	139,717	
0%	○	Frangipani Subdivision Footpath Construction Expense - Cap Exp	124600	124611	25,000	18,747	0	(25,000)	0	
78%	●	Palmer Road - Footpath Construction	125140	121597	21,300	17,597	16,537	(4,763)	0	
77%	●	Roebuck Estate Subdivision - Various Stages	125140	125192	35,130	30,133	26,950	(8,180)	0	
0%	○	Broome North Footpath New Const - Capex	125140	125269	20,000	15,003	0	(20,000)	0	
15%	○	Six Seasons Estate - Januburu Subdivision - Various Stages	125140	125277	213,209	159,903	31,456	(181,744)	0	
0%	○	Sunset Rise Subdivision - Whole Estate - Various Paths	125140	125279	7,000	5,247	0	(7,000)	0	
0%	○	Old Broome Estate Subdivision - Whole Estate - Various Paths	125140	125289	20,000	15,003	0	(20,000)	0	
31%	○		125140	125290	10,000	7,497	3,144	(6,856)	0	
81%	●	Sandpiper Ave New Light Construction - Cap Exp	125200	STLUN001	95,000	71,253	76,796	(18,204)	0	
0%	○	Street Lighting at Various Locations - Renewal	125225	125232	30,000	22,500	0	(30,000)	0	
95%	●	Various Footpath Renewal - Renewal Construction - Cap Exp	125300	VARPATH	130,731	98,055	0	(6,781)	123,950	
0%	○	Various FootPath Upgrade - Cap Exp	1223481	FPUP001	80,000	60,003	0	(80,000)	0	
		<b>Transport Total</b>			4,503,135	3,318,149	1,125,225	(2,949,351)	428,559	
		<b>Economic Services</b>								
27%	○	Pearl Luggar Const Upgrade - Cap Exp - Tourism	132141	132142	35,165	32,662	9,365	(25,800)	0	
0%	○	Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Building Control	133550		40,000	39,999	0	(40,000)	0	
35%	○	Dampier St Upgrade - Cap Exp	1367404	1367407	3,288,569	2,466,414	1,153,000	(2,135,569)	0	
0%	○	Carnarvon St Upgrade - Cap Exp	1367404	1367408	2,358,250	1,768,680	0	(2,358,250)	0	
1%	○	Frederick St Lookout - Other Infra New - Cap Exp	1367405	1367409	732,984	549,738	9,397	(723,587)	0	
0%	○	Tourist Rest Stop at Pearl Luggar - Other Infra New - Cap Exp	1367405	1367410	542,984	407,232	0	(542,984)	0	
24%	○	New Caravan Dumping Point - Other Infrastructure - Tourism & Area Promotion - Cap Exp	1365495	136549	23,880	23,880	5,761	(18,119)	0	
		<b>Economic Services Total</b>			7,021,832	5,288,605	1,177,523	(5,844,309)	0	
		<b>Other Property &amp; Services</b>								
0%	○	Vehicle & Mob Plant Renewal (Replacement) - Cap Exp - Gen Admin	142551		80,000	79,998	0	(80,000)	0	
67%	●	Shire Office Build Haas St Renewal - Cap Exp - Corp Gov	142558		70,000	52,497	0	(22,759)	47,241	
27%	○	Vehicle & Plant Renewal(Replacement) - Cap Exp - P&G Operations	143610		825,000	824,991	0	(599,070)	225,930	
57%	●	Equip & H/Ware > \$5000 Cap Exp - IT	146120		463,170	347,373	266,146	(197,024)	0	
38%	○	Software > \$5000 Cap Exp - IT	146122		296,244	256,683	111,160	(185,084)	0	
42%	●	Building Capital > \$5k - Cap Exp - Unclassified General	147100		90,000	72,497	0	(52,072)	37,928	
		Shire Office Barker St - Building Renewal - Cap Exp - Corp Gov Support	147372		0	7,500	0	0	0	
5%	○	KRO1 Building Renewal - Cap Exp - Office Prop Leased	147374		845,000	633,744	0	(790,527)	54,473	
4%	○	KRO2 Building Renewal - Cap Exp - Office Prop Leased	147375		655,000	491,247	0	(627,451)	27,549	
13%	○	Vehicle & Mobile Plant Renewal(Replacement) - Cap Exp - Depot Ops	148610		50,000	49,998	0	(43,719)	6,281	
72%	●	Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Works Ops	148611		224,000	223,998	0	(62,196)	161,804	
0%	○	Vehicle & Mob Plant New - Cap Exp - Works Ops	148621		13,000	12,999	0	(13,000)	0	
0%	○	Shire Office Barker St - Building Upgrade Wks - Cap Exp - Corp Gov Support	147371		80,000	80,000	0	(80,000)	0	
25%	○	<b>Other Property &amp; Services Total</b>			3,691,414	3,133,525	377,306	(2,752,902)	561,206	
18%	○	<b>GRAND TOTAL</b>			26,897,738	20,622,577	3,737,351	(22,100,121)	1,060,266	

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	YTD 31 Mar 2018					Strategic Reference / Comment
					Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	
38%	○	Land & Buildings - New			1,529,000	1,629,000	729,026	(1,135,574)	0	
43%	○	Land & Buildings - Upgrade			201,766	171,323	86,839	(114,507)	0	
10%	○	Land & Buildings - Renewal			1,690,580	1,281,812	0	(1,512,809)	172,771	
		Works in Progress Land & Buildings			0	0	0	0	0	
26%	○	Land & Buildings - Total			3,821,346	3,082,135	815,865	(2,832,710)	172,771	
7%	○	Recreation Areas Infrastructure - New			232,500	184,400	17,218	(215,283)	0	
		Recreation Areas Infrastructure - Upgrade			0	0	0	0	0	
43%	○	Recreation Areas Infrastructure - Renewal			97,908	71,454	0	(55,376)	42,532	
		Works in Progress Recreation Areas Infrastructure			0	0	0	0	0	
10%	○	Recreation Areas Infrastructure - Total			330,408	255,854	17,218	(270,659)	42,532	
24%	○	Roads, F/Paths & Bridges Infrastructure - New			326,630	250,383	78,087	(546,543)	0	
25%	○	Roads, F/Paths & Bridges Infrastructure - Upgrade			8,356,715	6,194,734	2,123,342	(6,233,373)	0	
32%	○	Roads, F/Paths & Bridges Infrastructure - Renewal			1,341,609	1,014,373	0	(913,090)	428,559	
		Works in Progress - Rds, F/Paths & Bridges			0	0	0	0	0	
26%	○	Roads, F/Paths & Bridges Infrastructure - Total			10,024,954	7,459,490	2,201,429	(7,394,965)	428,559	
0%	○	Drainage Infrastructure - New			400,000	100,000	0	(400,000)	0	
0%	○	Drainage Infrastructure - Upgrade			390,000	292,500	0	(390,000)	0	
0%	○	Drainage Infrastructure - Renewal			22,500	22,500	0	(22,500)	0	
		Works in Progress Drainage Infrastructure			0	0	0	0	0	
0%	○	Drainage Infrastructure - Total			812,500	415,000	0	(812,500)	0	
2%	○	Other Infrastructure - New			8,549,493	6,418,065	165,227	(8,384,266)	0	
16%	○	Other Infrastructure - Upgrade			888,495	672,661	143,312	(745,163)	0	
4%	○	Other Infrastructure - Renewal			235,723	251,780	0	(236,866)	8,917	
		Works in Progress Other Infrastructure			0	0	0	0	0	
3%	○	Other Infrastructure - Total			9,673,711	7,342,506	308,539	(9,365,250)	8,917	
50%	○	Mobile Plant & Equip New			34,000	28,749	16,995	(17,005)	0	
		Mobile Plant & Equip Upgrade			0	0	0	0	0	
28%	○	Mobile Plant & Equipment Renewal (Replacement)			1,415,000	1,414,983	0	(1,020,585)	394,015	
28%	○	Mobile Plant & Equip - Total			1,449,000	1,443,732	16,995	(1,037,900)	394,015	
		Fixed Plant & Equipment - New			0	0	0	0	0	
		Fixed Plant & Equipment - Upgrade			0	0	0	0	0	
51%	○	Fixed Plant & Equipment - Renewal			26,405	19,805	0	(11,915)	13,472	
11%	○	Fixed Plant & Equipment - Total			26,405	19,805	0	(11,915)	13,472	
50%	○	Furniture & Equipment - New			759,414	604,056	377,306	(382,108)	0	
95%	○	Furniture & Equipment - Total			759,414	604,056	377,306	(382,108)	0	
18%	○	Capital Expenditure Total			26,897,738	20,622,577	3,737,351	(22,100,121)	1,060,266	





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**SHIRE OF BROOME**  
**SCHEDULE 2**  
**GENERAL FUND SUMMARY OF FINANCIAL ACTIVITY**  
**Financial Statement For The Period Ending 31/03/2018**

			Income		Expenditure	
Particulars			Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Operating Section						
GENERAL PURPOSE FUNDING	03		\$23,223,927.00	\$22,948,439.74	\$537,688.00	\$237,481.42
GOVERNANCE	04		\$19,750.00	\$5,918.13	\$2,383,120.00	\$1,496,679.48
LAW ORDER AND PUBLIC SAFETY	05		\$178,795.00	\$147,053.60	\$1,120,470.02	\$1,096,228.52
HEALTH	07		\$189,700.00	\$171,796.49	\$798,406.00	\$565,719.88
EDUCATION AND WELFARE	08		\$15,000.00	\$15,000.00	\$688,533.00	\$397,823.15
HOUSING	09		\$628,275.00	\$438,374.21	\$789,497.00	\$541,871.01
COMMUNITY AMENITIES	10		\$7,501,240.00	\$6,294,522.75	\$9,488,502.00	\$6,181,038.68
RECREATION AND CULTURE	11		\$1,425,413.00	\$905,690.13	\$11,320,589.00	\$7,699,675.17
TRANSPORT	12		\$1,662,925.00	\$461,863.71	\$13,552,259.00	\$9,195,057.46
ECONOMIC SERVICES	13		\$892,553.01	\$700,368.41	\$5,249,960.01	\$1,561,156.22
OTHER PROPERTY AND SERVICES	14		\$2,035,741.00	\$1,575,895.89	\$3,083,339.00	\$1,673,165.56
Total Operating Section			\$37,773,319.01	\$33,664,923.06	\$49,012,363.03	\$30,645,896.55
Capital Section						
GOVERNANCE	04		\$118,982.00	\$33,981.82	\$10,400.00	\$2,292.67
LAW ORDER AND PUBLIC SAFETY	05		\$1,239,000.00	\$0.00	\$1,346,580.00	\$22,574.70
HEALTH	07		\$19,974.00	\$0.00	\$40,000.00	\$0.00
EDUCATION AND WELFARE	08		\$8,000.00	\$0.00	\$36,000.00	\$0.00
HOUSING	09		\$729,000.00	\$0.00	\$769,000.00	\$729,025.98
COMMUNITY AMENITIES	10		\$1,991,854.00	\$0.00	\$5,021,322.00	\$214,903.07
RECREATION AND CULTURE	11		\$6,156,114.00	\$66,636.37	\$8,729,684.00	\$537,491.89
TRANSPORT	12		\$3,175,967.00	\$914,177.20	\$5,302,135.00	\$1,579,446.07
ECONOMIC SERVICES	13		\$10,183,381.00	\$4,750,000.00	\$7,021,832.00	\$1,177,522.97
OTHER PROPERTY AND SERVICES	14		\$2,192,902.00	\$230,442.73	\$3,998,848.00	\$976,160.85
Total Capital Section			\$25,815,174.00	\$5,995,238.12	\$32,275,801.00	\$5,239,418.20
TOTAL INCOME AND EXPENDITURE			\$63,588,493.01	\$39,660,161.18	\$81,288,164.03	\$35,885,314.75
			\$63,588,493.01	\$39,660,161.18	\$81,288,164.03	\$35,885,314.75
Surplus / Deficit C/Fwd			\$17,699,671.02	\$0.00	\$0.00	\$3,774,846.43
			\$81,288,164.03	\$39,660,161.18	\$81,288,164.03	\$39,660,161.18

SURPLUS / DEFICIT REPRESENTED BY:

**NET CURRENT ASSETS**

**SHIRE OF BROOME**  
**Schedule 03**  
**GENERAL PURPOSE FUNDING**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>FUNCTION SUMMARY</b>				
<b>Operating Expenditure</b>				
Rates			537,688.00	237,481.42
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$537,688.00</b>	<b>\$237,481.42</b>
<b>Operating Income</b>				
Rates	22,365,847.00	22,304,879.74		
Other General Purpose Funding	858,080.00	643,560.00		
<b>TOTAL OPERATING INCOME</b>	<b>\$23,223,927.00</b>	<b>\$22,948,439.74</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL GENERAL PURPOSE FUNDING</b>	<b>\$23,223,927.00</b>	<b>\$22,948,439.74</b>	<b>\$537,688.00</b>	<b>\$237,481.42</b>

SUB-FUNCTION DETAIL FOLLOWS.....

**SHIRE OF BROOME**  
Schedule 03  
**GENERAL PURPOSE FUNDING**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>Rates</b>				
<b>Operating Expenditure</b>				
0030145 - Debt Collection Recovery			95,700.00	74,343.35 78%
0030149 - Legal & Rates Consulting Exp - Op Exp - Rates			65,000.00	44,794.54 69%
0030251 - Rates Reduced/Written Off - Op Exp - Rates			15,000.00	1,072.38 7%
0030530 - Admin Cost Alloc - Op Exp - Rates			150,288.00	98,345.39 65%
0032220 - Valuation Expenses - Op Exp - Rates			177,000.00	4,894.04 3%
0032230 - Rates Review Land Use Pickup - Op Exp - Rates			2,000.00	0.00 0%
0032250 - General Expenditure - Op Exp - Rates			31,500.00	14,031.72 45%
0032290 - Refunds - Over/ Prepaid Rates - Op Exp - Rates			1,000.00	0.00 0%
0032291 - Refunds/Reimbursements of Fees - Op Exp - Rates			200.00	0.00 0%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$537,688.00</b>	<b>\$237,481.42</b>
<b>Operating Income</b>				
0030105 - Rates Broome - Op Inc - Rates	21,917,252.00	21,893,056.34 100%		
0030146 - Interest - Rates Instalments - Op Inc - Rates	140,000.00	132,836.23 95%		
0030147 - Rates Admin Instalment Charge - Op Inc - Rates	40,000.00	41,167.00 103%		
0030201 - Rates Non Payment Int - Op Inc - Rates	130,000.00	128,160.09 99%		
0030203 - Interest - Deferred Rates - Op Inc - Rates	0.00	-1,208.94 100%		
0032480 - Rates Enquiry Fees - Op Inc - Rates	32,500.00	19,085.00 59%		
0032481 - Rates Other Fees for Service (ex GST)- Op Inc - Rates	6,375.00	6,985.00 110%		
0032489 - Legal Expense Recovery Inc GST - Op Inc - Rates	3,000.00	3,773.80 126%		
0032490 - Legal Expense Recovery No GST - Op Inc - Rates	86,220.00	75,264.27 87%		
0032491 - Other Refunds/Reimbursements - Op Inc - Rates	500.00	0.00 0%		
0032492 - Back Rates - Op Inc - Rates	10,000.00	5,760.95 58%		
Sub Total To Programme Summary	<b>\$22,365,847.00</b>	<b>\$22,304,879.74</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Rates</b>	<b>\$22,365,847.00</b>	<b>\$22,304,879.74</b>	<b>\$537,688.00</b>	<b>\$237,481.42</b>
<b>Other General Purpose Funding</b>				
<b>Operating Income</b>				
0030301 - Grants Commission - Op Inc - Other General Purpose Funding	858,080.00	643,560.00 75%		
Sub Total To Programme Summary	<b>\$858,080.00</b>	<b>\$643,560.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Other General Purpose Funding</b>	<b>\$858,080.00</b>	<b>\$643,560.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

SHIRE OF BROOME  
Schedule 03  
**GENERAL PURPOSE FUNDING**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>TOTAL GENERAL PURPOSE FUNDING</b>	<b>\$23,223,927.00</b>	<b>\$22,948,439.74</b>	<b>\$537,688.00</b>	<b>\$237,481.42</b>



**SHIRE OF BROOME**  
**Schedule 04**  
**GOVERNANCE**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>FUNCTION SUMMARY</b>				
<b>Operating Expenditure</b>				
Council Member Activities			730,719.00	501,580.51
Other Governance Activities			1,652,401.00	995,098.97
Kimberley Regional Collaborative Group (Zone)				
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,383,120.00</b>	<b>\$1,496,679.48</b>
<b>Operating Income</b>				
Council Member Activities	2,000.00	80.00		
Other Governance Activities	13,050.00	4,925.69		
Kimberley Regional Collaborative Group (Zone)	4,700.00	912.44		
<b>TOTAL OPERATING INCOME</b>	<b>\$19,750.00</b>	<b>\$5,918.13</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
Other Governance Activities			5,700.00	1,380.23
Kimberley Regional Collaborative Group (Zone)			4,700.00	912.44
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,400.00</b>	<b>\$2,292.67</b>
<b>Capital Income</b>				
Other Governance Activities	118,982.00	33,981.82		
Kimberley Regional Collaborative Group (Zone)				
<b>TOTAL CAPITAL INCOME</b>	<b>\$118,982.00</b>	<b>\$33,981.82</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL GOVERNANCE</b>	<b>\$138,732.00</b>	<b>\$39,899.95</b>	<b>\$2,393,520.00</b>	<b>\$1,498,972.15</b>

SUB-FUNCTION DETAIL FOLLOWS.....

**SHIRE OF BROOME**  
**Schedule 04**  
**GOVERNANCE**

**Financial Statement For The Period Ending 31/03/2018**

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>Council Member Activities</b>				
<b>Operating Expenditure</b>				
0024010 - Conferences Travel & Accom Op Exp - Members			42,000.00	16,758.23 40%
0024020 - Shire President & CEO Special Travel - Op Exp - Members			11,000.00	1,337.94 12%
0024040 - Election Expenses Op Exp - Members			43,000.00	28,852.92 67%
0024060 - Broome Shire Council Allowances Members Op Exp - Members			251,887.00	189,239.44 75%
0024070 - Other Council Sitting Fees & Allowances Op Exp - Members				
0024160 - Subscriptions Op Exp - Members			43,000.00	44,514.65 104%
0024280 - Sundry Expenses - Op Exp - Members			4,000.00	3,654.53 91%
0024530 - Admin Costs Alloc-Op Exp - Members			262,536.00	171,793.22 65%
0403298 - IT Costs Allocated - Council Members			73,296.00	45,429.58 62%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$730,719.00</b>	<b>\$501,580.51</b>
<b>Operating Income</b>				
0024390 - Reimbursements & Sundry Income With GST - Op Inc - Members	1,000.00	0.00 0%		
0024391 - Reimbursements & Sundry Income No GST - Op Inc - Members	1,000.00	80.00 8%		
Sub Total To Programme Summary	<b>\$2,000.00</b>	<b>\$80.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Council Member Activities</b>	<b>\$2,000.00</b>	<b>\$80.00</b>	<b>\$730,719.00</b>	<b>\$501,580.51</b>
<b>Other Governance Activities</b>				
<b>Operating Expenditure</b>				
0022110 - Refreshments & Receptions - Op Exp - Other Governance			35,000.00	22,494.07 64%
0022115 - Minor Asset & Equip <\$5K - Op Exp - Other Governance			1,000.00	0.00 0%
0022118 - Kullarri Patrol Support - Op Exp - Other Governance			20,000.00	20,000.00 100%
0022120 - Naturalisation Ceremonies - Op Exp - Other Governance			5,000.00	0.00 0%
0022121 - Kimberley Zone - SOB's Members Costs - Op Exp - Kimberley Zone			20,000.00	17,420.60 87%
0022124 - Contribution to Kimberley Zone Secretariat			55,000.00	55,000.00 100%
0022125 - WARCA (WA Regional Capitals Alliance) - Op Exp - Other Governance			55,000.00	15,500.00 28%
0022130 - Sundry Op Exp - Other Governance			500.00	531.69 106%
0022171 - Council Newsletter & Community Info Op Exp - Other Governance			55,000.00	22,921.67 42%
0022172 - Community Sponsorship Program - Op Exp - Other Governance			70,945.00	21,136.17 30%

**SHIRE OF BROOME**  
**Schedule 04**  
**GOVERNANCE**

**Financial Statement For The Period Ending 31/03/2018**

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0022173 - EDL sponsorship programme Reserve Funded - Op Exp - Other Governance			80,000.00	14,000.00	18%
0022174 - Sundry In Kind Donations Op Exp - Other Governance			32,893.00	26,048.97	79%
0022175 - CEO Ad hoc Sponsorship Programme - Op Exp - Other Governance			10,000.00	4,700.87	47%
0022177 - LandCorp Bme North Community-Sponsorship Prog Grant Exps - Op Exp - Other Gov			5,000.00	2,000.00	40%
0022200 - Audit Fees Op Exp - Other Governance			51,000.00	17,893.42	35%
0022230 - Legal Exps Op Exp - Other Governance			67,215.00	98,106.50	146%
0022290 - Sister City Relations/Japanese Youth Ambassador - Op Exp - Other Governance			5,000.00	878.63	18%
0022530 - Gen Agenda Items & Councillor Support - IT Eng & Admin Costs Alloc - Op Exp			189,768.00	124,176.62	65%
0023010 - Salary - Op Exp - Other Governance			431,897.00	307,052.00	71%
0023014 - Superannuation Employee Expense- Other Governance			55,900.00	43,236.37	77%
0023015 - Executive Travel & Accom - Op Exp - Other Governance			25,000.00	19,531.38	78%
0023016 - Promotions Exp - Op Exp - Other Governance			41,178.00	11,395.49	28%
0023029 - Community Communication Plan - Other Gov			50,000.00	0.00	0%
0023031 - Other Employment Costs - Other Gov			55,950.00	34,015.91	61%
0023035 - Plant & Vehicle Op Exp - Other Governance			20,400.00	7,424.03	36%
0023040 - Youth Development Programme & Working Group - Op Exp - Other Governance			27,543.00	1,917.64	7%
0023052 - Volunteers Day Program Op Exp - Other Governance			2,000.00	0.00	0%
0023096 - Loss On Sale Of Assets Op Exp - Other Governance			0.00	2,822.95	100%
0023099 - Fixed Asset Dep'n Expense - Op Exp - Other Governance					
0023450 - Consultants - Op Exp - Other Governance			100,000.00	39,275.00	39%
0023451 - Staff EBA Review Provision - Op Exp - Other Gov			35,000.00	36,973.75	106%
0023453 - Review of Strategies Relating to the Community Strategic Plan - Op Exp - Other Gov			3,000.00	0.00	0%
0404298 - IT/Records Costs Allocated - Other Governance			46,212.00	28,645.24	62%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,652,401.00</b>	<b>\$995,098.97</b>	
<b>Operating Income</b>					
0022116 - Reimbursements Including GST Op Inc. - Other Governance					

**SHIRE OF BROOME**  
**Schedule 04**  
**GOVERNANCE**

**Financial Statement For The Period Ending 31/03/2018**

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
0022117 - Reimbursements & Donations No GST Op Inc - Other Governance	0.00	500.00	100%	
0022218 - Grants - Op Inc - Other Governance				
0022450 - User Charges - Sale of Minutes & Rolls Op Inc. - Other Governance	50.00	0.00	0%	
0023050 - Grant Op - Youth Coordinating Committee Op Inc. - Other Governance	7,300.00	3,045.46	42%	
0023093 - Profit On Sale Of Assets - Op Inc. - Other Governance				
0023530 - Interest Rec EDL Sponsorship Reserve - Op Inc. - Other Governance	4,400.00	1,066.10	24%	
0023535 - Interest Rec Community Sponsorship Reserve - Op Inc. - Other Governance	1,300.00	314.13	24%	
Sub Total To Programme Summary	\$13,050.00	\$4,925.69	\$0.00	\$0.00
Capital Expenditure				
0023571 - Vehicle & Mobile Plant Renewal (Replacement) Cap Exp - Other Gov				
0023592 - Transfer to EDL Sponsorship Reserve - Cap Exp - Other Governance			4,400.00	1,066.10 24%
0023595 - Transfer to Community Sponsorship Reserve - Cap Exp - Other Governance			1,300.00	314.13 24%
Sub Total To Programme Summary	\$0.00	\$0.00	\$5,700.00	\$1,380.23
Capital Income				
0023094 - Proceeds On Sale Of Assets - Cap Inc - Other Governance	33,982.00	33,981.82	100%	
0023593 - Transfer From EDL Sponsorship Reserve - Cap Inc - Other Gov	80,000.00	0.00	0%	
0023596 - Transfer From Community Sponsorship Reserve Cap Inc - Other Gov	5,000.00	0.00	0%	
Sub Total To Programme Summary	\$118,982.00	\$33,981.82	\$0.00	\$0.00
Total Other Governance Activities	\$132,032.00	\$38,907.51	\$1,658,101.00	\$996,479.20
Kimberley Regional Collaborative Group (Zone)				
Operating Expenditure				
0022137 - Kimberley Zone - Sundry Expenses - Op Exp				
0022146 - Kimberley Zone - Strategic Community Plan 2012-2021 - Op Exp				
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00
Operating Income				
0023026 - Kimberley Zone - Member Contribution Strategic Community Plant - Op Inc				
0023536 - Kimberley Zone - Interest on Reserve - Op Inc.	4,700.00	912.44	19%	
Sub Total To Programme Summary	\$4,700.00	\$912.44	\$0.00	\$0.00

## SHIRE OF BROOME

## Schedule 04

## GOVERNANCE

## Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
<b>Capital Expenditure</b>					
0023597 - Kimberley Zone - Transfer to Kimberley Zone Reserve - Cap Exp -			4,700.00	912.44	19%
Sub Total To Programme Summary	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$4,700.00</u>	<u>\$912.44</u>	
<b>Capital Income</b>					
0023598 - Transfer From Kimberley Zone Reserve - Cap Inc - Kimberley Zone					
Sub Total To Programme Summary	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
<b>Total Kimberley Regional Collaborative Group (Zon</b>	<u>\$4,700.00</u>	<u>\$912.44</u>	<u>\$4,700.00</u>	<u>\$912.44</u>	
<b>TOTAL GOVERNANCE</b>	<u>\$138,732.00</u>	<u>\$39,899.95</u>	<u>\$2,393,520.00</u>	<u>\$1,498,972.15</u>	

SHIRE OF BROOME  
Schedule 05  
**LAW ORDER AND PUBLIC SAFETY**  
Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>FUNCTION SUMMARY</b>				
<b>Operating Expenditure</b>				
Emergency & Ranger Administration			2,000.00	257,272.87
Ranger Operations			556,981.00	423,371.76
Fire Prevention			146,090.00	108,279.15
Animal Control			290,321.00	197,809.55
Other Law Order & Public Safety			92,117.00	53,150.08
Volunteer Bush Fire Brigade			12,203.01	29,313.20
SES/Fire & Emergency Services			20,758.01	27,031.91
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,120,470.02</b>	<b>\$1,096,228.52</b>
<b>Operating Income</b>				
Ranger Operations				
Fire Prevention	41,000.00	35,289.53		
Animal Control	84,500.00	77,722.44		
Other Law Order & Public Safety	23,500.00	16,858.99		
Volunteer Bush Fire Brigade	9,037.00	3,612.84		
SES/Fire & Emergency Services	20,758.00	13,569.80		
<b>TOTAL OPERATING INCOME</b>	<b>\$178,795.00</b>	<b>\$147,053.60</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
Ranger Operations			141,000.00	16,994.70
Volunteer Bush Fire Brigade			1,205,580.00	5,580.00
SES/Fire & Emergency Services				
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,346,580.00</b>	<b>\$22,574.70</b>
<b>Capital Income</b>				
Ranger Operations	39,000.00			
Volunteer Bush Fire Brigade	1,200,000.00			
SES/Fire & Emergency Services				
<b>TOTAL CAPITAL INCOME</b>	<b>\$1,239,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL LAW ORDER AND PUBLIC SAFETY</b>	<b>\$1,417,795.00</b>	<b>\$147,053.60</b>	<b>\$2,467,050.02</b>	<b>\$1,118,803.22</b>

SUB-FUNCTION DETAIL FOLLOWS.....



**SHIRE OF BROOME**  
Schedule 05  
**LAW ORDER AND PUBLIC SAFETY**  
Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>Emergency &amp; Ranger Administration</b>				
<b>Operating Expenditure</b>				
0052110 - Salary - Op Exp - Emerg & Rang Serv			0.00	492.59 100%
0052116 - Phone Expenses Op Exp - Emerg & Rang Serv			2,000.00	1,460.26 73%
0052119 - Emergency Management Expenses - Op Exp - Emerg & Rang Serv			0.00	251,514.20 100%
0052184 - Sundry Equip - Op Exp - Emerg & Rang Serv			0.00	3,805.82 100%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$257,272.87</b>
<b>Total Emergency &amp; Ranger Administration</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$257,272.87</b>
<b>Ranger Operations</b>				
<b>Operating Expenditure</b>				
0052020 - Other Employment Costs - Op Exp - Ranger Operations			7,414.00	3,132.58 42%
0052281 - Ranger Uniforms - Op Exp - Ranger Operations			2,500.00	1,635.74 65%
0052282 - Other Minor Exp - Op Exp - Ranger Operations				
0052284 - Advertising & Promotion - Op Exp - Ranger Operations			10,000.00	3,662.06 37%
0052285 - Phone Exp - Op Exp - Ranger Operations			4,400.00	3,293.11 75%
0052296 - Loss on Asset Sale - Op Exp - Ranger Operations			22,425.00	0.00 0%
0052530 - Admin Costs Alloc - Op Exp - Ranger Operations			99,396.00	65,044.89 65%
0052800 - Vehicle & Plant Exps - Rangers (Post Expenses to the Plant Number Only) - Op Exp - Ranger Operations			31,700.00	18,418.33 58%
0053010 - 10731800			201,804.00	159,513.21 79%
0053011 - Superannuation Employee Expense - Ranger Ops			61,542.00	45,675.03 74%
0053015 - Relief Staff Exp - Op Exp - Ranger Operations			0.00	50,404.83 100%
0053017 - Fines Enforcement Registry Exp - Op Exp - Ranger Operations			9,000.00	13,694.75 152%
0053018 - Rangers Equipment - Op Exp - Ranger Operations			12,500.00	1,064.34 9%
0053033 - Security Beach Patrols - Op Exp - Ranger Operations			10,000.00	5,577.68 56%
0507298 - IT/Records Allocated - Ranger Operations			84,300.00	52,255.21 62%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$556,981.00</b>	<b>\$423,371.76</b>
<b>Operating Income</b>				
0053341 - Commercial Trading Licence Fee Rec'd - Op Inc - Ranger Operations				
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				

**SHIRE OF BROOME**  
**Schedule 05**  
**LAW ORDER AND PUBLIC SAFETY**  
**Financial Statement For The Period Ending 31/03/2018**

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0052548 - Vehicle & Mob Plant New -Cap Exp -Ranger Ops			21,000.00	16,994.70	81%
0052550 - Vehicle & Mob Plant Renewal(Replacement) Exp -Cap Exp -Ranger Ops			120,000.00	0.00	0%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$141,000.00</b>	<b>\$16,994.70</b>	
<b>Capital Income</b>					
0052950 - Proceeds From Sale of Assets - Cap Inc- Ranger Operations	39,000.00	0.00			0%
<b>Sub Total To Programme Summary</b>	<b>\$39,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Ranger Operations</b>	<b>\$39,000.00</b>	<b>\$0.00</b>	<b>\$697,981.00</b>	<b>\$440,366.46</b>	
<b>Fire Prevention</b>					
<b>Operating Expenditure</b>					
0051010 - Salaries - Op Exp - Fire Prevention			50,450.00	40,171.58	80%
0051015 - 569300			4,062.00	198.81	5%
0051051 - FESA Levy Paid on Shire Land - Op Exp - Fire Prevention			8,500.00	10,505.67	124%
0051100 - Firebreak Slashing Exp Recoupable - Op Exp - Fire Prevention					
0051530 - Admin cost Alloc - Op Exp - Fire Prevention			36,144.00	23,652.69	65%
0508206 - Other Employment Costs - Op Exp - Fire Prevention			799.00	720.85	90%
0508216 - Bush Fire Mitigation - Op Exp - Fire Prevention			46,135.00	33,029.55	72%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$146,090.00</b>	<b>\$108,279.15</b>	
<b>Operating Income</b>					
0051400 - Fines - Op Inc - Fire Prevention	6,000.00	3,000.00			50%
0051410 - User Charges - Fire - Slashing Etc - Op Inc - Fire Prevention	35,000.00	32,289.53			92%
<b>Sub Total To Programme Summary</b>	<b>\$41,000.00</b>	<b>\$35,289.53</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Fire Prevention</b>	<b>\$41,000.00</b>	<b>\$35,289.53</b>	<b>\$146,090.00</b>	<b>\$108,279.15</b>	
<b>Animal Control</b>					
<b>Operating Expenditure</b>					
0052010 - Salaries - Op Exp - Animal Control			126,127.00	101,790.71	81%
0052011 - Reimbursement Exp - Op Exp - Animal Control					
0052012 - Advertising Tags & Other Animal Control Exps - Op Exp - Animal Control			4,000.00	2,338.46	58%
0052040 - Pound Fees Animal Destruction & Disposal - Op Exp - Animal Control			80,000.00	43,327.49	54%
0052286 - Cat Sterilisation Program - Op Exps - Animal Control			2,000.00	0.00	0%
0052287 - Dog Sterilisation Program - Op Exps - Animal Control			2,000.00	0.00	0%

**SHIRE OF BROOME**  
**Schedule 05**  
**LAW ORDER AND PUBLIC SAFETY**  
**Financial Statement For The Period Ending 31/03/2018**

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0057530 - Admin Costs Alloc to Animal Control - Op Exp - Animal Control			74,196.00	48,550.26	65%
0509206 - Other Employment Costs - Op Exp - Animal Control			1,998.00	1,802.63	90%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$290,321.00</b>	<b>\$197,809.55</b>	
<b>Operating Income</b>					
0052335 - Reimbursements Rec'd - OP Inc - Animal Control					
0052400 - Animal Fines & Penalties - Op Inc - Animal Control	15,000.00	12,624.65			84%
0052410 - Dog Impounding Fees & Sundries - Op Inc - Animal Control	27,500.00	28,562.95			104%
0052411 - Dog Handling Accessories - Op Inc - Animal Control MUN	0.00	309.09			100%
0052416 - Cat Registration - Op Inc - Animal Control	2,000.00	1,139.00			57%
0052420 - Dog Registration - Op Inc - Animal Control	40,000.00	35,192.00			88%
0052486 - Cat Sterilisation Program Income - Op Inc - Animal Control	0.00	-105.25			100%
<b>Sub Total To Programme Summary</b>	<b>\$84,500.00</b>	<b>\$77,722.44</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Animal Control</b>	<b>\$84,500.00</b>	<b>\$77,722.44</b>	<b>\$290,321.00</b>	<b>\$197,809.55</b>	
<b>Other Law Order &amp; Public Safety</b>					
<b>Operating Expenditure</b>					
0053034 - Surf Club Operating Exps - Op Exp - Other Law Order & Public Safety			16,403.00	10,980.61	67%
0053036 - Surf Club Building Maint - Op Exp - Other Law Order & Public Safety			2,000.00	0.00	0%
0053060 - Impounding of Vehicles Expense - Op Exp - Other Law Order & Public Safety			15,000.00	9,780.00	65%
0053283 - 4394200			20,000.00	23,857.17	119%
0053286 - Warning Signs Maintenance - Op Exp - Other Law Order & Public Safety			4,673.00	602.65	13%
0053288 - Local Laws Review - Op Exp - Other Law Order & Public Safety			0.00	944.22	100%
0053410 - Fixed Asset Dep'n - Op Exp - Other Law Order & Public Safety			34,041.00	6,985.43	21%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$92,117.00</b>	<b>\$53,150.08</b>	
<b>Operating Income</b>					
0053340 - Surf Club - Rent & Recoup Income - Op Inc	6,000.00	3,442.79			57%
0053400 - Sundry (ORV Etc) Fines & Penalties - Op Inc - Other Law Order & Public Safety	15,000.00	13,416.20			89%
0053405 - Vehicle Impounding Fees - Op Inc - Other Law Order & Public Safety	1,500.00	0.00			0%
0053450 - Sale of Impounded Vehicles & Goods - Op Inc - Other Law Order & Public Safety	1,000.00	0.00			0%
<b>Sub Total To Programme Summary</b>	<b>\$23,500.00</b>	<b>\$16,858.99</b>	<b>\$0.00</b>	<b>\$0.00</b>	

**SHIRE OF BROOME**  
Schedule 05  
**LAW ORDER AND PUBLIC SAFETY**  
Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>Total Other Law Order &amp; Public Safety</b>	<b>\$23,500.00</b>	<b>\$16,858.99</b>	<b>\$92,117.00</b>	<b>\$53,150.08</b>
<b>Volunteer Bush Fire Brigade</b>				
<b>Operating Expenditure</b>				
0051050 - Insurance Exp - VBFB/FESA - Op Exp - Volunteer Bush Fire Brigade			2,137.00	2,136.82 100%
0053130 - Land & Building Maint - VBFB/FESA - Op Exp - Volunteer Bush Fire Brigade			0.01	0.00 0%
0053146 - Utilities Rates & Taxes - VBFB/FESA - Op Exp - Volunteer Bush Fire Brigade			1,500.00	397.26 26%
0053198 - Dep'n Exp - VBFB/FESA - Op Exp - Volunteer Bush Fire Brigade			3,166.00	25,077.63 792%
0053291 - Vehicles & Boat Maint - VBFB/FESA - Op Exp - Volunteer Bush Fire Brigade			5,400.00	1,701.49 32%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,203.01</b>	<b>\$29,313.20</b>
<b>Operating Income</b>				
0051401 - Bush Fire Brigade FESA Operating Grant - Op Inc - Volunteer Bush Fire Brigade	9,037.00	3,612.84 40%		
Sub Total To Programme Summary	<b>\$9,037.00</b>	<b>\$3,612.84</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
0053172 - VBFB Building New Const - Cap Exp - Volunteer Bush Fire Brigade			1,200,000.00	0.00 0%
0053174 - VBFB Buildings Renewal - Cap Ex - VBFB			5,580.00	5,580.00 100%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,205,580.00</b>	<b>\$5,580.00</b>
<b>Capital Income</b>				
0053390 - Capital Grant Funding For Plant/Equip/ Buildings - Cap Inc - Volunteer Bush Fire Brigade	1,200,000.00	0.00 0%		
Sub Total To Programme Summary	<b>\$1,200,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Volunteer Bush Fire Brigade</b>	<b>\$1,209,037.00</b>	<b>\$3,612.84</b>	<b>\$1,217,783.01</b>	<b>\$34,893.20</b>
<b>SES/Fire &amp; Emergency Services</b>				
<b>Operating Expenditure</b>				
0055125 - Vehicles & Boats Maint - - Op Exp - SES/ Fire & Emergency Services			4,800.00	1,700.07 35%
0055130 - Land & Building Maint - Op Exp - SES/ Fire & Emergency Services			0.01	0.00 0%
0055146 - Utilities Rates & Taxes - - Op Exp - SES/ Fire & Emergency Services			12,400.00	8,070.46 65%
0055150 - Other Good & Services - Op Exp - SES/ Fire & Emergency Services				
0055155 - Insurance Exp - - Op Exp - SES/ Fire & Emergency Services			3,558.00	3,557.64 100%

SHIRE OF BROOME  
Schedule 05  
**LAW ORDER AND PUBLIC SAFETY**  
Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
0055198 - Dep'n Exp - Op Exp - SES/ Fire & Emergency Services			0.00	13,703.74 100%
Sub Total To Programme Summary	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$20,758.01</u>	<u>\$27,031.91</u>
<b>Operating Income</b>				
0055199 - Profit On Sale of Assets Exp - SES/FESA - Op Inc - SES				
0055300 - State Grants/Reimbursements - Op Inc - SES/ Fire & Emergency Services	20,758.00	13,569.80 65%		
Sub Total To Programme Summary	<u>\$20,758.00</u>	<u>\$13,569.80</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Capital Expenditure</b>				
0055167 - Vehicles & Mob Plant Renewal > \$3000 - Cap Exp - SES/ FESA				
Sub Total To Programme Summary	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Capital Income</b>				
0055190 - Non Op Grant Funding for Plant/Equip/Buildings - Op Inc - SES/ Fire & Emergency Services				
0055470 - Proceeds From the Sale Of Assets (Income from the sale or trade-in of assets) > \$3000 - Cap Inc - S				
Sub Total To Programme Summary	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Total Ses/Fire &amp; Emergency Services</b>	<u>\$20,758.00</u>	<u>\$13,569.80</u>	<u>\$20,758.01</u>	<u>\$27,031.91</u>
<b>TOTAL LAW ORDER AND PUBLIC SAFETY</b>	<u>\$1,417,795.00</u>	<u>\$147,053.60</u>	<u>\$2,467,050.02</u>	<u>\$1,118,803.22</u>

**SHIRE OF BROOME**  
**Schedule 07**  
**HEALTH**

**Financial Statement For The Period Ending 31/03/2018**

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>FUNCTION SUMMARY</b>				
<b>Operating Expenditure</b>				
Health Service - Inspection			758,232.00	536,505.59
Health Service - Pest Control			20,174.00	13,888.41
Health Service - Other			20,000.00	15,325.88
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$798,406.00</b>	<b>\$565,719.88</b>
<b>Operating Income</b>				
Health Service - Inspection	187,700.00	167,918.28		
Health Service - Pest Control	2,000.00	2,198.21		
Health Service - Other		1,680.00		
<b>TOTAL OPERATING INCOME</b>	<b>\$189,700.00</b>	<b>\$171,796.49</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
Health Service - Inspection			40,000.00	
Health Service - Pest Control				
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,000.00</b>	<b>\$0.00</b>
<b>Capital Income</b>				
Health Service - Inspection	13,000.00			
Health Service - Pest Control	6,974.00			
<b>TOTAL CAPITAL INCOME</b>	<b>\$19,974.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL HEALTH</b>	<b>\$209,674.00</b>	<b>\$171,796.49</b>	<b>\$838,406.00</b>	<b>\$565,719.88</b>

SUB-FUNCTION DETAIL FOLLOWS.....



**SHIRE OF BROOME**  
**Schedule 07**  
**HEALTH**

**Financial Statement For The Period Ending 31/03/2018**

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>Health Service - Inspection</b>				
<b>Operating Expenditure</b>				
0074010 - Salary - Op Exp - Preventive - Inspection/Admin			463,886.00	349,906.10 75%
0074012 - Superannuation Employee Expense - Health			59,566.00	37,979.17 64%
0074028 - FBT & Staff Utilities Expense - Op Exp - Preventive - Inspection/Admin			0.00	547.69 100%
0074280 - Other Minor Expenditure - Op Exp - Preventive - Inspection/Admin			7,520.00	4,432.37 59%
0074296 - Loss on Sale Of Assets - Op Exp - Preventive - Inspection/Admin			3,850.00	0.00 0%
0074298 - Fixed Asset Dep'n - Op Exp - Preventive - Inspection/Admin			2,567.00	914.62 36%
0074530 - Admin Costs Alloc - Op Exp - Preventive - Inspection/Admin			121,284.00	79,361.00 65%
0078800 - Vehicle & Plant Exps - Op Exp - Preventive - Inspection/Admin			25,300.00	16,979.72 67%
0716206 - Other Employment Costs - Op Exp - Health Services Inspection			11,079.00	7,221.50 65%
0716298 - IT/Records Costs Allocated -Health Services Inspection			63,180.00	39,163.42 62%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$758,232.00</b>	<b>\$536,505.59</b>
<b>Operating Income</b>				
0074400 - Health Fines & Penalties - Op Inc - Preventive - Inspection/Admin	100.00	0.00 0%		
0074413 - Commercial Pool Inspection Fees - Op Inc - Preventive - Inspection/Admin	85,800.00	64,162.00 75%		
0074414 - Water Sampling (Not Swimming Pools) - Op Inc - Health Service Inspect	2,860.00	243.00 8%		
0074420 - Health Licences - Op Inc - Preventive - Inspection/Admin	70,000.00	74,132.28 106%		
0074421 - Inspections and Minor Charges includes GST - Op Inc - Preventive - Inspection/Admin	500.00	609.09 122%		
0074425 - Service on Demand Fees - Op Inc - Health Service Inspection	500.00	0.00 0%		
0074490 - Trading Licences - All Except Beach - Op Inc - Prevent - Inspection/Admin	27,940.00	28,771.91 103%		
Sub Total To Programme Summary	<b>\$187,700.00</b>	<b>\$167,918.28</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
0074550 - Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Health Inspect's			40,000.00	0.00 0%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,000.00</b>	<b>\$0.00</b>
<b>Capital Income</b>				
0074950 - Proceeds from Sale of Assets - Cap Inc - Health Inspect	13,000.00	0.00 0%		
Sub Total To Programme Summary	<b>\$13,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Health Service - Inspection</b>	<b>\$200,700.00</b>	<b>\$167,918.28</b>	<b>\$798,232.00</b>	<b>\$536,505.59</b>

**SHIRE OF BROOME**  
**Schedule 07**  
**HEALTH**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
Health Service - Pest Control					
Operating Expenditure					
0075020 - Mosquito Control & Pest Control - Op Exp - Preventive Service-Pest Control			16,974.00	11,498.18	68%
0075030 - Eradication Flies/Rodents - Op Exp - Preventive Service-Pest Control			2,000.00	0.00	0%
0075800 - Vehicle & Plant Exps - Op Exp - Preventive Service-Pest Control			1,200.00	2,390.23	199%
Sub Total To Programme Summary	\$0.00	\$0.00	\$20,174.00	\$13,888.41	
Operating Income					
0075391 - Grants and Contributions Rec'd Op Inc - Prev Svcs - Pest Control	2,000.00	2,198.21			110%
Sub Total To Programme Summary	\$2,000.00	\$2,198.21	\$0.00	\$0.00	
Capital Expenditure					
0074596 - Transfer to Restricted Cash Reserve - Cap Exp - Health					
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00	
Capital Income					
0717599 - Transfer From Restricted Cash Reserve - Cap Inc - Health Service - Pest Control	6,974.00	0.00			0%
Sub Total To Programme Summary	\$6,974.00	\$0.00	\$0.00	\$0.00	
Total Health Service - Pest Control	\$8,974.00	\$2,198.21	\$20,174.00	\$13,888.41	
Health Service - Other					
Operating Expenditure					
0076020 - Analytical Expenses - Op Exp - Preventive Services Other			20,000.00	15,325.88	77%
Sub Total To Programme Summary	\$0.00	\$0.00	\$20,000.00	\$15,325.88	
Operating Income					
0076030 - Grants Contributions Rec'd - Op Inc - Preventive Services Other	0.00	1,680.00			100%
Sub Total To Programme Summary	\$0.00	\$1,680.00	\$0.00	\$0.00	
Total Health Service - Other	\$0.00	\$1,680.00	\$20,000.00	\$15,325.88	
TOTAL HEALTH	\$209,674.00	\$171,796.49	\$838,406.00	\$565,719.88	

SHIRE OF BROOME  
Schedule 08  
**EDUCATION AND WELFARE**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>FUNCTION SUMMARY</b>				
<b>Operating Expenditure</b>				
Aged & Disabled Services			8,000.00	
Community Services			680,533.00	397,823.15
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$688,533.00</b>	<b>\$397,823.15</b>
<b>Operating Income</b>				
Community Services	15,000.00	15,000.00		
<b>TOTAL OPERATING INCOME</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
Community Services			36,000.00	
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36,000.00</b>	<b>\$0.00</b>
<b>Capital Income</b>				
Community Services	8,000.00			
<b>TOTAL CAPITAL INCOME</b>	<b>\$8,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL EDUCATION AND WELFARE</b>	<b>\$23,000.00</b>	<b>\$15,000.00</b>	<b>\$724,533.00</b>	<b>\$397,823.15</b>

SUB-FUNCTION DETAIL FOLLOWS.....

**SHIRE OF BROOME**  
Schedule 08  
**EDUCATION AND WELFARE**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>Aged &amp; Disabled Services</b>				
<b>Operating Expenditure</b>				
0082034 - Disability Access and Inclusion Maint & Operating Exp - Op Exp - Aged & Disabled Services			8,000.00	0.00 0%
Sub Total To Programme Summary	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$8,000.00</u>	<u>\$0.00</u>
<b>Total Aged &amp; Disabled Services</b>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$8,000.00</u>	<u>\$0.00</u>
<b>Community Services</b>				
<b>Operating Expenditure</b>				
0082600 - Salary - Op Exp - Community Services			359,870.00	193,147.43 54%
0082602 - Other Employment Costs - Community Services			14,540.00	10,453.58 72%
0082603 - Legal Exp - Op Exp - Community Services			10,000.00	0.00 0%
0082604 - Vehicle & Plant Exps - Op Exp - Community Services			10,400.00	8,088.66 78%
0082608 - Loss On Sale Of Assets Op Exp - Community Services			1,000.00	0.00 0%
0082610 - Relief Staff - Op Exp - Community Services)			8,015.00	11,977.31 149%
0082611 - Consultants - Op Exp - Community Services				
0082612 - Function Expenses - Op Exp - Community Services				
0082613 - Advertising Promotion & Printing - Op Exp - Community Services			3,000.00	218.76 7%
0082616 - Superannuation Employee Expense - Community Services			46,488.00	28,590.57 62%
0082617 - Community Development Strategy - Op Exp - Community Services				
0082621 - Sundry Exp - Op Exp - Community Services			600.00	128.00 21%
0082630 - Admin Costs Alloc - Comm Serv			137,448.00	89,942.46 65%
0821298 - IT/Records Costs Alloc - Comm Serv			89,172.00	55,276.38 62%
Sub Total To Programme Summary	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$680,533.00</u>	<u>\$397,823.15</u>
<b>Operating Income</b>				
0082672 - Reimb & Other Income - Op Inc - Com Services				
0082675 - Grants For Community Programs - Op Inc - Community Services	15,000.00	15,000.00 100%		
Sub Total To Programme Summary	<u>\$15,000.00</u>	<u>\$15,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>Capital Expenditure</b>				
0082605 - Vehicle & Mob Plant Renewal (Replacement) Cap Exp - Comm Services			36,000.00	0.00 0%
Sub Total To Programme Summary	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$36,000.00</u>	<u>\$0.00</u>
<b>Capital Income</b>				

SHIRE OF BROOME  
Schedule 08  
**EDUCATION AND WELFARE**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income			Expenditure	
	Current Year Estimated	Current Year Actual		Current Year Estimated	Current Year Actual
0082606 - Proceeds On Sale Of Assets - Cap Inc - Community Services	8,000.00	0.00	0%		
Sub Total To Programme Summary	<b>\$8,000.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Community Services</b>	<b>\$23,000.00</b>	<b>\$15,000.00</b>		<b>\$716,533.00</b>	<b>\$397,823.15</b>
<b>TOTAL EDUCATION AND WELFARE</b>	<b>\$23,000.00</b>	<b>\$15,000.00</b>		<b>\$724,533.00</b>	<b>\$397,823.15</b>

**SHIRE OF BROOME**  
**Schedule 09**  
**HOUSING**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>FUNCTION SUMMARY</b>				
<b>Operating Expenditure</b>				
Staff Housing			648,725.00	449,750.00
Other Housing			140,772.00	92,121.01
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$789,497.00</b>	<b>\$541,871.01</b>
<b>Operating Income</b>				
Staff Housing	628,275.00	438,374.21		
<b>TOTAL OPERATING INCOME</b>	<b>\$628,275.00</b>	<b>\$438,374.21</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
Staff Housing			769,000.00	729,025.98
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$769,000.00</b>	<b>\$729,025.98</b>
<b>Capital Income</b>				
Staff Housing	729,000.00			
<b>TOTAL CAPITAL INCOME</b>	<b>\$729,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL HOUSING</b>	<b>\$1,357,275.00</b>	<b>\$438,374.21</b>	<b>\$1,558,497.00</b>	<b>\$1,270,896.99</b>

SUB-FUNCTION DETAIL FOLLOWS.....



## SHIRE OF BROOME

## Schedule 09

## HOUSING

## Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>Staff Housing</b>				
<b>Operating Expenditure</b>				
0092299 - Fixed Asset Dep'n - Op Exp - Staff Housing			47,426.00	9,233.36 19%
0095110 - 2/10 Frederick Street (ex Manager Infra break lease)			0.00	960.72 100%
0095200 - Staff Housing Rental Costs (External Arrangement)			536,000.00	379,705.27 71%
0096100 - Staff Housing - Planned Maint & Minor Works - Op Exp			10,000.00	4,837.00 48%
0096101 - Staff Housing - Reactive Maint - Op Exp			16,500.00	17,924.61 109%
0096102 - Staff Housing - Operating Expense - Op Exp			38,799.00	37,089.04 96%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$648,725.00</b>	<b>\$449,750.00</b>
<b>Operating Income</b>				
0095400 - Rented Staff Housing Annual Operating Income - Staff housing	536,000.00	374,161.44 70%		
0095442 - 69 Robinson St Rent & Recoup Income - Op Inc	10,300.00	1,802.59 18%		
0096200 - 1/17 Honeyeater Loop - Rent & Recoup Income - Op Inc	11,375.00	11,000.00 97%		
0096201 - 8/83 Walcott Street - Rent & Recoup Income - Op Inc	11,375.00	6,052.86 53%		
0096202 - 8/6 Ibis Way - Rent & Recoup Income - Op Inc	5,650.00	6,744.99 119%		
0096203 - 11/6 Ibis Way - Rent & Recoup Income - Op Inc	11,375.00	11,000.00 97%		
0096204 - 2/50 Tanami Drive - Rent & Recoup Income - Op Inc	12,500.00	5,592.85 45%		
0096205 - 4/50 Tanami Drive - Rent & Recoup Income - Op Inc	12,500.00	9,019.48 72%		
0145561 - Lot 1002 Shelduck Way - Rent & Recoup Income - Op Inc	17,200.00	13,000.00 76%		
Sub Total To Programme Summary	<b>\$628,275.00</b>	<b>\$438,374.21</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
0095810 - Building Staff Housing - Cap Exp - New			729,000.00	729,025.98 100%
0095816 - Shire Staff Housing Building Renewal - Staff Housing				
0095901 - Transfer to Building Reserve - Cap Exp - Housing			40,000.00	0.00 0%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$769,000.00</b>	<b>\$729,025.98</b>
<b>Capital Income</b>				
0095910 - Transfer From Building Reserve - Staff Housing - Cap Inc	729,000.00	0.00 0%		
Sub Total To Programme Summary	<b>\$729,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Staff Housing</b>	<b>\$1,357,275.00</b>	<b>\$438,374.21</b>	<b>\$1,417,725.00</b>	<b>\$1,178,775.98</b>

## Other Housing

## SHIRE OF BROOME

## Schedule 09

## HOUSING

## Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
<b>Operating Expenditure</b>					
0947294 - Admin Costs Allocated Op Exp - Other Housing			140,772.00	92,121.01	65%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$140,772.00</b>	<b>\$92,121.01</b>	
<b>Total Other Housing</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$140,772.00</b>	<b>\$92,121.01</b>	
<b>TOTAL HOUSING</b>	<b>\$1,357,275.00</b>	<b>\$438,374.21</b>	<b>\$1,558,497.00</b>	<b>\$1,270,896.99</b>	

SHIRE OF BROOME  
Schedule 10  
**COMMUNITY AMENITIES**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>FUNCTION SUMMARY</b>				
<b>Operating Expenditure</b>				
Regional Resource Recovery Park			400,000.00	18,500.45
Sanitation - General Refuse			4,806,798.00	3,206,134.70
Sanitation - Other			962,479.00	656,074.86
Sewerage			4,500.00	3,538.06
Storm Water Drainage			1,284,898.00	945,079.16
Town Planning/Regional Development			833,685.00	587,789.69
Development Services Support			714,994.00	492,653.65
Protection of Environment			76,726.00	40,262.62
Other Community Amenities			404,422.00	231,005.49
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,488,502.00</b>	<b>\$6,181,038.68</b>
<b>Operating Income</b>				
Regional Resource Recovery Park	259,800.00	48,844.10		
Sanitation - General Refuse	7,081,400.00	6,172,236.38		
Sanitation - Other	2,000.00	2,615.41		
Sewerage	5,000.00	5,192.00		
Storm Water Drainage	40,600.00	7,799.24		
Town Planning/Regional Development	82,500.00	35,889.69		
Development Services Support	5,000.00			
Protection of Environment	5,000.00	5,000.00		
Other Community Amenities	19,940.00	16,945.93		
<b>TOTAL OPERATING INCOME</b>	<b>\$7,501,240.00</b>	<b>\$6,294,522.75</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
Regional Resource Recovery Park			259,800.00	48,844.10
Sanitation - General Refuse			3,510,655.00	150,722.87
Storm Water Drainage			1,148,567.00	7,799.24
Other Community Amenities			102,300.00	7,536.86
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,021,322.00</b>	<b>\$214,903.07</b>
<b>Capital Income</b>				
Regional Resource Recovery Park	400,000.00			
Sanitation - General Refuse	1,236,053.00			
Storm Water Drainage	355,801.00			

SHIRE OF BROOME  
Schedule 10  
**COMMUNITY AMENITIES**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Development Services Support				
<b>TOTAL CAPITAL INCOME</b>	<b>\$1,991,854.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL COMMUNITY AMENITIES</b>	<b>\$9,493,094.00</b>	<b>\$6,294,522.75</b>	<b>\$14,509,824.00</b>	<b>\$6,395,941.75</b>

SUB-FUNCTION DETAIL FOLLOWS.....

**SHIRE OF BROOME**  
Schedule 10  
**COMMUNITY AMENITIES**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
Regional Resource Recovery Park					
Operating Expenditure					
0108001 - New Refuse Site Exp - Op Exp - Regional Resource Recovery Park			400,000.00	18,500.45	5%
Sub Total To Programme Summary	\$0.00	\$0.00	\$400,000.00	\$18,500.45	
Operating Income					
0101426 - Interest - Reg Res Rec Pk Reserve - Op Inc - Reg Res Recov Pk	259,800.00	48,844.10	19%		
Sub Total To Programme Summary	\$259,800.00	\$48,844.10	\$0.00	\$0.00	
Capital Expenditure					
0101895 - Transfer to Regional Resource Recovery Park Reserve - Cap Exp - Reg Res Rec Pk			259,800.00	48,844.10	19%
Sub Total To Programme Summary	\$0.00	\$0.00	\$259,800.00	\$48,844.10	
Capital Income					
0101995 - Transfer from Regional Resource Recovery Reserve - Cap Inc - Reg Res Recov	400,000.00	0.00	0%		
Sub Total To Programme Summary	\$400,000.00	\$0.00	\$0.00	\$0.00	
Total Regional Resource Recovery Park	\$659,800.00	\$48,844.10	\$659,800.00	\$67,344.55	
Sanitation - General Refuse					
Operating Expenditure					
0101010 - Salary & Wages Default - Op Exp - Sanitation General Refuse			101,269.00	57,464.46	57%
0101011 - Salary & Wages Workers Comp - Op Exp - Sanitation General Refuse					
0101020 - Kerbside Refuse Collection - Op Exp - Sanitation Gen Refuse			412,000.00	250,377.20	61%
0101022 - Kerbside Recycling Collection -Op Exp - San Gen Refuse			714,000.00	473,459.69	66%
0101023 - Commercial Recycling - Op Exp - Sanitation Gen Refuse			143,000.00	0.00	0%
0101024 - Less On Cost Allocated - Op Exp - Sanitation General Refuse			-324,748.00	-276,086.04	85%
0101027 - Recycling Advertising - Op Exp - San Gen Refuse			1,000.00	0.00	0%
0101028 - 20415300			311,313.00	187,617.88	60%
0101029 - Salary - Waste Co-ordinator - Op Exp -Sanitation Gen Refuse			121,959.00	8,320.70	7%
0101030 - 23245900			1,521,103.00	931,433.94	61%
0101031 - Liquid Waste - Op Exp - Sanitation Gen Refuse			49,500.00	602.25	1%
0101032 - Other Employment Costs - Op Exp - Sanitation General Refuse			20,460.00	13,537.94	66%
0101033 - Superannuation Employee Expense - Op Exp - Sanitation General			84,989.00	63,309.18	74%
0101036 - Mobile Phone & Sundries - Op Exp - Sanitation Gen Refuse			720.00	814.44	113%

**SHIRE OF BROOME**  
**Schedule 10**  
**COMMUNITY AMENITIES**

**Financial Statement For The Period Ending 31/03/2018**

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0101038 - Training & Staff Meeting Expenses - Op Exp - Sanitation Gen Refuse			19,361.00	5,243.55	27%
0101040 - Consultants - Op Exp - Sanitation Gen Refuse					
0101080 - Refuse Site Building Maint & Operating - Op Exp - Sanitation Gen Refuse			50,041.00	32,251.65	64%
0101285 - Minor Assets Equipment & Consumables - Op Exps - Sanitation Gen Refuse			5,000.00	3,547.10	71%
0101295 - Dep'cn Expense Infrastructure - Op Exps - Sanitation Gen Refuse			35,405.00	34,734.30	98%
0101296 - Loss on Sale of Assets - Sanitation Gen Refuse					
0101299 - Dep'n Exp Furniture & Fittings - Sanitation Gen Refuse			0.00	151.96	100%
0101530 - Admin Costs Alloc - Op Exps - Sanitation Gen Refuse			299,148.00	195,757.13	65%
0101800 - Vehicle & Plant Exps - Op Exps - Sanitation Gen Refuse			29,100.00	30,318.96	104%
1011298 - IT/Record Costs Allocated - Op Exps - Sanitation Gen Refuse			51,444.00	31,890.22	62%
1026218 - Kerbside Collection Disposal Costs - (Internal Shire Charge) - Op Exp - San Gen Refuse			1,145,500.00	1,145,500.00	100%
1026296 - Fixed Asset Dep'n - Op Exp - Sanitation General Refuse			15,234.00	15,888.19	104%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,806,798.00</b>	<b>\$3,206,134.70</b>	
<b>Operating Income</b>					
0101410 - Refuse & Recycling Chgs - Op Inc - Sanitation Gen Refuse	3,274,000.00	3,278,331.06			100%
0101411 - Refuse & Recycling Removal Chgs - Additional & C'van Pk Services - Op Inc - Sanitation Gen Refuse	335,000.00	303,513.70			91%
0101420 - Charges Refuse Site - Op Inc - Sanitation Gen Refuse	2,200,000.00	1,340,268.07			61%
0101423 - Sundry Income (Inc. GST) - Op Inc - Sanitation Gen Refuse	6,500.00	42,315.43			651%
0101424 - EDL Lease - Op Inc - Sanitation Gen Refuse	36,000.00	36,227.70			101%
0101425 - Interest - Refuse Site Reserve - Op Inc - Sanitation Gen Refuse	83,400.00	17,895.42			21%
0101427 - Contributions Rec'd Op & Non Op - - Op Inc - Sanitation Gen Refuse	0.00	2,405.00			100%
0101480 - Refuse & Recycling Bin Sales - Op Inc - Sanitation Gen Refuse	1,000.00	5,780.00			578%
0101481 - Sundry Income (No GST) - Op Inc Sanitation Gen Refuse					
0101499 - Profit On Sale Of Assets - Op Inc - Sanitation Gen Refuse					
0102636 - Kerbside Collection Disposal Costs - Internal Shire charge - Op Inc - Sanitation Gen Refuse	1,145,500.00	1,145,500.00			100%
<b>Sub Total To Programme Summary</b>	<b>\$7,081,400.00</b>	<b>\$6,172,236.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Capital Expenditure</b>					



**SHIRE OF BROOME**  
Schedule 10  
**COMMUNITY AMENITIES**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
0101510 - Vehicle & Mob Plant Renewal(Replacement)-Cap Exp- Sanit Gen Refuse				
0101512 - Transfer to Resource Recovery Park Reserve - Cap Exp - San Gen Refuse			2,334,202.00	0.00 0%
0101515 - Transfer to Refuse Reserve - Cap Exp - Sanitation Gen Refuse			233,400.00	17,895.42 8%
0101520 - 8000000				
0101545 - Other Infra Upgrade Const - Cap Exp - Sanitation Gen Refuse			797,330.00	132,827.45 17%
0101550 - Other Infra Renewal Const - Cap Exp - Sanitation Gen Refuse			145,723.00	0.00 0%
0101999 - Other Infrastructure Sanitation - WIP Cap Exp				
0102556 - Furniture & Equip New Cap Exp - San Gen Refuse				
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,510,655.00</b>	<b>\$150,722.87</b>
<b>Capital Income</b>				
0101500 - Proceeds From Sale of Assets - Cap Inc - Sanitation Gen Refuse				
0101525 - Transfer From Refuse Site Reserve - Sanitation Gen Refuse	1,236,053.00	0.00 0%		
<b>Sub Total To Programme Summary</b>	<b>\$1,236,053.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Sanitation - General Refuse</b>	<b>\$8,317,453.00</b>	<b>\$6,172,236.38</b>	<b>\$8,317,453.00</b>	<b>\$3,356,857.57</b>
<b>Sanitation - Other</b>				
<b>Operating Expenditure</b>				
0102010 - 3577300			898,502.00	620,402.40 69%
0102060 - 2419000			9,910.00	0.00 0%
0102070 - Purchase of Bins- Op Exp - Sanitation Other			0.00	95.00 100%
0102530 - Admin Costs Alloc - Op Exp - Sanitation Other			53,268.00	34,856.61 65%
1027206 - Other Employment Costs - Sanitation Other			799.00	720.85 90%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$962,479.00</b>	<b>\$656,074.86</b>
<b>Operating Income</b>				
0102390 - Litter Control Bin Hire Etc User Charges - Op Inc - Sanitation Other	0.00	905.86 100%		
0102400 - Litter - fines & Penalties & Reimb (No GST)- Op Inc - Sanitation Other	2,000.00	1,709.55 85%		
<b>Sub Total To Programme Summary</b>	<b>\$2,000.00</b>	<b>\$2,615.41</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Sanitation - Other</b>	<b>\$2,000.00</b>	<b>\$2,615.41</b>	<b>\$962,479.00</b>	<b>\$656,074.86</b>
<b>Sewerage</b>				
<b>Operating Expenditure</b>				
0103101 - Sewerage Facility Maintenance Exps - Op Exp - Sewerage			4,500.00	3,538.06 79%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,500.00</b>	<b>\$3,538.06</b>

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**SHIRE OF BROOME**  
Schedule 10  
**COMMUNITY AMENITIES**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>Operating Income</b>				
0103480 - Septic Tank Fees - Op Inc - Sewerage	5,000.00	5,192.00 104%		
Sub Total To Programme Summary	<b>\$5,000.00</b>	<b>\$5,192.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Sewerage</b>	<b>\$5,000.00</b>	<b>\$5,192.00</b>	<b>\$4,500.00</b>	<b>\$3,538.06</b>
<b>Storm Water Drainage</b>				
<b>Operating Expenditure</b>				
0102202 - 13884400			136,019.00	101,918.48 75%
0102210 - Drainage Consultant/Strategy - op Exp - Urban Stormwater Drainage			28,000.00	0.00 0%
0102295 - Fixed Asset Dep'n - Op Exp - Urban Stormwater Drainage			1,120,879.00	843,160.68 75%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,284,898.00</b>	<b>\$945,079.16</b>
<b>Operating Income</b>				
0102983 - Interest Rec Drainage Reserve -Op IncUrban S'water Drainage	40,600.00	7,799.24 19%		
Sub Total To Programme Summary	<b>\$40,600.00</b>	<b>\$7,799.24</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
0104270 - Drainage New Infra Const - Urban Stormwater Drainage			400,000.00	0.00 0%
0104281 - Transfer to Drainage Reserve - Cap Exp - Urban Stormwater Drainage			336,067.00	7,799.24 2%
0104600 - Drainage Upgrade Infra Const - Urban Stormwater Drainage			390,000.00	0.00 0%
0104800 - Drainage Renewal Infra Wks - Urban Stormwater Drainage			22,500.00	0.00 0%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,148,567.00</b>	<b>\$7,799.24</b>
<b>Capital Income</b>				
0104480 - Transfer From Drainage Reserve - Urban Stormwater Drainage - Cap Inc	100,801.00	0.00 0%		
0104482 - Headworks Contribution - Non Op Inc - Urban Stormwater Drainage				
0104484 - Gen Non Op Grants - Cap Inc - Urban Stormwater Drainage	255,000.00	0.00 0%		
Sub Total To Programme Summary	<b>\$355,801.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Storm Water Drainage</b>	<b>\$396,401.00</b>	<b>\$7,799.24</b>	<b>\$2,433,465.00</b>	<b>\$952,878.40</b>
<b>Town Planning/Regional Development</b>				
<b>Operating Expenditure</b>				
0106010 - Salary - Op Exp - Planning			480,805.00	358,374.09 75%
0106011 - Superannuation Employee Expense - Planning			49,010.00	40,705.29 83%
0106024 - Other Employment Costs - Op Exp - Planning			9,225.00	7,147.01 77%
0106030 - Consultants & Project Employees - Op Exp - Town Planning/Reg Dev			42,261.00	29,740.94 70%

**SHIRE OF BROOME**  
Schedule 10  
**COMMUNITY AMENITIES**

**Financial Statement For The Period Ending 31/03/2018**

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
0106032 - Relief Staff - Op Exp - Town Planning/Regional Devel				
0106039 - Planning Appeals - Op Exp - Town Planning/ Regional Devel			10,000.00	0.00 0%
0106040 - Advertising - Op Exp - Town Planning/Regional Devel			5,000.00	1,875.59 38%
0106051 - Engagement Expenses - Op Exp - Town Planning/Regional Dev			3,000.00	265.14 9%
0106279 - Copying & Printing Expenses - Op Exp - Town Planning/Regional Devel			500.00	0.00 0%
0106280 - Sundry Expenses - Op Exp - Town Planning/Regional Devel			500.00	0.00 0%
0106290 - Reimbursement Expense Legal & Other - Town Planning			2,000.00	0.00 0%
0106530 - Admin Cost Alloc - Town Planning & Reg Dev - Op Exp			181,200.00	118,574.67 65%
0106531 - Engineering Office Staff Time - Op Exp - Town Planning & Reg Develop				
0106800 - Vehicle & Plant Exps - Planning				
1030298 - IT/Records Costs Allocated -Town Planning & Reg Development			50,184.00	31,106.96 62%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$833,685.00</b>	<b>\$587,789.69</b>
<b>Operating Income</b>				
0106410 - Planning Fees (GST Free) - Op Inc - Town Planning/Regional Devel	75,000.00	33,229.69 44%		
0106420 - Rezoning Fees (Incl GST) - Op Inc - Town Planning/Regional Devel				
0106421 - Rezoning Fees (Excl GST) - Op Inc - Town Planning	5,000.00	2,500.00 50%		
0106430 - Subdivision/ Strata Title Fees - Op Inc - Town Planning/Regional Devel	2,000.00	0.00 0%		
0106479 - Reimbursements Consultants etc. - Op Inc - Town Planning/Regional Devel				
0106480 - Other Minor Charges No GST - Op Inc - Town Planning/Regional Devel	500.00	160.00 32%		
0106481 - Other Minor Charges Includes GST - Op Inc - Town Planning/Regional Devel				
<b>Sub Total To Programme Summary</b>	<b>\$82,500.00</b>	<b>\$35,889.69</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Town Planning/Regional Development</b>	<b>\$82,500.00</b>	<b>\$35,889.69</b>	<b>\$833,685.00</b>	<b>\$587,789.69</b>
<b>Development Services Support</b>				
<b>Operating Expenditure</b>				
0106038 - Legal Expenses - Development Services			70,000.00	53,156.32 76%
0106100 - Salary - Op Exp - Development Services			383,749.00	274,350.77 71%
0106102 - Other Employment Costs - Development Services			17,295.00	9,760.45 56%
0106104 - Vehicle & Plant Exps - Development Services			7,200.00	4,085.89 57%
0106105 - Relief Staff - Op Exp - Development Services				

**SHIRE OF BROOME**  
Schedule 10  
**COMMUNITY AMENITIES**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0106106 - Consultants & Project Employees - Op Exp - Development Services			15,000.00	600.00	4%
0106107 - Superannuation Employee Expense - Development Services			49,114.00	37,857.16	77%
0106120 - Conferences Travel & Accom - Development Services			0.00	1,159.32	100%
0106125 - Sundry Expenses - Development Services			1,600.00	1,552.65	97%
0106630 - Admin Costs Alloc - Dev Serv			116,520.00	76,248.81	65%
0106631 - Engineering Office Staff Time - Op Exp Dev Serv Sup			0.00	89.85	100%
1031298 - IT/Records Costs Alloc - Development Services			54,516.00	33,792.43	62%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$714,994.00</b>	<b>\$492,653.65</b>	
<b>Operating Income</b>					
0106390 - Reimbursements Received - Development Services	5,000.00	0.00	0%		
<b>Sub Total To Programme Summary</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Capital Income</b>					
0106986 - Transfer From Restricted Cash - Development Services					
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Development Services Support</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$714,994.00</b>	<b>\$492,653.65</b>	
<b>Protection of Environment</b>					
<b>Operating Expenditure</b>					
0105054 - 1231900			23,437.00	7,960.88	34%
0105295 - Motor Vehicle & Plant Running Costs - Op Exp - Minyirr Park					
0105297 - Fixed Asset Dep'n - Op Exp - Protection of Environment			5,931.00	3,297.99	56%
0105530 - Admin Costs Alloc - Op Exp - Protection of Environment			31,860.00	20,851.72	65%
0105535 - Asbestos Removal- Moonlight to Demco - Op Exp - Protection of Environment					
0105546 - Consultants - Environmental - Op Exp - Prot of Envir			7,036.00	7,500.00	107%
0105565 - Water Quality Monitoring Expenses - Op Exp (Inc in 105545) - Prot of Env					
0113300 - 2055200			8,462.00	652.03	8%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$76,726.00</b>	<b>\$40,262.62</b>	
<b>Operating Income</b>					
0105541 - Coastal Grants & Reimb Rec'd	5,000.00	5,000.00	100%		
<b>Sub Total To Programme Summary</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Protection Of Environment</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$76,726.00</b>	<b>\$40,262.62</b>	

**Other Community Amenities**

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**SHIRE OF BROOME**  
Schedule 10  
**COMMUNITY AMENITIES**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>Operating Expenditure</b>				
0107010 - Public Toilets - Building			22,000.00	10,556.34 48%
Maintenance Exps				
0107028 - Cemetery Operating Expenses -			35,890.00	27,986.53 78%
Other Comm Amen				
0107029 - 4585900			0.00	268.36 100%
0107030 - 7644000			114,717.00	43,030.98 38%
0107034 - Broome Cemetery Survey & Other			8,000.00	1,340.50 17%
- Op Exp - Other Comm Amen				
0107035 - Cemeteries CCTV & Wireless			2,000.00	1,839.00 92%
Network Maint - Op Exp - Other Comm				
Amen				
0107071 - 450000			149,263.00	98,616.15 66%
0107100 - Cleaning Materials Util & Sundries			360.00	191.80 53%
- Op Exp - Other Community Amenities				
0107530 - Admin Costs Alloc - Op Exp -			39,480.00	25,831.23 65%
Other Community Amenities				
1033296 - Fixed Asset Depn - Op Exp -			32,712.00	21,344.60 65%
Other Community Amenities				
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$404,422.00</b>	<b>\$231,005.49</b>
<b>Operating Income</b>				
0107370 - Cemetery Fees Inc GST - Op Inc	17,000.00	11,159.57 66%		
- Other Community Amenities				
0107375 - Cemetery related Licenses - GST	640.00	4,983.00 779%		
Free - Op Inc - Other Community Amenities				
1033399 - Interest Rec - Public Art Reserve -	2,300.00	803.36 35%		
Op Inc - Other Comm Amen				
Sub Total To Programme Summary	<b>\$19,940.00</b>	<b>\$16,945.93</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
0107540 - Cemeteries Other Infrastructure			56,000.00	1,120.00 2%
Upgrade - Cap Exp - Other Com Amenit				
0107550 - Cemeteries Other Infrastructure			44,000.00	5,613.50 13%
New - - Cap Exp - Other Community				
Amenities				
0107580 - Cemeteries Fixed Plant & Equip				
(CCTV) New-Cap Exp-Other Comm				
Amenities				
1033499 - Transfer to Public Art Reserve -			2,300.00	803.36 35%
Cap Exp - Other Community Amenities				
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$102,300.00</b>	<b>\$7,536.86</b>
<b>Total Other Community Amenities</b>	<b>\$19,940.00</b>	<b>\$16,945.93</b>	<b>\$506,722.00</b>	<b>\$238,542.35</b>
<b>TOTAL COMMUNITY AMENITIES</b>	<b>\$9,493,094.00</b>	<b>\$6,294,522.75</b>	<b>\$14,509,824.00</b>	<b>\$6,395,941.75</b>

**SHIRE OF BROOME**  
**Schedule 11**  
**RECREATION AND CULTURE**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>FUNCTION SUMMARY</b>				
<b>Operating Expenditure</b>				
Public Halls & Civic Centres			218,670.00	123,155.40
Libraries			1,337,752.00	886,703.14
Broome Civic Centre (Was Arts Centre)			985,798.00	602,712.75
Other Culture			465,995.00	243,471.62
Recreation Services			306,778.00	177,521.34
Swimming Areas & Beaches			250,355.00	143,420.17
Other Recreation & Sport			716,602.00	509,221.90
Parks & Ovals			3,226,141.00	1,899,398.34
BRAC - General			2,048,535.00	1,435,903.99
BRAC - Aquatic			475,004.00	325,280.55
BRAC - Dry			826,724.00	999,851.95
BRAC - Ovals			462,235.00	353,034.02
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,320,589.00</b>	<b>\$7,699,675.17</b>
<b>Operating Income</b>				
Public Halls & Civic Centres	500.00			
Libraries	38,740.00	35,600.10		
Broome Civic Centre (Was Arts Centre)	256,500.00	177,441.73		
Other Culture	54,800.00	17,018.18		
Recreation Services	80,000.00	55,000.00		
Swimming Areas & Beaches				
Other Recreation & Sport	131,105.00	39,764.20		
Parks & Ovals	93,168.00	58,161.69		
BRAC - General	162,600.00	108,815.52		
BRAC - Aquatic	397,000.00	294,317.03		
BRAC - Dry	157,000.00	96,176.90		
BRAC - Ovals	54,000.00	23,394.78		
<b>TOTAL OPERATING INCOME</b>	<b>\$1,425,413.00</b>	<b>\$905,690.13</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
Public Halls & Civic Centres				
Libraries				
Broome Civic Centre (Was Arts Centre)			451,558.00	223,551.11



**SHIRE OF BROOME**  
**Schedule 11**  
**RECREATION AND CULTURE**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Other Culture			128,139.00	2,350.00
Other Recreation & Sport			7,182,506.00	65,309.75
Parks & Ovals			615,117.00	39,711.94
BRAC - General			100.00	268.40
BRAC - Aquatic			26,405.00	13,471.65
BRAC - Dry			146,766.00	86,838.63
BRAC - Ovals			179,093.00	105,990.41
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,729,684.00</b>	<b>\$537,491.89</b>
<b>Capital Income</b>				
Public Halls & Civic Centres				
Libraries	4,555.00			
Other Culture	91,636.00	66,636.37		
Recreation Services				
Swimming Areas & Beaches				
Other Recreation & Sport	5,985,923.00			
Parks & Ovals				
BRAC - General				
BRAC - Aquatic				
BRAC - Dry	74,000.00			
<b>TOTAL CAPITAL INCOME</b>	<b>\$6,156,114.00</b>	<b>\$66,636.37</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL RECREATION AND CULTURE</b>	<b>\$7,581,527.00</b>	<b>\$972,326.50</b>	<b>\$20,050,273.00</b>	<b>\$8,237,167.06</b>

SUB-FUNCTION DETAIL FOLLOWS.....

**SHIRE OF BROOME**  
Schedule 11  
**RECREATION AND CULTURE**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
Public Halls & Civic Centres					
Operating Expenditure					
0111021 - 1970000			56,742.00	32,724.69	58%
0111530 - Admin Costs Alloc - Op Exp - Public Halls Civic Centres			30,444.00	19,918.05	65%
1135296 - Fixed Asset Dep'n - Op Exp - Public Halls			131,484.00	70,512.66	54%
Sub Total To Programme Summary	\$0.00	\$0.00	\$218,670.00	\$123,155.40	
Operating Income					
0111411 - Lotteries House - Rent & Recoup Income - Op Inc	500.00	0.00	0%		
Sub Total To Programme Summary	\$500.00	\$0.00	\$0.00	\$0.00	
Capital Expenditure					
0113650 - Civic Centre - Fixed Furniture New - Cap Exp - Public Halls Civic Centres					
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00	
Capital Income					
0111501 - Grants - Non Op - Cap Inc - Halls & Civic Centre					
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00	
Total Public Halls & Civic Centres	\$500.00	\$0.00	\$218,670.00	\$123,155.40	
Libraries					
Operating Expenditure					
0115010 - Salary - Op Exp - Libraries			538,716.00	377,561.66	70%
0115011 - Superannuation Employee Expense - Libraries			62,140.00	42,783.27	69%
0115024 - Other Employment Costs - Op Exp - Library			6,074.00	1,647.81	27%
0115070 - IT Costs Alloc Lib - Op Exp - Libraries			270,240.00	167,507.58	62%
0115270 - Local History Resources - Op Exp - Library			1,800.00	957.86	53%
0115279 - Minor Assets Expensed - Op Exp Library			8,200.00	8,672.73	106%
0115280 - Grant Program Expenses - Op Exp - Library (Income in 115480)			5,820.00	7,272.72	125%
0115281 - 2500000			101,467.00	74,512.54	73%
0115282 - Library Office - Op Exp - Libraries			4,950.00	4,249.94	86%
0115284 - Subscriptions - Op Exp - Libraries			14,020.00	8,062.03	58%
0115285 - Freight - Op Exp - Libraries			4,000.00	381.97	10%
0115286 - SLWA Travel & Accommodation Op Exp - Library			10,580.00	5,288.31	50%
0115287 - Loan Reservation Service - Op Exp - Libraries			1,800.00	955.85	53%
0115289 - Programmes & Materials - Op Exp - Libraries			3,450.00	3,211.77	93%
0115290 - Lost/Damaged Items Exp - Library			1,700.00	1,500.00	88%

**SHIRE OF BROOME**  
**Schedule 11**  
**RECREATION AND CULTURE**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0115292 - Books & Binding - Op Exp			8,820.00	5,185.44	59%
0115293 - Office Equipment - Op Exp - Libraries			2,000.00	767.81	38%
0115294 - Advertising & Promotions Exp - Op Exp - Libraries			4,200.00	1,050.03	25%
0115295 - Sundry Exp - Op Exp - Libraries			350.00	266.01	76%
0115299 - Dep'n - Furniture & Fittings - Op Exp - Libraries			988.00	2,142.63	217%
0115530 - Admin Costs Alloc - Op Exp - Libraries			189,768.00	124,176.62	65%
1136206 - Other Employment Costs - Op Exp - Libraries			11,827.00	9,325.36	79%
1136296 - Fixed Asset Dep'n - Op Exp - Libraries			84,842.00	39,223.20	46%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,337,752.00</b>	<b>\$886,703.14</b>	
<b>Operating Income</b>					
0115380 - Grant Op - State SLWA Library Grant	24,580.00	23,030.35			94%
0115410 - Lost/Damaged Items - Op Inc - Libraries	1,500.00	1,372.93			92%
0115420 - Sundry Income & Special Op Grants - Op Inc - Libraries	2,340.00	1,046.87			45%
0115431 - Income Library (photocopier mobile and fax services) - Op Inc - Libraries	10,320.00	8,150.40			79%
0115480 - Grant Program Income - Op Inc - Library (Expense in 115280)	0.00	1,999.55			100%
<b>Sub Total To Programme Summary</b>	<b>\$38,740.00</b>	<b>\$35,600.10</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Capital Expenditure</b>					
0115511 - Transfer to Restricted Cash Reserve - Libraries - Cap Exp					
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Capital Income</b>					
0115311 - Transfer from Restricted Cash Reserve - Libraries - Cap Inc	4,555.00	0.00			0%
<b>Sub Total To Programme Summary</b>	<b>\$4,555.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Libraries</b>	<b>\$43,295.00</b>	<b>\$35,600.10</b>	<b>\$1,337,752.00</b>	<b>\$886,703.14</b>	

**Broome Civic Centre (Was Arts Centre)**

**Operating Expenditure**

0116106 - Interest Expense Broome Civic Centre Loan 193 - Op Exp- Bme Civic Centre			104,286.00	53,631.90	51%
0116107 - Fixed Asset Dep'n - Op Exp - Bme Civic Centre			297,967.00	137,219.44	46%
0116470 - Broome Civic Centre Build Maint & Services Op Exp - Bme Civic Centre			42,000.00	19,198.88	46%
0116486 - Salary - Op Exp - Broome Civic Centre - Op Exp			47,556.00	39,541.43	83%
0116489 - Operational Expenses - Broome Civic Centre - Production/Events			33,000.00	25,254.76	77%

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	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0116491 - Minor Assets - Op Exp - Bme Civic Centre			13,000.00	4,719.00	36%
0116493 - Advertising Promotion & Printing Expenses - Broome Civic Centre - Op Exp			30,000.00	6,374.89	21%
0116494 - Broome Civic Centre - Operating Expense - Op Exp			123,311.00	117,020.57	95%
0116495 - Performance Production Expenses - Broome Civic - Op Exp			54,000.00	43,166.75	80%
0116497 - Superannuation Employee Expense - Broome Civic Centre			3,780.00	3,411.24	90%
0116730 - Admin Costs Alloc - Op Exp - Bme Civic Centre			233,040.00	152,497.60	65%
1137206 - Other Employment Costs - Op Exp - Broome Civic Centre			3,858.00	676.29	18%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$985,798.00</b>	<b>\$602,712.75</b>	
<b>Operating Income</b>					
0116483 - Broome Civic Centre Operational Grants & Contributions - Op Inc - Bme Civic Centre	52,000.00	51,903.50	100%		
0116540 - Broome Civic Centre Reimbursements Received - Op Inc - Bme Civic Centre	45,000.00	32,231.56	72%		
0116541 - Broome Civic Centre Venue Income - Op Income - Bme Civic Centre	159,500.00	93,306.67	58%		
<b>Sub Total To Programme Summary</b>	<b>\$256,500.00</b>	<b>\$177,441.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Capital Expenditure</b>					
0116116 - Princ Repay Broome Civic Centre Loan 193 - Cap Exp - Bme Civic Centre			433,508.00	214,634.48	50%
0116119 - Broome Civic Centre Other Infrastructure Renewal - Cap Exp - Bme Civic Centre			18,050.00	8,916.63	49%
0116130 - Mobile Plant & Equip New - Cap Exp - Bme Civic Centre					
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$451,558.00</b>	<b>\$223,551.11</b>	
<b>Total Broome Civic Centre (Was Arts Centre)</b>	<b>\$256,500.00</b>	<b>\$177,441.73</b>	<b>\$1,437,356.00</b>	<b>\$826,263.86</b>	
<b>Other Culture</b>					
<b>Operating Expenditure</b>					
0116084 - Community Signage - Op Exp - Other Culture			13,570.00	0.00	0%
0116090 - 890000			36,049.00	16,451.05	46%
0116101 - Festival Events and Culture Promotion Program General - Op Exp - Other Culture			58,500.00	0.00	0%
0116120 - Public Art Masterplan- Op Exp - Other Culture					
0116122 - Community Murals - Op Ex - Other Culture					
0116175 - Community Storage Shed Expenditure			14,264.00	18,341.35	129%
0116180 - Event Sponsorship - Op Exps - Other Culture			68,000.00	68,000.00	100%

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	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0116184 - Festivals & Events			188,737.00	99,774.85	53%
Contributions/Support Op Exp - Other Culture					
0116282 - Triple J Maintenance & Operating Exp - Other Culture			2,200.00	1,352.72	61%
0116283 - Public Statue & Artwork Maintenance & Operating Exp - Other Culture			4,430.00	0.00	0%
0116297 - Dep'cn - Land & Building - Op Exp - Other Culture			13,624.00	10,233.54	75%
1138296 - Fixed Asset Dep'n - Op Exp - Other Culture			66,621.00	29,318.11	44%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$465,995.00</b>	<b>\$243,471.62</b>	
<b>Operating Income</b>					
0116070 - Community Storage Facility Income - Op Inc	4,500.00	0.00	0%		
0116071 - Festival & Events Sundry Inc - Op Inc - Other Culture	300.00	2,018.18	673%		
0116098 - Reimb & Other Income - Op Inc - Other Culture					
1138332 - Grant Income - Op Inc- Other Culture	50,000.00	15,000.00	30%		
<b>Sub Total To Programme Summary</b>	<b>\$54,800.00</b>	<b>\$17,018.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Capital Expenditure</b>					
0116111 - Community Storage Shed New Const - Cap Ex)					
0116125 - Other Infrastructure New Const - Cap Exp - Other Cult			128,139.00	2,350.00	2%
0116961 - Transfer to POS Reserve - Other Culture - Cap Exp					
0116998 - Community Storage Shed - WIP Cap Exp					
0116999 - Other Infrastructure - WIP Cap Exp - Broome Entry Signage and Jetty To Jetty					
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$128,139.00</b>	<b>\$2,350.00</b>	
<b>Capital Income</b>					
0116151 - Non Operating Grants Other Culture - Non Op Inc	91,636.00	66,636.37	73%		
0116520 - Transfer From Building Reserve - Cap Inc - Other Culture					
1138501 - Transfer From Public Art Reserve - Cap Inc - Other Culture					
<b>Sub Total To Programme Summary</b>	<b>\$91,636.00</b>	<b>\$66,636.37</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Other Culture</b>	<b>\$146,436.00</b>	<b>\$83,654.55</b>	<b>\$594,134.00</b>	<b>\$245,821.62</b>	
<b>Recreation Services</b>					
<b>Operating Expenditure</b>					
0113697 - Superannuation Employee Expense - Recreation Services			9,854.00	7,325.87	74%
0113699 - Salary - Op Exp - Rec Services			104,670.00	78,219.44	75%

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	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0113702 - Club Development Officer Programs Exp - Rec Services			20,300.00	4,244.63	21%
0113704 - Consultants - Op Exp - Rec Services			45,000.00	22,500.00	50%
0113708 - Grant Funded Operational Expense - Rec Serv			46,684.00	12,874.64	28%
1139206 - Other Employment Costs - Recreation Services			1,658.00	1,491.94	90%
1139297 - Admin Costs Allocated - Op Exp - Recreation Services			61,824.00	40,458.54	65%
1139298 - IT/Records Costs Allocated -Recreation Services			16,788.00	10,406.28	62%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$306,778.00</b>	<b>\$177,521.34</b>	
<b>Operating Income</b>					
0113751 - Operating Grants & Contributions Rec'd - Recreation Services - Op Inc	80,000.00	55,000.00	69%		
Sub Total To Programme Summary	<b>\$80,000.00</b>	<b>\$55,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Capital Income</b>					
0113752 - Transfer From Restricted Cash Reserve - Recreation Service - Cap Inc					
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Recreation Services</b>	<b>\$80,000.00</b>	<b>\$55,000.00</b>	<b>\$306,778.00</b>	<b>\$177,521.34</b>	
<b>Swimming Areas &amp; Beaches</b>					
<b>Operating Expenditure</b>					
0112053 - 20000			1,619.00	319.20	20%
1140201 - Salary - Op Exp - Swim Areas & Beach Life Guard					
1140202 - Superannuation Employee Exp - Op Exp - Swim Areas & Beach Life Guard					
1140203 - Other Employee Exp - Op Exp - Swim Areas & Beach Life Guard			0.00	-423.81	100%
1140211 - General Operating Exp - Swim Areas & Beach Life Guard			240,239.00	135,629.18	56%
1140213 - Cable Beach Life Guard Office Maint - Op Exp - Swim Areas & Beach Life Guard			500.00	0.00	0%
1140291 - Vehicle and Plant Exp - Op Exp - Swim Areas & Beach Life Guard			6,100.00	7,032.33	115%
1140296 - Fixed Asset Dep'n - Op Exp - Swimming Areas & Beaches			1,897.00	863.27	46%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$250,355.00</b>	<b>\$143,420.17</b>	
<b>Operating Income</b>					
0112499 - Profit of Sale of Assets - Swimming Areas & Beaches					
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Capital Income</b>					
0112500 - Proceeds From Sale of Assets Swimm Areas & Bchs					



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	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Swimming Areas &amp; Beaches</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$250,355.00</b>	<b>\$143,420.17</b>
<b>Other Recreation &amp; Sport</b>				
<b>Operating Expenditure</b>				
0113001 - Haynes Oval Pavilion Maint & Operating Exp - Other Rec & Sport			28,735.00	16,184.59 56%
0113005 - Weed Control - Op Exp - Other Rec & Sport			203,232.00	135,140.30 66%
0113026 - 1152500			23,041.00	2,477.23 11%
0113060 - 1537300			10,209.00	1,416.62 14%
0113297 - Dep'cn - Land & Buildings - Op Exp - Other Recreation & Sport			0.00	562.96 100%
0113298 - Dep'cn - Plant & Equip - Op Exp - Other Recreation & Sport			0.00	1,175.10 100%
0113394 - Other Recreation Projects & Events - Op Exp - Other Rec				
0113466 - Minor Assets Expensed - Op Exp - Other Rec & Sport				
0116100 - Library Gazebo (Old Wackett Roof) Expenses - Op Exp			853.00	352.80 41%
1141296 - Fixed Asset Dep'n - Op Exp - Other Recreation & Sport			195,795.00	138,424.83 71%
1181201 - Jetty to Jetty Town Beach - Design/Plans/Feasibility - Op Exp - Other Recreation & Sport			254,737.00	213,487.47 84%
Sub Total To Programme Summary	\$0.00	\$0.00	\$716,602.00	\$509,221.90
<b>Operating Income</b>				
0113391 - Haynes Oval & Pavilion Income - Op Inc	101,078.00	6,642.75 7%		
0113392 - Haynes Oval Sporting Precinct - Netball & Basketball Courts- Op Inc - Other Rec & Sport				
0113411 - Venue Hire Inc - Cable Beach & Amphitheatre - Op Inc - Other Rec & Sport	8,500.00	9,774.75 115%		
0113412 - Cable Beach Club - Rent & Recoup Income - Op Inc	19,827.00	19,460.85 98%		
0113416 - Event Application Fees No GST - Cable Beach & Amphitheatre - Op Inc - Other Rec & Sport	1,700.00	3,885.85 229%		
Sub Total To Programme Summary	\$131,105.00	\$39,764.20	\$0.00	\$0.00
<b>Capital Expenditure</b>				
0112070 - Gantheaume Point Rotunda Building Renewal - Cap Exp - Other Recreation & Sport				
1181401 - Town Beach Redevelopment -Other Infra New - Cap Exp			6,982,506.00	65,309.75 1%
1181403 - Town Beach Redevelopment - Catalina Boat Ramp Carpark - Car Parks New - Cap Exp				

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	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
1181404 - Town Beach Redevelopment Hamersley St Extension - Roads Upgrade - Cap Exp					
1181420 - Youth Bike Recreation New Infra Const - Cap Exp - Other Recreation & Sport			200,000.00	0.00	0%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,182,506.00</b>	<b>\$65,309.75</b>	
<b>Capital Income</b>					
0113403 - Grants - Non Op - Cap Inc - Other Rec & Sport	3,620,000.00	0.00			0%
0113406 - Council Loans Received - Other Rec & Sport	1,956,053.00	0.00			0%
0113409 - Transfer From Restricted Cash Reserve - Other Rec & Sport	9,870.00	0.00			0%
0113489 - Transfer From POS Reserve - Other Rec & S	400,000.00	0.00			0%
<b>Sub Total To Programme Summary</b>	<b>\$5,985,923.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Other Recreation &amp; Sport</b>	<b>\$6,117,028.00</b>	<b>\$39,764.20</b>	<b>\$7,899,108.00</b>	<b>\$574,531.65</b>	
<b>Parks &amp; Ovals</b>					
<b>Operating Expenditure</b>					
0113000 - Parks & Reserves Maint - Op Exp - Parks & Ovals			3,196,931.00	1,888,788.47	59%
0113283 - 70000			3,160.00	56.98	2%
0113380 - Consultants & Concept Plan Exps - Op Exp - Parks & Ovals					
0113396 - Reticulation Control System Maint Op Exp - Parks & Ovals			11,050.00	3,118.57	28%
0113398 - Work for the Dole Turf Reduction & L/scaping Project - Op Exp - Parks & Ovals			0.00	579.16	100%
0115222 - Haynes Oval Utility Exp - OP Exp - Parks & Ovals			15,000.00	6,855.16	46%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,226,141.00</b>	<b>\$1,899,398.34</b>	
<b>Operating Income</b>					
0112989 - Interest Rec-REC-POS Reserve - Op Inc - Parks & Ovals	40,100.00	7,523.44			19%
0113410 - Male Oval & Concourse - Op Inc - Parks & Ovals	15,000.00	13,608.20			91%
0113413 - Town Beach Hire - Op Inc - Parks & Ovals	5,000.00	1,923.50			38%
0113417 - Event Application Fee (No GST) Male Oval & Concourse - Op Inc - Parks & Ovals	10,000.00	11,599.00			116%
0113418 - Event application Fee (No GST) Town Beach Hire - Op Inc - Parks & Ovals	1,500.00	1,941.00			129%
0113419 - Work for the Dole Contribution - Op Inc - Parks & Ovals					
0113420 - Sundry Contributions - Op Inc - Parks & Ovals	21,567.00	21,566.55			100%
0113421 - Event Application Fee (No GST) Parks & Ovals & Oth Rec Areas (not Ovals) - Op Inc - Other Rec & Spor	1.00	0.00			0%

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	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Sub Total To Programme Summary	<b>\$93,168.00</b>	<b>\$58,161.69</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
0111989 - Transfer to POS Reserve - Cap Exp - Parks & Ovals			462,617.00	7,523.44 2%
0113550 - Parks - Infrastructure - New Construction - Cap Exp - Parks & Ovals			32,500.00	17,217.50 53%
0113551 - Parks - Infrastructure - Renewal - Cap Exp - Parks & Ovals			78,050.00	14,971.00 19%
0113553 - Parks - Other Infrastructure - Renewal - Cap Exp - Parks & Ovals			41,950.00	0.00 0%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$615,117.00</b>	<b>\$39,711.94</b>
<b>Capital Income</b>				
0113316 - Grants - non Operating Income for Parks & Oval Const - Cap Inc - Parks & Ovals				
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Parks &amp; Ovals</b>	<b>\$93,168.00</b>	<b>\$58,161.69</b>	<b>\$3,841,258.00</b>	<b>\$1,939,110.28</b>

**BRAC - General**

**Operating Expenditure**

0117000 - BRAC General Building Maint & Op Exp - BRAC Gen			476,928.00	330,120.16 69%
0117004 - Salary - Op Exp - Admin Staff - BRAC General			680,785.00	508,560.28 75%
0117005 - Superannuation Employee Expense - BRAC General Admin			84,708.00	62,212.55 73%
0117006 - Salary - Op Exp - Cleaning & Maint Exp - BRAC General			68,593.00	50,539.47 74%
0117013 - First Aid - Op Exp - BRAC - General			2,000.00	1,572.58 79%
0117017 - Consultants - Op Exp - BRAC - General			1,000.00	0.00 0%
0117022 - Uniforms BRAC			2,500.00	1,149.27 46%
0117044 - Licence Exps - BRAC			6,000.00	4,876.78 81%
0117049 - Rubbish & Recycling - Op Exp - BRAC - Genera			12,000.00	10,050.09 84%
0117058 - Sundry Equipment - Op Exp - BRAC - Genera			2,000.00	2,160.92 108%
0117080 - Marketing - BRAC			5,000.00	1,128.37 23%
0117235 - Cost of Goods Sold Goods Kiosk - Op Exp - BRAC - General MUN			60,000.00	31,251.44 52%
0117268 - Cost of Goods Equip - Op Exp - BRAC - Genera			6,000.00	6,249.33 104%
0117296 - Loss on Asset Disposal - BRAC General				
0117336 - Cost Of Goods Sold Direct (Consumables) Op Exp - BRAC General			29,000.00	22,484.73 78%
0117530 - Admin Costs Alloc - Op Exp - BRAC - General			598,776.00	391,825.48 65%
0117555 - Plant and Equipment Maintenance - Op Exp - BRAC General			1,000.00	284.78 28%

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	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
1143206 - Other Employment Costs - BRAC General			12,245.00	11,437.76	93%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,048,535.00</b>	<b>\$1,435,903.99</b>	
<b>Operating Income</b>					
0117038 - Reimbursement Rec'd - Op Inc - BRAC - General					
0117200 - Hire of BRAC Staff Inc Recd - Op Inc - BRAC General	2,500.00	1,980.00			79%
0117233 - Kiosk Sales - No GST	15,000.00	7,270.30			48%
0117234 - Kiosk Sales - Op Inc - BRAC - General	75,000.00	48,233.01			64%
0117236 - Consumables Sales	58,000.00	39,873.80			69%
0117269 - Sales Income Equipment - Op Inc - BRAC General	12,000.00	11,190.01			93%
0117499 - Profit on Sale of Assets - Op Inc - BRAC - General					
0117982 - Interest Rec'd; All BRAC Reserves - BRAC General	100.00	268.40			268%
Sub Total To Programme Summary	<b>\$162,600.00</b>	<b>\$108,815.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Capital Expenditure</b>					
0117398 - Vehicle & Mobile Plant Renewal (Replacement) -Cap Exp- BRAC General					
0117983 - Transfer to BRAC Reserve - Cap Exp - BRAC - General			100.00	268.40	268%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$268.40</b>	
<b>Capital Income</b>					
0117500 - Proceeds From The Sale Of Assets - BRAC General					
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Brac - General</b>	<b>\$162,600.00</b>	<b>\$108,815.52</b>	<b>\$2,048,635.00</b>	<b>\$1,436,172.39</b>	

**BRAC - Aquatic**

**Operating Expenditure**

0112014 - Aquatic Utilities Exp - BRAC			102,000.00	73,087.51	72%
0117001 - Superannuation Employee Expense - BRAC Aquatic			25,584.00	16,767.56	66%
0117002 - Salary -Op Exp - Lifeguard - BRAC Aquatic			233,360.00	149,986.66	64%
0117003 - Relieving Staff Exp - Op Ex - BRAC Aquatic			21,200.00	20,900.67	99%
0117009 - Plant & Equip Maint - Aquatic			6,000.00	941.51	16%
0117010 - Aquatic Building & Pool Maint Exp			23,270.00	17,354.04	75%
0117015 - 3000000			41,500.00	26,705.03	64%
0117016 - Reimbursements/Refunds - Aquatic			500.00	1,106.35	221%
0117148 - Group Fitness Program - Op Exp - BRAC - Aquatic			8,000.00	5,264.99	66%
0117150 - Swimming Lessons Program- Op Exp - BRAC Aquatic			2,500.00	4,647.98	186%

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Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
0117182 - Salary & Related Swimming Lesson Exp - BRAC - Aquatic			0.00	47.54 100%
0117184 - BRAC Equipment - Wet Programs - Op Exp - BRAC Aquatic			1,000.00	451.00 45%
0117186 - Inflatable Operating Exp - BRAC Aquatic			1,000.00	418.82 42%
1144206 - Other Employment Costs - BRAC Aquatic			3,765.00	3,602.15 96%
1144296 - Fixed Asset Dep'n - Op Exp - BRAC Aquatic			5,325.00	3,998.74 75%
1144297 - BRAC Aquatic Centre Loan Interest & Fee Exp - Op Exp				
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$475,004.00</b>	<b>\$325,280.55</b>
<b>Operating Income</b>				
0117262 - Education Inc - Aquatic	2,000.00	1,484.09 74%		
0117280 - Group Fitness by BRAC Inc - Aquatic	40,000.00	25,850.91 65%		
0117282 - Swimming Lessons by BRAC Inc	120,000.00	103,428.40 86%		
0117285 - School Program Income - Op Inc - BRAC Aquatic	20,000.00	11,097.26 55%		
0117286 - Inflatable Hire Fees - Op Inc - BRAC Aquatic	10,000.00	8,414.53 84%		
0117287 - BBQ & Party Hire Fees - Op Inc - BRAC Aquatic	5,000.00	3,163.64 63%		
0117410 - Entry Fees and Spectator Fees - Op Inc - BRAC Aquatic	200,000.00	140,878.20 70%		
0117412 - State Swimming Pool Grant - Op Inc - BRAC - Aquatic				
<b>Sub Total To Programme Summary</b>	<b>\$397,000.00</b>	<b>\$294,317.03</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
0117132 - Plant & Equip Renewal/Replacement - Cap Exp - BRAC - Aquatic			26,405.00	13,471.65 51%
0117136 - BRAC Aquatic Centre Loan Principal Exp				
0117999 - BRAC Aquatic Upgrade - Works in Progress - BRAC - Aquatic				
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$26,405.00</b>	<b>\$13,471.65</b>
<b>Capital Income</b>				
0117414 - Grant Non Op - BRAC Aquatic - Cap Inc MUN				
0117719 - Transfer From Building Reserve - Cap Inc - BRAC Aquatic				
0117720 - Transfer From BRAC Reserve - Cap Inc - BRAC Aquatic				
0117722 - Transfer From Restricted Cash Reserve - BRAC Aquatic				
1144561 - Loans Received - BRAC Aquatic - Cap Inc				
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Brac - Aquatic</b>	<b>\$397,000.00</b>	<b>\$294,317.03</b>	<b>\$501,409.00</b>	<b>\$338,752.20</b>

**SHIRE OF BROOME**  
**Schedule 11**  
**RECREATION AND CULTURE**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>BRAC - Dry</b>				
<b>Operating Expenditure</b>				
0117081 - Building & Facility Maint Exp - BRAC Dry			60,000.00	40,917.09 68%
0117101 - Loan 171 Interest & Fee Exp BRAC Stage1 - Op Exp - BRAC Dry				
0117140 - BRAC Equipment - Dry Programs - Op Exp - BRAC - Dry			8,000.00	8,184.61 102%
0117142 - Holiday Program Op Exp - BRAC - Dry			5,500.00	2,443.92 44%
0117146 - Netball Expenses - Op Exp - BRAC - Dry			5,000.00	2,650.36 53%
0117152 - Volleyball Expenses - Op Exp - BRAC - Dry			1,500.00	0.00 0%
0117156 - Program Annual Events - Op Exp - BRAC Dry			8,000.00	6,394.81 80%
0117160 - Salary - Op Exp - BRAC Dry			15,902.00	7,995.05 50%
0117161 - Superannuation Employee Expense - BRAC Dry			3,885.00	656.86 17%
0117170 - Creche Program Expenses - Op Exp - BRAC			0.00	4,037.95 100%
0117171 - Salary - Op Exp - Holiday Prog Exps - BRAC Dry			18,310.00	9,694.90 53%
0117173 - Grant Submission Costs - Op Exp - BRAC			0.00	588.10 100%
0117800 - Vehicle & Plant Exps - BRAC Dry - (Inc Gen Set) - Op Exp			7,600.00	7,929.18 104%
1145206 - Other Employment Costs - BRAC Dry			2,173.00	544.87 25%
1145296 - Fixed Asset Dep'n - Op Exp - BRAC Dry			690,854.00	907,814.25 131%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$826,724.00</b>	<b>\$999,851.95</b>
<b>Operating Income</b>				
0117203 - Photocopying & Public Phone Inc Rec'd - Dry BRAC				
0117205 - Reimb Rec'd inc GST Inc Rec'd - Dry BRAC	0.00	588.10 100%		
0117246 - Netball BRAC Program - Op Inc - BRAC Dry	15,000.00	17,781.82 119%		
0117248 - Squash BRAC Program Inc	25,000.00	13,980.23 56%		
0117250 - Tennis BRAC Program Inc	22,000.00	14,313.98 65%		
0117251 - Outdoor Court Hire - Op Inc - BRAC Dry	15,000.00	5,062.06 34%		
0117252 - Introductory Programs - Op Inc - BRAC Dry	8,000.00	0.00 0%		
0117256 - Program Annual Events - Op Inc - BRAC Dry	12,000.00	4,222.73 35%		
0117260 - Creche User Fees Inc. Rec'd	6,000.00	2,132.74 36%		
0117266 - Multipurpose Room Hire Inc - BRAC	8,000.00	5,181.83 65%		
0117272 - Holiday Program Enrolment Fees Rec'd	25,000.00	12,677.28 51%		
0117275 - Stadium Venue Hire Inc. Rec'd - Op Inc - Dry BRAC	20,000.00	19,997.72 100%		



**SHIRE OF BROOME**  
**Schedule 11**  
**RECREATION AND CULTURE**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
0117277 - Back Bar & Grassed Area Venue Hire BRAC Inc. Rec'd - Dry BRAC	1,000.00	238.41 24%		
<b>Sub Total To Programme Summary</b>	<b>\$157,000.00</b>	<b>\$96,176.90</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
0117301 - Princ Repay BRAC Stage 1 - Loan 171				
0117310 - BRAC Building Upgrade - Cap Exp - BRAC Dry			121,766.00	86,838.63 71%
0117315 - BRAC Building Renewal - Cap Exp - BRAC Dry			25,000.00	0.00 0%
0117998 - BRAC Building Renewal/Upgrade - WIP - BRAC Dry				
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$146,766.00</b>	<b>\$86,838.63</b>
<b>Capital Income</b>				
0117294 - Grant Income - Non-Op Inc - BRAC Dry	74,000.00	0.00 0%		
<b>Sub Total To Programme Summary</b>	<b>\$74,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Brac - Dry</b>	<b>\$231,000.00</b>	<b>\$96,176.90</b>	<b>\$973,490.00</b>	<b>\$1,086,690.58</b>
<b>BRAC - Ovals</b>				
<b>Operating Expenditure</b>				
0117102 - Interest & Fees Repayment Loan 186 BRAC Ovals Stg 2A - Op Exp				
0117105 - Interest & Fees Exp on Loan 191 BRAC Ovals Stg 2B - Op Exp			7,538.00	4,203.10 56%
0117106 - Int Repaym't Loan 194 BRAC Oval Pavilion - Op Exp			27,707.00	11,883.40 43%
0117210 - BRAC Ovals Maint - Op Exp			249,509.00	240,812.37 97%
0117212 - BRAC Ovals Utility Exp - Op Exp			108,400.00	59,747.76 55%
0117218 - Pavilion Building Maint & Operating Expenses - Op Exp - BRAC Ovals			34,370.00	20,772.76 60%
0117487 - Fixed Asset Dep'n - Op Exp - BRAC Ovals			34,711.00	15,614.63 45%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$462,235.00</b>	<b>\$353,034.02</b>
<b>Operating Income</b>				
0117289 - BRAC Field - Glenn & Pat Medlend Pavilion Fees - Op Inc - BRAC Ovals	4,000.00	4,763.21 119%		
0117291 - BRAC Fields - Electricity Reimb and Other Income - Op Inc	20,000.00	8,862.92 44%		
0117292 - BRAC Fields - Joseph Nipper Roe Playing Field Fees and Other Income - Op Inc	5,000.00	2,214.55 44%		
0117293 - BRAC Fields - Father McMahon Playing Field Fees and Other Income - Op Inc	25,000.00	7,554.10 30%		
<b>Sub Total To Programme Summary</b>	<b>\$54,000.00</b>	<b>\$23,394.78</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				

SHIRE OF BROOME  
Schedule 11  
**RECREATION AND CULTURE**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
0117303 - Princ Repay BRAC Ovals Stg 2A - Loan 186				
0117305 - Princ Repay BRAC Ovals Stg 2B - Loan 191			57,049.00	28,074.75 49%
0117306 - Princ Repay BRAC Ovals Pavilion - Loan 194			102,186.00	50,355.13 49%
0117455 - BRAC Ovals Renewal Infra Works - Cap Exp - BRAC Ovals			19,858.00	27,560.53 139%
Sub Total To Programme Summary	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$179,093.00</u>	<u>\$105,990.41</u>
<b>Total Brac - Ovals</b>	<u>\$54,000.00</u>	<u>\$23,394.78</u>	<u>\$641,328.00</u>	<u>\$459,024.43</u>
<b>TOTAL RECREATION AND CULTURE</b>	<u>\$7,581,527.00</u>	<u>\$972,326.50</u>	<u>\$20,050,273.00</u>	<u>\$8,237,167.06</u>

**SHIRE OF BROOME**  
**Schedule 12**  
**TRANSPORT**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>FUNCTION SUMMARY</b>				
<b>Operating Expenditure</b>				
Crossovers & General Expenses			8,266,037.00	6,193,418.15
Road Maintenance			3,468,687.00	1,303,357.81
Flood Damage Repairs				437,701.94
Road Operating Expenses			1,697,856.00	1,171,191.93
Parking Control & Management			119,679.00	89,387.63
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,552,259.00</b>	<b>\$9,195,057.46</b>
<b>Operating Income</b>				
Car Park Construction	12,800.00	2,394.49		
Footpath Construction	57,500.00	10,766.29		
Road Construction	60,100.00	12,500.83		
Crossovers & General Expenses	37,000.00	37,672.00		
Road Maintenance	1,465,525.00	378,841.50		
Parking Control & Management	30,000.00	19,688.60		
<b>TOTAL OPERATING INCOME</b>	<b>\$1,662,925.00</b>	<b>\$461,863.71</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
Bus Shelter Construction				
Car Park Construction			37,800.00	2,394.49
Footpath Construction			926,461.00	212,803.37
Road Construction			4,212,874.00	1,287,452.56
Street Lighting Construction			125,000.00	76,795.65
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,302,135.00</b>	<b>\$1,579,446.07</b>
<b>Capital Income</b>				
Footpath Construction	406,630.00			
Road Construction	2,769,337.00	914,177.20		
<b>TOTAL CAPITAL INCOME</b>	<b>\$3,175,967.00</b>	<b>\$914,177.20</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL TRANSPORT</b>	<b>\$4,838,892.00</b>	<b>\$1,376,040.91</b>	<b>\$18,854,394.00</b>	<b>\$10,774,503.53</b>

SUB-FUNCTION DETAIL FOLLOWS.....

**SHIRE OF BROOME**  
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Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Bus Shelter Construction				
Capital Expenditure				
0125100 - Bus Facilities Program New Const - Cap Exp - Rd Infra				
0125145 - Bus Facilities Program Renewal - Cap Exp				
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00
Total Bus Shelter Construction	\$0.00	\$0.00	\$0.00	\$0.00
Car Park Construction				
Operating Income				
0124988 - Interest Recd - Car Park Reserve -Op IncCons Sts Rds Bridges Dep	12,800.00	2,394.49 19%		
Sub Total To Programme Summary	\$12,800.00	\$2,394.49	\$0.00	\$0.00
Capital Expenditure				
0121390 - Transfer to Carpark Reserve - Cap Exp - Carpark Const			12,800.00	2,394.49 19%
0124600 - Car Park Renewal Wks - Cap Exp - Car Park Const			25,000.00	0.00 0%
0125000 - 7000000				
Sub Total To Programme Summary	\$0.00	\$0.00	\$37,800.00	\$2,394.49
Total Car Park Construction	\$12,800.00	\$2,394.49	\$37,800.00	\$2,394.49
Footpath Construction				
Operating Income				
0125988 - Interest Recd Footpath Reserve -Op IncCons Sts Rds Bridges Dep	57,500.00	10,766.29 19%		
Sub Total To Programme Summary	\$57,500.00	\$10,766.29	\$0.00	\$0.00
Capital Expenditure				
0125140 - Footpath Construction New - Cap Exp - Cons Streets Roads Bridges			326,630.00	78,087.00 24%
0125300 - Footpath Const Renewal - Cap Exp - Cons Streets Roads Bridges			130,731.00	123,950.08 95%
0125950 - Transfer to Footpath Reserve			389,100.00	10,766.29 3%
0125999 - F/Path Construction - WIP Cap Exp				
1223481 - Footpath Const Upgrade - Cap Exp - Cons Streets Roads Bridges			80,000.00	0.00 0%
Sub Total To Programme Summary	\$0.00	\$0.00	\$926,461.00	\$212,803.37
Capital Income				
0121782 - Dev Contrib - Footpaths				
0125960 - Transfer From Footpath Reserve - Footpath Construction	406,630.00	0.00 0%		
Sub Total To Programme Summary	\$406,630.00	\$0.00	\$0.00	\$0.00
Total Footpath Construction	\$464,130.00	\$10,766.29	\$926,461.00	\$212,803.37

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**SHIRE OF BROOME**  
**Schedule 12**  
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Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
Road Construction					
Operating Income					
0121985 - Interest Recd on Road Reserve - Op IncCons Sts Rds Bridges Dep	60,100.00	12,500.83	21%		
Sub Total To Programme Summary	\$60,100.00	\$12,500.83	\$0.00	\$0.00	
Capital Expenditure					
0113661 - Street & Verge Upgrade by P & G - Infra Cap Exp - Rd Const					
0121000 - Urban Road New Construction - Cap Exp - Cons Streets Roads Bridges					
0121100 - Urban Road Upgrade Const - Cap Exp			1,579,104.00	137,001.44	9%
0121101 - Urban Road Renewal Const - Cap Exp			1,053,878.00	164,891.96	16%
0121501 - Rural Road Upgrade Const - Cap Exp			1,050,792.00	833,340.93	79%
0121505 - Rural Road Renewal Const - Cap Exp			132,000.00	139,717.40	106%
0121950 - Transfer to Road Reserve - Cap Exp - Cons Streets Roads Bridges Dep			397,100.00	12,500.83	3%
0121951 - Transfer to Restricted Cash Reserve - Road Construction - Cap Exp					
1254421 - Access & Inclusion Improvements New Infra - Cap Exp					
1254499 - Road Construction - WIP Cap Exp					
Sub Total To Programme Summary	\$0.00	\$0.00	\$4,212,874.00	\$1,287,452.56	
Capital Income					
0121761 - Aboriginal Roads Non Op Grant from MRWA - Op Inc - Rd Const	124,000.00	100,000.00	81%		
0121763 - Black Spot Non Op Grant (Commonwealth/Federal)	745,336.00	27,244.00	4%		
0121770 - Rds to Recovery Grant for Rural Rds - Non Op Inc - Rd Const	242,884.00	189,560.00	78%		
0121771 - Black Spot State Non Op Grant	0.00	13,764.40	100%		
0121776 - Rds To Recovery Non Op Grant for Urban Rds - Non Op Inc	390,470.00	100,000.00	26%		
0121778 - Regional Rd Group (RRG) Rural Rd Const Funding -Non Op Inc-Rd Const	528,011.00	483,608.80	92%		
0121779 - Regional Rd Group (RRG) Urban Rd Const Funding - Non Op Inc - Rd Const	153,000.00	0.00	0%		
0121783 - Developer Contributions - Roadworks					
0121906 - Transfer From Restricted Cash Reserve - Road Construction	535,636.00	0.00	0%		
0121960 - Transfer From Road Reserve Road Construction - Cap Inc	50,000.00	0.00	0%		
Sub Total To Programme Summary	\$2,769,337.00	\$914,177.20	\$0.00	\$0.00	
Total Road Construction	\$2,829,437.00	\$926,678.03	\$4,212,874.00	\$1,287,452.56	

**Street Lighting Construction**

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**SHIRE OF BROOME**  
**Schedule 12**  
**TRANSPORT**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
<b>Capital Expenditure</b>					
0125200 - Street Lighting New - Cap Exp - Cons Streets Roads Bridges			95,000.00	76,795.65	81%
0125215 - Street Lighting Upgrade - Cap Exp - Cons Streets Roads Bridges					
0125225 - Street Lighting Renewal Const - Cap Exp - St Lighting			30,000.00	0.00	0%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$125,000.00</b>	<b>\$76,795.65</b>	
<b>Total Street Lighting Construction</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$125,000.00</b>	<b>\$76,795.65</b>	
<b>Crossovers &amp; General Expenses</b>					
<b>Operating Expenditure</b>					
0121209 - 1057000			28,338.00	2,806.82	10%
0121217 - 397100			34,151.00	15,273.67	45%
0121541 - 496400			14,985.00	869.37	6%
0121550 - Statutory Contrib for Crossovers - Op Exp - Crossovers & General			20,000.00	6,695.00	33%
0121990 - 4767900			43,753.00	37,542.62	86%
0122207 - 1374700			21,070.00	0.00	0%
0122285 - 1224900			12,888.00	3,737.88	29%
0122295 - Dep'n Infrastructure - Op Exp - Mtce Streets Roads Bridges Dep			8,090,852.00	6,126,492.79	76%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,266,037.00</b>	<b>\$6,193,418.15</b>	
<b>Operating Income</b>					
0121404 - MRWA Grant Rec'd For St Lighting Op Costs - Op Inc - Cross & Gen	37,000.00	37,672.00			102%
Sub Total To Programme Summary	<b>\$37,000.00</b>	<b>\$37,672.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Crossovers &amp; General Expenses</b>	<b>\$37,000.00</b>	<b>\$37,672.00</b>	<b>\$8,266,037.00</b>	<b>\$6,193,418.15</b>	
<b>Road Maintenance</b>					
<b>Operating Expenditure</b>					
0122000 - Urban Road Maintenance - Op Exp - Mtce Streets Roads Bridges			1,452,688.00	772,068.65	53%
0123000 - 82817600			2,015,999.00	531,289.16	26%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,468,687.00</b>	<b>\$1,303,357.81</b>	
<b>Operating Income</b>					
0120305 - WALGGC Road Grants Untied Op Grant Rec'd	344,474.00	258,355.50			75%
0120306 - Dep't Premier & Cabint Natural Disaster Grant - Cape Leveque Rd	1,000,551.00	0.00			0%
0121762 - State Direct MRWA/RRG Rd Maint Op Grant Rec'd	120,500.00	120,486.00			100%
Sub Total To Programme Summary	<b>\$1,465,525.00</b>	<b>\$378,841.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Road Maintenance</b>	<b>\$1,465,525.00</b>	<b>\$378,841.50</b>	<b>\$3,468,687.00</b>	<b>\$1,303,357.81</b>	
<b>Flood Damage Repairs</b>					



**SHIRE OF BROOME**  
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Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>Operating Expenditure</b>				
0122415 - Road and infrastructure damages from extreme rain event			0.00	437,701.94 100%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$437,701.94</b>
<b>Total Flood Damage Repairs</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$437,701.94</b>
<b>Road Operating Expenses</b>				
<b>Operating Expenditure</b>				
0122204 - Street Lighting - Mnthly Elect Accts & Insurance - Op Exp - Road Operating Exp			429,801.00	285,587.92 66%
0126000 - Road Operating Expenses - Op Exp - Rd Op Exps			922,164.00	722,046.58 78%
0126050 - 2547000			61,996.00	8,736.43 14%
0126051 - 1257600			283,895.00	154,821.00 55%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,697,856.00</b>	<b>\$1,171,191.93</b>
<b>Total Road Operating Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,697,856.00</b>	<b>\$1,171,191.93</b>
<b>Parking Control &amp; Management</b>				
<b>Operating Expenditure</b>				
0124010 - 9413900			75,676.00	60,296.09 80%
0124530 - Admin Cost Alloc - Op Exp - Parking Facilities			42,804.00	28,009.77 65%
1260206 - Other Employment Costs - Parking Control			1,199.00	1,081.77 90%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$119,679.00</b>	<b>\$89,387.63</b>
<b>Operating Income</b>				
0124910 - Parking Fines - Op Inc - Parking Facilities	30,000.00	19,688.60 66%		
Sub Total To Programme Summary	<b>\$30,000.00</b>	<b>\$19,688.60</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Parking Control &amp; Management</b>	<b>\$30,000.00</b>	<b>\$19,688.60</b>	<b>\$119,679.00</b>	<b>\$89,387.63</b>
<b>TOTAL TRANSPORT</b>	<b>\$4,838,892.00</b>	<b>\$1,376,040.91</b>	<b>\$18,854,394.00</b>	<b>\$10,774,503.53</b>

SHIRE OF BROOME  
Schedule 13  
**ECONOMIC SERVICES**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>FUNCTION SUMMARY</b>				
<b>Operating Expenditure</b>				
Tourism & Area Promotion			834,201.01	539,707.39
Building Control			449,272.00	313,133.93
Economic Services Special Projects			3,366,801.00	319,422.73
Other Economic Services			599,686.00	388,892.17
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,249,960.01</b>	<b>\$1,561,156.22</b>
<b>Operating Income</b>				
Tourism & Area Promotion	558,965.01	430,481.35		
Building Control	190,500.00	169,531.06		
Economic Services Special Projects	143,088.00			
Other Economic Services		100,356.00		
<b>TOTAL OPERATING INCOME</b>	<b>\$892,553.01</b>	<b>\$700,368.41</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
Tourism & Area Promotion			59,045.00	15,125.65
Building Control			40,000.00	
Economic Services Special Projects			6,922,787.00	1,162,397.32
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,021,832.00</b>	<b>\$1,177,522.97</b>
<b>Capital Income</b>				
Tourism & Area Promotion	23,880.00			
Building Control	13,000.00			
Economic Services Special Projects	10,146,501.00	4,750,000.00		
<b>TOTAL CAPITAL INCOME</b>	<b>\$10,183,381.00</b>	<b>\$4,750,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL ECONOMIC SERVICES</b>	<b>\$11,075,934.01</b>	<b>\$5,450,368.41</b>	<b>\$12,271,792.01</b>	<b>\$2,738,679.19</b>

SUB-FUNCTION DETAIL FOLLOWS.....

**SHIRE OF BROOME**  
Schedule 13  
**ECONOMIC SERVICES**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>Tourism &amp; Area Promotion</b>				
<b>Operating Expenditure</b>				
0132020 - Australia's North West Tourism Contribution - Op Exp - Tourism			175,000.00	175,000.00 100%
0132044 - Visitors Centre Const Loans 185 Interest & Fee Exp - Op Exp-Tour & Area				
0132050 - Broome Visitor Centre Complex- Op Exp - Tourism & Area Promotion			184,016.00	118,371.22 64%
0132060 - Tourism Development - Op Exp - Tourism & Area Promotion			50,000.00	0.00 0%
0132069 - Broome Visitor Centre - BVC Subsidised Rental (In-Kind) - Op Exp - Tourism & Area Promot			0.01	0.00 0%
0132070 - Broome Visitor Centre - Annual Subsidy - Op Exp - Tourism & Area Promot			100,000.00	100,000.00 100%
0132075 - Sundry Exp - Tourism & Area Promotion			0.00	90.00 100%
0132078 - Promotional Signage Structures Maint Exp - Tourism & Area Promotion			10,605.00	109.24 1%
0132310 - 1021000			28,564.00	7,556.03 26%
0132311 - Commercial & Tourism Consultants - Op Exp			10,000.00	9,039.82 90%
0132314 - Sanctuary Caravan Park Op Exp - Tourism & Area Promotion				
0132530 - Admin Costs Alloc - Op Exp - Tourism & Area Promotion			60,396.00	39,524.90 65%
1365296 - Fixed Asset Dep'n - Op Exp - Tourism & Area Promotion			215,620.00	90,016.18 42%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$834,201.01</b>	<b>\$539,707.39</b>
<b>Operating Income</b>				
0132380 - Promotional Banners & Sundry Income Inc GST Tourism	6,000.00	1,477.27 25%		
0132381 - Shire Directory Sales Income - Tourism	40,000.00	0.00 0%		
0132410 - Roebuck Bay CP - Rent & Recoup Income - Op Inc	337,500.00	276,022.51 82%		
0132411 - Stat Fees & Lic - Caravan Parks	15,000.00	14,229.00 95%		
0132414 - Broome Visitor Centre - Rent & Recoup Income - Op Inc	102,266.01	90,258.71 88%		
0132415 - Broome Visitor Centre Courthouse - Rent & Recoup Income - Op Inc	58,199.00	44,493.86 76%		
0134212 - Cable Beach Camel Tours (Res 52985) - Rent & Recoup Income - Op Inc	0.00	4,000.00 100%		
Sub Total To Programme Summary	<b>\$558,965.01</b>	<b>\$430,481.35</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
0132038 - Transfer to Restricted Cash Reserve - Cap Exp - Tourism & Area Promo				
0132110 - Roebuck Bay Caravan Pk Building Redevelopment Const - Cap Exp				
0132141 - Pearl Luggie Const Upgrade - Cap Exp - Tourism			35,165.00	9,365.00 27%

**SHIRE OF BROOME**  
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Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
0132544 - Visitors Centre Const Loans 185 Principal Exp				
0132950 - Transfer to Building Reserve - Tourism & Area Promotion				
0132999 - Roebuck Bay CP - WIP Cap Exp - Tourism & Area Promotion				
1365495 - Other Infrastructure - New Const - Cap Exp			23,880.00	5,760.65 24%
1365499 - Other Infrastructure - WIP Cap Exp - Tourism & Area Promotion				
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$59,045.00</b>	<b>\$15,125.65</b>
<b>Capital Income</b>				
0132938 - Transfer From Restricted Cash Reserve - Tourism & Area Promotion	23,880.00	0.00 0%		
1365494 - Grants & Contr. Received Non Op - Cap Inc - Tourism & Area Promotion				
<b>Sub Total To Programme Summary</b>	<b>\$23,880.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Tourism &amp; Area Promotion</b>	<b>\$582,845.01</b>	<b>\$430,481.35</b>	<b>\$893,246.01</b>	<b>\$554,833.04</b>
<b>Building Control</b>				
<b>Operating Expenditure</b>				
0133010 - Salary - Op Exp - Building Control			162,955.00	121,163.82 74%
0133011 - Salary - Op Exp - Swimming Pool Inspections			44,789.00	33,204.38 74%
0133013 - Superannuation Employee Expense- Building Control			29,328.00	21,831.71 74%
0133015 - Consultants - Op Exp - Building Control			5,000.00	520.00 10%
0133027 - Other Employment Costs - Op Exp - Building Control			6,544.00	7,715.36 118%
0133030 - Subscriptions - Op Exp - Building Control			3,000.00	3,076.23 103%
0133283 - Sundry Expenses - Op Exp - Building Control			500.00	250.46 50%
0133284 - Reimbursements Exps - Build Control			500.00	0.00 0%
0133296 - Loss on Sale of Assets - Op Exp - Building Control			3,900.00	0.00 0%
0133800 - Vehicle & Plant Exps - Building			7,500.00	5,878.63 78%
1366217 - Legal Expenses - Building Services				
1366297 - Admin Cost Allocated - Building Control			135,072.00	88,386.38 65%
1366298 - IT/Records Costs Allocated -Building Control			50,184.00	31,106.96 62%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$449,272.00</b>	<b>\$313,133.93</b>
<b>Operating Income</b>				
0133410 - Stat Fees & Lic - Building Permits	70,000.00	47,545.12 68%		
0133411 - Building Strata Application Fees - Op Inc - Building Control	500.00	0.00 0%		

**SHIRE OF BROOME**  
**Schedule 13**  
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**Financial Statement For The Period Ending 31/03/2018**

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
0133420 - Stat Fees & Lic - Demolition Permits	2,000.00	2,111.70		106%
0133440 - Stat Fees & Lic - Pool Inspections	94,000.00	91,460.20		97%
0133480 - Other Minor Charges Inc GST - Op Inc - Building Control	23,000.00	27,534.04		120%
0133485 - Other Minor Building Charges & Penalties No GST - Op Inc - Building Control	1,000.00	880.00		88%
<b>Sub Total To Programme Summary</b>	<b>\$190,500.00</b>	<b>\$169,531.06</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
0133550 - Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Building Control			40,000.00	0.00 0%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,000.00</b>	<b>\$0.00</b>
<b>Capital Income</b>				
0133950 - Proceeds from Sale of Assets - Cap Inc - Building Control	13,000.00	0.00		0%
<b>Sub Total To Programme Summary</b>	<b>\$13,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Building Control</b>	<b>\$203,500.00</b>	<b>\$169,531.06</b>	<b>\$489,272.00</b>	<b>\$313,133.93</b>

**Economic Services Special Projects**

**Operating Expenditure**

1367206 - Salary - Op Exp - Economic Services Special Projects			142,937.00	69,792.77	49%
1367207 - Superannuation Employee Exp - Op Exp - Economic Services Special Projects			20,136.00	12,755.18	63%
1367208 - Other Employment Costs - Op Exp - Economic Services Special Projects			8,097.00	3,452.89	43%
1367209 - Phone & PC - Op Exp - Economic Services Special Projects			360.00	871.68	242%
1367211 - Chinatown Revitalisation Consultant and Other Expenese - Op Exp - Economic Services Special Project			3,010,315.00	153,302.26	5%
1367212 - Chinatown Revitalisation Grant/Seed Funding for Enhanced Lanways Projects			180,000.00	75,523.23	42%
1367214 - Chinatown Revitalisation Loan Interest & Fee Exp - Op Exp					
1367215 - Vehicle Lease Exps - Op Exp - Economic Services Special Projects			4,956.00	3,724.72	75%
1382295 - Loss on Derecognition of WIP - Op Exp - Economic Services Special Projects					
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,366,801.00</b>	<b>\$319,422.73</b>	

**Operating Income**

1367301 - Grants & Contributions Received - Op Inc - Economic Services Special Projects	143,088.00	0.00		0%
<b>Sub Total To Programme Summary</b>	<b>\$143,088.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Capital Expenditure**

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**SHIRE OF BROOME**  
Schedule 13  
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Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
1367404 - Chinatown Revitalisation - Road Upgrade - Cap Exp			5,646,819.00	1,153,000.00	20%
1367405 - Chinatown Revitalisation - Other Infra New - Cap Exp			1,275,968.00	9,397.32	1%
1367451 - Chinatown Revitalisation - Other Infrastructure WIP					
1367452 - Chinatown Revitalisation Loan Principal Exp					
1367998 - Transfer to Restricted Cash Reserve - Cap Exp - Economic Services Special Projects					
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,922,787.00</b>	<b>\$1,162,397.32</b>	
<b>Capital Income</b>					
1367502 - Loans Received China Town Revitalisation - Cap Inc - Economic Services Special Projects	1,700,000.00	0.00			0%
1367504 - Grants & Contr. Received Non Op - Cap Inc - Economic Services Special Projects	7,823,912.00	4,750,000.00			61%
1367505 - Transfer From Restricted Cash Reserve - Chinatown Revitalisation	622,589.00	0.00			0%
<b>Sub Total To Programme Summary</b>	<b>\$10,146,501.00</b>	<b>\$4,750,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Economic Services Special Projects</b>	<b>\$10,289,589.00</b>	<b>\$4,750,000.00</b>	<b>\$10,289,588.00</b>	<b>\$1,481,820.05</b>	
<b>Other Economic Services</b>					
<b>Operating Expenditure</b>					
1367201 - Salary - Op Exp - Economic Services			374,570.00	246,988.60	66%
1367202 - Superannuation Employee Expense - Op Exp - Economic Services			44,278.00	19,301.61	44%
1367204 - Other Employment Costs - Op Exp - Economic Services			10,695.00	9,274.76	87%
1367205 - Relieving Staff Exp - Op Exp - Other Economic Services					
1367210 - Economic Development Program Expense - Op Exp - Other Economic Services			9,091.00	10,000.00	110%
1367213 - Event Innovation - Op Exp - Other Economic Services					
1367297 - Admin Cost Allocated - Economic Services			101,304.00	66,289.77	65%
1367298 - IT/Records Costs Allocated - Economic Services			59,748.00	37,037.43	62%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$599,686.00</b>	<b>\$388,892.17</b>	
<b>Operating Income</b>					
1367310 - Grants & Contributions Received - Op Inc - Other Economic Services	0.00	100,356.00			100%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$100,356.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Other Economic Services</b>	<b>\$0.00</b>	<b>\$100,356.00</b>	<b>\$599,686.00</b>	<b>\$388,892.17</b>	

SHIRE OF BROOME  
Schedule 13  
**ECONOMIC SERVICES**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>TOTAL ECONOMIC SERVICES</b>	<b>\$11,075,934.01</b>	<b>\$5,450,368.41</b>	<b>\$12,271,792.01</b>	<b>\$2,738,679.19</b>



**SHIRE OF BROOME**  
**Schedule 14**  
**OTHER PROPERTY AND SERVICES**  
**Financial Statement For The Period Ending 31/03/2018**

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>FUNCTION SUMMARY</b>				
<b>Operating Expenditure</b>				
Private Works			52,977.00	5,154.05
Engineering Office			1,147,145.00	808,401.73
Parks & Gardens Operations			-758,945.00	-554,727.92
Works Operations			-90,540.00	-54,377.37
Depot Operations			803,522.00	521,867.40
Plant Operation			-178,001.00	-274,493.34
Salaries & Wages				
Corporate Governance & Support			304,700.00	218,593.36
IT and Records Operations			9,916.00	1,853.40
Unclassified General			336,041.00	229,801.91
Other Buildings Leased - Unclassified			127,893.00	69,401.56
Community Facilities Leased - Unclassified			648,900.00	261,608.58
Office Properties Leased - Unclassified			679,731.00	440,082.20
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,083,339.00</b>	<b>\$1,673,165.56</b>
<b>Operating Income</b>				
Private Works	44,918.00	18,849.22		
Engineering Office	139,385.00	57,797.53		
Parks & Gardens Operations		20,288.71		
Works Operations		5,027.70		
Depot Operations	45,527.00	44,527.00		
Corporate Governance & Support	363,889.00	218,593.36		
IT and Records Operations	9,900.00	1,853.40		
Unclassified General	20,400.00	20,497.60		
Other Buildings Leased - Unclassified	223,117.00	164,117.87		
Community Facilities Leased - Unclassified	149,830.00	110,559.22		
Office Properties Leased - Unclassified	1,038,775.00	913,784.28		
<b>TOTAL OPERATING INCOME</b>	<b>\$2,035,741.00</b>	<b>\$1,575,895.89</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
Engineering Office			73,582.00	7,323.19
Parks & Gardens Operations			825,000.00	225,929.70
Works Operations			237,000.00	161,803.60

**SHIRE OF BROOME**  
**Schedule 14**  
**OTHER PROPERTY AND SERVICES**

Financial Statement For The Period Ending 31/03/2018

Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Depot Operations			100,000.00	6,280.84
Corporate Governance & Support			403,952.00	75,714.49
IT and Records Operations			769,314.00	379,158.94
Unclassified General			90,000.00	37,928.19
Community Facilities Leased - Unclassified				
Office Properties Leased - Unclassified			1,500,000.00	82,021.90
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,998,848.00</b>	<b>\$976,160.85</b>
<b>Capital Income</b>				
Private Works	25,737.00			
Engineering Office	22,555.00			
Parks & Gardens Operations	209,000.00	72,272.73		
Works Operations	82,000.00	33,000.00		
Depot Operations	26,673.00			
Corporate Governance & Support	180,441.00			
IT and Records Operations	125,170.00	125,170.00		
Unclassified General	21,326.00			
Office Properties Leased - Unclassified	1,500,000.00			
<b>TOTAL CAPITAL INCOME</b>	<b>\$2,192,902.00</b>	<b>\$230,442.73</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL OTHER PROPERTY AND SERVICES</b>	<b>\$4,228,643.00</b>	<b>\$1,806,338.62</b>	<b>\$7,082,187.00</b>	<b>\$2,649,326.41</b>

SUB-FUNCTION DETAIL FOLLOWS.....

**SHIRE OF BROOME**  
**Schedule 14**  
**OTHER PROPERTY AND SERVICES**  
**Financial Statement For The Period Ending 31/03/2018**

Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
Private Works					
Operating Expenditure					
0141271 - 1796200			43,822.00	5,154.05	12%
0141610 - 570800			9,155.00	0.00	0%
Sub Total To Programme Summary	\$0.00	\$0.00	\$52,977.00	\$5,154.05	
Operating Income					
0141450 - Works Private Works Income - Not Prepaid	20,502.00	2,976.12	15%		
0141451 - Works - Blue & White Directional Signs & Prepaid Private Works Income	13,430.00	15,873.10	118%		
0141600 - P & G Private Works - Fees Charged	10,986.00	0.00	0%		
Sub Total To Programme Summary	\$44,918.00	\$18,849.22	\$0.00	\$0.00	
Capital Income					
0141960 - Transfer From Restricted Cash Reserve Private Wks Rd Const - Cap Inc	25,737.00	0.00	0%		
Sub Total To Programme Summary	\$25,737.00	\$0.00	\$0.00	\$0.00	
Total Private Works	\$70,655.00	\$18,849.22	\$52,977.00	\$5,154.05	
Engineering Office					
Operating Expenditure					
0143010 - Salary - Op Exp - Engineering Office			623,333.00	303,183.21	49%
0143013 - Superannuation Employee Expense - Engineering			71,299.00	57,675.19	81%
0143020 - Reimb & Other Exp - Op Exp - Eng Office			1,000.00	25.10	3%
0143021 - Survey Consumables - Op Exp - Eng Office			1,000.00	318.88	32%
0143022 - Minor Assets Expensed - Op Exp - Eng Office			1,000.00	0.00	0%
0143025 - Safety Audit Op Exp - Eng Office			10,000.00	0.00	0%
0143027 - Relieving Staff - Op Exp - Engineering			15,610.00	15,609.31	100%
0143029 - Other Employment Costs - Engineering			33,230.00	17,036.45	51%
0143031 - Survey Equipment & Maintenance - Op Exp - Engineering Office			500.00	0.00	0%
0143032 - Minor Non IT Items Exp Engineering			3,800.00	3,222.99	85%
0143033 - Title Searches/Survey Info - Op Exp - Engineering Office			10,000.00	5,085.78	51%
0143035 - Map Printing & Photos - Op Exp - Engineering Office			300.00	0.00	0%
0143036 - Advertising - Op Exp - Engineering Office			2,500.00	280.60	11%
0143038 - Consultants Engineering Office			56,634.00	55,770.77	98%
0143102 - Less Design & Project Management Costs Alloc - Eng Office - Op Exp			-99,350.00	-73,636.00	74%

**SHIRE OF BROOME**  
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Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
0143110 - Office Duties & Non Productive Eng Office Staff Time - Op Exp-Eng Office			0.00	165,153.15 100%
0143295 - Stationery Exp - Op Exp - Engineering Office				
0143296 - Loss on Sale of Assets - Op Exp - Engineering Office				
0143800 - Vehicle & Plant Exps - Eng Office			40,300.00	21,663.12 54%
1471296 - Fixed Asset Dep'n - Op Exp - Engineering Office			4,769.00	1,133.86 24%
1471297 - Admin Costs Allocated - Op Exp - Engineering			167,412.00	109,549.30 65%
1471298 - IT/Records Costs Allocated - Op Exp - Engineering			203,808.00	126,330.02 62%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,147,145.00</b>	<b>\$808,401.73</b>
<b>Operating Income</b>				
0143390 - Reimb Received No GST Incl Diesel Fuel Rebate & Insurance - Op Inc	60,000.00	44,947.07 75%		
0143405 - Grant Op - R4R KRGS - Op Inc - Eng Off	37,785.00	0.00 0%		
0143485 - Subdivision Engineering Supervision Charges - Op Inc - Eng Off	2,000.00	5,527.27 276%		
0143499 - Profit on Sale of Assets - Op Inc - Engineering Office				
0143988 - Interest Rec Plant Reserve - Op Inc - Engineering Office	39,600.00	7,323.19 18%		
<b>Sub Total To Programme Summary</b>	<b>\$139,385.00</b>	<b>\$57,797.53</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
0142988 - Transfer to Plant Reserve - Cap Exp - Engineering Office			73,582.00	7,323.19 10%
0148004 - Vehicle & Mobile Plant Renewal(Replacement)- Cap Exp - Eng Office				
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$73,582.00</b>	<b>\$7,323.19</b>
<b>Capital Income</b>				
0143395 - Transfer From - Leave Reserve - Eng Office	22,555.00	0.00 0%		
0143600 - Proceeds from Sale of Assets - Cap Inc - Engineering Office				
<b>Sub Total To Programme Summary</b>	<b>\$22,555.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Engineering Office</b>	<b>\$161,940.00</b>	<b>\$57,797.53</b>	<b>\$1,220,727.00</b>	<b>\$815,724.92</b>
<b>Parks &amp; Gardens Operations</b>				
<b>Operating Expenditure</b>				
0113048 - 1596100			23,879.00	29,168.49 122%
0143048 - Other Employment Costs - Op Exp - Parks			71,176.00	43,799.03 62%
0143049 - Relieving Staff Exp - P&G - Gen Admin			100,000.00	96,961.21 97%
0143500 - Salary - Op Exp - P & G (Management)			363,132.00	290,497.32 80%

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Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0143501 - Minor Tools & Equipment - Op Exp - Parks and Gardens Ops			14,000.00	12,728.42	91%
0143502 - Staff Meetings - P & G Workers			66,846.00	36,824.47	55%
0143503 - Workers Compensation - Op Exp - Parks & Gardens Operations			0.00	17,546.95	100%
0143504 - 3940900			78,695.00	80,297.83	102%
0143507 - P & G Equipment Replacement Exp - P & G Ops			25,000.00	1,938.27	8%
0143508 - Wages & Related Sick & Holiday - P & G Ops			416,880.00	311,317.13	75%
0143510 - Protective Clothing & Equip Uniforms & Boots - Op Exp - P & G Ops			22,815.00	14,784.51	65%
0143511 - General Expenses - Op Exp - Parks & Gardens Operations			4,200.00	1,880.88	45%
0143512 - Medicals - Op Exp - Parks & Gardens Operations					
0143520 - Loss on Sale of Assets - Op Exp - Parks & Gardens Operations			109,537.00	40,754.71	37%
0143521 - PWOH Parks Allocated - Op Exp - Parks & Gardens Operations			-3,145,099.00	-2,252,503.56	72%
0143523 - Superannuation Employee Expense - P & G Management			44,972.00	21,030.47	47%
0143526 - Superannuation Employee Expense - P&G Ops			245,362.00	179,596.62	73%
0143585 - Phone Exps - P & G			5,400.00	4,084.03	76%
0143801 - Vehicle & Plant Exps - P & G Ops			125,600.00	77,936.62	62%
1472296 - Fixed Asset Dep'n - Op Exp - Parks & Gardens			32,564.00	24,443.45	75%
1472297 - Admin Cost Allocated - P & G			518,400.00	339,229.36	65%
1472298 - IT/Records Costs Allocated -P & G			117,696.00	72,955.87	62%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$758,945.00</b>	<b>-\$554,727.92</b>	
<b>Operating Income</b>					
0143384 - Reimbursements - W. Comp & Sundry No GST P & G Ops - Op Inc	0.00	20,288.71			100%
0143415 - Surplus Minor Equipment Sales - Op Inc - Parks & Gardens Operations					
0143518 - Profit on Sale of Assets - Op Inc - Parks & Gardens Operations					
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$20,288.71</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Capital Expenditure</b>					
0143610 - Vehicle & Plant Renewal(Replacement) - Cap Exp - P&G Operations			825,000.00	225,929.70	27%
0143621 - Vehicle & Plant New - Cap Exp - P&G Operations					
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$825,000.00</b>	<b>\$225,929.70</b>	
<b>Capital Income</b>					
0143601 - Proceeds from Sale of Assets - Cap Inc - Parks & Gardens Operations	209,000.00	72,272.73			35%
Sub Total To Programme Summary	<b>\$209,000.00</b>	<b>\$72,272.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
<b>Total Parks &amp; Gardens Operations</b>	<b>\$209,000.00</b>	<b>\$92,561.44</b>	<b>\$66,055.00</b>	<b>-\$328,798.22</b>
<b>Works Operations</b>				
<b>Operating Expenditure</b>				
0142045 - 544400			37,730.00	15,289.31 41%
0143050 - Wages & related Sick & Annual Leave Workers Exp - Works Ops			224,438.00	151,128.42 67%
0143054 - Superannuation Employee Expense - Works Operations			144,690.00	97,290.38 67%
0143055 - Relieving Staff Exp - Works - Gen Admin			60,000.00	46,313.20 77%
0143056 - Workers Compensation - Op Ex - Works Operations			0.00	5,027.70 100%
0143080 - Works Protective Clothing - Op Exp - Works Operations			16,245.00	7,934.80 49%
0143290 - Less On Costs Alloc - Op Exp - Works Operations			-1,573,788.00	-1,104,044.97 70%
0148010 - Salary - Op Exp - Works (Management)			340,463.00	277,285.23 81%
0148015 - Superannuation Employee Expense - Works Management			57,706.00	27,649.99 48%
0148035 - Other Employment Costs - Works Ops			29,284.00	19,671.24 67%
0148281 - 4248300			38,663.00	33,261.57 86%
0148282 - 59700			0.00	105.00 100%
0148283 - Minor Equipment Replacement - Op Exp - Works Operations			6,600.00	1,218.77 18%
0148284 - Sundry Mobile & Sat Phone Exp - Works Ops			7,000.00	4,783.68 68%
0148287 - Workshop Renewal - Fabrication Area - Op Ex			2,660.00	0.00 0%
0148396 - Loss On Sale Of Assets - Op Exp - Works Operations			41,297.00	38,457.87 93%
0148800 - Vehicle & Plant Exps - Works Ops			93,600.00	76,496.81 82%
1473297 - Admin Cost Allocated - Woks Ops			302,004.00	197,624.44 65%
1473298 - IT/Records Costs Allocated -Works Ops			80,868.00	50,129.19 62%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$90,540.00</b>	<b>-\$54,377.37</b>
<b>Operating Income</b>				
0148405 - Reimbursements Rec'd Inc. GST - Works Ops - Op Inc				
0148406 - Reimbursements Rec'd No GST - Works Ops - Op Inc	0.00	5,027.70 100%		
0148415 - Surplus Minor Equip Sales Works Ops - OP Inc				
0148499 - Profit On Sale of Assets - Op Inc - Works Operations				
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$5,027.70</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
0148611 - Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Works Ops			224,000.00	161,803.60 72%

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Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0148621 - Vehicle & Mob Plant New - Cap Exp - Works Ops			13,000.00	0.00	0%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$237,000.00</b>	<b>\$161,803.60</b>	
<b>Capital Income</b>					
0148395 - Transfer from Plant Reserve - Works Ops	29,000.00	0.00			0%
0148600 - Proceeds from Sale of Assets - Cap Inc - Works Operations	53,000.00	33,000.00			62%
<b>Sub Total To Programme Summary</b>	<b>\$82,000.00</b>	<b>\$33,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Works Operations</b>	<b>\$82,000.00</b>	<b>\$38,027.70</b>	<b>\$146,460.00</b>	<b>\$107,426.23</b>	
<b>Depot Operations</b>					
<b>Operating Expenditure</b>					
0000800 - Oils & Lubricants - Op Exp - Depot Operations			23,000.00	11,487.24	50%
0148025 - Staff Meetings & Office Duties Exp - Depot Operations			195,144.00	6,903.62	4%
0148050 - Default Wages Sick & Annual Leave Mechanics Exp - Depot			42,271.00	88,563.14	210%
0148051 - Superannuation Employee Expense - Depot Staff			24,310.00	18,136.17	75%
0148060 - Relief Staff Op Exp - Depot Ops			94,200.00	32,739.09	35%
0148070 - Salary - Op Exp - Depot (Management)			83,287.00	70,293.93	84%
0148071 - Superannuation Employee Expense - Depot			12,766.00	8,654.41	68%
0148078 - Minor Assets - Op Exp - Depot Operations			8,050.00	2,468.59	31%
0148100 - Depot Building & Grounds Op Exps - Depot Operations			204,196.00	154,399.71	76%
0148271 - Workshop Consumables Exp - Depot			11,500.00	4,639.27	40%
0148291 - Consumables - Op Exp - Depot Operations			19,200.00	8,102.66	42%
0148292 - Tool Replacement - Op Exp - Depot Operations			12,450.00	2,965.10	24%
0148293 - Safety Equip - Op Exp - Depot Operations			26,400.00	26,931.23	102%
0148297 - 1107700			17,200.00	16,044.00	93%
0148298 - 535700			8,089.00	2,093.55	26%
0148299 - Insurances - Op Exp - Depot Operations			0.00	105.39	100%
0148301 - Depot Overheads Alloc - Op Exp - Depot Operations			-276,499.00	-98,835.09	36%
0148305 - IT Costs Alloc - Depot Ops			64,080.00	39,722.90	62%
0148630 - Admin Costs Alloc - Op Exp - Depot Operations			114,624.00	75,003.93	65%
0148696 - Loss on Sale of Assets - Op Exp - Depot Operations			1,467.00	0.00	0%
0148801 - Vehicle & Plant Exps - Depot Ops			20,900.00	13,025.25	62%
0149028 - Workshop Cleaning & Other Operational Exps - Op Exp			22,955.00	6,118.73	27%
0149225 - Depot Sundry Exp - Depot Ops			1,500.00	314.20	21%

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Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
1474206 - Other Employment Costs - Depot Staff			6,684.00	6,735.62	101%
1474296 - Fixed Asset Depn - Op Exp - Depot			65,748.00	25,254.76	38%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$803,522.00</b>	<b>\$521,867.40</b>	
<b>Operating Income</b>					
0148602 - Apprentice Subsidy/Grants/Contributions - Op Inc - Depot Ops	44,527.00	44,527.00			100%
0148605 - Reimb & Sundry Income Rec'd - Op Inc - Depot Operations					
0148606 - Reimbursements Rec'd W. Comp & Sundry No GST - Depot Ops - Op Inc					
0148699 - Profit on Sale of Assets - Op Inc - Depot Operations	1,000.00	0.00			0%
<b>Sub Total To Programme Summary</b>	<b>\$45,527.00</b>	<b>\$44,527.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Capital Expenditure</b>					
0148008 - Transfer to Furniture & Equipment Reserve - Cap Exp			50,000.00	0.00	0%
0148230 - Transfer to Restricted Cash Reserve - Cap Exp - Depot Operations					
0148240 - Furn & Equip Over \$3000 Cap Exp - Depot					
0148242 - Depot Building Upgrade - Cap Exp - Depot Operations					
0148610 - Vehicle & Mobile Plant Renewal(Replacement) - Cap Exp - Depot Ops			50,000.00	6,280.84	13%
0148999 - Depot Building - Works in Progress - Depot Ops					
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100,000.00</b>	<b>\$6,280.84</b>	
<b>Capital Income</b>					
0148601 - Proceeds From Sale of Assets - Cap Inc - Depot Operations	14,000.00	0.00			0%
0148613 - Transfer From Restricted Cash Reserve - Cap Inc - Depot Operations	12,673.00	0.00			0%
<b>Sub Total To Programme Summary</b>	<b>\$26,673.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Depot Operations</b>	<b>\$72,200.00</b>	<b>\$44,527.00</b>	<b>\$903,522.00</b>	<b>\$528,148.24</b>	
<b>Plant Operation</b>					
<b>Operating Expenditure</b>					
0145101 - Plant Repair Wages - Op Exp - Plant Operation			741,591.00	485,906.87	66%
0145102 - Plant Tyres & Tubes - Op Exp - Plant Operation			65,000.00	48,108.63	74%
0145103 - Plant Parts & Repairs - Op Exp - Plant Operation			300,000.00	230,864.63	77%
0145104 - Plant Insurance & Licences - Op Exp - Plant Operation			53,234.00	56,134.18	105%
0145105 - Plant Fuel & Oil - Op Exp - Plant Operation			280,000.00	231,310.99	83%

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Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0145106 - Plant Depreciation - Op Exp - Plant Operation			723,363.00	424,534.21	59%
0145290 - Plant Operation Costs Allocated - Op Exp - Plant Operation			-1,764,723.00	-1,315,292.07	75%
0145291 - Plant Dep'n Op Alloc (Credits) - Op Exp - Plant Operation			-576,466.00	-436,060.78	76%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$178,001.00</b>	<b>-\$274,493.34</b>	
<b>Total Plant Operation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$178,001.00</b>	<b>-\$274,493.34</b>	
<b>Salaries &amp; Wages</b>					
<b>Operating Expenditure</b>					
0146010 - Salaries & Wages For Year - Op Exp - Salaries & Wages			13,287,475.00	9,881,113.12	74%
0146200 - Salaries & Wages Allocated - Op Exp - Salaries & Wages			-13,287,475.00	-9,881,113.12	74%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Salaries &amp; Wages</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Corporate Governance &amp; Support</b>					
<b>Operating Expenditure</b>					
0141800 - Vehicle & Plant Exps - Gen Admin			11,300.00	4,060.79	36%
0141801 - Vehicle Running Exps - Property Management			5,100.00	4,057.14	80%
0142000 - 16630000			492,785.00	346,268.36	70%
0142002 - Salary - Op Exp - Corp Serv Directorate			149,984.00	116,978.35	78%
0142003 - Superannuation Employee Expense - Corp Service Directorate			14,248.00	18,131.67	127%
0142004 - Salary - Op Exp - Finance			869,016.00	633,347.80	73%
0142005 - Superannuation Employee Expense - Finance			105,222.00	77,986.31	74%
0142006 - Salary - Op Exp - Human Resources			282,234.00	260,813.97	92%
0142007 - Superannuation Employee Expense - HR			39,780.00	22,691.19	57%
0142008 - Relieving Staff Exp - HR			13,133.00	9,559.14	73%
0142010 - Salary - Op Exp - Gen Admin			568,032.00	433,477.17	76%
0142011 - Superannuation Employee Expense - General Admin			67,054.00	51,858.90	77%
0142012 - Relieving Staff Exp - DCS - Gen Admin			67,498.00	69,285.73	103%
0142013 - Salary - Op Exp - Property Management			276,991.00	143,949.81	52%
0142015 - All Employee Centrelink Paid Parental Leave - Op Exp - Gen Admin O'Heads			11,120.00	12,510.00	113%
0142016 - Superannuation Employee Expense - Property Management			31,694.00	17,628.47	56%
0142020 - Other Employment Costs - Corp Serv Directorate			13,614.00	7,592.47	56%
0142025 - Other Employment Costs - General Admin			12,871.00	8,829.45	69%

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Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0142027 - Other Employment Costs - Property Management			9,854.00	6,967.36	71%
0142034 - Other Employment Costs - Finance			17,828.00	13,512.59	76%
0142037 - Other Employment Costs - Human Resources			7,002.00	4,990.81	71%
0142040 - All Ex Employee LSL & Other Exps (From any work area) - Gen Admin					
0142042 - Performance Based Rewards - Gen Admin			9,978.00	2,677.11	27%
0142043 - Organisational Training - General			265,870.00	143,122.92	54%
0142044 - Uniform - Op Exp - General Admin O'Heads			18,000.00	12,935.03	72%
0142046 - Recruitment Expenses - Op Exp - General Admin O'Heads			86,505.00	37,872.98	44%
0142048 - HRM Consultancy - Op Exp			30,000.00	17,666.50	59%
0142049 - Employee Assistance Programme - Op Exp			9,000.00	4,620.45	51%
0142050 - Shire Office Barker St - Op Exps - Corp Gov Support			124,918.00	70,240.44	56%
0142060 - IT Costs Allocated - Op Exp - General Administration O'Heads			327,816.00	203,202.24	62%
0142070 - Printing & Stationery - Op Exp - General Admin O'Heads			22,000.00	10,117.37	46%
0142090 - Postage & Freight - Op Exp - General Administration O'Heads			32,000.00	19,427.51	61%
0142100 - Advertising - Op Exp - General Administration O'Heads			3,000.00	1,370.61	46%
0142111 - Minor Asset Purchases - Op Exp - General Administration O'Heads			10,000.00	7,260.41	73%
0142112 - Sundry Exp Corp Serv - Op Exp - General Administration O'Heads			500.00	0.00	0%
0142120 - Bank Charges with GST Only - Op Exp - General Administration O'Heads			41,000.00	40,580.66	99%
0142121 - Bank Charges - No GST - Op Exp - General Administration O'Heads			100.00	367.66	368%
0142160 - Other Office Expenses - Op Exp - General Administration O'Heads			5,000.00	3,821.36	76%
0142184 - Gifts & Miscellaneous Employee Op Exp - Corp Gov			1,000.00	143.59	14%
0142191 - Relocation & Removal Costs - All Staff - Op Exp - Corp Gov			30,000.00	5,699.15	19%
0142193 - Relief Staff - Op Exp - Finance - Corp. Gov. & Support			0.00	1,144.81	100%
0142230 - Legal Corp Serv - Op Exp - Corp Gov & Support (legal recovery opinc see 142391)			5,000.00	3,000.00	60%
0142231 - Consultants Corp Serv - Op Exp - Corp Gov Support			38,000.00	0.00	0%
0142232 - LGIS Insurance Funded Expenses (Inc in 142393) - Op Exp - Corp Gov			125,015.00	40,270.19	32%
0142233 - Consultants Administration Dept - Op Exp - Corp Gov Support			4,500.00	1,300.00	29%
0142260 - Insurance - Op Exp - General Administration O'Heads			194,765.00	192,868.86	99%

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Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0142261 - Occupation Health & Safety - Op Exp - General Admin O'Heads			11,000.00	0.00	0%
0142273 - HR Staff Printing & Stationery and Other Exp - Op Exp - General Admin O'Heads			1,600.00	2,311.34	144%
0142281 - Refund Overpayments - Op Exp - General Admin (Clearing)			1,000.00	0.00	0%
0142296 - Loss on Asset Disposal - Gen Admin			7,800.00	0.00	0%
0142298 - Dep'n Exp Plant & Equip Op Exp - Corp Gov & Support			0.00	5,623.52	100%
0142299 - Dep'cn Furniture & Fittings - Op Exp-Corp Gov & Support			0.00	5,438.99	100%
0142300 - Accrued Leave Expense			100,000.00	0.00	0%
0142305 - Doubtful Debt Expenses - Op Exp - General Administration O'Heads			4,000.00	-121.55	-3%
0142548 - Local Number Plate Purchases - Op Exp - General Administration O'Heads			2,000.00	1,690.20	85%
0142999 - Less Cost Alloc - Op Exp - General Administration O'Heads			-4,755,984.00	-3,112,196.05	65%
0144027 - Property Dept Legal Expenses - Op Exp - Property Dep't (see legal recovery opinc 142995)			20,000.00	3,138.60	16%
1441244 - Drug & Alcohol Testing - General			8,000.00	0.00	0%
1477296 - Fixed Asset Depn - Op Exp - Corporate Governance			454,957.00	228,500.98	50%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$304,700.00</b>	<b>\$218,593.36</b>	
<b>Operating Income</b>					
0142212 - Interest Rec on Muni Investment - Op Inc - General Administration O'Heads	161,712.00	110,187.47			68%
0142322 - Unpresented Cheques Cancelled Income					
0142390 - Reimb Bonuses Rebates & Sundry Income Inc GST - Op Inc - General Admin O'Heads	2,500.00	4,570.00			183%
0142393 - LGIS Insurance Bonus & Funding (Exp in 142232) - Op Inc - Corp Gov	47,237.00	51,903.53			110%
0142394 - Legal Employee Leave & Other No GST Reimb from Others Op Inc - Corp Gov					
0142395 - All Employee Paid Parental Leave Reimb - Op Inc - Gen Admin O'Heads	11,120.00	12,510.00			113%
0142440 - Sales Information Of Records (i.e. FOI) - Op Inc - General Administration O'Heads	200.00	60.00			30%
0142441 - Photocopying & Sundries + GST - Op Inc - General Administration O'Heads	20.00	0.00			0%
0142471 - Commission - DFES / FESA ESL Levy collection	8,500.00	7,980.00			94%
0142481 - HR Operating Grants Rec'd - Op Inc - Gen Admin					
0142499 - Profit on Sale of Assets - Op Inc - General Administration O'Heads					
0142500 - Local Number Plate Sales Op Inc - Gen Admin	3,000.00	2,909.10			97%

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	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
0142791 - Interest Rec Building Reserve - Op Inc - General Administration O'Heads	94,400.00	21,414.69		23%
0142995 - Reimbursement Property Dept Legal Fee - Op Inc - Corp Gov & Supp (Legal opex refer 144027)	500.00	0.00		0%
0142997 - Interest Rec Leave Reserve - Op Inc - General Administration O'Heads	34,700.00	7,058.57		20%
<b>Sub Total To Programme Summary</b>	<b>\$363,889.00</b>	<b>\$218,593.36</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
0141790 - Transfer to Building Reserve - Cap Exp - General Administration O'Heads			119,400.00	21,414.69
0141997 - Transfer to Leave Reserve - Cap Exp - Corp Gov & Support			54,552.00	7,058.57
0142551 - Vehicle & Mob Plant Renewal (Replacement) - Cap Exp - Gen Admin			80,000.00	0.00
0142552 - Shire Office Haas St Fixed Plant New -Cap Exp- Corp Gov				
0142558 - Shire Office Build Haas St Renewal - Cap Exp - Corp Gov			70,000.00	47,241.23
0147371 - Shire Office Barker St - Building Upgrade Wks - Cap Exp - Corp Gov Support			80,000.00	0.00
0147372 - Shire Office Barker St - Building Renewal - Cap Exp - Corp Gov Support				
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$403,952.00</b>	<b>\$75,714.49</b>
<b>Capital Income</b>				
0142320 - Transfer From Leave Reserve Corp Gov & Support	84,441.00	0.00		0%
0142790 - Transfer From Building Reserve Gen Admin	70,000.00	0.00		0%
0142794 - Transfer From Plant Reserve - Corp Gov & Support				
0142951 - Proceeds from Sale of Assets - Cap Inc - General Administration	26,000.00	0.00		0%
<b>Sub Total To Programme Summary</b>	<b>\$180,441.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Corporate Governance &amp; Support</b>	<b>\$544,330.00</b>	<b>\$218,593.36</b>	<b>\$708,652.00</b>	<b>\$294,307.85</b>
<b>IT and Records Operations</b>				
<b>Operating Expenditure</b>				
0142075 - Records Management Exps - IT			3,500.00	1,393.30
0146102 - License Maint and Support - IT Exp			419,400.00	394,727.58
0146104 - Equip Maint & Supplies - IT Exp - OP Exp			88,765.00	55,345.08
0146105 - Salary - Op Exp - IT			319,837.00	229,141.73
0146106 - Salary - Op Exp - Records			260,018.00	179,098.90
0146108 - Superannuation Employee Expense - IT			35,516.00	30,303.97
0146109 - Software<\$5000 - IT Exp			22,200.00	0.00
0146110 - Minor Assets<\$5000 - IT Exp			103,000.00	51,734.46
0146111 - IT Contract Consultants - Exp			80,000.00	52,422.94

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Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0146113 - Superannuation Employee Expense - Records			28,548.00	19,195.97	67%
0146117 - Other Employment Costs - IT			8,940.00	5,564.37	62%
0146121 - Other Employment Costs - Records			6,443.00	4,461.78	69%
0146159 - Less Op Costs Alloc - IT			-1,805,160.00	-1,118,955.08	62%
0146199 - Fixed Asset Dep'n - Op Exp - IT			438,909.00	97,418.40	22%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,916.00</b>	<b>\$1,853.40</b>	
<b>Operating Income</b>					
0142996 - Interest Rec Equip & Ins Reserve - Op Inc - General Administration O'Heads	9,900.00	1,853.40			19%
Sub Total To Programme Summary	<b>\$9,900.00</b>	<b>\$1,853.40</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Capital Expenditure</b>					
0141995 - Transfer to Equip & Insurance Reserve IT Operations Cap Exp			9,900.00	1,853.40	19%
0146120 - Equip & H'Ware > \$5000 Cap Exp - IT			463,170.00	266,146.02	57%
0146122 - Software >\$5000 Cap Exp - IT			296,244.00	111,159.52	38%
0146126 - Furniture & Equipment - Works in Progress - IT & Records Operations					
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$769,314.00</b>	<b>\$379,158.94</b>	
<b>Capital Income</b>					
0146178 - Grants Received - Non Op Inc - IT & Records Operations	125,170.00	125,170.00			100%
Sub Total To Programme Summary	<b>\$125,170.00</b>	<b>\$125,170.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total It And Records Operations</b>	<b>\$135,070.00</b>	<b>\$127,023.40</b>	<b>\$779,230.00</b>	<b>\$381,012.34</b>	
<b>Unclassified General</b>					
<b>Operating Expenditure</b>					
0014295 - Loss from Theft/Fraud - Unclassified General					
0114310 - Broome Turf Club Recoupable Expenses (Income in 114401) - Op Exp - Unclassified General			19,233.00	19,233.38	100%
0147103 - Survey & Misc Expenses Leased Properties - Op Exp - Unclassified Gen			50,000.00	35,974.33	72%
0147104 - Consultant Expenses - Op Exp - Unclassified General					
0147287 - Recoupable Expenses (Inc in 147587 & 147588)- Op Exp - Un Clas Gen					
0147530 - Admin Costs Alloc - Op Exp - Unclassified General			266,808.00	174,594.20	65%
Sub Total To Programme Summary	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$336,041.00</b>	<b>\$229,801.91</b>	
<b>Operating Income</b>					
0114401 - Turf Club - Rent & Recoup Income - Op Inc	19,500.00	19,233.38			99%
0147493 - Turf Club - Reserve Point - Op Inc - Unclassified General					

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	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
0147585 - Recovery of theft loss - Op Inc - Unclassified General				
0147586 - Reimbursements & Other Income - Op Inc - Unclassified General	500.00	1,264.22 253%		
0147587 - Recouped Income (Exp In 147287) -Op Inc-Unclass Gen	200.00	0.00 0%		
0147588 - Recoupable Income Non-GST - Op Inc - Unclassified General	200.00	0.00 0%		
<b>Sub Total To Programme Summary</b>	<b>\$20,400.00</b>	<b>\$20,497.60</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Capital Expenditure</b>				
0147100 - Building Capital > \$5k - Cap Exp - Unclassified General			90,000.00	37,928.19 42%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$90,000.00</b>	<b>\$37,928.19</b>
<b>Capital Income</b>				
0147510 - Transfer From Building Reserve - Unclassified)	21,326.00	0.00 0%		
<b>Sub Total To Programme Summary</b>	<b>\$21,326.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Unclassified General</b>	<b>\$41,726.00</b>	<b>\$20,497.60</b>	<b>\$426,041.00</b>	<b>\$267,730.10</b>
<b>Other Buildings Leased - Unclassified</b>				
<b>Operating Expenditure</b>				
0112051 - 630800			4,966.00	3,610.84 73%
0132000 - Office Bagot St - Op Exp - Tourism & Area Promotion			8,070.00	8,116.67 101%
0147409 - Cable Beach Restaurant Facilities (Zanders) Build Maint & Operating - Op Exp-Other Build Leased			500.00	0.00 0%
0147482 - 510000			5,675.00	4,362.67 77%
0147862 - Sam Male Lugger - Op Exp- Other Build Leased			1,630.00	630.02 39%
1480296 - Fixed Asset Depn - Op Exp - Other Buildings Leased			107,052.00	52,681.36 49%
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$127,893.00</b>	<b>\$69,401.56</b>
<b>Operating Income</b>				
0112483 - Town Beach Cafe - Rent & Recoup Income - Op Inc	63,500.00	52,411.51 83%		
0146408 - Zanders - Rent & Recoup Income - Op Inc	38,050.00	30,472.70 80%		
0147181 - Office Bagot St (Magabala Books) - Rent & Recoup Income - Op Inc	41,770.00	33,036.12 79%		
0147491 - Old Broome Lock Up - Rent & Recoup Income - Op Inc	15,900.00	10,666.53 67%		
0147492 - Broome Last Resort Carpark (Reserve 34305) - Rent & Recoup Income - Op Inc	18,500.00	0.00 0%		
0147502 - Comms Tower Crown Castle BRAC (Reserve 39420) - Rent & Recoup Income - Op Inc	28,897.00	25,651.00 89%		
0147865 - Sam Male Lugger - Op Inc - Other Build Leased	16,500.00	11,880.01 72%		



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Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
Sub Total To Programme Summary	\$223,117.00	\$164,117.87	\$0.00	\$0.00
<b>Total Other Buildings Leased - Unclassified</b>	<b>\$223,117.00</b>	<b>\$164,117.87</b>	<b>\$127,893.00</b>	<b>\$69,401.56</b>
<b>Community Facilities Leased - Unclassified</b>				
<b>Operating Expenditure</b>				
0114201 - Broome Speedway Club Maint & Operating Expenses - Op Exp - Community Facilities Leased			1,000.00	0.00 0%
0114601 - Naval Cadets Building Maint & Operating Expenses - Op Exp - Community Facilities Leased			2,200.00	390.89 18%
0146020 - Child Care Centre Cnr Guy & Herb Sts - Op Exp - Comm Fac Leased			17,686.00	8,059.90 46%
0146030 - Broome Golf Club Maint & Operating Expenses - Op Exp - Community Facilities Leased			8,424.00	8,424.08 100%
0146040 - Broome Pistol Club Maint & Operating Expenses - Op Exp - Community Facilities Leased			3,468.00	3,468.00 100%
0146050 - 4 Jones Place Maint & Operating Expenses - Op Exp - Comm Fac Leased			7,480.00	4,758.09 64%
0146091 - Scout & Guide Shed Maint & Operating Exps - Op Exp - Com Fac Leased			500.00	0.00 0%
0146297 - Dep'n - Land & Buildings - Community Facilities Leased			138,748.00	77,086.90 56%
0146670 - Bowling Club Maint & Operating Expenses - Op Exp - Community Facilities Leased			8,685.00	7,864.40 91%
0149420 - 930000			10,347.00	3,796.33 37%
1481296 - Fixed Asset Depn - Op Exp - Commercial Facilities Leased			450,362.00	147,759.99 33%
Sub Total To Programme Summary	\$0.00	\$0.00	\$648,900.00	\$261,608.58
<b>Operating Income</b>				
0147496 - Mulberry Tree Child Care - Rent & Recoup Income - Op Inc	88,129.00	62,934.51 71%		
0149408 - Rent & Recoup Income - Op Inc - Community Facilities Leased	22,000.00	19,676.49 89%		
0149410 - BOSCCA - Rent & Recoup Income - Op Inc	35,500.00	24,568.42 69%		
0149450 - 4 Jones Place - Reent & Recoup Income - Op Inc	4,201.00	3,379.80 80%		
Sub Total To Programme Summary	\$149,830.00	\$110,559.22	\$0.00	\$0.00
<b>Capital Expenditure</b>				
0146682 - Bowling Club Building Renewal - Cap Exp - Com Fac Leased				
Sub Total To Programme Summary	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Community Facilities Leased - Unclassified</b>	<b>\$149,830.00</b>	<b>\$110,559.22</b>	<b>\$648,900.00</b>	<b>\$261,608.58</b>
<b>Office Properties Leased - Unclassified</b>				
<b>Operating Expenditure</b>				

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Particulars	Income		Expenditure		
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual	
0147265 - KRO Business Plan - Op Exp - Office Prop Leased					
0147270 - 21700000			451,307.00	367,512.75	81%
0147280 - Shire Office Cable Beach Rd - Op Exp - Office Properties Leased			6,302.00	1,880.01	30%
1482295 - Loss on Derecognition of WIP - Op Exp - Office Properties Leased					
1482296 - Fixed Asset Dep'n - Op Exp - Office Properties Leased			222,122.00	70,689.44	32%
1482297 - KRO Loan Interest & Fee Exp - Op Exp					
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$679,731.00</b>	<b>\$440,082.20</b>	
<b>Operating Income</b>					
0147463 - Far North Community Services Tenancy 567 - KRO2 - Rent & Recoup Income - Op Inc	50,000.00	52,328.70			105%
0147464 - Anglicare Tenancy 23 - KRO2 - Rent & Recoup Income - Op Inc	178,000.00	142,142.39			80%
0147465 - Dept Corrective Services KRO1 Rent Rec'd - Op Inc - Office Prop Leased					
0147467 - Main Roads WA Tenancy 9 - KRO1 - Rent & Recoup Income - Op Inc	15,000.00	3,482.50			23%
0147472 - BEC - Rent & Recoup Income - Op Inc	21,796.00	17,304.37			79%
0147483 - Dept of Housing Tenancy 11 - KRO1 - Rent & Recoup Income - Op Inc	203,003.00	164,835.33			81%
0147484 - Tenancy 1 - KRO2 - Rent & Recoup Income - Op Inc	20,000.00	0.00			0%
0147485 - Dep Corrective Services - KRO2 (Tenancy 4)- Rent & Recoup Income - Op Inc	131,976.00	108,262.00			82%
0147487 - WA Police Tenancy 10 - KRO1 - Rent & Recoup Income - Op Inc	65,000.00	98,750.00			152%
0147489 - User Charges KRO Outgoings - Op Inc - Office Properties Leased	354,000.00	326,678.99			92%
<b>Sub Total To Programme Summary</b>	<b>\$1,038,775.00</b>	<b>\$913,784.28</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Capital Expenditure</b>					
0147374 - KRO1 Building Renewal - Cap Exp - Office Prop Leased			845,000.00	54,473.12	6%
0147375 - KRO2 Building Renewal - Cap Exp - Office Prop Leased			655,000.00	27,548.78	4%
0147999 - Works in Progress - KRO2 Building Renewal & KRO3 New Building Construction					
1482298 - KRO Loan Principal Exp					
1482446 - KRO3 Building New Const - Cap Exp - Office Prop Leased					
<b>Sub Total To Programme Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,500,000.00</b>	<b>\$82,021.90</b>	
<b>Capital Income</b>					
0147355 - Transfer From Building Reserve Leased Offices Un Clas	1,500,000.00	0.00			0%
0147390 - Transfer From Restricted Cash Reserve Cap Inc - Office Prop Leased					

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Particulars	Income		Expenditure	
	Current Year Estimated	Current Year Actual	Current Year Estimated	Current Year Actual
1486561 - Loans Received KRO3 - Cap Inc - Other Property Leased				
Sub Total To Programme Summary	<b>\$1,500,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Office Properties Leased - Unclassified</b>	<b>\$2,538,775.00</b>	<b>\$913,784.28</b>	<b>\$2,179,731.00</b>	<b>\$522,104.10</b>
<b>TOTAL OTHER PROPERTY AND SERVICES</b>	<b>\$4,228,643.00</b>	<b>\$1,806,338.62</b>	<b>\$7,082,187.00</b>	<b>\$2,649,326.41</b>

**9.4.3 RFT18-03 UNIFIED COMMUNICATIONS**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	RFT18-03
<b>AUTHOR:</b>	Manager Information Services
<b>CONTRIBUTOR/S:</b>	Senior Procurement, Risk & Governance Officer
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	11 April 2018

**SUMMARY:** This report considers tenders received for RFT18-03 and seeks Council's adoption of the recommendation contained within the attached confidential evaluation report.

**BACKGROUND**Previous Considerations

Nil.

Unified Communications (UC) offers the advantage of having a single system to manage multiple communication tools such as phone, video conferencing, instant messaging, voicemail and email. It replaces older on-premise telephony systems with new digital age systems so that the Shire can lower costs and improve services. UC is a more advanced technology that operates using cost-effective resources, assisting the Council in achieving its mission of delivering affordable and quality local government services.

A UC solution poses significant savings to the Shire which will be realised in several ways:

- Annual call costs - all calls to local, interstate and mobiles are free. This will reduce administrative overheads with regards to invoice processing.
- Communications will be 'unified' into a single platform thus reducing the overheads to administer and maintain multiple systems.
- Productivity improvements through collaborative computing and integration with other systems.
- Customer service improvements for internal and external customers. As an example, officer availability will be easily determined through the use of 'presence software' which detects whether an officer is at their desk and available to take a call, or through its integration with Outlook calendars which will enable front counter staff to know the officer's whereabouts.

The Shire's current telephone system and its technology is nearing its end of life. As a result, officers have sought to procure a UC system to replace the current telephone system as provided for in Council's Long Term Financial Plan.

The 2017/2018 budget includes a capital budget amount of \$100,000 for a UC system and a recurrent annual expense of \$102,000 for landlines and call costs.

Officers have approached the market twice through a Request for Quote (RFQ) process to find a suitable vendor. The first RFQ yielded an insufficient number of responses which

also exceeded the capital budget. The second RFQ yielded responses from a wider market which were suitable for the Shire's purpose however the total prices for a multi-year contract exceeded tender threshold. Consequently, officers were required to undertake a public Request for Tender (RFT) process which is outlined in this report.

## COMMENT

The scope of works for RFT18-03 requested tenderers to propose a complete end-to-end solution providing design and engineering services, software, user licensing, and all hardware components. This included provision of media for real-time, multimedia interaction – from email and instant messaging to VoIP (Voice over Internet Protocol), mobility and video/audio conferencing.

Tenders were managed internally by officers through the Shire's e-tendering procurement system Tenderlink. As required by legislation, an advertisement was placed in the West Australian on Wednesday 21 March 2018 and on the Administration Office and Library noticeboards. The submission period was open for the required minimum of 14 days and closed at 2:00pm, Thursday 5 April 2018.

Seven tenders were received by the closing date and these were subsequently evaluated against the RFT's compliance criteria and all tenders were assessed as compliant. The tenders then went through a shortlisting process as part of the evaluation. Four tenders were excluded from the shortlist as they either exceeded budget or proposed outdated technology not suitable for the Shire's long-term requirements.

In accordance with Council's Purchasing Policy 2.1.2, officers utilised a value for money assessment to determine the most advantageous tender through a formal evaluation process including three panel members consisting of Shire officers. This included an assessment of several critical compliance and qualitative criteria. Qualitative criteria considered critical to this project were:

- Relevant Experience – 40%
- Key Personnel Skills and Experience – 25%
- Tenderer's Resources (i.e. infrastructure to support the system) – 20%
- Demonstrated Understanding – 15%

A detailed description of the tender evaluation process is included within the confidential evaluation report which is provided for Council's review and information in **Attachment 1**. Council is requested to consider the tender responses received and it is recommended that Council resolve to adopt the recommendation contained within the confidential evaluation report.

## CONSULTATION

Nil

## STATUTORY ENVIRONMENT

### **Local Government Act 1995**

#### **3.57 Tenders for providing goods or services**

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply good or services.*
- (2) *Regulations may make provision about tenders*

**Local Government (Functions and General) Regulations 1996****11. When tenders have to be publicly invited**

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.

**POLICY IMPLICATIONS**

Purchasing 2.1.2

Local Regional Price Preference 2.1.3

**FINANCIAL IMPLICATIONS****Asset:**

	Capital Expense	Remarks
<b>Capital Expenditure</b>		
New hardware	\$28,338	Initial hardware and delivery of the new service
<b>Budget Impact</b>		
Capital Budget 17/18	\$100,000	Capital account 146120
This table sets out the initial capital cost and its variation from the adopted budget.		

**Service:**

	Initial Cost	Remarks
<b>Operation Expenditure</b>		
Recurrent costs	\$79,848	First year of recurrent costs
<b>Budget Impact</b>		
Operations Budget 18/19	\$102,085	Landline and call costs
Operational (Annual)	\$79,848	Annual saving of \$22,237.
This table sets out the required recurrent budget and the annual savings on the current expenditure.		

**Funding Source:**

Funding Type	Capital or Start Up Expense	Life Cycle Costs (Annual)		Account Number
		Cost \$	Cost Type	
Budget Municipal	\$28,338	\$79,848	Operating	146120 and 146104

The adopted 2017/2018 capital budget item for UC is sufficient for this project. It is recommended that the surplus capital funds of approximately \$72,000 for this project be transferred to the Equipment Reserve Fund for future capital and renewal expenditure.

The proposed 2018/2019 operating budget for telephone calls/landline costs is sufficient for this project. Operating budgets in subsequent financial years would need to include an operating expense for the UC system's recurrent costs however it is noted that these expenses would be significantly lower than the current equivalent recurrent costs.

## RISK

The risk to the Shire for this project is low. The preferred vendor has a significant history of similar projects in metropolitan and regional Australia. The contract is a fixed price contract with significantly less capital cost than the original capital budget estimate. The excess amount in the original project capital budget will be used to offset a portion of the recurrent costs and an initial year cost. This will reduce the financial risk to Shire for the 18/19 financial year budget.

## STRATEGIC IMPLICATIONS

**Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:**

Effective communication

**Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:**

Improved systems, processes and compliance

## VOTING REQUIREMENTS

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council:*

1. Adopts the recommendation to award the contract to \_\_\_\_\_ as per the confidential evaluation report for RFT18-03 Unified Communications as contained within attachment 1; and
2. Authorises the Chief Executive Officer to execute the contract;
3. Requests the Chief Executive Officer to transfer any surplus Unified Communications project funds from General Ledger account 146122 to the Equipment Reserve.

## Attachments

1. Evaluation Report (Confidential to Councillors and Directors Only)

***This attachment is confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)(c) as it contains "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting".***



**9.4.4 REVIEW OF DELEGATION - DOG AND CAT REGISTRATION OFFICERS**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	ARE02
<b>AUTHOR:</b>	Ranger Coordinator
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	28 February 2018

**SUMMARY:** The purpose of this report is for Council to review and consider amendments to the Instruments of Delegation within Council's Instrument of Delegation Register for the *Cat Act 2011* and the *Dog Act 1976*.

**BACKGROUND**Previous Considerations

OMC 21 December 2006	Item 9.1.3
OMC 24 July 2008	Item 9.1.5
OMC 17 December 2008	Item 9.1.7
OMC 19 March 2009	Item 9.1.2
OMC 18 March 2010	Item 9.1.1
OMC 17 March 2011	Item 9.1.2
OMC 15 March 2012	Item 9.4.4
OMC 20 June 2013	Item 9.4.4
OMC 27 March 2014	Item 9.4.4
OMC 18 December 2014	Item 9.4.2
OMC 31 March 2016	Item 9.4.4
OMC 23 February 2017	Item 9.4.6
OMC 14 December 2017	Item 9.4.4

Under section 44 of the *Cat Act 2011* (**Cat Act**) and section 10AA of the *Dog Act 1976* (**Dog Act**), a local government may delegate to the Chief Executive Officer (**CEO**) any of its powers or the discharge of any of its duties under these Acts. The CEO can then sub-delegate to other officers, allowing for greater efficiency and timeliness in the performance of Shire functions.

Section 47 of the *Cat Act* and section 10AB of the *Dog Act* requires that a local government keep a register of delegations made under these Acts and that these are reviewed at least once every financial year.

The Shire's Instrument of Delegation Register is a comprehensive document that includes delegations made under various pieces of legislation. The Register was last presented to Council for review on 14 December 2017.

**COMMENT**

Late in 2017, Shire officers reviewed the Shire's Instrument of Delegation Register. An agenda item was presented to Council at the Ordinary Meeting of Council (**OMC**) on 14

December 2017 whereby Council endorsed some changes to the Instruments of Delegation within the Register.

Following the review undertaken by officers in 2017, the Western Australian Local Government Association (**WALGA**) provided a delegation register template to local governments throughout the State as part of an initiative to provide guidance in relation to delegations. The template highlighted deficiencies in relation to the Instruments of Delegation for the Cat Act and Dog Act endorsed by Council at the December 2017 OMC.

Officers have considered the template and prepared updated Instruments of Delegation for the Cat Act and Dog Act, see **Attachments 1 and 2** to this report. The changes include a number of new functions and duties to be delegated, and these are shown in the attached updated Instruments of Delegation in red text. Some functions and duties have been consolidated, and therefore some items are proposed to be removed and these are struck out in the text.

As stated above, the CEO may sub-delegate to other employees of the Shire the exercise of any of the CEO's powers or the discharge of any of the CEO's duties, other than the power of delegation. Sub-delegations are included in the proposed updated Instruments of Delegation for the Cat Act and Dog Act for Council's information.

Overall, the proposed changes to the Instruments of Delegation are necessary to ensure the efficient and timely undertaking of the day to day activities of the Shire under the Cat Act and the Dog Act. Therefore, it is recommended that Council amends these Instruments of Delegation to include the changes shown in **Attachments 1 and 2**.

## **CONSULTATION**

WALGA

## **STATUTORY ENVIRONMENT**

### **Cat Act 2011**

#### *44. Delegation by local government*

- (1) The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.*
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*
- (3) A decision to delegate under this section is to be made by an absolute majority.*

#### *45. Delegation by CEO of local government*

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under another provision of this Act.*
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 44, but in the case of such a power or duty —
  - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
  - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) —
 

**conditions** includes qualifications, limitations or exceptions.
- (6) A power or duty under section 63, 64 or 65 cannot be delegated to an authorised person.

#### 46. Other matters relevant to delegations under this Division

- (1) Without limiting the application of the Interpretation Act 1984 sections 58 and 59 —
  - (a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
  - (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.
- (2) Nothing in this Division is to be read as preventing —
  - (a) a local government from performing any of its functions by acting through a person other than the CEO; or
  - (b) a CEO from performing any of his or her functions by acting through another person.

#### 47. 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 1976**

*10AA. Delegation of local government powers and duties*

- (1) A local government may, by absolute majority as defined in the Local Government Act 1995 section 1.4, delegate to its chief executive officer any power or duty of the local government under another provision of this Act.*
- (2) The delegation must be in writing.*
- (3) The delegation may expressly authorise the delegate to further delegate the power or duty.*
- (4) A local government's chief executive officer who is exercising or performing a power or duty that has been delegated as authorised under this section, is to be taken to do so in accordance with the terms of the delegation unless the contrary is shown.*
- (5) Nothing in this section limits the ability of a local government's chief executive officer to perform a function through an officer or agent.*

*10AB. 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), are to be reviewed by the delegator.*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**RISK**

If the Instrument of Delegation and subsequent sub-delegations are not complete, there is a risk that Shire officers will not have the power to undertake day-to-day activities under the Cat Act and Dog Act. This risk is considered 'Moderate' and can be mitigated by Council endorsing the updated Instruments of Delegation.

**STRATEGIC IMPLICATIONS**

**Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:**

An organisational culture that strives for service excellence

Improved systems, processes and compliance

**VOTING REQUIREMENTS**

*Absolute Majority*

**REPORT RECOMMENDATION:**

*That Council amends the delegations for the Cat Act 2011 and Dog Act 1976 in the Shire's Instrument of Delegation Register to reflect the amended instruments of delegation shown in Attachments 1 and 2.*

**(ABSOLUTE MAJORITY REQUIRED)**

**Attachments**

1. Updated Cat Act Instrument of Delegation
2. Updated Dog Act Instrument of Delegation

## CAT ACT 2011

### CA1 Administering the *Cat Act 2011*

#### Power/Duty Delegated

Part	4
Division	2
Section	s.44 - Delegation by local government
Sub section	<i>Cat Act 2011:</i> <ul style="list-style-type: none"><li>s.9 Registration.</li><li>s.10 Cancellation of registration.</li><li>s.11 Registration numbers, certificates and tags.</li><li>s.26 Cat control notice may be given to cat owner.</li><li>s.37 Approval to breed cats.</li><li>s.38 Cancellation of approval to breed cats.</li><li>s.39 Certificate to be given to approved cat breeder.</li><li>s.48 Authority to appoint authorised persons by issuing a certificate of authorisation.</li><li>s.64 Extension of time</li><li>s.65 Withdrawal of notice</li></ul> <i>Cat Regulations 2012:</i> <ul style="list-style-type: none"><li>Schedule 3, cl.1(4) Fees Payable</li></ul> <i>Cat (Uniform Local Provisions) Regulations 2013:</i> <ul style="list-style-type: none"><li>r.8 Application to keep additional number of cats.</li><li>r.9 Grant of approval to keep additional number of cats.</li></ul>

#### Local Law Relevant Policies

Previous Delegation # N/A

#### Detail of delegation

The Council pursuant to section 44 of the *Cat Act 2011* (the Act) delegates authority to the Chief Executive Officer the exercise of its powers or the discharge of any of its duties including but not limited to the following:

- s.3 – A local government may approve in writing an operator of a cat management facility.
- s.8(2) - Receive applications for the grant or renewal of the registration of a cat
- ~~s.9(1)(a) – grant or refuse to grant a registration.~~
- ~~s.9(1)(b) – grant or refuse to renew a registration.~~

- s.9(1) Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration.
- s.9(5) - require an applicant for cat registration to give any document or information required to determine the application within a specified time of not more than 21 days.
- s.9(6) - 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.10 – Authority to cancel a cat registration.
- ~~s.11(1)(a)(b)(c) – allot a registration number, tag, and certificate to a registered cat.~~
- s.11(2) - 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.12 - Maintain and update a register of cats.
- s.13 - Give notice in writing, within 7 days, of any decision made by the local government in relation to the registration or tagging of a cat, informing them of the reasons for the decision and the right to apply for a review of the decision.
- s.26 - 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.36 - Receive applications for the approval, or renewal of approval to breed.
- ~~s.37(1)(a)(b) – grant or refuse to grant the approval for a person to breed cats, or renew or refuse to renew an approval for the person to breed cats.~~
- s.37(1) and (2) - Authority to grant or refuse to grant approval or renew an approval to breed cats.
- s.37(3) - Require an applicant for approval to breed cats, to give any document or information required to determine the application within a specified time of not more than 21 days.
- s.37(4) - 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.38 – Authority to cancel an approval to breed cats.
- s.39(1) - Issue a certificate of approval to an applicant approved to breed cats.
- s.39(2) - Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed.
- s.40 - Give notice in writing of any decision made in relation to an approval to breed cats.
- s.42 - Do all things necessary or convenient to be done for, or in connection with performing functions of the Act.
- ~~s.48(1) – appoint or cancel the appointment of authorised persons for the purpose of performing particular functions of the Act.~~
- s.48 - Authority to appoint authorised persons by issuing a certificate of authorisation.
- s.49(3) - Recover the reasonable costs associated with the destruction and disposal of a cat.
- s.64 - 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.65 - 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.73 - Commence prosecutions for offences under the *Cat Act 2011* and local laws.
- s.77 - Administer regulations made as if they were a local law.
- Regs. Sch. 3 cl.1(4) - 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.
- r.8(3) - Authority to require any document or additional information required to determine an application.
- r.8(4) - Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application.
- r.9 - Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats.

### Conditions Imposed

Delegation to be in writing, any sub-delegation to be in writing and reviewed every financial year.

Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*.

**Sub-delegation Permitted:** *Cat Act 2011*: s45 Delegation by CEO of local government.

### Sub-delegated to:

Director Development and Community:

s.8(2), s.9(1)(a), s.9(1)(b), s.9(5), s.10, s.13, s.26, s.37(1)(a)(b), s.37(3), s.37(4), s.38, s.40, s.42, s.49(3), s.64, s.65, s.73, and s.77

Manager Health, Emergency & Ranger Services:

s.8(2), s.9(1)(a), s.9(1)(b), s.9(5), s.10, s.13, s.26, s.37(1)(a)(b), s.37(3), s.37(4), s.38, s.40, s.42, s.49(3), s.64, s.65, and s.77

Ranger Coordinator: s.8(2), s.9(1)(a), s.9(1)(b), s.9(5), s.26, s.42, and s.77

Rangers: s.8(2), s.9(1)(a), s.9(1)(b), s.9(5), s.11(1)(a)(b)(c), s.11(2), s.12, s.42, and s.77

Customer Service Officers: s.8(2), s.9(1)(a), s.9(1)(b), s.9(5), s.11(1)(a)(b)(c), s.11(2), s.12, s.42, and s.77

### Record requirements

Documentation to be recorded as per Shire protocols.

### Reporting requirements

To be reported monthly in the Information Bulletin, with a copy of the report to be recorded to file ARE02 (Delegations of Authority Register).

## DOG ACT 1976

### DA1 Administering the *Dog Act 1976*

#### Head of Power *Dog Act 1976* (Section 10AA)

#### Power/Duty Delegated

Part	II
Division	N/A
Section	s.10AA Delegation of local government powers and duties.
Sub section	<b>Dog Act 1976:</b>  s.3 Terms used (refer definition of Registration Officer) s.10A Payments to veterinary surgeons towards costs of sterilisation. s.11(1) Staff and services. 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. s.27 Licensing of approved kennel establishments. s.29(1) s.29(5) Power to seize dogs. s.29(11) Power to seize dogs. s.33E(1) Individual dog may be declared to be dangerous dog (declared). s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) Local government may revoke declaration or proposal to destroy
Local Law	Dogs Local Law 2012
Relevant Policies	3.3.8 Keeping of 3-6 Dogs

Previous Delegation # D.90

#### Detail of delegation

The Council pursuant to section 10AA of the *Dog Act 1976* (the Act) delegates authority to the Chief Executive Officer to perform the powers or duties of the local government in the Act, including, but not limited to the following:

- s.3 - Authority to appoint Registration Officers to exercise the powers and duties conferred on a Registration Officer by this Act.
- s.10A(1)(a) and (3) - 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)(b) and (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.11(1) - Authority to appoint authorised persons to exercise the powers conferred on an authorised person by this Act.

- s.14(1) - Maintain an accurate and up to date register of dogs registered by the local government.
- s.15(4A) - 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.
- s.16(1) - Register a dog that is ordinarily kept within the district upon receipt of a fee and application form signed by or on behalf of the owner.
- s.16(2) – Authority to determine to refuse a dog registration and refund the fee, if any.
- ~~• s.16(3) – in the specified circumstances, direct a registration officer to refuse to effect or renew the registration of a dog, and/or direct that the registration of a dog be cancelled.~~
- s.16(4) – Notify the applicant or the person in whose name the registration was effected.
- s.16AA(2) - Deal with a person over the age of 18 nominated in writing by the registered owner of a dog to be their delegate.
- s.16A(1) - Change the ownership of a dog other than a declared dangerous dog within 28 days of the receipt of written notification.
- s.16(3) and s.17A(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:
  - 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.17A(2) – provide written notice to the owner of an unregistered dog, that their dog may not be registered within the district, informing them of their right to apply for a review of the decision.~~
- s.17(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(6) - 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 section 31, 32 or 33A and had not been claimed.
- s.19 - Provide a refund of registration fees upon the cancellation of the registration of a dog and the return of its registration tag.
- s.26(3) - Grant approval for the keeping of three (3) dogs.
- ~~• s.27(4) – grant a licence to an approved kennel establishment within the district.~~
- s.27(4) and (6) - Authority to grant, refuse to grant or cancel a kennel licence.
- s.29(1) - Authority to appoint authorised persons to exercise the powers conferred on an authorised person by this Act.

- s.29(5) - Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable.
- s.29(11) - Authority to dispose of or sell a dog which is liable to be destroyed.
- s.33E(1) - Authority to declare an individual dog to be a dangerous dog.
- s.33F(1) - Notify the owner in writing that their dog has been declared dangerous, giving reasons for the making of the declaration and outlining that a written objection may be raised within 7 days with the local government or the State Administrative Tribunal.
- s.33F(6) - Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog.
- s.33G(2) - Give notice in writing to the owner of a seized declared dangerous dog, informing them of the seizure, place of detention, reasons for the seizure, intention to destroy, and right to raise an objection, where and as soon as that is practicable.
- s.33G(3) - Detain any seized, declared dangerous dog until; any objection that is received has been considered, the time for making an application to the State Administrative Tribunal has passed, or if an application is made, that it has been determined in accordance with section 33G(3).
- ~~• s.33G(4)(b) - consider a written objection raised in relation to a dangerous dog declaration and give a determination stating the reasons to the owner within 35 days of the receipt of the objection in accordance with section 33G(4) and section 33G(5).~~
- s.33G(4) - Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog.
- s.33H(1) - Authority to revoke a declaration of a dangerous dog or 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(2) - 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(3) - Give notice in writing to the owner of a declared dangerous dog outlining the outcome of any application made seeking to revoke the declaration, and the reasons associated with the decision.
- s.33H(5) - Consider an application for the revocation of a dangerous dog declaration and give a determination stating the reasons to the owner within 35 days of the receipt of the objection.
- s.33M(1)(a) - Require the owner of a declared dangerous dog to pay a reasonable charge in regard to the expense incurred by the local government in making enquiries, investigations and inspections concerning the behaviour and containment of that dog, in addition to, and at the time of, payment of the registration fee.
- s.39(1) - Apply to the Magistrates court seeking the destruction of an attack dog shown on the balance of probabilities to have caused injury or damage.
- s.44(2)(b) - Authorise an employee of the local government to take proceedings in the name of the local government under the *Dog Act 1976*.
- s.47(2) - Pay for the veterinary services provided in relation to a request from the local government.
- s.48(4) - Administer regulations made under the *Dog Act 1976* throughout the district as if they were a local law.

## Conditions Imposed

The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.

Delegation to be in writing, any sub-delegation to be in writing and reviewed every financial year.

**Sub-delegation Permitted:** s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

**Sub-delegated to:**

Director Development and Community:

s.10A, s.11(1), s.15(4A), s.16(1), s.16(2), s.16(3), s.16(4), s.16A(1), s.17A(2), s.17(4), s.17(6), s.19, s.26(3), s.27(4), s.29(1), s.33E(1), s.33F(1), s.33F(6), s.33G(2), s.33G(3), s.33G(4)(b), s.33G(6), s.33H(1), s.33H(2), s.33H(3), s.33H(5), s.33M(1)(a), s.39(1), s.44(2)(b), s.47(2), s.48(4)

Manager Health, Emergency and Ranger Services:

s.10A, s.15(4A), s.16(1), s.16(2), s.16(3), s.16(4), s.16A(1), s.17A(2), s.17(4), s.17(6), s.19, s.26(3), s.27(4), s.33E(1), s.33F(1), s.33G(2), s.33G(3), s.33G(4)(b), s.33G(6), s.33H(1), s.33H(2), s.33H(3), s.33M(1)(a), s.39(1), s.44(2)(b), s.47(2), s.48(4)

Ranger Coordinator: s.16(1), s.16AA(2), s.16A(1), s.17(4), s.19, s.48(4)

Rangers: s.16(1), s.16AA(2), s.16A(1), s.19, s.33G(1), s.48(4)

Customer Service Officers: s.16(1), s.16AA(2), s.16A(1), s.19, s.33G(1), s.48(4)

**Record requirements** Documentation to be recorded to the relevant file.

**Reporting requirements** To be reported monthly in the Information Bulletin, with a copy of the report to be recorded to file ARE02 (Delegations of Authority Register).

**9.4.5 CODE OF CONDUCT REVIEW**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	ADM28
<b>AUTHOR:</b>	Manager Governance
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	11 April 2018

**SUMMARY:** The purpose of this report is for Council to review and adopt proposed amendments to the Code of Conduct for Council Members, Committee and Working Group Members and Employees.

**BACKGROUND**Previous Considerations

OMC 16 December 1994	Item 9.10
OMC 15 July 1997	Item 12.1
OMC 28 March 2002	Item 9.1.8
OMC 3 September 2002	Item 9.1.4
SMC 2 August 2004	Item 9.1.3
OMC 11 May 2006	Item 9.1.3
OMC 5 June 2008	Item 9.1.3
OMC 15 March 2012	Item 9.4.5
OMC 22 May 2014	Item 9.4.3

Section 5.103 of the *Local Government Act 1995* requires every Local Government to prepare or adopt a Code of Conduct (the Code) to be observed by Council Members, Committee Members and employees.

The Shire of Broome's Code is based on the model Code which was originally developed by the Western Australian Local Government Association (WALGA) following the introduction of the *Local Government (Rules of Conduct) Regulations 2007*. These regulations set out rules of conduct that apply to Council Members while performing their statutory role.

WALGA have previously advised that any addition/improvement upon the model as being at the discretion of each local government. Many Council's have incorporated additional principles into their Code to assist Council Members, Committee Members and employees in understanding their obligations.

The last review of the Code was undertaken in 2014 at which time the Code was amended to incorporate:

- Legislative provision extracts in text boxes to provide a single point of reference rather than requiring the reader to reference online legislation.

- The Vision, Mission and Values contained in the Shire of Broome Strategic Community Plan as it was considered important that Council Members, Committee and Working Group Members and employees recognise these values to enable the Shire to achieve its strategic goals.
- Forums of Council and the requirement to make a disclosure of interest in writing at any Concept Forum, Agenda Forum or Workshop. Where the declaration is a Financial or Proximity Interest, the Council Member or employee is to leave the room.
- Provisions to cover reporting breaches and suspected breaches of the code.
- Additional information to assist Council Members, Committee Members and employees in understanding their obligations.

These amendments were adopted at the Ordinary Meeting of Council held 22 May 2014.

## COMMENT

The WALGA Model Code and various city and country local government codes were referenced during the review. The Code must be read in conjunction with the *Local Government Act 1995*, *Local Government (Rules of Conduct) Regulations 2007* and any other legislation that affects Council Members, Committee and Working Group Members and employees while performing their role and duties. It should be noted that this Code does not override or affect the provisions of any applicable legislation. Breaches of the *Local Government (Rules of Conduct) Regulations 2007* follow a disciplinary framework as set out in the *Local Government Act 1995*.

The *Local Government (Rules of Conduct) Regulations 2007* sets out the general principles and specific rules to guide the behaviour of Council Members. These are encompassed within the Code.

The Code with amendments forms Attachment 1 to this report. Additions or revisions are in red and any text proposed to be deleted is struck through.

With the exception of minor changes which do not change the intent of the Code, following is a summary of proposed amendments:

Section	Summary
Preamble	Minor inclusion
Rules of Conduct	The <i>Local Government (Rules of Conduct) Regulations 2007</i> are no longer included as an Annexure.
1.4 Principles affecting the employment of employees by the Shire.	New inclusion from WALGA Model Code.
3.3 Use of Confidential Information	Amended to reflect WALGA Model Code and additional paragraph inserted regarding the release of information.
3.5 Improper or Undue Influence	Amended to reflect WALGA Model Code.
3.7 Gifts and Travel Contributions – Council Members and Designated Employees	Replaces previous 3.7 Disclosure of Gifts in Annual Returns. Reflects current legislative requirement for disclosures within 10 days of receipt and for these disclosures to be placed on the website.



4.3 Performance of Duties	Additional requirement for Council Members and Committee and Working Group Members to read agendas and be adequately informed.
4.4 Meeting Attendance and Obligations	Additional requirement to inform of inability to attend Committee Meeting and if applicable inform deputy delegate.
4.5 Quasi-judicial Decisions (Planning matters)	Additional requirement.
4.6 Compliance with Lawful Orders	(b) included in WALGA model.
4.12 Personal Communication and Social Media	Points (a) to (d) based on proposed WALGA Model Code inclusions. (e) additional Shire of Broome inclusion.
4.13 Drugs and Alcohol	Employees are currently required to adhere to internal procedures relating to Drug and Alcohol in the Workplace. This clause supports and expands on this requirement to include Council Members and Committee and Working Group Members.

A workshop was held with Councillors on Tuesday 20 March 2018 which was attended by Councillors Tracey, Fairborn, Fryer, Marriott, Mitchell and Rudeforth. The draft was subsequently circulated to Councillors on Monday 26 March 2018 with comments and feedback requested by Wednesday 11 April 2018.

Officers recommend that the Council adopts the Shire of Broome Code of Conduct with amendments as detailed within Attachment 1.

## CONSULTATION

WALGA

## STATUTORY ENVIRONMENT

### **Local Government Act 1995**

#### 5.103. Codes of conduct

(1) Every local government is to prepare or adopt a code of conduct to be observed by council members, committee members and employees.

[(2) deleted]

(3) Regulations may prescribe codes of conduct or the content of, and matters in relation to, codes of conduct and any code of conduct or provision of a code of conduct applying to a local government under subsection (1) is of effect only to the extent to which it is not inconsistent with regulations.

[Section 5.103 amended by No. 49 of 2004 s. 55; No. 1 of 2007 s. 10.]

### **Local Government (Administration) Regulations 1996**

34B. Codes of conduct about gifts, content of (Act s. 5.103(3))

(1) In this regulation —

**activity involving a local government** discretion means an activity —

(a) that cannot be undertaken without an authorisation from the local government; or

(b) by way of a commercial dealing with the local government;

**gift** has the meaning given to that term in section 5.82(4) except that it does not include —

- (a) a gift from a relative as defined in section 5.74(1); or
- (b) a gift that must be disclosed under regulation 30B of the Local Government (Elections) Regulations 1997; or
- (c) a gift from a statutory authority, government instrumentality or non profit association for professional training; or
- (d) A gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876) or the Local Government Managers Australia Division Incorporated (ABN 91 208 607 072);

**notifiable gift**, in relation to a person who is an employee, means —

- (a) a gift worth between \$50 and \$300; or
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;

**prohibited gift**, in relation to a person who is an employee, means —

- (a) a gift worth \$300 or more; or
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.

(2) A code of conduct is to contain a requirement that a person who is an employee refrain from accepting a prohibited gift from a person who —

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion.

(3) A code of conduct is to contain a requirement that a person who is an employee and who accepts a notifiable gift from a person who —

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion,

notify the CEO, in accordance with subregulation (4) and within 10 days of accepting the gift, of the acceptance.

(4) A code of conduct is to require that the notification of the acceptance of a notifiable gift be in writing and include —

- (a) the name of the person who gave the gift; and
- (b) the date on which the gift was accepted; and
- (c) a description, and the estimated value, of the gift; and
- (d) the nature of the relationship between the person who is an employee and the person who gave the gift; and
- (e) if the gift is a notifiable gift under paragraph (b) of the definition of notifiable gift in subregulation (1) (whether or not it is also a notifiable gift under paragraph (a) of that definition) —

- (i) a description; and
  - (ii) the estimated value; and
  - (iii) the date of acceptance,
- of each other gift accepted within the 6 month period.

- (5) A code of conduct is to require that the CEO maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under subregulation (3).

[Regulation 34B inserted in Gazette 21 Aug 2007 p. 4190-1; amended in Gazette 20 Jan 2017 p. 649.]

- 34C. Codes of conduct about disclosing interests affecting impartiality, content of (Act s. 5.103(3))

- (1) In this regulation —

**interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (2) A code of conduct is to contain a requirement that a person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person disclose the nature of the interest —

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

- (3) A code of conduct is to contain a requirement that a person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person disclose the nature of any interest the person has in the matter —

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the time the advice is given.

- (4) A code of conduct is to exclude from a requirement made under subregulation (2) or (3) an interest referred to in section 5.60.

- (5) A code of conduct is to excuse a person from a requirement made under subregulation (2) or (3) to disclose the nature of an interest if —

- (a) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
- (b) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

- (6) A code of conduct is to require that if, to comply with a requirement made under subregulation (2) or (3), a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting then —

- (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
- (b) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.

- (7) If —

- (a) to comply with a requirement made under subregulation (2), the nature of a person's interest in a matter is disclosed at a meeting; or
- (b) a disclosure is made as described in subregulation (5)(b) at a meeting; or
- (c) to comply with a requirement made under subregulation (6)(b), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting,

the nature of the interest is to be recorded in the minutes of the meeting.

[Regulation 34C inserted in Gazette 21 Aug 2007 p. 4192-3.]

[35-39. Omitted under the Reprints Act 1984 s. 7(4)(e).]

### **Local Government (Rules of Conduct) Regulations 2007**

The *Local Government (Rules of Conduct) Regulations 2007* sets out the conduct rules that apply to Council Members.

These regulations have been referenced throughout the Code and it is to be noted that the Code does not over ride the provisions of the *Local Government (Rules of Conduct) Regulations 2007*.

### **POLICY IMPLICATIONS**

The Code of Conduct refers to Council policies where relevant.

### **FINANCIAL IMPLICATIONS**

There are no financial implications involved in the review of the Code as all work has been completed in-house.

### **RISK**

This review ensures that the Code of Conduct is current, comprehensive and supports the role of Council Members, Council Committee & Working Group Members and employees in the good government of the Shire of Broome. The proposed amendments include current legislative requirements relating to gifts and travel contributions.

### **STRATEGIC IMPLICATIONS**

**Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:**

An organisational culture that strives for service excellence

Improved systems, processes and compliance

### **VOTING REQUIREMENTS**

*Simple Majority*

### **REPORT RECOMMENDATION:**

*That Council adopts the Shire of Broome Code of Conduct with amendments as detailed within Attachment 1.*

## **Attachments**

1. Code of Conduct



# Code of Conduct

**For Council Members, Committee & Working  
Group Members and Employees**

**xx April 2018**

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Delegation:	1.4.1
Policy Number:	15 July 1997 - Page 13
Resolution Date/Page No:	Chief Executive Officer
Implementation Responsibility:	Chief Executive Officer
Review Responsibility:	28 March 2002 – Pages 22 - 23; 3 September 2002 – Pages 10 - 13;
Date Amended:	2 August 2004 – Pages 33 – 34; 11 May 2006 Pages 14 – 16;
	5 June 2008 – Pages 30 – 41;
	OMC 15 March 2012 – Pages 96 – 103
	OMC 22 May 2014 – Pages 122-127
	OMC ?? April 2018 – Pages .....

## OUR VISION

A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment.

## OUR MISSION

To deliver affordable and quality Local Government Services.

## OUR VALUES

### **Communication**

Actively consult, engage and communicate with, and on behalf of the community.

### **Integrity**

Be honest, equitable and ethical in all our dealings.

### **Respect**

Recognise and respect the individual and unique requirements of all people, cultures and groups.

### **Innovation**

Drive change through leadership and energy.

### **Transparency**

Be open and accountable in all our activities.

### **Courtesy**

Provide courteous service and helpful solutions.

\*\*\*\*\*

Council Members, Committee Members and employees are expected to apply the current values in all their activities associated with the business of the Shire of Broome.



## PREAMBLE

This Code of Conduct (Code) provides Shire of Broome (Shire) Council Members, Committee & Working Group Members and employees with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability.

This Code is complementary to the principles adopted in the *Local Government Act 1995* and regulations which incorporates four fundamental aims to result in:

- (a) better decision-making;
- (b) greater community participation in the decisions and affairs of the Shire;
- (c) greater accountability to the Shire's communities; and
- (d) a more efficient and effective local government.

This Code provides a guide and a basis of expectations for Council Members, Committee & Working Group Members and employees. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

It is the personal responsibility of Council Members, Committee & Working Group Members and employees to comply with the standards in the code and regularly review their understanding of the code to ensure ongoing compliance.

## STATUTORY ENVIRONMENT

This Code observes statutory requirements of the *Local Government Act 1995* (section 5.103 – Codes of Conduct), *Local Government (Administration) Regulations 1996* (Regulations 34B and 34C) and *Local Government (Rules of Conduct) Regulations 2007*.

## RULES OF CONDUCT

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed Rules of Conduct as described in the *Local Government Act 1995* and *Local Government (Rules of Conduct) Regulations 2007*. ~~(Refer Annexure 1).~~

### 1. ROLES

#### 1.1 Role of Council

The Role of the Council is in accordance with section 2.7 of the *Local Government Act 1995*.

#### 2.7. Role of council

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

- and
- (b) determine the local government's policies.

## 1.2 Role of Shire President

In addition to performing the role of a Council Member, section 2.8 of the *Local Government Act 1995* sets out the role of the Shire President.

### 2.8. Role of mayor or president

#### (1) The mayor or president —

- (a) presides at meetings in accordance with this Act; and
- (b) provides leadership and guidance to the community in the district; and
- (c) carries out civic and ceremonial duties on behalf of the local government; and
- (d) speaks on behalf of the local government; and
- (e) performs such other functions as are given to the mayor or president by this Act or any other written law; and
- (f) liaises with the CEO on the local government's affairs and the performance of its functions.

#### (2) Section 2.10 applies to a councillor who is also the mayor or president and extends to a mayor or president who is not a councillor.

## 1.3 Role of Deputy Shire President

The Role of the Deputy Shire President is in accordance with section 2.9 of the *Local Government Act 1995*.

### 2.9. Role of deputy mayor or deputy president

The deputy mayor or deputy president performs the functions of the mayor or president when authorised to do so under section 5.34.

## 1.4 Role of Council Member

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Shire of Broome, will be the focus of the Council Member's public life.

Section 2.10 of the *Local Government Act 1995* sets out the role of Council Members.

### 2.10. Role of councillors

A councillor —

- (a) represents the interests of electors, ratepayers and residents of the district; and
- (b) provides leadership and guidance to the community in the district; and
- (c) facilitates communication between the community and the council; and
- (d) participates in the local government's decision-making processes at council and committee meetings; and
- (e) performs such other functions as are given to a councillor by this Act or any other written law.

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its Council representatives. In fulfilling the various roles, Council Members activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Shire's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions, the Shire is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

## 1.5 Role of the Chief Executive Officer (CEO) and Employees

The role of employees is determined by the functions of the Chief Executive Officer CEO as set out in section 5.41 of the Local Government Act 1995.

### 5.41. Functions of CEO

The CEO's functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and
- (c) cause council decisions to be implemented; and
- (d) manage the day to day operations of the local government; and
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- (f) speak on behalf of the local government if the mayor or president agrees; and
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

The CEO is responsible for the effective and efficient implementation of Council decisions and in turn all employees of the Shire are subject to the direction of the CEO.

Employees enable the functions of the Shire and Council to be performed, and they have an obligation to:

- (a) give their attention to the business of Council while on duty,
- (b) ensure that their work is carried out efficiently, economically and effectively,
- (c) carry out lawful directions given by any person having authority to give such directions; and
- (d) give effect to the lawful policies, decisions and practices of the Council, whether or not the employee agrees or approves of them.

## **1.4 Principles affecting the employment of employees by the Shire**

Section 5.40 of the Act sets out the principles that apply to the employment of the Shire's employees.

### **5.40. Principles affecting employment by local governments**

*The following principles apply to a local government in respect of its employees -*

- (a) employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) employees are to be treated fairly and consistently; and*
- (d) there is to be no unlawful discrimination against employees or persons seeking employment by the Shire on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) such other principles, not inconsistent with this Division, as may be prescribed.*

## **1.6 Relationships between Council Members and Employees**

An effective Councillor will work as part of the Council team with the ~~Chief Executive Officer~~ **CEO** and other employees. That teamwork will only occur if Council Members and employees have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following:

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct employees to carry out particular functions;
- refrain from publicly criticising employees in a way that casts aspersions on their professional competence and credibility.

Regulations 9 and 10 of the *Local Government (Rules of Conduct) Regulations 2007* apply to Council Members in respect of involvement in the Shire's administration and relationships with employees:

#### **9. Prohibition against involvement in administration**

- (1) A person who is a council member must not undertake a task that contributes to the administration of the local government unless authorised by the council or by the CEO to undertake that task.
- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

#### **10. Relations with local government employees**

- (1) A person who is a council member must not —
  - (a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee.
- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (3) If a person, in his or her capacity as a council member, is attending a council meeting, committee meeting or other organised event and members of the public are present, the person must not, either orally, in writing or by any other means —
  - (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use offensive or objectionable expressions in reference to a local government employee.
- (4) Subregulation (3)(a) does not apply to conduct that is unlawful under *The Criminal Code Chapter XXXV*.

## **2. CONFLICT AND DISCLOSURE OF INTEREST**

### **Guiding principles**

Regional local governments by the nature of their geographical isolation have a higher potential for ~~The nature of the Shire's business is conducive to~~ conflicts of interest between a Council Member, Committee & Working Group Members and an employee's personal interests and the performance of their public or professional duties.

Genuine or perceived conflicts of interests may arise from a number of sources, including friends, relatives, close associates, financial investments, past employment and the like.

Although there is no right way to identify conflicts of interest, a good starting point is to consider the following principles:

- **Public duty versus private interests**

*Do I have personal or private interests that may conflict, or be perceived to conflict with my public duty?*

- **Potentialities**

*Should there be benefits for me now, or in the future, that could cast doubt on my objectivity?*

- **Perception**

*How will my involvement in the decision/action be viewed by others? Are there risks associated for me/my organisation?*

- **Proportionality**

*Does my involvement in the decision appear fair and reasonable in all circumstances?*

- **Presence of mind**

*What are the consequences if I ignore a conflict of interest? What if my involvement was questionable publicly?*

- **Promises**

*Have I made any promises or commitments in relation to the matter? Do I stand to gain or lose from the proposed action/decision?*

## **2.1 Conflict of Interest**

- (a) Council Members, Committee & Working Group Members and employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire, without first making disclosure to the ~~Chief Executive Officer~~ **CEO**. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Council Members, Committee & Working Group Members and employees will lodge written notice with the ~~Chief Executive Officer~~ **CEO** describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (d) Council Members, Committee & Working Group Members and employees who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Employees will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

## **2.2 Financial Interest**

Council Members, Committee & Working Group Members and employees must comply with the laws governing financial interests, including the disclosure of financial interests set out in the *Local Government Act 1995*.

Sections 5.59 – 5.90 of the *Local Government Act 1995* establish the requirements for disclosure by Council Members, Committee Members or employees of financial interests (including proximity interests).

The onus is on Council Members, Committee Members and employees to identify possible financial interests (including proximity interests), to determine whether an interest exists, and whether any statutory exemption applies.

## 2.3 Impartiality Interests

For the purpose of this Code, an **impartiality interest** as defined under regulation 11(1) of the *Local Government (Rules of Conduct) Regulations 2007* and regulation 34(C)(1) of the *Local Government (Administration) Regulations 1996* is:

**Definition:**

In this clause, "interest" has the meaning given to that term in regulation 11(1) of the *Local Government (Rules of Conduct) Regulations 2007* and regulation 34(C)(1) of the *Local Government (Administration) Regulations 1996*.

"interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

An 'Impartiality Interest' does not include a 'Financial Interest' that is subject to the requirements of the *Local Government Act 1995*.

### Impartiality Interest – Employees

- (a) A person who is an employee and who has an interest in any matter to be discussed at a Council or Committee meeting attended by the person is required to disclose the nature of the interest -
  - (i) in a written notice given to the CEO before the meeting; or
  - (ii) at the meeting immediately before the matter is discussed.
- (b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter -
  - (i) in a written notice given to the CEO before the meeting; or
  - (ii) at the time the advice is given.
- (c) A requirement described under items (a) and (b) excludes an interest referred to in section 5.60 of the *Local Government Act 1995*.
- (d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if:
  - (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
  - (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting



and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

- (e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then:
  - (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
  - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (f) If -
  - (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
  - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
  - (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting,
 the nature of the interest is to be recorded in the minutes of the meeting.

### Impartiality Interests – Council Members

Regulation 11 of the *Local Government (Rules of Conduct) Regulations 2007* contains the provisions relating to **Council Members** disclosing impartiality interests:

#### 11. Disclosure of interest

- (1) In this regulation —  
**interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.
- (2) A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest —
  - (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subregulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subregulation (2) does not apply if —
  - (a) a person who is a council member fails to disclose an interest because the person did not know he or she had an interest in the matter; or
  - (b) a person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5) If, under subregulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then —
  - (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and

- (b) at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure relates is discussed.
- (6) If —
- (a) under subregulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
- (b) under subregulation (5)(b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

## 2.4 Disclosure of information in returns

Council Members and 'designated employees' must provide primary and annual returns in accordance with the requirements of Part 5 Division 6 of the Local Government Act 1995.

### Definitions:

In this clause, "designated employee" has the meaning given to that term in section 5.74 of the Local Government Act 1995.

**designated employee** means —

- (a) a CEO; and
- (b) an employee, other than the CEO, to whom any power or duty has been delegated under Division 4; and
- (c) an employee who is a member of a committee comprising council members and employees; and
- (d) an employee nominated by the local government to be a designated employee;

Section 5.75 and 5.76 of the Local Government Act 1995 contains the requirement for Council Members and "Designated Employees" to complete Primary and Annual Returns.

### 5.75. Primary returns

- (1) A relevant person other than the CEO must lodge with the CEO a primary return in the prescribed form within 3 months of the start day.
- (2) A CEO must lodge with the mayor or president a primary return in the prescribed form within 3 months of the start day.
- (3) This section does not apply to a person who —
- (a) has lodged a return within the previous year; or
- (b) has, within 3 months of the start day, ceased to be a relevant person.

Penalty: \$10 000 or imprisonment for 2 years.

### 5.76. Annual returns

- (1) Each year, a relevant person other than the CEO must lodge with the CEO an annual return in the prescribed form by 31 August of that year.
- (2) Each year, a CEO must lodge with the mayor or president an annual return in the prescribed form by 31 August of that year.

Penalty applicable to subsections (1) and (2): \$10 000 or imprisonment for 2 years.

[Section 5.76 amended by No. 1 of 1998 s. 18; No. 66 of 2006 s. 12.]

### 3. INFORMATION AND PERSONAL BENEFIT (INCLUDING GIFTS)

#### 3.1 Access to Information

Employees will ensure that Council Members **are** given access to all information necessary for them to properly perform their functions and comply with their responsibilities.

Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

The *Local Government Act 1995* provides for access to information by Council Members which is detailed in sections 5.91 and 5.92.

The *Local Government Act 1995* provides the following in relation to access to information:

##### **5.91. Interpretation**

*A reference in this Division to a council member, a committee member or an employee performing a function under a written law other than this Act does not include a reference to a council member, a committee member or an employee performing a function in a capacity other than that of council member, a committee member or an employee, as the case may be, under this Act.*

##### **5.92. Access to information by council, committee members**

- (1) *A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of his or her functions under this Act or under any other written law.*
- (2) *Without limiting subsection (1), a council member can have access to —*
  - (a) *all written contracts entered into by the local government; and*
  - (b) *all documents relating to written contracts proposed to be entered into by the local government.*

#### 3.2 Improper Use of Information

Council Members, Committee Members and employees must not make improper use of any information acquired by the person in the performance of his or her functions under the *Local Government Act 1995* or any other written law.

Improper use of information also applies to Working Groups, Workshops, informal meeting groups, Concept Forums or any body formed for the purpose of assisting the Shire in whatever capacity whether they are a Council Member, employee or other person.

Due discretion must be exercised by all those who have access to confidential or sensitive information. This discretion applies to the proper disclosure of that information, and also to the appropriate measures to be taken to ensure that the security of the information is not compromised.

Section 5.93 of the *Local Government Act 1995* prohibits a Council Member, Committee Member or employee from making improper use of any information acquired in the

performance by the person of his or her functions under the *Local Government Act 1995* or any other written law.

### **5.93. Improper use of information**

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

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

Penalty: \$10 000 or imprisonment for 2 years.

## **3.3 Use of Confidential Information**

Council Members, Committee & Working Group Members and employees ~~will~~ **shall** not use confidential information to gain improper advantage for themselves or for any other person or body in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, ~~or~~ detriment **or impairment** to any person, **body, or the Council.** ~~or organisation.~~

**Council Members, Committee & Working Group Members and employees must not release information that they know, or should reasonably know, is confidential to the local government other than to authorities or persons with a right of access to such information.**

~~Council Members, Committee Members and employees must not disclose to another person, written or oral information that is provided to them in confidence, or derived from a confidential document, or acquired at a closed Council Meeting or Committee Meeting which is not open to the public.~~

**Due discretion shall be exercised by all those who have access to confidential or sensitive information. Every matter dealt with by, or brought before, a meeting sitting behind closed doors, shall be treated as strictly confidential, and shall not without the authority of the Council be disclosed to any person other than the Council Members and/or employees of the Shire (and in the case of employees only so far as may be necessary for the performance of their duties) prior to the discussion of the matter at a meeting of the Council held with open doors.**

A closed meeting means a Council Meeting or Committee Meeting that is closed to members of the public under section 5.23(2) of the *Local Government Act 1995*.

### **5.23. Meetings generally open to public**

- (1) Subject to subsection (2), the following are to be open to members of the public —
  - (a) all council meetings; and
  - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
  - (a) a matter affecting an employee or employees; and

	<p>(b) the personal affairs of any person; and</p> <p>(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and</p> <p>(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and</p> <p>(e) a matter that if disclosed, would reveal —</p> <p style="padding-left: 20px;">(i) a trade secret; or</p> <p style="padding-left: 20px;">(ii) information that has a commercial value to a person; or</p> <p style="padding-left: 20px;">(iii) information about the business, professional, commercial or financial affairs of a person,</p> <p style="padding-left: 20px;">where the trade secret or information is held by, or is about, a person other than the local government; and</p> <p>(f) a matter that if disclosed, could be reasonably expected to —</p> <p style="padding-left: 20px;">(i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or</p> <p style="padding-left: 20px;">(ii) endanger the security of the local government's property; or</p> <p style="padding-left: 20px;">(iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;</p> <p style="padding-left: 20px;">and</p> <p>(g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and</p> <p>(h) such other matters as may be prescribed.</p> <p>(3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.</p>
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A Committee Member or employee is not prevented from disclosing information:

- (a) to an officer of the Department of Local Government and Communities ~~and Communities~~ **Sport and Cultural Industries**
- (b) to the Minister for Local Government
- (c) to a legal practitioner for the purpose of obtaining legal advice or
- (d) if the disclosure is required or permitted by law.

Regulation 6 of the *Local Government (Rules of Conduct) Regulations 2007* prohibits a Council Member from disclosing confidential information, or information acquired at a closed meeting.

## 6. Use of information

- (1) In this regulation —

**closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

**confidential document** means a document marked by the CEO to clearly show

that the information in the document is not to be disclosed;

**non-confidential document** means a document that is not a confidential document.

- (2) A person who is a council member must not disclose —
  - (a) information that the council member derived from a confidential document; or
  - (b) information that the council member acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subregulation (2) does not prevent a person who is a council member from disclosing information —
  - (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or
  - (e) to the Minister; or
  - (f) to a legal practitioner for the purpose of obtaining legal advice; or
  - (g) if the disclosure is required or permitted by law.

### 3.4 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire upon its creation unless otherwise agreed by separate contract.

### 3.5 Improper or Undue Influence

Council Members and employees will not take advantage of their position to improperly influence other Council Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

Council Members, Committee Members and employees shall not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body. Similarly, Council members, committee members and employees shall not take advantage of their positions to improperly disadvantage or cause detriment to the Shire or any other person.

### 3.6 Gifts

In relation to acceptance of gifts, Council Members and employees are required to comply with the provisions of the Regulations. For Employees Regulation 34B of the *Local Government (Administration) Regulations 1996* applies. For Council Members Regulation 12 of the *Local Government (Rules of Conduct) Regulations 2007* applies.

It should be noted that electoral gift restrictions referenced in these regulations only apply to candidates at an election. They do not apply to employees or sitting members who are not candidates.

#### Gifts – Employees

- (a) A person who is an employee is to refrain from accepting a prohibited gift from a person who -
  - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- (b) A person who is an employee and who accepts a notifiable gift from a person who -
  - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion,

~~must~~ **is to** notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.
- (c) The notification of the acceptance of a notifiable gift must be in writing and include -
  - (i) the name of the person who gave the gift; and
  - (ii) the date on which the gift was accepted; and
  - (iii) a description, and the estimated value, of the gift; and
  - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
  - (v) if the gift is a notifiable gift under paragraph (b) of the definition of "notifiable gift" (whether or not it is also a notifiable gift under paragraph (a) of that definition) -
    - (1) a description; and
    - (2) the estimated value; and
    - (3) the date of acceptance,

of each other gift accepted within the 6 month period.
- (d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (e) This clause does not apply to gifts received from a relative (as defined in Section 5.74(1) of the *Local Government Act 1995*), or an electoral gift (to which other disclosure provisions apply under Regulation 30B of the *Local Government (Elections) Regulations 1997*), or a gift from a statutory authority, government instrumentality or non-profit association for professional training.
- (f) This clause does not prevent the acceptance of a gift on behalf of the Shire in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the Shire.

Regulation 34B of the *Local Government (Administration) Regulations 1996* describes that a Code of Conduct is to contain specific requirements in relation to employees and gifts.

The following definitions are provided under regulation 34B of the *Local Government (Administration) Regulations 1996* :

**"activity involving a local government discretion"** means an activity -

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;



**"gift"** has the meaning given to that term in section 5.82(4) except that it does not include -

- (a) a gift from a relative as defined in section 5.74(1); or
- (b) a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
- (d) A gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876) or the Local Government Managers Australia Division Incorporated (ABN 91 208 607 072);

**"notifiable gift"**, in relation to a person who is an employee, means -

- (a) a gift worth between \$50 and \$300; or
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;

**"prohibited gift"**, in relation to a person who is an employee, means -

- (b) a gift worth \$300 or more; or
- (c) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.

## Gifts - Council Members

Regulation 12 of the Local Government (Rules of Conduct) Regulations 2007:

### 12. Gifts

(1) In this regulation —

activity involving a local government discretion means an activity —

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

gift has the meaning given to that term in section 5.82(4) of the Act except that it does not include —

- (a) a gift from a relative as defined in section 5.74(1) of the Act; or
- (b) a gift that must be disclosed under regulation 30B of the Local Government (Elections) Regulations 1997; or
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
- (d) A gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876) or the Local Government Managers Australia Division Incorporated (ABN 91 208 607 072);

notifiable gift, in relation to a person who is a council member, means —

- (a) a gift worth between \$50 and \$300; or
- (b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth between \$50 and \$300;

prohibited gift, in relation to a person who is a council member, means —

- (a) a gift worth \$300 or more; or
- (b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth \$300 or more.

(2) A person who is a council member must not accept a prohibited gift from a person —

- (a) who is undertaking or seeking to undertake; or
- (b) who it is reasonable to believe is intending to undertake, an activity involving a local government discretion.

- (3) A person who is a council member and who accepts a notifiable gift from a person —
- (a) who is undertaking or seeking to undertake; or
  - (b) who it is reasonable to believe is intending to undertake,
- an activity involving a local government discretion must, within 10 days of accepting the gift, notify the CEO of the acceptance in accordance with subregulation (4).
- (4) Notification of the acceptance of a notifiable gift is to be in writing and is to include —
- (a) the name of the person who gave the gift; and
  - (b) the date on which the gift was accepted; and
  - (c) a description, and the estimated value, of the gift; and
  - (d) the nature of the relationship between the person who is a council member and the person who gave the gift; and
  - (e) if the gift is a notifiable gift under paragraph (b) of the definition of "notifiable gift" (whether or not it is also a notifiable gift under paragraph (a) of that definition) —
    - (i) a description; and
    - (ii) the estimated value; and
    - (iii) the date of acceptance,
 of each other gift accepted within the 6 month period.
- (5) The CEO must maintain a register of gifts in which details of notices received under subregulation (4) are recorded.

[Regulation 12 amended in Gazette 20 Jan 2017 p. 649-50.]

### 3.7 — Disclosure of Gifts in Annual Returns

Council Members and 'designated employees', as defined in section 5.74 of the Local Government Act 1995, should also remember to disclose gifts in an annual return, received and valued at over \$200.00, that are not covered by the Local Government (Rules of Conduct) Regulations 2007 (for Council Members) or this Code (for employees).

Section 5.82 of the Local Government Act 1995 provides the requirement for Council Members and 'designated employees' to provide this information.

#### 5.82. Gifts

- (1) — A relevant person is to disclose in an annual return —
- (a) — the description and the amount of each gift received by the person at any time during the return period; and
  - (b) — the name and address of the person who made each gift to which paragraph (a) applies.
- (2) — Nothing in this Subdivision requires a relevant person to disclose in a return a gift received by the person if —
- (a) — the amount of the gift did not exceed the prescribed amount unless —
    - (i) — the gift was one of 2 or more gifts made by one person at any time during the return period; and
    - (ii) — the sum of those 2 or more gifts exceeded the prescribed amount;
  - or
  - (b) — the donor was a relative of the person.
- (3) — For the purposes of this section, the amount of a gift comprising property, other than money, or the conferral of a financial benefit is to be treated as being an

~~amount equal to the value of the property or the financial benefit at the time the gift was made.~~

~~(4) In this section —~~

~~**gift** means any disposition of property, or the conferral of any other financial benefit, made by one person in favour of another otherwise than by will (whether with or without an instrument in writing), without consideration in money or money's worth passing from the person in whose favour it is made to the other, or with such consideration so passing if the consideration is not fully adequate, but does not include any financial or other contribution to travel.~~

~~[Section 5.82 amended by No. 17 of 2009 s. 29.]~~

### **3.7 Gifts and Travel Contributions – Council Members and Designated Employees**

Council Members and Designated Employees as defined in section 5.74 of the *Local Government Act 1995* must declare the receipt of gifts (other than those received from relatives as defined in section 5.74) valued at \$200 or more to the CEO within 10 days of receipt so that the relevant details may be included in the Gifts and Contributions to Travel Register and placed on the Shire's website. Section 5.82 of the *Local Government Act 1995* provides additional detail.

Council Members and Designated Employees must also declare to the CEO any contribution to travel (or accommodation incidental to travel) worth more than \$200. Section 5.83 of the *Local Government Act 1995* provides further detail of when such contributions are exempt from the declaration requirement.

## **4. CONDUCT OF COUNCIL MEMBERS, COMMITTEE & WORKING GROUP MEMBERS AND EMPLOYEES**

High standards of professional conduct displayed by Council Members, Committee & Working Group Members and employees, ensures that a positive image of the Shire is conveyed when interacting with stakeholders and the community. The conduct displayed should encourage fair, equitable and lawful operation of the Shire.

### **4.1 Personal Behaviour**

(a) Council Members, Committee & Working Group Members and employees will:

- (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
- (ii) perform their duties impartially and in the best interests of the Shire uninfluenced by fear or favour;
- (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire and the community;
- (iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (v) always act in accordance with their obligation of fidelity to the Shire.

- (b) Council Members will represent and promote the interests of the Shire, while recognising their special duty to their own constituents.

## 4.2 Honesty and Integrity

Council Members, Committee & Working Group Members and employees will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the ~~Chief Executive Officer~~ **CEO**.
- (c) be **professional**, frank and honest in their official dealings with each other.

## 4.3 Performance of Duties

- (a) While on duty, employees will give their whole time and attention to the Shire's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- (b) Council Members and Committee & Working Group Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council Members and Committee Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly. **In order to facilitate this, Council Members and Committee & Working Group Members must read agendas and be adequately informed.**

**The office of a Council Member is not a discretionary one that can be relinquished when inconvenient and reclaimed when convenient to the holder. The office is carried with the individual at all times.**

## 4.4 Meeting Attendance and Obligations

**Council Members make a commitment to attend meetings when elected or appointed to Committees. If a Council Member or Committee Member is unable to attend a meeting:**

- (a) an apology should be given, or
- (b) a leave of absence should be sought.

**If a Council Member has a deputy delegate for the relevant Committee, the Council Member who is unable to attend the meeting should inform the deputy delegate to ensure that person's attendance if possible.**

## 4.5 Quasi-judicial Decisions (Planning matters)

**When making quasi-judicial decisions in matters of Planning, Council in some cases is acting on behalf of the WA Planning Commission. Council Members must base their decisions on the:**

- (a) law and Council Policies as they exist; and

- (b) facts and merits of the case.

In matters of Planning, Council Members must not:

- (a) act with bias or a conflict of interest; or
- (b) initiate site visits directly with an applicant or affected person. If a site visit is desired, a request should be made to the CEO. The CEO will coordinate a site visit if appropriate and if circumstances permit. This will enable all Council Members to attend and have the same information when making decisions.

If contacted by an applicant or affected person, Council Members will:

- (a) endeavour to understand the reason for the applicant or affected person making contact;
- (b) advise the applicant or affected person of the role and principles of a Council Member in the role of quasi-judicial decisions maker;
- (c) encourage the applicant or affected person to make their views known through processes such as deputations and presentations to Council, or making submissions during a public consultation period; and
- (d) ensure that they do not commit their vote, or give an impression that they have committed their vote on the matter.

Council Members may offer support or otherwise, but are obliged to consider all relevant facts and have regard to the debate at the meeting, prior to making their quasi-judicial decision. If an applicant or affected person provides information to a Council Member which is substantive to the decision making process, the Council Member must communicate that information to all other Council Members and the CEO prior to the meeting where a decision is proposed on the matter.

#### **4.46 Compliance with Lawful Orders**

- (a) Council Members, Committee & Working Group Members and employees will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution can not be achieved, with the ~~Chief Executive Officer~~ CEO.
- (b) Council Members, Committee Members and employees will give effect to the lawful decisions and policies of the Shire, whether or not they agree with or approve of them.

#### **4.57 Compliance with local laws and policies**

Employees must give effect to the adopted local laws and policies of the Shire. Council Members and Committee Members are to consider the policies of the Shire to guide them in their decision making responsibilities.

All meetings of the Council or a Committee are to be conducted in accordance with the Shire of Broome Standing Orders Local Law 2003.

#### **4.68 Administrative and Management Practices**

Council Members, Committee & Working Group Members and employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

#### **4.79 Corporate Obligations**

- (a) Standard of Dress  
Council Members, Committee & Working Group Members and employees are expected to comply with neat and responsible dress standards at all times. Accordingly:
- (i) Council Members and Committee & Working Group Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Shire in an official capacity.
  - (ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual employees.
- (b) Communication and Public Relations
- (i) All aspects of communication by employees (including verbal, written or personal), involving the Shire's activities should reflect the status and objectives of the Shire. Communications should be accurate, polite and professional.
  - (ii) As a representative of the community, Council Members need to be responsive to community views, and adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that:
    - as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
    - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
    - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
    - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.
  - (iii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Shire may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

#### **4.810 Appointments to external boards, committees and working groups**

Council Members and employees representing the Shire on external organisations, boards, committees and working groups are to ensure that they:

- (a) clearly understand the basis of their appointment, and
- (b) provide regular reports on the activities of the organisation in accordance with the confidentiality requirements of that organisation.

#### **4.911 Forums of Council (Concept Forums, Agenda Forums and Workshops)**

Forums of Council include Concept Forums, Agenda Forums and Workshops and are scheduled and held in accordance with Council Policy ~~1.2.13~~ **1.1.5** – Forums of Council.



Council Members and employees shall make a disclosure of interest in writing through the Chair to the members at any Concept Forum, Agenda Forum or Workshop. Where the declaration is a Financial or a Proximity Interest, the Council Member or employee shall leave the room for the duration of the discussion relating to their declaration.

#### **4.12 Personal Communications and Social Media**

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether it was intended to be made public or not.  
Therefore, on the basis that personal or private communications may be shared or become public at some point in the future Council Members and employees must ensure that their personal and private communications do not breach the requirements of this Code of Conduct and for Council Members, *the Local Government (Rules of Conduct) Regulations 2007*.
- (b) Employees must not, unless specifically authorised to do so, disclose information, make comments or engage in communication activities about or on behalf of the Shire, Council Members, employees or contractors.
- (c) Council Member comments which become public may breach the *Local Government (Rules of Conduct) Regulations 2007* and may be referred for investigation.
- (d) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be reported under the *Public Sector Management Act 1994*.
- (e) A Council Member's right to express a personal opinion on any issue of public interest is recognised and it should always be made clear that they are expressing a personal opinion.

#### **4.13 Drugs and Alcohol**

The Shire is committed to developing, implementing and maintaining a safe workplace. Council Members, Committee & Working Group Members and employees must take all reasonable care not to endanger the safety of themselves or others whilst on Shire premises.

Employees are to comply with internal procedures relating to Drugs and Alcohol in the Workplace.

Responsible alcohol consumption is permitted at dedicated functions hosted by the Shire or when attending external functions as a representative of the Shire.

### **5. DEALING WITH COUNCIL PROPERTY**

#### **5.1 Use of Local Government Resources**

Council Members and employees will:

- (a) be scrupulously honest in their use of the Shire's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Shire's resources entrusted to them effectively and economically in the course of their duties; and



- (c) not use the Shire's resources (including the services of Council employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the ~~Chief Executive Officer~~ CEO).

## 5.2 Travelling and Sustenance Expenses

Council Members, Committee Members and employees will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Shire in accordance with Shire policy and the provisions of the *Local Government Act 1995*.

## 6.0 COUNCIL MEMBER AND EMPLOYEES COMMUNICATION

In addition to this Code of Conduct, Council Policy ~~4.1.5~~ 1.1.2 - Formal Communication - ~~Elected Members and Staff between Council Members and Employees~~, establishes communication parameters between Council Members and Employees of the Shire. ~~of Broome, and guidelines on access to information by Council Members.~~

### ~~6.1~~ Aim

- ~~(a) To ensure the effective manner in which to provide information and messages at the Shire of Broome is maintained at all times for Council members.~~
- ~~(b) To ensure a prompt and accurate medium for providing information to Council members and measuring response.~~
- ~~(c) Effective time management to meet critical competing needs of Council members and senior employees.~~
- ~~(d) To determine the appropriate medium for different levels of information supply.~~

### 6.21 Processes - Digital information

Digital information **technology** is the prime medium for distributing information to Council members.

- (a) Digital information **technology** (e.g. E-mail) has evolved to become the primary business communication tool within the Shire of Broome. To a large extent it is replacing internal memos, phone calls and facsimile usage. With the use of digital information **technology**, Shire of Broome Council Members and employees send key information to each other and at the same time to all interested parties. The speed of response and the 'informal' nature of the medium, result in fairly rapid decisions being facilitated. Digital information **technology** is one of the most effective and efficient means of communication within an organisation and with clients or other agencies. Messages are easy to send and mass distribution is almost instantaneous. Importantly, digital information and documents **in a digital form** deserve the same level of management that is given to all other forms of business records.
- (b) The aim of this Code is to outline the procedures and practices to be employed at all times when using digital information in the Shire of Broome workplace. In doing

so, the document specifically draws attention to Equal Employment Opportunity (EEO) legislation which has a direct impact on the use of digital information.

This Code also provides for stored electronic messages derived from the Shire of Broome's business transactions to be regarded as official records and, as such, professionally managed. In establishing that electronic messages are records, procedures are defined covering the requirement to retain electronic messages in record keeping systems for as long as required under the terms of the *State Records Act 2000*.

Users of digital information **technology** must respect the law and the legal rights of others. Transmission of any material **by using** digital information **technology** in violation of any Australian law is prohibited. This includes, but is not limited to, copyright material, threatening or obscene material, material contrary to the EEO principles or material protected by trade secret. Plagiarising information from digital information **source** should be regarded in the same manner as copying from any other source. Copyright does apply to information transmitted via digital information **technology**.

- (c) Digital information **technology** is inherently not secure. People often believe that digital information is private; that only the intended recipients will read the messages and that they are free to say anything. Digital information should be treated as though it is a conversation that has been written down. It can be "overheard".

Even after a user deletes a digital information record from a computer or digital information account, it may persist in an archived form. Digital information messages can be saved indefinitely on the receiving computer. Copies can easily be made and forwarded to others either **electronically** **digitally** or on paper. A message is not "deleted" from the system until all recipients of the message, and recipients of any forwarded or attached copies, have deleted their copies. In addition the message may be archived according to Record Keeping requirements for a number of years, or permanently.

- (d) Digital information, whether or not created or stored on the Shire of Broome's equipment, may constitute an official record subject to disclosure under the *Freedom of Information Act* or other laws.

Mail sent to outside organisations will be subject to the policies of those organisations. These policies may differ from those of the Shire of Broome, especially in relation to privacy.

While it is not the practice of the Shire of Broome's records department to read or to discuss the content of any message, it may be necessary to read a digital information message that has failed to reach its destination. This may be required to assist with the determination of the intended addressee and to redirect the message to the correct address.

- (e) **All confidential digital information** sent from the Shire of Broome is for the intended person(s) only and not for dissemination to third parties. ~~and is to be considered as confidential information.~~ Breach of this protocol may result in repercussions.

Improper uses of information and consequences are listed in the *Local Government Act 1995* as detailed in this document.

### **6.32 Other Means of Communication**

- Councillor Memos

COUHELP has been developed to provide a centralised email address for Councillor enquiries and is not available to the general public. The emails are monitored by the Manager Governance and Senior Administration & Governance Officer, recorded in a Register and referred to the responsible Senior Employee for a response.

Councillor memos were developed so that Councillors can write to the CEO and enquire as to a particular matter at any time and provide a tracked process that may be answered by the CEO or by another officer as directed by the CEO.

The preferred means for Councillors to make enquiries is via the COUHELP email.

~~Staff will endeavour to respond to a Councillor enquiry within 72 hours of receipt of the COUHELP email or Councillor Memorandum. Councillors must use their judgement in deciding to submit an enquiry, as each question may take several hours to prepare a response and recognise that the employees resources will be directed away from other operational matters.~~

~~A response from employees may be to at least recognise the question raised and respond to Council member that the matter requires further investigation or is not within the resource capability of the Shire of Broome at that time.~~

- Telephone

This Code does not stop telephone communication, though Council Members must acknowledge that communications while acting in the position as a Council Member shall only be to the ~~Chief Executive Officer~~ CEO or a Senior Employee of the Shire of Broome being;

~~Deputy Chief Executive Officer  
Director of Corporate Services  
Director of Community Services  
Director of Engineering Services~~ Infrastructure  
Director of Development & Community Services

*(The above list may be changed at the discretion of the ~~Chief Executive Officer~~ CEO from time to time)*

It is acknowledged that liaison of a general nature is also required between Council Members, the ~~Personal~~ Executive Assistant to CEO, Manager Governance and ~~Council Secretary~~ Senior Administration and Governance Officer.

- Facsimile

~~Some Council members have facsimile machines though these have tended to be an unreliable means of communication. Primary communications will be through the digital information system.~~

~~An allowance is paid to Council members in accordance with s 5.99A and it is the Council member's responsibility to ensure that a communication medium is installed that allows digital information transmission as the primary communication means. This allowance is adopted as part of the annual budget. Council Members may reference the Councillor Information Technology Provision, Service and Use Policy (1.1.8) and Councillor Fees Policy (1.1.4) for further details.~~

The Shire of Broome ~~will~~ **does** not provide support for facsimile **machines**, ~~or Laptops as of 1 July 2008.~~

- Hard Copy (paper or similar material)

A hard copy of information circulated via digital information shall be printed and placed in a Councillor's "in-tray" if so requested by a Council member.

All other hard copy information not able to be transmitted by digital information shall be provided to Council members in their "in-tray". Councillors will be responsible for collection of material from their "in-tray".

Hard Copy information stamped "Confidential – Councillor Information Only (not for dissemination)" shall not be provided to any third party.

## **7. Reporting Breaches and Suspected Breaches of the Code**

### **7.1 Breaches of the Code by Employees**

Any person who has reason to believe that the personal behaviour of an employee breaches the standards of conduct set out in the Code, may refer the matter to the CEO, who will consider the matter and deal with it in accordance with the management protocols, procedures and any applicable law concerning employees.

Any person who has reason to believe that the personal behaviour of the CEO breaches the standards of conduct set out in the Code, may refer the matter to the Shire President, who will consider the matter and deal with it in accordance with the management protocols, procedures and any applicable law.

### **7.2 Breaches of Code by Council Members and Committee Members**

A breach by a Council Member under the *Local Government (Rules of Conduct) Regulations 2007* may be reported to the CEO and will be dealt with under Part 5 Division 9 of the *Local Government Act 1995*.

Any person who has reason to believe that the personal behaviour of a Council Member breaches the standards of conduct set out in the Code, other than those matters set out in the *Local Government (Rules of Conduct) Regulations 2007*, may refer the matter to the CEO, who will consider the matter and deal with it accordingly as he or she sees fit.

### **7.3 Reporting Misconduct to the Corruption and Crime Commission or the Public Sector Commission**

Misconduct means misconduct as defined in section 4 of the ~~*Corruption and Crime Commission Act 2003*~~ ***Corruption, Crime and Misconduct Act 2003***. It can involve activities

such as improper handling of conflicts of interest, abuse of position, unauthorised access to or disclosure of confidential information, biased or preferential employment practices, allegations involving improper practices concerning contracts and tendering and misappropriation of public funds or property.

Section 4 of the *Corruption and Crime Commission Act 2003*:

#### **4. Term used: misconduct**

Misconduct occurs if —

- (a) a public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officer's office or employment; or
- (b) a public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person; or
- (c) a public officer whilst acting or purporting to act in his or her official capacity, commits an offence punishable by 2 or more years' imprisonment; or
- (d) a public officer engages in conduct that —
  - (i) adversely affects, or could adversely affect, directly or indirectly, the honest or impartial performance of the functions of a public authority or public officer whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or
  - (ii) constitutes or involves the performance of his or her functions in a manner that is not honest or impartial; or
  - (iii) constitutes or involves a breach of the trust placed in the public officer by reason of his or her office or employment as a public officer; or
  - (iv) involves the misuse of information or material that the public officer has acquired in connection with his or her functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person,

and constitutes or could constitute —

- (v) (deleted)
- (vi) a disciplinary offence providing reasonable grounds for the termination of a person's office or employment as a public service officer under the Public Sector Management Act 1994 (whether or not the public officer to whom the allegation relates is a public service officer or is a person whose office or employment could be terminated on the grounds of such conduct).

[Section 4 inserted by No. 78 of 2003 s. 6.]

The CEO, being the 'principal officer of a notifying authority' (for the purposes of the ~~Corruption and Crime Commission Act 2003~~ **Corruption, Crime and Misconduct Act 2003**) has a statutory obligation to report to the Corruption and Crime Commission (CCC) **or the Public Sector Commission (PSC)**:

- (a) any allegations of misconduct
- or
- (b) any situation that otherwise comes to his or her attention involving misconduct

where the CEO suspects on reasonable grounds concerns or may concern misconduct and is of relevance or concern to the CEO in his or her official capacity.

The *Corruption, Crime and Misconduct Act 2003* requires that matters of serious misconduct are reported to the CCC and minor misconduct to the PSC.

**10.**

**REPORTS  
OF  
COMMITTEES**



## 15.1 APPOINTMENT OF MEMBERS TO THE CHINATOWN STAKEHOLDER AND COMMUNITY REFERENCE GROUP

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	PLA94
<b>AUTHOR:</b>	Executive Assistant to the CEO
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	23 March 2018

**SUMMARY:** Expressions of Interest (EOI) were sought to fill vacant positions on the Chinatown Stakeholder and Community Reference Group following the resignation of three (3) 'Community' representatives. At the close of the advertised submission period, 1 EOI was received, and Council is therefore requested to consider appointment of 1 new member to the Group in accordance with the Terms of Reference.

This report also seeks to inform Council of the newly appointed Broome Chamber of Commerce and Industry (BCCI) representative to the Reference Group.

### BACKGROUND

#### Previous Considerations

OMC	30 April 2015	Item 9.2.7
OMC	27 August 2015	Item 9.3.1
OMC	26 November 2015	Item 9.4.5

### COMMENT

Council established the Chinatown Stakeholder and Community Reference Group at the Council meeting held on 26 November 2015. The purpose of the Chinatown Stakeholder and Community Reference Group is as follows:

- Provide input and feedback to the Project Control Group and Council on the Revitalisation of Chinatown;
- Ensure the community and key stakeholders are appropriately engaged in the design and delivery of projects as part of the Chinatown Revitalisation; and
- Act as a conduit between the Project Working Group and the community and traders and landowners in Chinatown.

This report requests that Council considers the appointment of one new 'Community' representative to the Chinatown Stakeholder and Community Reference Group.

Following the resignation of Community Representatives Pearl Hamaguchi, Monique Ellis and Cori Fong, an EOI process commenced on 29 March 2018. EOI's from Community members were sought through various advertising mediums including the Broome Advertiser, the Shire of Broome website, and email distribution networks. The submission period closed at 4:00pm on Thursday, 13 April 2018.

A total of 1 EOI was received at the close of the submission period. The submission is attached under confidential cover for Council consideration. It is recommended that Council considers the submission and appoints the new 'Community' representative to the Chinatown Stakeholder and Community Reference Group.

This report also seeks to advise Council of the newly nominated BCCI representative to the Group, Elaine Joliffe. Elaine has recently been appointed as the BCCI's Chief Executive Officer.

The Terms of Reference for all Committees and Working Groups were presented to Council at the 23 November 2017 Ordinary Meeting of Council. It is recommended that Council endorse a minor update to these Terms of Reference to reflect the newly appointed representatives.

## **CONSULTATION**

EOI's were sought for the vacant Community Representative memberships commencing on 29 March 2018, through the Broome Advertiser, email distribution networks, and the Shire's website. The submission period closed at 4:00pm on Thursday, 13 April 2018.

## **STATUTORY ENVIRONMENT**

Nil

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **RISK**

It is important with a project of this nature to have strong engagement with stakeholders and the community. Failure to do so may result in misalignment between project expectations and project outcomes. This group will play a role in ensuring relevant and appropriate engagement occurs during this project.

## **STRATEGIC IMPLICATIONS**

**Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:**

Effective communication

Affordable services and initiatives to satisfy community need

Accessible and safe community spaces

A healthy and safe environment

High level social capital that increases community capacity

**Our Place Goal – Help to protect the nature and built environment and cultural heritage of Broome whilst recognising the unique sense of the place:**

Realistic and sustainable land use strategies for the Shire within state and national frameworks and in consultation with the community

A built environment that reflects arid tropical climate design principles and historical built form

A unique natural environment for the benefit and enjoyment of current and future generations

A preserved, unique and significant historical and cultural heritage of Broome

Retention and expansion of Broome's iconic tourism assets and reputation

**Our Prosperity Goal – Create the means to enable local jobs creation and lifestyle affordability for the current and future population:**

Affordable land for residential, industrial, commercial and community use

Key economic development strategies for the Shire which are aligned to regional outcomes working through recognised planning and development groups/committees

**Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:**

An organisational culture that strives for service excellence

Effective community engagement

**VOTING REQUIREMENTS**

*Simple Majority*

**REPORT RECOMMENDATION:**

*That Council:*

1. Appoints \_\_\_\_\_ to the Chinatown Stakeholder and Community Reference Group as a 'Community' Representative in accordance with the Terms of Reference;
2. Notes the nomination of Elaine Joliffe as the 'BCCI' representative to the Chinatown Stakeholder and Community Reference Group; and
3. Requests the Chief Executive Officer to update the Chinatown Stakeholder and Community Reference Group Terms of Reference to reflect the aforementioned changes in membership.

**Attachments**

1. EOI - Chinatown Stakeholder & Community Reference Group (Confidential to Councillors and Directors Only)

***This attachment is confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(ii)) as it contains "a matter that if disclosed,***

***would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government”.***

## 10.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING MINUTES - 14 MARCH 2018

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	EMS02
<b>AUTHOR:</b>	Executive Support Officer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	9 April 2018

**SUMMARY:** This report presents the minutes and associated recommendations of the Local Emergency Management Committee meeting held on 14 March 2018 for Council's consideration.

### BACKGROUND

#### Previous Considerations

Nil

The Local Emergency Management Committee (**LEMC**) is established by Council under section 38 of the *Emergency Management Act 2005 (Act)*. In accordance with section 39 of the Act, the functions of the LEMC are:

- (a) to advise and assist the local government in assuring that local emergency management arrangements are established for its district;
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as directed by the State Emergency Management Committee, or prescribed by the *Emergency Management Regulations 2006*.

### COMMENT

The minutes of the LEMC meeting held on 14 March 2018 are included as **Attachments 1 to 6** of this report.

At the meeting, the LEMC discussed the following:

#### Item 5.1 Local Emergency Management Committee (LEMC) Document Updates

Members were reminded to send any changes/additions to the LEMC Secretariat for the following documents: -

- Contact List
- Resource Register
- Incident Report
- Training Schedule

### Item 5.2 Status Report

The 2017 Status Report was closed off, and a new one created for 2018.

### Item 5.3 Regional Airports Emergency Welfare Guideline- February 2018

Megan Spence, Department of Communities, presented this document which explains the Departments' role in the event of an emergency activation and the welfare response that can be provided.

### Item 5.4 Updates from LEMC Members

A round table discussion was conducted allowing Committee members to give an update on their agencies, and any relevant matters.

### Item 5.5 Letter from the Broome Emergency Network (BERN)

A letter was received from the BERN urging the Shire to consider opening the emergency shelter for the duration of severe weather events, not considered cyclones. The letter was discussed and LEMC members were informed that the Shire would be meeting with the Department of Community and the Department of Fire and Emergency Services (**DFES**) to work on a response.

### Item 5.6 Wet Season Wrap-up Presentation

PowerPoint presentations were presented by both DFES and the Shire of Broome.

There were no items arising at the meeting for Council to consider. Therefore, it is recommended that Council receive the minutes of the LEMC meeting held on 14 March 2018.

## **CONSULTATION**

Nil

## **STATUTORY ENVIRONMENT**

### **Emergency Management Act 2005**

#### *Section 36 Functions of local government*

*It is a function of a local government —*

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;*
- (b) to manage recovery following an emergency affecting the community in its district;*  
*and*
- (c) to perform other functions given to the local government under this Act.*

#### *38 Local emergency management committees*

- (1) A local government is to establish one or more local emergency management committees for the local government's district.*

- (2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.
- (3) A local emergency management committee consists of —
  - (a) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and
  - (b) if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.
- (4) Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

### 39 Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

### Section 41 Emergency management arrangements in local government district

- (1) A local government is to ensure that arrangements (local emergency management arrangements) for emergency management in the local government's district are prepared.
- (2) The local emergency management arrangements are to set out —
  - (a) the local government's policies for emergency management;
  - (b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
  - (c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b);
  - (d) a description of emergencies that are likely to occur in the local government district;
  - (e) strategies and priorities for emergency management in the local government district;
  - (f) other matters about emergency management in the local government district prescribed by the regulations; and
  - (g) other matters about emergency management in the local government district the local government considers appropriate.
- (3) Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.
- (4) Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.
- (5) A local government is to deliver a copy of its local emergency management arrangements, and any amendment to the arrangements, to the SEMC as soon as is practicable after they are prepared.

### Section 42 Reviewing and renewing local emergency management arrangements



- (1) *local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.*
- (2) *Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.*

*Section 43 Local emergency management arrangements to be available for inspection*

- (1) *A local government is to keep a copy of its local emergency management arrangements at the offices of the local government.*
- (2) *The arrangements are to be available for inspection, free of charge, by members of the public during office hours.*
- (3) *The arrangements may be made available in written or electronic form.*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**RISK**

Nil

**STRATEGIC IMPLICATIONS**

**Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:**

Effective communication

Affordable services and initiatives to satisfy community need

A healthy and safe environment

**Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:**

Sustainable and integrated strategic and operational plans

Responsible resource allocation

Effective community engagement

**VOTING REQUIREMENTS**

*Simple Majority*

REPORT RECOMMENDATION:

*That Council receives the minutes of the Local Emergency Management Committee held*

on 14 March 2018.
-------------------

**Attachments**

1. Unconfirmed Minutes of the Local Emergency Management Committee - 14 March 2018
2. LEMC Contact List 2018 (*Confidential to Councillors and Directors Only*)  
***This attachment is confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)(h) as it contains "such other matters as may be prescribed".***
3. Regional Airports Emergency Welfare Guideline (*Confidential to Councillors and Directors Only*)  
***This attachment is confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)(h) as it contains "such other matters as may be prescribed".***
4. Letter from the Broome Emergency Relief Network
5. Wet Season Wrap-Up - DFES Presentation
6. Wet Season Wrap-Up - Shire Presentation



**MISSION AND VALUES OF COUNCIL**

*"A Sustainable Community that is inclusive, attractive, healthy and pleasant to live in, that uses our land so as to preserve our history and environment, respects the rights and equality of our citizens and manages our future growth wisely."*

**UNCONFIRMED  
MINUTES**

**OF THE**

**LOCAL EMERGENCY MANAGEMENT  
COMMITTEE**

**14 MARCH 2018**

## **OUR VISION**

***"A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment."***

## **OUR MISSION**

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

## **CORE VALUES OF THE SHIRE**

***The core values that underpin the achievement of the mission will be based on a strong customer service focus and a positive attitude:***

**Communication**

**Integrity**

**Respect**

**Innovation**

**Transparency**

**Courtesy**

### **DISCLAIMER**

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

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

**SHIRE OF BROOME**  
**LOCAL EMERGENCY MANAGEMENT COMMITTEE**

**WEDNESDAY 14 MARCH 2018**

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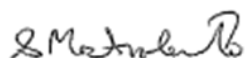
Chairperson.....Date.....

## NOTICE OF MEETING

Dear Council Member,

The next Local Emergency Management Committee Meeting of the Shire of Broome will be held on Wednesday, 14 March 2018 in the Committee Room, Corner Weld and Haas Streets, Broome, commencing at .

Regards



S MASTROLEMBO  
**Chief Executive Officer**

14/03/2018

Chairperson.....Date.....

**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE OF THE SHIRE  
OF BROOME,  
HELD IN THE COMMITTEE ROOM, CORNER WELD AND HAAS STREETS, BROOME, ON  
WEDNESDAY 14 MARCH 2018, COMMENCING AT .**

**1. OFFICIAL OPENING**

The Chairman welcomed Members and Officers and declared the meeting open at .

**2. ATTENDANCE AND APOLOGIES**

Attendance:	Chris Mitchell	Chairperson
	Trevor Fish	12 Mile Community Representative
	Tania Baxter	Bidyadanga Community Representative
	Ivan Davie	Broome Townsite Representative
	Chris Fox	Bidyadanga Police
	Jodi Miller	Broome Regional Prison
	Rob Aristei	Broome Surf Life Saving Club
	Phil Leach	Broome Volunteer Fire & Rescue
	Craig Coulsen	Broome Volunteer Sea Rescue Group/ Nyamba Buru Yawuru
	Megan Spence	Department of Communities
	Paul Harrison	Department of Defence – NORFORCE
	Warwick Bamford	Department of Defence – NORFORCE
	John Saffrey	Department of Fire & Emergency Services
	Narelle Laurie	Department of Human Services
	Natalie Gentili	Department of Human Services
	Jonathon Lane	Department of Communities - Housing
	Lindsay Copeman	Kimberley Port Authority
	Gary Bradshaw	Main Roads
	Andrew Graffen	St John Ambulance
	Kevin Hall	Broome Police
	Jennifer Boyle	Bidyadanga Police
	Chris Fox	Bidyadanga Police
	Sammy Wyborn	Australian Red Cross
	Rob Philips	Broome SES
	Wendy McKinley	WA Country Health Services
	Andrew Boyle	Department of Prime Minister & Cabinet
	Helen Kent	Office of Emergency Management
Apoloiges:	Brendon Barwick	Broome Police
	Mat Morrissy	Air Services Australia
	Loretta Bin Omar	Australia Red Cross
	Ben Bexley	Broome International Airport
	Todd Carrington	Dampier Peninsula Police
	Barry Louvel	Department of Aboriginal Affairs
	Rick Darlow	Department of Fire & Emergency Services
	Scott Maxwell	Department of Immigration & Border Protection
	Pat Foley	Department of Biodiversity, Conservation & Attractions

Chairperson.....Date.....



	Daren Hutchins	Department of Transport
	Scott Beckwith	Horizon Power
	Jeanette Bryson	Department of Communities - Housing
	Kevin Tromp	Kimberley Land Council
	Tracey Beckett	Royal Flying Doctors Service
Officers:	Aletta Nugent	Shire of Broome
	Ty Matson	Shire of Broome
	Bronwyn Jones	Shire of Broome

### 3. CONFIRMATION OF MINUTES

3.1 The minutes of the LEMC were distributed and taken as read.

#### COMMITTEE RESOLUTION:

*Moved: Mr I Davie*

*Seconded: Mr A Boyle*

*That the Minutes of the Local Emergency Management Committee held on 13 December 2017, as published and circulated, be confirmed as a true and accurate record of that meeting.*

**CARRIED UNANIMOUSLY 40/0**

### 4. CORRESPONDENCE IN / OUT

#### 4.1 CORRESPONDENCE IN

- Letter from the Minister for Emergency Services; Corrective Services regarding DFES Kimberley currently working toward establishing two remote Aboriginal Community Volunteer Fire and Emergency Service (VFES) units at Bidyadanga community and the other at Djarindjin community.

#### Attachments

- Letter from Minister for Emergency Services; Corrective Services

#### 4.2 CORRESPONDENCE OUT

Nil

### 5. BUSINESS ARISING

#### 5.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) DOCUMENT UPDATES

The following documents are to be updated by committee members and sent to the LEMC secretariat with any changes/additions: -

- LEMC Contact List
- Resource Register

Chairperson.....Date.....

- Incident Report
- Training Schedule

**Attachments**

1. LEMC Contact List 2018
2. LEMC Resource Register 2018
3. LEMC Incident Report 2018
4. LEMC Training Schedule 2018

**5.2 STATUS REPORT**

- 2017 Status Report attached.
- 2018 Status Report will start following the first meeting.

**Attachments**

1. 2017 Status Report

**5.3 REGIONAL AIRPORTS EMERGENCY WELFARE GUIDELINE - FEBRUARY 2018**

Megan Spence, Department of Communities, will present the document which explains the Departments' role in the event of an emergency activation and the welfare response that can be provided.

**Attachments**

1. Regional Airports Emergency Welfare Guideline

**5.4 UPDATES FROM LEMC MEMBERS**

Manager Health, Emergency & Rangers, Shire of Broome –

- Mosquito monitoring –
  - No disease notifications.
  - Fogging has occurred but there will be no more due to broken machine and end of season/dragonflies .

Broome Police –

- A few recent incidents – received positive feedback on response.
- Challenges with media arriving at the scene.

Bidyadanga Police –

- Community affected by cyclones.
- Discussions underway with DFES regarding evacuation plans for the future.

12 Mile – a fair bit of damage from the extreme weather/one house demolished .

Main Roads –

- Thanked DFES & Bidyadanga Police for assistance through the extreme weather/damage.
- A lot of repairs to do – \$15-20 million (approx. 40km of road to be rebuilt).

Chairperson.....Date.....

Australian Red Cross –

- Assisted several families with accommodation and food vouchers.
- Thanked DFES for all their assistance.

Broome Prison –

- Ian Clark has resigned – Jodi Miller attended as proxy but they will let us know who will be attending as the LEMC member in the future.
- There has been a lot of movement in management staff.
- The road closures during the severe weather events affected escorts between Broome and other centres which impacted the prison as they only have 2 cells for high risk inmates.
- The prison has been queried as to whether they could assist with supplying food in future severe weather events, where necessary. Derby Prison has offered this service in the past.

OEM – Helen Kent briefed members on the OEM DEMA Report (attached).

Broome Volunteer Fire & Rescue – recently conducted Confined Space Training.

Broome Volunteer Sea Rescue Group – Sea Rescue Centre officially opened.

WA Country Health Services – the hospital has suffered some infrastructure issues where they keep all their records, due to flooding – they are looking for funding to relocate.

St John Ambulance – has had a significant increase in Priority 1 call outs & transfers, figures are up 20% from 2016 & 2017.

Surf Life Saving Club –

- Have had problems for start-up mode due to weather damage.
- The Surf Club opened their facility to DFES for training – a reminder to all members that the facility is available for use.

Kimberley Port Authority –

- The Port has been challenged by severe weather events – briefed members on damage.
- There has been a review on small boat & licencing arrangements.
- The Ports Cyclone procedures have been reviewed and amended to include severe weather processes, not just cyclones.

**5.5 LETTER FROM THE BROOME EMERGENCY RELIEF NETWORK (BERN) URGING THE SHIRE TO CONSIDER OPENING THE EMERGENCY SHELTER FOR THE DURATION OF SEVERE WEATHER EVENTS NOT CONSIDERED CYCLONES**

- Members were briefed on the letter that was received and informed that the Shire would be meeting with the Department of Community and DFES to work on a response, which will be brought back to LEMC.
- It was queried whether the BERN group should be a part of LEMC or listed as a resource.
- Helen, OEM, instigated discussion on the role of relief groups in the community.

**Attachments**

1. Attachment 1
2. Attachment 2

Chairperson.....Date.....

**5.6 WET SEASON WRAP-UP PRESENTATIONS**

- PowerPoint presentation delivered by John Saffrey - DFES
- PowerPoint presentation delivered by Aletta Nugent – Shire of Broome

**Attachments**

1. DFES Presentation
2. Shire Presentation

<b>6. REPORTS OF OFFICERS</b>
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Nil

<b>7. MEETING CLOSURE</b>
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The Chairman closed the meeting at 11:00am.

Chairperson.....Date.....

02/02/2018

Broome Emergency Relief Network

Convened by Broome CIRCLE

27 Frederick St Broome WA

P 08 9136425 | E: [sandy.joffe@broomecircle.org.au](mailto:sandy.joffe@broomecircle.org.au)

Local Emergency Management Committee

Attn: Aletta Nugent – Chairperson LEMC

Dear Ms Nugent and members of LEMC,

The Broome Emergency Relief Network (BERN) is a group of agencies that meet quarterly to respond to issues relating to vulnerable people living in the Shire of Broome. Most commonly, the organization responds to people's material needs, but our ambit extends to promoting people's safety and wellbeing.

Regarding emergency preparedness, we recognise that each emergency is different, and that through experience, we can learn and respond differently in future emergencies. At a recent BERN meeting, emergency preparedness, response and recovery were discussed. We hope that these learnings will contribute to the work of the LEMC and ensure the safety of vulnerable people in Broome during an emergency.

We understand that cyclones have a very specific, technical definition, and that some severe weather events may not be considered a cyclone, but are equally destructive. In these cases, a cyclone warning is not declared and the emergency shelter is not opened. This leaves people who are homeless or living in insecure or temporary housing, without safe shelter during violent weather. The BERN strongly urges you to consider opening the cyclone emergency shelter for the duration of severe weather events such as the heavy rains and wind resulting from the tropical low that hit Broome last week.

Emergency response and recovery are periods when community can pull together and help one another. They present a unique opportunity for community services to collaborate, and for volunteers to help vulnerable people with clean up, building community resilience and ensuring that all residents of Broome are cared for. BERN member organisations could provide a range of different resources to help the community during and after an emergency. For example, Broome CIRCLE can organise volunteers and other organisations can transport people to shelters. We would be keen to meet and discuss this possibility for the future.

Finally, 'Brumours' abound in emergencies and flourish on social media sites like Facebook. The media release of 2 Feb was appreciated, but media releases just prior to, and in the immediate aftermath of the weather event would have been appreciated. Services and NGO's or through sending out text messages to people registered with a LEMC alert service would reach a wider audience and make a

difference to the group for whom we advocate. We urge the LEMC to consider everyone in Broome in their communication strategy.

The BERN would be keen to contribute to debriefs and future planning to address the issues raised here.

Thank you for considering these proposals. We look forward to your response.

Sincerely

Sandy Joffe, Loretta Bin Omar and Peter Mitchell.

For the Broome Emergency Relief Network.

**From:** Aletta Nugent  
**To:** ["Sandy Joffe"](#)  
**Subject:** RE: I180205-136975 - Attn Aletta Nugent, Chairperson LEMC  
**Date:** Monday, 12 February 2018 9:22:00 AM  
**Attachments:** [image001.jpg](#)  
[image002.png](#)

---

Hi Sandy

Thank you for your letter attached to the email below.

Responsibility for activating the Welfare Centre lies with the Department of Fire and Emergency Services. Responsibility for running the Welfare Centre and managing community welfare during disaster events lies with the Department of Communities.

As a result, I have forwarded your letter to the Department of Fire and Emergency Services and Department of Communities for a response. I will follow up on this, and ensure a response is provided, through the Local Emergency Management Committee.

Regards

Aletta

---

**From:** Sandy Joffe [<mailto:sandy.joffe@broomecircle.org.au>]  
**Sent:** Monday, 5 February 2018 4:03 PM  
**To:** Shire <[Shire@broome.wa.gov.au](mailto:Shire@broome.wa.gov.au)>  
**Subject:** I180205-136975 - Attn Aletta Nugent, Chairperson LEMC

Dear Ms Nugent,  
Please find attached a letter from the Broome Emergency Relief Network regarding the wellbeing of vulnerable people during severe weather events.  
We hope that this will contribute to future planning and we look forward to working with you to contribute to a cohesive community in times of emergency.

Warm regards,  
Sandy

BC-footer



Sandy Joffe | Executive Officer  
Broome Circle  
P: (08) 9193 6425 | M: 0417 633 703 | E: [sandy.joffe@broomecircle.org.au](mailto:sandy.joffe@broomecircle.org.au)





Government of Western Australia  
Department of Fire & Emergency Services



# 2017 / 18 Wet Season Operations

## Broome LEMC



# INCIDENTS

- Tropical Cyclone Hilda: 22<sup>nd</sup> – 27<sup>th</sup> Dec 2018  
DFES Incident – 378910
- Tropical Cyclone Joyce: 8<sup>th</sup> – 13<sup>th</sup> Jan 2018  
DFES Incident – 380051
- Tropical Low: 25<sup>th</sup> – 31<sup>st</sup> Jan 2018  
DFES Incident – 381528
- Tropical Cyclone Kelvin: 14<sup>th</sup> – 21<sup>st</sup> Feb 2018  
DFES Incident – 383140

# Impact to the Community

- Fallen Trees
- Damage to buildings
- Flooding
- Access issues
- Supply issues (highway)
- Resupplies





# Response to Incident

- Multiagency response



# Issues

- 132 500
- SES EOC Facility
- Volunteer Availability
- Isolated Communities

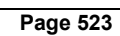




# Successes

- 100+ Requests for assistance (RFA) completed
- Continuing development of relationships between agencies
- Refinement of internal processes (new RFA system)
- Equipment resupply from Perth completed











*people • place • prosperity*

**Local Emergency Management Committee**  
**14 March 2018**  
**Wet season wrap up**



## Introduction

- 4 significant weather events since 27 December 2017.
- Local Emergency Management Arrangements utilised.
- Local Recovery Coordination Group activated.
- Response update – DFES.
- Recovery update – Shire.



## Cyclone Hilda

- Broome affected on 27 December 2018.
- Damage to Shire infrastructure – roads, drainage, trees, shade sails, vehicles and Cable Beach access to the north.
- Unsealed roads and WMF closed.
- WANDRRA activated for event.





## Cyclone Joyce

- Broome affected on 10-11 January 2018
- Limited damage to Shire infrastructure – possible further damage to unsealed roads but difficult to determine following Cyclone Hilda. Some more trees down.
- Welfare Centre activated for 48 hours.
- WANDRRA activated for event.



## Tropical Low

- Broome affected on 29 January 2018
- Damage to Shire infrastructure – roads, drainage, trees down, Cable Beach access to the north, water mains, vehicles and fences. Widespread low level damage to sealed roads. Extensive damage caused to Short Street roundabout.
- Damage to a number of Shire facilities (primarily water damage).
- Significant erosion at Demco reserves.
- Significant damage to Cape Leveque Road and Manari Road.
- Overflow of WWTPs.
- Roebuck Bay closed.
- LRCG activated.
- WANDRRA activated for event.



## Cyclone Kelvin

- Broome affected on 17-18 February 2018
- Further exacerbated damage to Shire infrastructure, in particular to roads, drainage and the Cable Beach access to the north.
- More damage to road surfaces in Broome, and in particular Short Street Roundabout.
- Significant damage to roads on Dampier Peninsula.
- Worsening of erosion at Demco reserve.
- Overflow of WWTPs.
- Roebuck Bay closed.
- Pooled water resulting in increased mosquito control measures.
- WANDRRA likely to be activated for event.





## Summary

- LEMA utilised – no issues encountered.
- LRCG activated.
- All responsible agencies worked well together.
- Further session planned with community groups to assess any outstanding issues in the community.



Thank you

**10.3 BUSH FIRE ADVISORY COMMITTEE MEETING MINUTES - 14 MARCH 2018**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	EMM06
<b>AUTHOR:</b>	Executive Support Officer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	9 April 2018

**SUMMARY:** This report presents the minutes and associated recommendations of the Bush Fire Advisory Committee meeting held on 14 March 2018 for Council's consideration.

**BACKGROUND**Previous Considerations

Nil

The Bush Fire Advisory Committee (**BFAC**) meets quarterly to provide advice to the Shire of Broome on:

1. All matters relating to the prevention, controlling and extinguishing of bushfires.
2. The planning and layout of fire breaks in the district.
3. Prosecutions for breaches of the *Bush Fires Act 1956*.
4. The formation of Bush Fire Brigades.
5. Coordination and cooperation between agencies within the district.

**COMMENT**

The minutes of the BFAC meeting held on 14 March 2018 are included as **Attachments 1 to 5** of this report.

At the meeting, the BFAC discussed the following items:

Item 5.1 Bush Fire Advisory Committee Contact List

Members were reminded to send any changes/additions to the LEMC Secretariat for the 2018 BFAC Contact List.

Item 5.2 Status Report

The 2017 Status Report was closed off, and a new one created for 2018.

Item 5.3 Updates from BFAC members

A round table discussion was conducted allowing Committee members to give an update on their agencies, and any relevant matters.

#### Item 5.4 Bush Fire Mitigation Timeline

Ty Matson, Manager Health, Emergency & Rangers - Shire of Broome, presented the Bush Fire Mitigation Program timeline for 2018.

#### Item 5.5 Department of Fire and Emergency Services (DFES) Report

Ben Muller, Area Officer – DFES, presented an DFES update report.

There were no items arising at the meeting for Council to consider. Therefore, it is recommended that Council receive the minutes of the BFAC meeting held on 14 March 2018.

### **CONSULTATION**

Nil

### **STATUTORY ENVIRONMENT**

#### **Bush Fires Act 1956**

##### *Section 67 – Advisory committees*

1. *A Local Government may at any time appoint such persons as it thinks fit as a Bush Fire Advisory Committee for the purpose of advising the Local Government regarding all matters relating to the prevention, controlling and extinguishing of bush fires, the planning of the layout of firebreaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified in this subsection.*
2. *A committee appointed under this section shall include a member of the Council of the Local Government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be Chairman thereof.*
3. *In respect to a committee so appointed, the Local Government shall fix the quorum for the transaction of business at meetings of the committee and may:-*
  - (a) *make rules for the guidance of the committee;*
  - (b) *accept the resignation in writing of, or remove, any member of the committee, appoint a person to fill that vacancy.*
  - (c) *where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.*
4. *A committee appointed under this section:-*
  - (a) *may from time to time meet and adjourn as the committee thinks fit;*
  - (b) *shall not transact business at a meeting unless the quorum fixed by the Local Government is present;*
  - (c) *is answerable to the Local Government and shall, as and when required by the Local Government, report fully on its activities.*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**RISK**

Nil

**STRATEGIC IMPLICATIONS**

**Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:**

Effective communication

Accessible and safe community spaces

A healthy and safe environment

**Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:**

Sustainable and integrated strategic and operational plans

Responsible resource allocation

Effective community engagement

Improved systems, processes and compliance

**VOTING REQUIREMENTS**

*Simple Majority*

**REPORT RECOMMENDATION:**

*That Council receives the minutes of the Bush Fire Advisory Committee meeting held on 14 March 2018.*

**Attachments**

1. Unconfirmed Minutes of the Bush Fire Advisory Committee - 14 March 2018
2. BFAC Contact List 2018 (*Confidential to Councillors and Directors Only*)

***This attachment is confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)(h) as it contains "such other matters as may be prescribed".***

3. BRVBFB AGM Minutes
4. Bush Fire Hazard Report

5. DFES Report



**MISSION AND VALUES OF COUNCIL**

*"A Sustainable Community that is inclusive, attractive, healthy and pleasant to live in, that uses our land so as to preserve our history and environment, respects the rights and equality of our citizens and manages our future growth wisely."*

**UNCONFIRMED  
MINUTES**

**OF THE**

**BUSH FIRE ADVISORY COMMITTEE**

**14 MARCH 2018**



## **OUR VISION**

***"A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment."***

## **OUR MISSION**

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

## **CORE VALUES OF THE SHIRE**

***The core values that underpin the achievement of the mission will be based on a strong customer service focus and a positive attitude:***

**Communication**

**Integrity**

**Respect**

**Innovation**

**Transparency**

**Courtesy**

### **DISCLAIMER**

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

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

**SHIRE OF BROOME**  
**BUSH FIRE ADVISORY COMMITTEE**  
**WEDNESDAY 14 MARCH 2018**  
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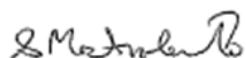
Chairperson.....Date.....

## NOTICE OF MEETING

Dear Council Member,

The next Bush Fire Advisory Committee of the Shire of Broome will be held on Wednesday, 14 March 2018 in the Committee Room, Corner Weld and Haas Streets, Broome, commencing at .

Regards



S MASTROLEMBO  
**Chief Executive Officer**

20/03/2018

Chairperson.....Date.....

**MINUTES OF THE BUSH FIRE ADVISORY COMMITTEE OF THE SHIRE OF BROOME,  
HELD IN THE COMMITTEE ROOM, CORNER WELD AND HAAS STREETS, BROOME, ON  
WEDNESDAY 14 MARCH 2018, COMMENCING AT .**

**1. OFFICIAL OPENING**

The Chairman welcomed Members and Officers and declared the meeting open at 11:10am.

**2. ATTENDANCE AND APOLOGIES**

Attendance:	Cr Chris Mitchell	Chairperson
	Ben Muller	Department of Fire & Emergency Services
	Trevor Fish	12 Mile representative
	Tania Baxter	Bidyadanga Community Representative
	Kevin Hall	Broome Police
	Chris Fox	Bidyadanga Police Station
	Erwan Crozetire	Broome Regional Volunteer Bush Fire Brigade
	Phil Leach	Broome Volunteer Fire & Rescue Service
	John Saffrey	Department of Fire & Emergency Services
	Derren Greenhill	Skuthorpe Community Representative
	Jennifer Boyle	Bidyadanga Police
	Gary Bradshaw	Main Roads
Apoloiges:	Kevin Tromp	Kimberley Land Council
	Pat Foley	Department of Biodiversity, Conservation & Attractions
	Julie Melbourne	Nyamba Buru Yawuru
Officers:	Aletta Nugent	Shire of Broome
	Ty Matson	Shire of Broome
	Mark O'Connor	Shire of Broome
	Stacey Bambrick	Shire of Broome
	Naz Graue	Shire of Broome
	Ben Coles	Shire of Broome
	Bronwyn Jones	Shire of Broome

**3. CONFIRMATION OF MINUTES**

3.1 The minutes of the BFAC were distributed and taken as read.

**COMMITTEE RESOLUTION:**

***Moved: Mr P Leach***

***Seconded: Mr C Fox***

***That the Minutes of the Bush Fire Advisory Committee held on 13 December 2017, as published and circulated, be confirmed as a true and accurate record of that meeting.***

***CARRIED UNANIMOUSLY 15/0***

Chairperson.....Date.....

Chairperson, Cr Chris Mitchell, had to leave the meeting at 11:20am and called a vote on a nominated proxy, Ben Muller – Department of Fire & Emergency Services (DFES). The vote was unanimous and Ben acted as Chairperson for the remainder of the meeting.

#### 4. CORRESPONDENCE IN / OUT

##### 4.1 CORRESPONDENCE IN

- Monthly DFES LG Report Package – 6 December 2017
- Monthly DFES LG Report Package – 3 January 2018
- Monthly DFES LG Report Package – 7 February 2018
- Letter from the Minister for Emergency Services; Corrective Services regarding DFES Kimberley currently working toward establishing two remote Aboriginal Community Volunteer Fire and Emergency Service (VFES) units at Bidyadanga community and the other at Djarindjin community.
- Broome Regional Volunteer Bush Fire Brigade (BRVBFB) AGM Minutes – 7 March 2018.

##### Attachments

1. DFES LG Package - 6 Dec 2017
2. DFES LG Package - 3 Jan 2018
3. DFES LG Package - 7 Feb 2018
4. Letter from Minister for Emergency Services; Corrective Services
5. BRVBFB AGM Minutes

##### 4.2 CORRESPONDENCE OUT

Nil

#### 5. BUSINESS ARISING

##### 5.1 BUSH FIRE ADVISORY COMMITTEE (BFAC) CONTACT LIST

An updated contact list of members and proxies is attached, please inform the secretariat of any changes/additions.

##### Attachments

1. Attachment 1

Chairperson.....Date.....

## **5.2 STATUS REPORT**

- 2017 Status Report attached.
- 2018 Status Report will start following the first meeting.

### **Attachments**

1. 2018 Status Report

## **5.3 UPDATES FROM BFAC MEMBERS**

Main Roads – discussion on road burns and the importance of communication/signage.

BRVBFB – Bush Fire Season commence last Monday; training under way.

Bidyadanga Police –

- Discussions on an item that was put forward at the last BFAC meeting regarding the miscommunication between Bidyadanga Police & DFES during a fire at Port Smith.
- Ben Muller, Area Officer – DFES, will report back to Bidyadanga Police/BFAC on any information he can gather on the incident.
- It was reported by the BRVBFB that 6 volunteers were activated but got stood down shortly after leaving Broome.

## **5.4 BUSH FIRE MITIGATION TIMELINE 2018**

### **Attachments**

1. Bushfire Hazard Reduction Order

## **5.5 DFES REPORT - 14 MARCH 2018**

Ben Muller, Area Officer – DFES, presented the attached report.

### **Attachments**

1. Attachment 1

<b>6. REPORTS OF OFFICERS</b>
-------------------------------

Nil

<b>7. MEETING CLOSURE</b>
---------------------------

The Chairman closed the meeting at 11:58am.

Chairperson.....Date.....

**BROOME REGIONAL VOLUNTEER BUSH FIRE BRIGADE**

**Annual General Meeting held at the DFES Regional Office  
1800hrs**

**7<sup>th</sup> March 2018**

**MINUTES OF MEETING**

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2. ATTENDANCE AND APOLOGIES .....	2
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4. ELECTION OF OFFICERS .....	3
5. GENERAL BUSINESS .....	<b>Error! Bookmark not defined.</b>
6. DEFS REPORT.....	5
6. DATE/TIME/LOCATION OF NEXT MEETING:.....	5
7. MEETING CLOSURE .....	5





Minutes – Broome Regional Volunteer Bush Fire Brigade AGM 07/03/2018

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## 1. OFFICIAL OPENING

- 1.1 Captain Erwan Crozetiere officially opened the AGM at 18:20hrs

## 2. ATTENDANCE AND APOLOGIES

### Attendance:

Erwan Crozetiere (Frenchy)  
Jim Taylor  
Ben Coles  
Ken Wood  
Steven Lockwood  
Naz Graue  
Michael Muller  
Jane Gillmore  
Jack McCormick  
Max (SES)  
Oliver (SES)  
DFES Area Officer Ben Muller

### Apologies:

Matt Morrissy  
Leon Kelly  
Shaun Warsurton  
Christine Cookson  
Andrew Close  
Martin Cox

Moved: Erwan Crozetiere

Seconded: Ken Wood

**That the Minutes of the Broome Regional Volunteer Bush Fire Brigade Annual General Meeting held on 18 March 2017 be accepted as true and accurate.**

FOR: All  
AGAINST: 0

## 3. BUSINESS ARISING FROM THE MINUTES OF THE LAST MEETING.

- 3.1 All First Aid kits up to date by Steven Lockwood.  
3.2 Oxy Viva, we need extra training to get one for the Brigade.

**Action required:** Look up required training to get a Oxy Viva for the brigade.  
**To be actioned by:** Ben Muller.

- 3.3 Defib, issued to the Brigade by DFES records but the Brigade never received it.  
**Action required:** Ben to chase up where it went, speak to Rick Darlow when he gets back of leave.  
**To be actioned by:** Ben Muller.

<b>4. Election of Officers.</b>
---------------------------------

- 4.1 Area Officer Ben Muller took the Chair and declared all positions vacant. Nominations were called for the following Executive Committee positions:
- Captain
  - 1<sup>st</sup> Lieutenant
  - 2<sup>nd</sup> Lieutenant/Trainer
  - Treasurer
  - Secretary
  - Equipment Officer
  - Social Officer
- 4.2 Erwan Crozetiere nominated as Captain by Ken Wood, seconded by Ben Coles. Erwan Crozetiere accepted.
- 4.3 Jim Taylor nominated as 1<sup>st</sup> Lieutenant by Erwan Crozetiere, seconded by Steven Lockwood, Jim Taylor accepted.
- 4.4 Ben Coles nominated as 2<sup>nd</sup> Lieutenant by Erwan Crozetiere, seconded by Ken Wood, Ben Coles.
- 4.5 Matt Morrissey nominated as Treasurer/Trainer by Erwan Crozetiere, seconded by Steven Lockwood, Matt Morrissey accepted.
- 4.6 Naz Graue nominated as Equipment Officer's role by Ben Coles, seconded by Ken Wood. Naz Graue accepted.
- 4.7 Steven Lockwood nominations himself as Secretary, seconded by Ken Wood. Steven Lockwood accepted.
- 4.8 Steven Lockwood nominated as First Aid Officer by Erwan Crozetiere, seconded by Jim Taylor. Steven Lockwood accepted.
- 4.9 Naz Graue nominated as Social Officer by Erwan Crozetiere, seconded by Ben Coles
- 4.10 Area Officer Ben Muller congratulated all Executive Members to new positions and handed the Chair back to Erwan Crozetiere as the new Captain elect.

<b>5. General Business.</b>
-----------------------------

- 5.1 The Broome Bush Fire Brigade have \$4,700.00 in the social fund
- 5.2 The treasurer has ask that if we spend money on behalf of the Brigade that you take a picture of the receipt and sent it to him (Mat Morrissey) via an SMS or email.
- 5.3 The Bottle shop account has now been sorted. Erwan Crozetiere and Mat Morrissey are now signatures to buy alcohol at BWS, if you do have to buy alcohol make sure you refer to 5.2.

Minutes – Broome Regional Volunteer Bush Fire Brigade AGM 07/03/2018

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- 5.4 The Broome Bush Fire Brigade have an objective of reaching \$10,000.00 by the end of the year to put towards the new Station.

- 5.5 Organise car wash to raise money for the new station

**Action required:** Ask BVFRS if we can use their station to hold the car wash

**To be actioned by:** Steven Lockwood

- 5.6 Erwan Crozetiere has said that \$700 from the social fund will go towards a Webber BBQ, agreed by all.

**Action required:** Go buy the Webber BBQ

**To be actioned by:** Erwan Crozetiere

- 5.7 Erwan Crozetiere has received a \$200 voucher from Bunnings and \$200 voucher from Mitre 10. He is working on a free outdoor kitchen from Mitre 10 to put in the social area at the new station.

**Action required:** A thank you from the Broome Bush Fire brigade

**To be actioned by:** Steven Lockwood

- 5.8 The Broome Bush Fire Brigade have still got several Burns to do from last year and several newer burns to do this year for the Shire of Broome.

- 5.9 It is predicted that the Broome Bush Fire Brigade have a twelve week window to get all their burns completed.

- 5.10 Was noted that we also have the interest of several private burns by private land owner which is for the brigade to negotiate for.

- 5.11 Urgent request by several Fire Fighters that they still need to do the Intro to Fire Fighting Course. Trying to tie in with VFRS to make enough numbers. Run over 1 evening a week for 3 weeks then drills on a Sat / Sun Morning.

**Action required:** Liaise with VFRS and organise Intro. To FF course .

**To be actioned by:** Ben Muller

- 5.12 When anyone is at the station make sure you write in the book, black pen if just on station for training, cleaning, training etc. Red pen if you are on a fire job.

- 5.13 Code to be changed/new lock for the brigade door.

**Action required:** see which is cheaper? New lock or change code.

**To be actioned by:** Steven Lockwood.

- 5.14 All uniforms are now located in the cupboard in the toilets. Please keep tidy, if you take any PPE/uniform please inform Naz Graue

- 5.15 Please make sure we all keep the station clean and professional.

- 5.16 We are not allowed to have a chainsaw on the vehicles because we are not trained to use them. Investigation to be made as to if it is possible to get trained and have one.

Minutes – Broome Regional Volunteer Bush Fire Brigade AGM 07/03/2018

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**Action required:** Investigate possibility of chainsaw being allocated to BBFB and training to be provided.

**To be actioned by:** Ben Muller.

- 5.17 Ken Wood leaving the Broome Bush Fire Brigade after three years of service to do FIFO work from Brisbane to Papa New Guinea.

<b>6. DEFS report.</b>
------------------------

6.1 DEFS report:

- Turbo on the 4.4 and alternator on the 1.4 made the brigade overspend by \$7000
- DFES got approval to overspend freeing up funds to spend on other items.
- PPE has been ordered
- LT going in to be serviced on the 08-03-2018 for 1-2 days Ben to update Erwan Crozetiere when it will be back in service
- Training calendar is up and running for 2018
- Training to be held every other Monday

6.2 New station:

- Been long delays in finding a suitable block of land.
- New block on Wattle Drive in-between the caravan park and Speedway has been found and approved just waiting on title change.
- There were talks of flooding on the block but that has now been put to bed.
- All previous tenders are likely to be in-valid so tender process by Shire will likely have to commence again.
- By the end of March DEFS will be looking for a Project Advisory Team which will help with putting their input into the whole building process of the new station. Team to consist of Captain and one other Brigade Member. For discussion with Erwan and Ben.
- Unsure as to whether fencing was inc. in the original concept however we will need to be aware of scope creep so the budget does not get out of control.

<b>7. Date/ Time/Location of next meeting.</b>
--

- 7.1 To be confirmed

<b>8. Meeting Closed.</b>
---------------------------

- 8.1 Meeting closed at 1910.

SHIRE OF BROOME

**BUSHFIRE HAZARD REDUCTION ORDER**

**BUSH FIRES ACT 1954**

**Notice to owners and/or occupiers of land within the Shire of Broome**

PURSUANT to Section 33 of the *Bush Fires Act 1954* you are hereby required on or before **15 May 2018**, or within 14 days of the date of you becoming owner or occupier should this occur after 15 May 2018, to comply with the following provisions of this order and you must maintain the property in the required condition until 31 December 2018:

**A. Properties greater than 2000 square metres**

- (i) Trafficable firebreaks must be installed on the land and the firebreaks clear of flammable material. The firebreaks must be within ten (10) metres of all external boundaries.
- (ii) A twenty (20) metre "parkland cleared" low fuel buffer zone must be established around all buildings on the property, which must be clear of all flammable material.

**B. Properties 2000 square metres or less**

- (i) All grasses are to be maintained below 100mm in height by mowing or slashing or other means. All flammable material must be removed from the whole of the land except living trees.
- (ii) A twenty (20) metre "parkland cleared" low fuel buffer zone must be established around all buildings on the property, which must be clear of all flammable material.

**C. Fuel dumps & depots**

- (i) On all land where fuel drum ramps are located and where fuel dumps, whether containing fuel or not, are stored, a firebreak must be cleared and maintain at least (5) five metres wide around any drum, ramp or stack of drums.

**DEFINITIONS**

**"Flammable material"** is defined for the purposes of this notice to include long dry grass, leaves, bark, timber, boxes, cartons, paper and like flammable materials, rubbish and also any combustible matter, but does not include living trees, shrubs, growing bushes and plants under cultivation or mulch with an average depth of less than 10cm.

**"Parkland cleared"** is defined for the purpose of this notice as land that is maintained in a low fuel state. It may contain regularly maintained gardens, trees, shrubs and short grass. It must be kept in such a state that fire cannot be sustained readily upon the land.

**"Trafficable"** means a pathway clear of all vegetation and obstructions that is not less than 3 metres wide with a vertical clearance of not less than 4 metres and allows the safe passage of a fire fighting appliance of a type used by the Department of Fire and Emergency Services.

#### **RESTRICTED BURNING PERIOD**

The Shire of Broome Restricted Burning Period is between **1 April 2018 and 31 December 2018**. During this period, the burning of any material throughout the Shire is not permitted unless a written permit has been obtained from an authorised Bush Fire Control Officer. A Bush Fire Control Officer can be contacted at the Shire of Broome on (08) 9191 3456. Please note that the above dates may be varied according to seasonal conditions, but that any changes will be advertised.

#### **ALTERNATIVE FIREBREAKS**

Should you consider it to be impracticable for any reason to clear firebreaks or remove flammable material from the land as required by this notice, you may apply to the Shire of Broome in writing no later than 15 May 2018 for permission to provide firebreaks in alternative positions or to take alternative action to abate fire hazards on the land. If permission is not granted in writing by the Shire prior to 15 May 2018, you must comply with the requirements of this notice.

If written permission to provide alternative firebreaks has been granted, you must comply with all conditions endorsed on the permit. If at the time this Bushfire Hazard Reduction Order comes into effect the agreed variations (if any) have not been installed to the required standard then the requirements of the order will prevail and the Shire may, under the provisions of the *Bush Fires Act 1954* take measures to make the property compliant with the order.

Any alternative firebreak provided for in accordance with an approved Bushfire Management Plan or variation must be trafficable and placed in accordance with the extent and location depicted on the Bushfire Management Plan or variation.

#### **PENALTIES**

The penalty for failing to comply with this notice under Section 33 of the *Bush Fires Act 1954* is a modified penalty of \$250 or a penalty of up to \$5000 if convicted by a Court. Any person failing to comply with this notice may also be liable, whether prosecuted or not, to pay the cost of the Shire of Broome obtaining contractors to perform any fire hazard reduction works on the property.

**S MASTROLEMBO**  
**CHIEF EXECUTIVE OFFICER**



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## DFES REPORT TO SHIRE OF BOOME - BROOME BUSH FIRE ADVISORY COMMITTEE MEETING 14<sup>th</sup> March 2018.

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The following report has been compiled in order to draw your attention to some issues which may be of interest.

### Brigades

- All the BFB appliances are operational.
- Broome Regional Bushfire brigade currently has 18 Members in the Brigade.
- Training has re-commenced following the break for the Wet Season. Initial focus is on the Pre-season activities. Eg. Burnover drills etc.
- Regional Training Calendar has commenced and a number of BFB Volunteers have recently completed Advanced Bushfire and Crew Leader Training. Introductory courses will be conducted soon for those currently un-qualified new members.
- TNA has been undertaken for the brigade and there have been no huge gaps identified other than the ongoing development of members as they move through the Ranks and Gain more experience over time.

### Response

- Total number of incident attended by Broome Regional BFB for the 2017/18 FY is 24 in a mixture Primary and Support roles. These have been across the whole Shire.

### Seasonal planning

- DFES have commenced planning 2018 mitigation works, specifically the Aerial Controlled Burning programme, Roadside Burning Programme in addition to the Programmed UCL/UMR mitigation works.
- Will be utilising this as Training opportunity for the BFB & VFRS when performing some of this work particularly around the town site.
- Preliminary meetings have been held with DBCA and Nyamba Buru Yawuru to co-ordinate our work. Arranging meeting the Shire of Broome also & then pulling together an overall meeting with DBCA, DFES, NBY & SoB to discuss plan.
- Looking to work together to build a co-ordinated strategic plan rather than focus as individuals on Annual Works.
- Restricted Burning Period for SoB commences 1/4/2018 – 31/12/2018.
- NW School Education package has been released in conjunction with DBCA. Rolled out to teachers for Primary School students.

### Into the future

- The construction of the New BFB facility appears as though it is back on track following the progressing of the block allocation on Wattle Drive. This will be a significant improvement for the brigade. Would like to thank the Shire for their efforts in securing the block.
- Kimberley Fire Forum 22nd & 23rd March 2018.
- Dampier Peninsula Fire Meeting 28<sup>th</sup> & 29<sup>th</sup> March 2018.

Regards

Ben Muller  
DFES Area Officer – West Kimberley



## 10.4 MINUTES OF THE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEETING HELD ON 5 APRIL 2018

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	EDP002
<b>AUTHOR:</b>	Events and Economic Development Coordinator
<b>CONTRIBUTOR/S:</b>	Manager Community and Economic Development
<b>RESPONSIBLE OFFICER:</b>	Manager Sport & Recreation
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	9 April 2018

**SUMMARY:** This report presents the minutes and associated recommendations from the meeting of the Economic Development Advisory Committee held on 5 April 2018 for Council's consideration.

Officers recommended to the Committee an allocation of \$100,000 to the Broome Visitors Centre, however the Committee requested this sum be increased to \$110,000. For the reasons outlined in this report, officers request Council's consideration of the officer recommendation.

### BACKGROUND

#### Previous Considerations

OMC 30 July 2015	Item 12.1
OMC 26 November 2015	Item 9.3.2
SMC 19 January 2016	Item 6.2.2
OMC 26 May 2016	Item 10.1
OMC 25 August 2016	Item 12.1
OMC 29 September 2016	Item 10.4
OMC 27 October 2016	Item 10.4
OMC 30 March 2017	Item 10.1
OMC 25 May 2017	Item 12.2
OMC 14 September 2017	Item 10.2
OMC 19 October 2017	Item 10.3

### COMMENT

The minutes of the Economic Development Advisory Committee (**EDAC**) meeting held on 5 April 2017 are attached in full in **Attachments 1 and 2** for Council's consideration. At the meeting, the EDAC was presented with 3 reports – 2 of which were considered and recommendations made. These are summarised below.

A third report (6.2 Events, Economic Development and Tourism Funding Program) was also presented to the EDAC. This item was withdrawn due to lack of quorum and has been presented separately for Council's consideration.

#### 6.1 Application for Funding – Tourism Initiatives

This report sought the EDAC's consideration of requests for funding through the Tourism Administration Policy allocation of funds for tourism initiatives within the 2017/18 Shire budget. The Shire has received three requests for funding support from:

- Cable Beach Polo Pty Ltd - \$20,000
- Kimberley Land Council - \$20,000
- Fat Bike Championships Inc - \$ 2,000

#### *Cable Beach Polo Pty Ltd*

The Shire of Broome has been approached by Cable Beach Polo Pty Ltd who will hold the Cable Beach Polo tournament on 26-27 May 2018. The applicant has requested financial support of \$20,000 to contribute towards the cost of Jack Stein - a guest Executive Chef for the Dinner Under the Stars component of the 2018 event.

Jack Stein is featuring in a new television cooking series, following the huge success of a series shot in the south of WA last year. The producer is wanting to use the Cable Beach Polo event as the storyline for Jack to be in Broome, exploring the fabulous fresh produce of the region. They will be filming him finding the produce, especially seafood, and then serving it up to the 200 people on the beach for the dinner.

The series has been bought by a major UK television broadcaster and will be broadcast internationally as well as in Australia. Jack Stein interviews in the UK promoting the last television series brought over 250,000 pounds positive television time for the destinations Jack spoke about, without including the value of the television series itself.

The inaugural Cable Beach Polo tournament was held in 2010 and then successfully held in 2011, 2013, 2014, 2015 and 2017. This event attracts professional polo players both domestic and international, and approximately 45-50 horses as part of the 2-day event consisting of 5 polo matches. The opportunity to hold this event in Broome is made possible by the association between Cable Beach Polo Pty Ltd, the Swan Valley Polo Club and the sanction of the Australian Polo Federation.

The Cable Beach Polo event aligns to the Event Strategic Development Plan as it is a draw card, enhancer and community event. It is unique as it is the only Polo event held on a beach in Australia, and has high quality delivery.

There is also alignment with the following outcomes from the Shire's Strategic Community Plan 2017-2027:

- Outcome 1.4.4 Strategic Community Plan 2017 – 2027 Advocate for and promote regional sporting events and competitions.
- Outcome 2.5.1 Strategic Community Plan 2017 – 2027 Engage with local, regional, state, national and international stakeholders to build a strong and resilient tourism sector.
- Outcome 2.5.2 Strategic Community Plan 2017 – 2027 Promote the Shire of Broome as an attractive place to visit.

#### *Kimberley Land Council*

The Shire of Broome has been approached by Kimberley Land Council who will be holding the 2018 Native Title Conference on 5 - 7 June 2018. The applicant has requested financial support of \$20,000 for in-kind services to contribute towards the cost of holding the event.

The 2018 Native Title Conference will draw a large national audience to Broome, many who will be visiting for the first time. The accommodation, catering, equipment hire, transport and coordination required for the successful conference will provide an economic boost to the town's businesses.

There will be active promotion of the event on social media channels. The conference attendees from across Australia will be keen to experience all that Broome has to offer. This will provide an opportunity for local businesses to benefit from the delegates' patronage during their stay as well as broader exposure of the town, region and experiences of Broome as an attractive destination.

The cultural program will allow local performers, dance troupes and artists to promote their performance and art to a national audience. Outside of the formal program, opportunities will arise for music and festivities to entertain and entice the travelling attendees. The Indigenous population of Broome and the Kimberley will take pride in promoting their strong culture and traditions to a wider audience.

The Kimberley Land Council conference aligns to the Shire's Event Strategic Development Plan as it is a draw card, enhancer and community event. It is also a significant cultural event celebrating Indigenous culture and a large conference being hosted in Broome. The Broome Major Events Strategy Pillar 5 outlines the goals to make Broome an attractive destination to host conferences, and this event will provide an opportunity for Broome to demonstrate it has the capacity to host large conferences.

There is also alignment with the following outcomes from the Shire's Strategic Community Plan 2017-2027:

- Outcome 1.4.4 Strategic Community Plan 2017 – 2027 Advocate for and promote regional sporting events and competitions.
- Outcome 2.5.1 Strategic Community Plan 2017 – 2027 Engage with local, regional, state, national and international stakeholders to build a strong and resilient tourism sector.
- Outcome 2.5.2 Strategic Community Plan 2017 – 2027 Promote the Shire of Broome as an attractive place to visit.

#### *Fat Bike Championships Inc*

The Shire of Broome has been approached by Fat Bike Championships Inc who will be holding the 2018 Fat Bike Championships on 11 May 2018. The applicant has requested financial support of \$2,000 to contribute towards the cost of holding the event. The application was submitted for the Annual Community Sponsorship Program, however the event is scheduled to occur prior to when this funding round would be presented to Council for consideration. In consultation with the applicant, it was agreed to present this for consideration from the tourism initiatives funding.

Fat Bike Championships Inc. was established to create a series of race events specifically catering to riders of 'fat bikes'. These bicycles typically have tyre widths between 3.8" to 5.0" (10cm to 13cm) and use very low tyre pressures to negotiate all types of off road terrain including soft sand, mud and even snow.

The Association's mission is to create a Fat Bike National Championship, sanctioned by the sport's peak body, Mountain Bike Australia (**MTBA**) to attract elite and non-elite cycling athletes to compete for the National Champion rider's jersey.

The Fat Bike Championships event aligns with the Event Strategic Development Plan as it is a draw card, enhancer and community event. It is a participant sport event that appeals to the aspirational achiever's market. The Broome Major Events Strategy Pillar 2 outlines the goal to build depth during the shoulder season and build cluster events.

There is also alignment with the following outcomes from the Shire's Strategic Community Plan 2017-2027:

- Outcome 1.4.4 Strategic Community Plan 2017 – 2027 Advocate for and promote regional sporting events and competitions.
- Outcome 2.5.1 Strategic Community Plan 2017 – 2027 Engage with local, regional, state, national and international stakeholders to build a strong and resilient tourism sector.
- Outcome 2.5.2 Strategic Community Plan 2017 – 2027 Promote the Shire of Broome as an attractive place to visit.

#### *EDAC Recommendation*

EDAC made the following recommendation (included in **Attachment 1**):

#### **COMMITTEE RESOLUTION:**

**Moved: Cr C Mitchell**

**Seconded: Mr D Galwey**

***That the Economic Development Advisory Committee recommends that Council supports the following applications from funds within the Tourism Administration Policy from budgeted amount 2017-18 (Tourism Initiatives Account - 132060):***

- 1. Cable Beach Polo Pty Ltd - \$20,000**
- 2. Kimberley Land Council - \$20,000 subject to a full budget being provided prior to consideration by council**
- 3. Fat Bike Championship Inc - \$ 2,000**

***Carried 8/1***

**Reason:** *No budget provided in application.*

Officer's note that EDAC members requested that KLC provide a full budget in support of their request for funding for consideration by Council. KLC advised they were unable at the time to provide this document because of confidentiality.

Officers have made a further request to KLC to provide a full budget for the Native Title Conference 2018 as requested by EDAC. KLC have advised that as the Australian Institute of Aboriginal and Torres Strait Islander Studies (**AIATSIS**) are the conference organiser and KLC are the host organisation, the budget for the conference is managed by AIATSIS. AIATSIS have advised that they are unable to provide a full copy of the project budget as it contains commercial in-confidence information.

However, officers are recommending the application for funding still be supported as the KLC have provided a good overview of the benefit, with 75% of the conference budget contributing to the local economy. They will be engaging and contracting around 10 local service providers with benefits flowing to around 30 businesses, including Indigenous owned businesses in Broome. The conveners have advised they are close to reaching the target of 750 conference delegates registered, traveling from across Australia. Conference delegates will be staying 4 to 5 days in Broome, which will also contribute to the local economy.

### 6.3 Tourism Administration Policy Allocations for 2018/19

This report provided a review of the activities of the recipients of funding under the Shire's Tourism Administration Policy 3.4.9 and made a recommendation regarding proposed funding allocations under this policy for consideration as part of the 2018/19 budget process.

The Shire's Tourism Administration Policy 3.4.9 (**Policy**) (formerly 2.1.6) guides Council's role within the tourism industry, including the extent of Council's direct financial assistance to tourism initiatives. The Policy outlines the key areas for Council funding – Visitor Information Services, Destination Marketing and Tourism Initiatives.

The current Policy reflects changes endorsed by Council as part of the Policy Manual Review 2017 which was presented to the Ordinary Meeting of Council (**OMC**) on 14 December 2017. Substantial changes were implemented to streamline the Policy and create a consistent framework for funding allocated from the Tourism Administration Fund.

The revised Policy includes the following description of focus areas for funding:

1. *Visitor Information Services*

*Council will work collaboratively with the Broome Visitors Centre for the provision of visitor servicing and determining of high level tourism priorities for the Shire of Broome.*

2. *Destination Marketing*

*The Shire of Broome shall work collaboratively with Australia's North West (ANW) for the promotion of the Broome shire as a visitor destination to external markets and determining of associated high-level tourism priorities for the Shire of Broome.*

3. *Other Tourism Initiatives*

*The Shire of Broome shall work collaboratively with organisation for the promotion and development of the Broome shire as a visitor destination on initiative that meet the high-level tourism priorities for the Shire of Broome*

Council considered the implementation of the Economic, Events and Tourism Development Funding Program at the OMC on 14 December 2017. The Program was developed to provide support to eligible projects, activities and events which deliver tangible outcomes for the local government area and align with the Shire's Strategic Community Plan 2017 – 2027.

Australia's North West Tourism (**ANW**) and Broome Visitor Centre (**BVC**) have complied with the application requirements under Policy. A summary of these reports is provided below.

As per the Policy, the full acquittal reports against the 2017/18 funding are due within 90 days of the end of the financial year. However, organisations have provided updates on their activities against current Key Performance Indicators as part of their applications.

*Visitor Servicing – Broome Visitors Centre*

The BVC is funded to provide visitor information services in Broome. The Centre's report (included in **Attachment 1**) outlined key outcomes delivered in 2017 which include:

- The leasing of the Kiosk/Café which engages visitors for longer periods of time;
- Implement an online marketing strategy;
- The production and publication of the Broome Visitor Guide which generates new revenue streams through advertising as well as delivering results for members;
- Introduced an inbound telecommunications response centre;
- Re-established focus on retail and merchandising;
- Online revenue has increased by 20%;
- Provide quality visitor services to encourage visitors to extend their stay and spend more;
- Implemented a Welcome strategy at the Broome International Airport where friendly staff greet arriving passengers and are on hand to help;
- Introduction of the Airport advertising at the Broome International Airport increasing revenue; and
- Increased involvement in the Meet & Greet at Cruise Ship Visits.

The BVC has requested an increased annual allocation of \$120,000, with the additional \$20,000 in funding being used for the following:

- Implementation of the improved strategic plan, which focuses on the sustainability of the BVC, member feedback, improved Visitor Servicing and engagement where it requires additional human resources;
- Conduct surveys with Visitors and Members to maintain and reflect on the operations of the BVC – data to become a valuable resource to track industry performance and guide response strategies;
- Introduce online shopping for local arts and crafts as new revenue stream;
- Promotion and ticket sales of major events in Broome to come through the BVC;
- Packaging and campaigning to extend the season and work with major events to provide a complete and unique experience to visitors of the region;
- Increased distribution and growth of the Broome Visitor Guide; and
- Greater engagement strategy through broadened membership base.

Officers recommend that the Shire provides the same level of funding as per 2017/18, noting that some new or additional projects may not be feasible to deliver under this model. However, Shire officers believe there is an opportunity to build upon the current partnership and collaboration between the Shire and the BVC – hence providing opportunities to pursue new initiatives without increasing the funding allocation in the first instance.

#### *Destination Marketing – Australia's North West*

ANW is funded to provide destination marketing for the Broome region – with a key emphasis on the marketing of Broome both as a destination and as gateway to the broader Kimberley region. ANW's reports for 2017 outlined outcomes including:

- Partnership with Broome International Airport to successfully initiate a trial flight between Singapore and Broome;
- Strategic marketing of Broome within targeted and broader marketing campaigns;
- Delivery of the highly successful Broometime Campaign;
- Multiple Broome stories across print and online mediums;
- Hosted journalists from a range of media outlets – including assistance in content development and hosting activities;

- Maintaining an active presence on social media;
- Continued presence at trade events, both national and international; and
- Support of high profile Broome events.

ANW has again requested an annual allocation of \$175,000. Based on the continued value demonstrated in marketing outcomes for Broome delivered by ANW, officers recommend that the level of funding remains at \$175,000 for 2018/19.

#### *EDAC Recommendation*

The EDAC made the following Recommendation (included in **Attachment 1**):

#### **COMMITTEE RESOLUTION:**

**Moved: Mr P Taylor**

**Seconded: Ms S Bergersen**

***That the Economic Development Advisory Committee recommends that Council:***

- 1. Notes the reports received from Australia's North West and the Broome Visitor Centre, including the progress towards the achievement of the annual Key Performance Indicators, as per Attachments 1, 3 and 4.***
- 2. Endorses the attached Key Performance Indicators for Broome Visitor Centre and Australia's North West as per Attachments 2 and 5.***
- 3. In accordance with Policy 3.4.9 – Tourism Administration, includes the following allocations as part of the 2018/19 budget process:***
  - (a) \$175,000 to Australia's North West***
  - (b) \$110,000 to Broome Visitor Centre***
- 4. Allocate the remaining balance of funding towards the 2018/19 Events, Economic Development and Tourism Funding Program.***

***CARRIED UNANIMOUSLY 7/0***

**Reason** – *In line with previous grants prior to last year. Critical function to increase marketing resources given that tourism numbers are down.*

Officers acknowledge the EDAC's recommendation to Council for an increase in the amount of funding to be allocated to the BVC.

In considering the EDAC recommendation, officers believe Council should also give due consideration of the savings identified in the 17/18 funding decision for the BVC, as articulated in the Council resolution below from the OMC 25 May 2017:

#### **COUNCIL RESOLUTION:** **(COMMITTEE RECOMMENDATION)**

**Moved: Cr R Johnston**

**Seconded: Cr C Mitchell**

- 1. Notes the reports received from Australia's North West, the Broome Visitor Centre and the Broome Tourism Leadership Group.***
- 2. Endorses the attached Key Performance Indicators for Australia's North West and the Broome Visitor Centre.***
- 3. In accordance with Policy 2.1.6 – Tourism Administration, includes the following allocations as part of the 2017/18 budget process:***



- a) \$175,000 to Australia's North West**
- b) \$100,000 to Broome Visitor Centre subject to:**
  - (i) All lease arrangements have been finalised by July 1, 2017**
  - (ii) Informing the Shire of the identification of any significant budget variances**
  - (iii) Timely provision to the Shire of an action plan to address any significant budget variations**
  - (iv) Demonstration of active planning and pursuit of alternative and sustainable revenue streams with the view of reducing Shire funding in out years**
  - (v) Noting the combined benefits and savings from the new lease agreement, which consists of \$14,523 for lease area 2 and 4 savings, \$34,166 for the savings associated with parks & gardens maintenance now undertaken by the Shire and additionally noting the peppercorn lease saving of \$143,655**
- c) \$40,000 to Strategic Tourism Initiatives**

**CARRIED UNANIMOUSLY 7/0**

The current lease put in place between the Shire and BVC in 2017 results in a significant annual benefit for the BVC totalling \$192,344. This amount consists of rent for 3 lease areas within the facility and gardening.

The new lease agreement for the premises includes an additional two lease areas under the existing peppercorn lease (areas 2 and 4). This reduces the rental cost by \$14,523. The BVC is subleasing area 4 to a commercial operator and therefore is receiving income for this area. The other leased space is provided rent free (Area 2 – Conference Room) and provides the BVC with the opportunity to source additional revenue from a commercial sub-lease.

The lease agreement also includes the provision of gardening and grounds upkeep by the Shire's crews to a value of \$34,166 per annum. Previously the BVC has contracted its own gardening services from an external provider, so this new arrangement provides a saving to the BVC.

It is for this reason that officers recommend that Council consider the original officer recommendation to the EDAC, rather than the recommendation made by the EDAC, and allocate funding in the amount of \$100,000 to the BVC.

## **CONSULTATION**

Australia's Northwest  
 Broome Visitors Centre  
 Cable Beach Polo Inc  
 Kimberley Land Council  
 Fat Bike Championship Inc  
 Economic Development Advisory Committee

## **STATUTORY ENVIRONMENT**

As per attached minutes.

## **POLICY IMPLICATIONS**

As per attached minutes.

## **FINANCIAL IMPLICATIONS**

Should Council endorse the Tourism Initiative Allocation 2017/18, this will leave an amount of \$8,000 in in account #132060 to be allocated to future initiatives.

Should Council endorse a Tourism Administration Policy funding allocation of \$175,000 to ANW and \$100,000 to the BVC, this will leave a balance of \$40,000 to be utilised for funding the Economic, Events and Tourism Development funding program 2018/19.

Further detail regarding financial implications is outlined in the Minutes attached.

## **RISK**

The associated risk with Council endorsing a reduced amount of funding to the BVC is outweighed by the savings as part of the new lease agreement. Therefore, the impact of this decision is deemed to be minimal.

Council's allocation funding to the 2 applicants ANW and BVC will impact the amount of funds available to support the Economic, Events and Tourism Development Funding Program in 2018/19.

## **STRATEGIC IMPLICATIONS**

**Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:**

Participation in recreational and leisure activity

**Our Place Goal – Help to protect the nature and built environment and cultural heritage of Broome whilst recognising the unique sense of the place:**

A preserved, historical and cultural heritage of Broome

Retention and expansion of Broome's iconic tourism assets and reputation

**Our Prosperity Goal – Create the means to enable local jobs creation and lifestyle affordability for the current and future population:**

Key economic development strategies for the Shire which are aligned to regional outcomes working through recognised planning and development groups/committees

**Our Organisation Goal – Continually enhance the Shire's organisational capacity to service the needs of a growing community:**

Effective community engagement

## **VOTING REQUIREMENTS**

*Simple Majority*REPORT RECOMMENDATION:*That Council:*

1. *Receives the minutes of the Economic Development Advisory Committee meeting held on 5 April 2018.*
2. *Endorses the Economic Development Advisory Committee recommendation for Council to support the following applications from the 2017-18 Tourism Initiatives Fund (Account - 132060) to a total value of:*
  - a) *Cable Beach Polo Pty Ltd - \$20,000;*
  - b) *Kimberley Land Council - \$20,000; and*
  - c) *Fat Bike Championship Inc - \$2,000.*

REPORT RECOMMENDATION:*That Council:*

1. *Notes the reports received from Australia's North West and the Broome Visitor Centre, including the progress towards the achievement of the annual Key Performance Indicators.*
2. *Endorses the attached Key Performance Indicators for Broome Visitor Centre and Australia's North West for 2018/19 as per Attachments 2 and 5.*
3. *In accordance with Policy 3.4.9 – Tourism Administration, includes the following allocations as part of the 2018/19 budget process:*
  - a) *\$175,000 to Australia's North West; and*
  - b) *\$100,000 to Broome Visitor Centre.*
4. *Allocate the remaining balance of \$40,000 funding towards the 2018/19 Events, Economic Development and Tourism Funding Program.*

**Attachments**

1. Economic Development Advisory Committee Minutes for the meeting on 5 April 2018
2. Economic Development Advisory Committee Minutes - Confidential Supplement - for the meeting on 5 April 2018 (*Confidential to Councillors and Directors Only*)

***This attachment is confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(ii)) as it contains "a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government".***



**MISSION AND VALUES OF COUNCIL**

*"A Sustainable Community that is inclusive, attractive, healthy and pleasant to live in, that uses our land so as to preserve our history and environment, respects the rights and equality of our citizens and manages our future growth wisely."*

**UNCONFIRMED  
MINUTES**

**OF THE**

**ECONOMIC DEVELOPMENT ADVISORY  
COMMITTEE MEETING**

**5 APRIL 2018**

## **OUR VISION**

***"A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment."***

## **OUR MISSION**

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

## **CORE VALUES OF THE SHIRE**

***The core values that underpin the achievement of the mission will be based on a strong customer service focus and a positive attitude:***

**Communication**

**Integrity**

**Respect**

**Innovation**

**Transparency**

**Courtesy**

### **DISCLAIMER**

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

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

**SHIRE OF BROOME**  
**ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEETING**  
**THURSDAY 5 APRIL 2018**  
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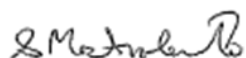
Chairperson.....Date.....

## NOTICE OF MEETING

Dear Council Member,

The next Economic Development Advisory Committee Meeting of the Shire of Broome will be held on Thursday, 5 April 2018 in the Function Room, Corner Weld and Haas Streets, Broome, commencing at 2:00pm.

Regards



S MASTROLEMBO  
**Chief Executive Officer**

04/04/2018

Chairperson.....Date.....



**MINUTES OF THE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEETING OF  
THE SHIRE OF BROOME,  
HELD IN THE FUNCTION ROOM, CORNER WELD AND HAAS STREETS, BROOME, ON  
THURSDAY 5 APRIL 2018, COMMENCING AT 2:00PM.**

**1. OFFICIAL OPENING**

The Chief Executive Officer (CEO) welcomed Committee members, Officers and declared the meeting open at 3:20pm. He advised that he would be presiding over the meeting up until the Office of Chairperson was elected.

The CEO called for nominations for the position of Chairperson. Cr D Male nominated Cr H Tracey for the position of Chairperson. Cr H Tracey accepted the nomination over the phone prior to the meeting. Cr H Tracey was elected unopposed.

The CEO called for nominations for the position of Deputy Chairperson. Cr D Male nominated herself for deputy Chairperson. Cr D Male was elected unopposed.

Cr D Male assumed the Chair in the absence of Chairperson.

**2. ATTENDANCE AND APOLOGIES**

Attendance:	Cr D Male	Council Representative
	Cr C Mitchell	Council Representative
	Ms R Snowden	North Regional Tafe
	Mr D Galwey	Broome Visitors Centre
	Mr K Schellack	Kimberley Ports Authority
	Ms S Bergersen	Nyamba Buru Yawuru
	Ms K Krenz	Broome International Airport
	Ms M Virgo	Broome Visitors Centre
	Mr S Proud	Landcorp
	Mr P Taylor	Chamber of Commerce
	Ms E Lucke	Chamber of Commerce

Leave of Absence: Nil

Apoloies:	Cr H Tracey	Council Representative
	Mr P Ferrante	LandCorp
	Mr P McSweeney	Broome International Airport
	Mr D Banfield	Willie Creek Pearls
	Mr J Brown	Broome Tourism Leadership Group
	Mr G Fiorenza	Colin Wilkinson Developments

Officers:	Sam Mastrolembro	Chief Executive Officer
	Aletta Nugent	Director Development and Community
	Mark Davis	Manager Community & Economic Development
	Rhondda Chappell	Coordinator Economic & Events Development
	Bronwyn Jones	Development & Community Executive Support Officer

Chairperson.....Date.....

**3. DECLARATIONS OF FINANCIAL INTEREST / IMPARTIALITY**

*It is noted that Mr Paul Ferrante and Mr Simon Proud are members of the EDAC representing Landcorp. In accordance with section 5.63(1)(g) of the Local Government Act 1995, they do not have an interest to disclose in any matter before the committee in which Landcorp may be involved. This exemption (from disclosing interests) does not extend to any direct or indirect financial interest or proximity interest that they may have personally.*

FINANCIAL/PROXIMITY INTEREST			
Committee Member	Item No	Item	Nature of Interest
Desiree Male	6.2	Events, Economic & Tourism Development Funding Program	Financial – <i>a number of community applicants are clients of my business.</i>
Susan Bergersen	6.2	Events, Economic & Tourism Development Funding Program	Financial – <i>Board member BCCL.</i>
Melanie Virgo	6.3	Tourism Administration Policy Allocations for 2018/19	Financial – <i>I am Operations Manager of the BVC &amp; I am on the payroll.</i>
Desiree Male	6.3	Tourism Administration Policy Allocations for 2018/19	Financial – <i>ANW is a client of my business.</i>
Elisabeth Lucke	6.2	Events, Economic & Tourism Development Funding Program	Proximity – <i>I am Director &amp; Vice President of the BCCL.</i>

IMPARTIALITY			
Committee Member	Item No	Item	Nature of Interest
Melanie Virgo	6.1	Application for Funding – Tourism Initiatives	Impartiality – <i>BVC promotes &amp; sells tickets for some of these events. Visitor servicing is part of BVC. Some are members.</i>
David Galwey	6.1	Application for Funding – Tourism Initiatives	Impartiality - <i>Committee Member of Cruise Broome.</i>
Susan Bergersen	6.2	Events, Economic & Tourism Development Funding Program	Impartiality – <i>NBY/Yawuru has supported the Salt Water Country Rodeo. KLC - National Native Title – NBY is a co-host.</i>
Simon Proud	6.2	Events, Economic & Tourism Development Funding Program	Impartiality – <i>I am a Member of the Broome Turf Club Inc.</i>
Melanie Virgo	6.2	Events, Economic & Tourism	Impartiality – <i>They are</i>

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		Development Funding Program	<i>members. We promote &amp; sell tickets. Part of Visitor servicing for BVC role.</i>
Peter Taylor	6.2	Events, Economic & Tourism Development Funding Program	Impartiality - <i>President BCCI</i>
David Galwey	6.3	Tourism Administration Policy Allocations for 2018/19	Impartiality - <i>Chairman of the BVC Board</i>

#### 4. CONFIRMATION OF MINUTES

##### COMMITTEE RESOLUTION:

*Moved: Mr P Taylor*

*Seconded: Ms S Bergersen*

*That the Minutes of the Economic Development Advisory Committee held on 14 September 2017, as published and circulated, be confirmed as a true and accurate record of that meeting.*

*CARRIED UNANIMOUSLY 9/0*

##### COMMITTEE RESOLUTION:

*Moved: Cr D Male*

*Seconded: Cr C Mitchell*

*That the Minutes of the Economic Development Advisory Committee held on 10 October 2017, as published and circulated, be confirmed as a true and accurate record of that meeting.*

*CARRIED UNANIMOUSLY 9/0*

#### 5. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

The deputy Chairperson advises that there are matters for discussion on the agenda for which the meeting may be closed, in accordance with section 5.23(2) of the *Local Government Act 1995*.

##### **Recommendation**

That the following Agenda items be considered under 14. Matters Behind Closed Doors, in accordance with section 5.23(2) of the *Local Government Act 1995*, as specified:

##### **6.2 EVENTS, ECONOMIC AND TOURISM DEVELOPMENT FUNDING PROGRAM**

*Item 6.2 and any attachments are confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(ii)) as it contains “a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government”, and section 5.23(2)((e)(iii)) as it contains “a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government”.*

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**6. REPORT OF OFFICERS**

*With regard to Item 6.1, Mr D Galwey declared the following impartiality interest pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 – “Committee Member of Cruise Broome”*

*With regard to Item 6.1, Ms M Virgo declared the following impartiality interest pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 – “BVC promotes & sells tickets for some of these events. Visitor servicing is part of BVC. Some are members.”*

**6.1 APPLICATION FOR FUNDING - TOURISM INITIATIVES**

<b>LOCATION/ADDRESS:</b>	NIL
<b>APPLICANT:</b>	Cable Beach Polo Pty Ltd, Kimberley Land Council and Fat Bike Championships Inc
<b>FILE:</b>	REE26
<b>AUTHOR:</b>	Events and Economic Development Coordinator
<b>CONTRIBUTOR/S:</b>	Manager Community and Economic Development
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	NIL
<b>DATE OF REPORT:</b>	15 March 2018

**SUMMARY:** This report seeks Economic Development Advisory Committee consideration of requests for funding through the Tourism Administration Policy allocation of funds for tourism initiatives within the 2017/18 Shire budget.

The Shire has received three requests for funding support from:

- Cable Beach Polo Pty Ltd - \$20,000
- Kimberley Land Council - \$20,000
- Fat Bike Championships Inc - \$ 2,000

**BACKGROUND***Previous Considerations*

EDAC 16 February 2017	Item 5.1
OMC 30 March 2017	Item 10.1

Cable Beach Polo Pty Ltd requested and was granted funding for the 2017 Cable Beach Polo event as per the Economic Development Advisory Committee (EDAC) resolution on 16 February 2017 and Council resolution on 30 March 2017 below:

**COMMITTEE RESOLUTION:**

*Moved: Mr N Linton*

*Seconded: Mr G Fiorenza*

*That the Economic Development Advisory Committee recommends that Council:*

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1. *Approves an amended amount of financial support for Pinctada Cable Beach Polo Pty Ltd and provide financial support for the 2017 Cable Beach Polo tournament to the value of \$10,000 cash and an additional \$8,827.64 in-kind the event.*
2. *Requires Pinctada Cable Beach Polo Pty Ltd to provide the following in return for the contribution of cash and in kind:*
  - a) *Shire of Broome name and logo on one jeans leg of four teams*
  - b) *One single side panel field banner provided by the event organisers over the two day coverage*
  - c) *Half page advertisement in the tournament program*
  - d) *Shire of Broome logo appearing on event collateral where appropriate*
  - e) *Shire of Broome Logo acknowledgement on the official Cable Beach Polo website with link to sponsors website*
  - f) *Presentation and introduction of the Shire of Broome on official occasions throughout the tournament*
  - g) *Invitation to the Shire President (or nominee) to officially welcome sponsors and their guests at the official welcome cocktail party on Friday 19 May 2017*
  - h) *A report outlining economic benefits for Broome.*
3. *Requests the Chief Executive Officer to allocate \$10,000 cash contribution and \$8,827.64 in kind contribution from GL # 132060 Tourism Development and Area Promotions account with the condition that the event proceeds.*

**CARRIED UNANIMOUSLY 9/0**

**COUNCIL RESOLUTION:**  
**(REPORT RECOMMENDATION)**

**Moved:** Cr H Tracey

**Seconded:** Cr P Matsumoto

*That Council receives the minutes of the Economic Development Advisory Committee meeting held on the 16 February 2017 and endorses the recommendations put forward by the Economic Development Advisory Committee, with the following amendments to the request for financial support for Pinctada Cable Beach Polo Pty Ltd:*

- a) *The sponsorship package will not include the Shire of Broome name and logo on one leg of four teams; and*
- b) *The financial funding support will be for one year only. i.e. the 2017 event.*

**CARRIED UNANIMOUSLY 7/0**

Fat Bike Championships Inc and the Kimberley Land Council have not previously been provided funding for tourism initiatives through the Tourism Administration Policy funding.

**COMMENT**

The Shire has been approached to provide financial support for 3 events taking place in May to June 2018. Officers are proposing that the funds to support these initiatives come from the Tourism Administration Policy annual allocation.

The Tourism Administration Policy includes a focus area for funding strategic tourism initiatives, in addition to visitor servicing and destination marketing. Through the 2017/18 financial budget an amount of \$50,000 was allocated to provide financial support to tourism initiatives. No applications had been received in this financial year, prior to these 3 events.

Chairperson.....Date.....

**Applications****Cable Beach Polo Pty Ltd**

The Shire of Broome has been approached by Cable Beach Polo Pty Ltd who will hold the Cable Beach Polo tournament on 26-27 May 2018. The applicant has requested financial support of \$20,000 to contribute towards the cost of Jack Stein - a guest Executive Chef for the Dinner Under the Stars component of the 2018 Event (see **Attachment 1**).

Jack Stein is featuring in a new television cooking series, following the huge success of a series shot in the south of WA last year. The producer is wanting to use the Cable Beach Polo event as the storyline for Jack to be in Broome, exploring the fabulous fresh produce of the region. They will be filming him finding the produce, especially seafood, and then serving it up to the 200 people on the beach for the dinner.

The series has been bought by a major UK television broadcaster and will be broadcast internationally as well as in Australia. Jack Stein interviews in the UK promoting the last television series brought over 250,000 pounds positive television time for the destinations Jack spoke about, without including the value of the television series itself.

The inaugural Cable Beach Polo tournament was held in 2010 and then successfully held in 2011, 2013, 2014 and 2015. This event attracts professional Polo players both domestic and international, and approximately 45-50 horses as part of the 2 day event consisting of 5 polo matches. The opportunity to hold this event in Broome is made possible by the association between Cable Beach Polo Pty Ltd, the Swan Valley Polo Club and the sanction of the Australian Polo Federation.

The Cable Beach Polo event aligns to the Event Strategic Development Plan as it is a draw card, enhancer and community event. It is unique as it is the only Polo event held on a beach in Australia, and has high quality delivery.

There is also alignment with the following outcomes from the Shire's Strategic Community Plan 2017-2027:

- Outcome 1.4.4 Strategic Community Plan 2017 – 2027 Advocate for and promote regional sporting events and competitions.
- Outcome 2.5.1 Strategic Community Plan 2017 – 2027 Engage with local, regional, state, national and international stakeholders to build a strong and resilient tourism sector.
- Outcome 2.5.2 Strategic Community Plan 2017 – 2027 Promote the Shire of Broome as an attractive place to visit.

**Kimberley Land Council**

The Shire of Broome has been approached by Kimberley Land Council who will be holding the 2018 Native Title Conference on 5 - 7 June 2018 (see **Attachment 2**). The applicant has requested financial support of \$20,000 for in-kind services to contribute towards the cost of holding the event.

The 2018 Native Title Conference will draw a large national audience to Broome, many who will be visiting for the first time. The accommodation, catering, equipment hire, transport and coordination required for the successful conference will provide an economic boost to the town's businesses.

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There will be active promotion of the event on social media channels. The conference attendees from across Australia will be keen to experience all that Broome has to offer. This will provide an opportunity for local businesses to benefit from the delegates' patronage during their stay as well as broader exposure of the town, region and experiences of Broome as an attractive destination.

The cultural program will allow local performers, dance troupes and artists to promote their performance and art to a national audience. Outside of the formal program, opportunities will arise for music and festivities to entertain and entice the travelling attendees. The Indigenous population of Broome and the Kimberley will take pride in promoting their strong culture and traditions to a wider audience.

The Kimberley Land Council conference aligns to the Shire's Event Strategic Development Plan as it is a draw card, enhancer and community event. It is also a significant cultural event celebrating Indigenous culture and a large conference being hosted in Broome. The Broome Major Events Strategy Pillar 5 outlines the goals to make Broome an attractive destination to host conferences, and this event will provide an opportunity for Broome to demonstrate it has the capacity to host large conferences.

There is also alignment with the following outcomes from the Shire's Strategic Community Plan 2017-2027:

- Outcome 1.4.4 Strategic Community Plan 2017 – 2027 Advocate for and promote regional sporting events and competitions.
- Outcome 2.5.1 Strategic Community Plan 2017 – 2027 Engage with local, regional, state, national and international stakeholders to build a strong and resilient tourism sector.
- Outcome 2.5.2 Strategic Community Plan 2017 – 2027 Promote the Shire of Broome as an attractive place to visit.

#### *Fat Bike Championships Inc*

The Shire of Broome has been approached by Fat Bike Championships Inc who will be holding the 2018 Fat Bike Championships on 11 May 2018. The applicant has requested financial support of \$2,000 to contribute towards the cost of holding the event. The application was submitted for the Annual Community Sponsorship Program, however the event is scheduled to occur prior to when this funding round would be presented to Council for consideration. In consultation with the applicant, it was agreed to present this for consideration from the tourism initiatives funding.

Fat Bike Championships Inc. was established to create a series of race events specifically catering to riders of 'fat bikes'. These bicycles typically have tyre widths between 3.8" to 5.0" (10cm to 13cm) and use very low tyre pressures to negotiate all types of off road terrain including soft sand, mud and even snow.

The Association's mission is to create a Fat Bike National Championship, sanctioned by the sport's peak body, Mountain Bike Australia (MTBA) to attract elite and non-elite cycling athletes to compete for the National Champion rider's jersey.

The Fat Bike Championships event aligns with the Event Strategic Development Plan as it is a draw card, enhancer and community event. It is a participant sport event that appeals to the aspirational achiever's market. The Broome Major Events Strategy Pillar 2 outlines the goal to build depth during the shoulder season and build cluster events.

Chairperson.....Date.....



There is also alignment with the following outcomes from the Shire's Strategic Community Plan 2017-2027:

- Outcome 1.4.4 Strategic Community Plan 2017 – 2027 Advocate for and promote regional sporting events and competitions.
- Outcome 2.5.1 Strategic Community Plan 2017 – 2027 Engage with local, regional, state, national and international stakeholders to build a strong and resilient tourism sector.
- Outcome 2.5.2 Strategic Community Plan 2017 – 2027 Promote the Shire of Broome as an attractive place to visit.

### **Options**

The applications received all are within the allocated funding available in the 2017/18 budget and are considered to provide value to the events and economic sector in Broome. Therefore, officers recommend that all 3 of the applications are supported.

### **CONSULTATION**

Cable Beach Polo Pty Ltd  
Kimberley Land Council  
Fat Bike Championships Inc

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*6.8. Expenditure from municipal fund not included in annual budget*

*(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*

*(a) is incurred in a financial year before the adoption of the annual budget by the local government; or*

*(b) is authorised in advance by resolution\*; or*

*(c) is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required.*

*6.8. Expenditure from municipal fund not included in annual budget*

*(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*

*(a) is incurred in a financial year before the adoption of the annual budget by the local government; or*

*(b) is authorised in advance by resolution\*; or*

*(c) is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required.*

*6.10. Financial management regulations may provide for —*

Chairperson.....Date.....

- (a) the security and banking of money received by a local government; and*
- (b) the keeping of financial records by a local government; and*
- (c) the management by a local government of its assets, liabilities and revenue; and*
- (d) the general management of, and the authorisation of payments out of*
  - (i) the municipal fund; and*
  - (ii) the trust fund, of a local government.*

*Local Government (Financial Management) Regulations 1996*

*11. Payments, procedures for making etc.*

*(1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of—*

- (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and*
- (b) petty cash systems.*

*(2) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.*

*(3) Payments made by a local government —*

- (a) subject to sub regulation (4), are not to be made in cash; and*

*(b) are to be made in a manner which allows identification of—*

- (i) the method of payment; and*
- (ii) the authority for the payment; and*
- (iii) the identity of the person who authorised the payment.*

**POLICY IMPLICATIONS**

**3.4.9 Tourism Administration Policy**

**FINANCIAL IMPLICATIONS**

The table below outlines the allocation of the funds to in-kind services, that is the provision of services by the Shire's outside work crews, in-kind fees and charges for the use of Shire venues, permit application fees associated with the event applications and the cash funding allocations.

Chairperson.....Date.....

Tourism Initiatives (Account 132060)	In-kind Fees and Charges	Cash Component	Total
Cable Beach Polo Pty Ltd		\$20,000	
Kimberley Land Council	\$20,000		
Fat Bike Championship Inc		\$2,000	
<b>Total</b>	<b>\$20,000</b>	<b>\$22,000</b>	<b>\$42,000</b>
<b>Available funds</b>			<b>\$50,000</b>
<b>Remaining Funds</b>			<b>\$8,000</b>

**RISK**

Option	Risk	Type	Rank	Mitigation
Community dissatisfaction with allocations	Perception that Shire is not maximising opportunity to support organisations providing social and economic benefits	Reputational	Low	All successful applicants to provide a full acquittal of the project including demonstration of Shire recognition
Funding recipient dissatisfaction with allocations	Perception that Shire is not maximising opportunity to support organisations providing social and economic benefits	Reputational	Medium	A fair and equitable assessment process has been undertaken
Poor return on investment	Services provided do not meet industry and visitor requirements	Financial	Low	All successful applicants to provide a full acquittal of the project including demonstration of the Shire recognition and details of visitor numbers, local spend and contribution to the local economy.

**STRATEGIC IMPLICATIONS**

Chairperson.....Date.....

**Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:**

Affordable services and initiatives to satisfy community need

Participation in recreational and leisure activity

**Our Place Goal – Help to protect the nature and built environment and cultural heritage of Broome whilst recognising the unique sense of the place:**

A preserved, historical and cultural heritage of Broome

Retention and expansion of Broome’s iconic tourism assets and reputation

**Our Prosperity Goal – Create the means to enable local jobs creation and lifestyle affordability for the current and future population:**

Affordable and equitable services and infrastructure

Key economic development strategies for the Shire which are aligned to regional outcomes working through recognised planning and development groups/committees

**Our Organisation Goal – Continually enhance the Shire’s organisational capacity to service the needs of a growing community:**

Responsible resource allocation

Effective community engagement

#### VOTING REQUIREMENTS

*Simple Majority*

#### REPORT RECOMMENDATION:

*That the Economic Development Advisory Committee recommends that Council supports the following applications from funds within the Tourism Administration Policy from budgeted amount 2017-18 (Tourism Initiatives Account - 132060):*

1. Cable Beach Polo Pty Ltd - \$20,000
2. Kimberley Land Council - \$20,000
3. Fat Bike Championship Inc - \$ 2,000

#### COMMITTEE RESOLUTION:

*Moved: Cr C Mitchell*

*Seconded: Mr D Galwey*

*That the Economic Development Advisory Committee recommends that Council supports the following applications from funds within the Tourism Administration Policy from budgeted amount 2017-18 (Tourism Initiatives Account - 132060):*

1. Cable Beach Polo Pty Ltd - \$20,000

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- |  |
|--|
| <ol style="list-style-type: none"><li>2. <i>Kimberley Land Council - \$20,000 subject to a full budget being provided prior to consideration by council</i></li><li>3. <i>Fat Bike Championship Inc - \$ 2,000</i></li></ol> |
|--|

*Carried 8/1*

*Reason: No budget provided in application.*

**Attachments**

1. Cable Beach Polo Funding Request 2018
2. Kimberley Land Council Funding Request 2018
3. Fat Bike Championships Inc Funding Request 2018

Chairperson.....Date.....

Item 6.1 - APPLICATION FOR FUNDING - TOURISM INITIATIVES

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Monday 26 February 2018

Sam Mastrolembo  
Acting CEO  
Shire of Broome  
[Sam.mastrolembo@broome.wa.gov.au](mailto:Sam.mastrolembo@broome.wa.gov.au)

Dear Sam

Application for funding toward Guest Executive Chef Jack Stein for Cable Beach Polo 2018 - \$10,000 plus in-kind assistance

I'm delighted to advise that we are continuing the success of Australia's original beach polo tournament which happens just once a year ... in Broome, Western Australia.

This sporting spectacular has gained an enviable reputation Australia-wide as a unique event and continues to grow in numbers and popularity. Viewed as a major lifestyle and sporting tournament on Broome's event calendar, 2018 looks set to achieve new standards of entertainment and excitement for sponsors and spectators alike. Cable Beach is one of a select number of exotic locations to host beach polo and continues to be recognised as being the premium location for beach polo due to the superb natural sand conditions of Cable Beach.

In 2018, we have attracted Executive Chef Jack Stein, as our guest chef for the renowned Dinner Under The Stars.

Jack is featuring in a new TV cooking series **Born to Cook : Jack Stein Down Under Series 2** which will bring him to the Kimberley in search of the best produce for his recipes. The producer has chosen to use Cable Beach Polo's Dinner Under The Stars as the storyline for Jack's presence in Broome, in which he will be sourcing the best produce from the region for this exceptional dinner.

Jack will continue to seek out amazing natural attractions, unique salt-of-the-earth characters, entertaining larrikins and indigenous characters while finding out what makes Australian and Asian food tick through his attraction to ethically grown, sustainable, mostly organic produce – the best the regions can offer.

One of the secrets of the **Born to Cook** success is that it is not promoted as a 'cooking show', and as such does not alienate the male audience with its Aussie lovable larrikin attitude and focus on adventure. Born to Cook covers all bases from Teens to Nannas and Pops, plus it garners a wide range of viewers who are interested in their food, where it came from and what is in it.

I attach a copy of the letter from SBS Food Network which indicates their positive interest in the new series, based on the excellent success of the **Born To Cook : Jack Stein Down Under Series 1** series on Food Network Australia. The program reached a combined audience Metro and Regional of 1.24 million viewers. They expect Series 2 to be equally successful.

In addition, a report on the radio interview coverage Jack Stein achieved for Series 1 in the UK, confirms a reach of 3.7 million audience with a PR value of £269,061.

**cablebeachpolo** Pty Ltd  
ACN: 087 761 019. PO BOX 3334, Broome, WA, 6725

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Item 6.1 - APPLICATION FOR FUNDING - TOURISM INITIATIVES

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The negotiations to have Jack Stein as our Guest Executive Chef began in December 2017 and were settled only within the past few weeks.

As would be expected, there are increased expenses for Cable Beach Polo in securing Jack as the Guest Chef. These expenses were not planned in our budget preparation but the value of having Jack Stein as the Guest Chef for the Dinner, as an episode in a highly successful TV series that will broadcast not only in Australia but in the UK and potentially other markets, is an opportunity that provides exceptional return on investment. As can be seen from SBS alone, a potential viewing audience of over 1.2 million in Australia, plus the potential coverage of the destination through interviews on his return to the UK, would be an extremely successful outcome for the Shire of Broome through a modest investment in this initiative.

In previous years, Cable Beach Polo has achieved the below economic drivers for Broome:

- \$2.7million+ output (equivalent to half a year of cruise ships)
- \$300,000 direct expenditure to local suppliers
- 1100 guests, over 3 days
- \$7 million worth of positive media coverage publicising Broome as an aspirational destination

In 2017 we introduced the Airnorth Cable Beach Polo program/magazine, 4,000 copies of which were loaded into seat pockets of all Airnorth flights throughout Australia, and distributed by their BDM at travel industry trade shows around Australia.

In 2018, the involvement of Jack Stein as Executive Chef of the Dinner Under The Stars event has the potential to add another \$1.5 million PR value for Broome.

I applaud the Councillors at the Shire of Broome for recognising Events as a major economic driver for Broome, as has been proven in other cities around Australia. The allocation of finances for the development of local events is a major step forward that will inevitably benefit the community socially, economically and culturally, and drive visitation to the destination.

**We are asking for support from the Shire of Broome toward the cost of including Jack Stein as our Guest Executive Chef for the Dinner Under The Stars in 2018.**

We ask for a modest cash sponsorship of \$20,000 plus GST towards the additional expenses to cover fees, travel and accommodation for Jack Stein and the sous chefs who have to be hired to support him in the kitchen. If this amount of cash is not possible, we would gratefully accept a contribution of \$10,000 cash plus GST, plus in-kind sponsorship to the value of \$10,000 towards the waiving of Event Fees & Charges for the event. This would release some funds from our budget to cover the balance of the additional Jack Stein expenses.

In return for this support we would be pleased to offer substantial recognition to the Shire of Broome:

- Two single panel field banners provided by event organizer, two-day coverage – Sponsor Value \$5,000 plus GST
- ½ page advertisement in the tournament program/magazine – Sponsor Value \$1,250 plus GST\*
- Sponsor logo will appear on event collateral where appropriate

**cablebeachpolo** Pty Ltd  
ACN: 087 761 019, PO BOX 3334, Broome, WA, 6725

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Item 6.1 - APPLICATION FOR FUNDING - TOURISM INITIATIVES

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- Acknowledgement of the Shire of Broome as a Major Sponsor of the Dinner Under The Stars
- Shire of Broome Logo acknowledgement on the official Cable Beach Polo website with link to Sponsor website
- Presentation and introduction of the Sponsor on official occasions of the tournament
- Invitation to the Shire President or nominee to officially welcome sponsors and their guests at the Official Welcome cocktail party on Friday 25 May 2018
- 2 Invitations to the Official Welcome cocktail party
- 2 Sponsor tickets to the Saturday VIP Marquee Sponsor Lounge
- 2 Sponsor tickets to the Saturday night Dinner Under The Stars
- 2 Sponsor tickets to the Sunday VIP Marquee Sponsor Lounge

Our total request is \$20,000 plus GST for the additional expenses associated with the attraction of Jack Stein as the Guest Executive Chef for the Dinner Under The Stars, to be received as a total cash amount or a combination of cash \$10,000 +GST, plus in-kind support for the waiver of event applications fees and in-kind assistance to the value of \$10,000 plus GST.

Thank you for your consideration of this request. Again, I apologise for the lateness of this application but the advantage to be gained is exceptional and one that is worthy of the lateness. We look forward to hearing from you in the near future.

Best regards,

Marilynne Paspaley AM

Event Producer

[cablebeachpolo pty ltd](http://cablebeachpolo.com.au)

T: 0419808962 | E: [producer@cablebeachpolo.com.au](mailto:producer@cablebeachpolo.com.au)

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ACN: 087 761 019. PO BOX 3334, Broome, WA, 6725

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Item 6.1 - APPLICATION FOR FUNDING - TOURISM INITIATIVES

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Events Funding Program 2017-18  
Application form

Organisation information:

Organisation: Kimberley Land Council

Contact person: Anthony Harrison

Position: Venue Manager

Postal Address: PO Box 2145 Broome WA 6725

Phone: 9194 0100

Mobile: 0427 825 192

Email: [anthony.harrison@klc.org.au](mailto:anthony.harrison@klc.org.au)

Is your organisation incorporated: Yes ☒ No ☐

*If no, a sponsor organisation may be nominated to be responsible for the legal contractual arrangements and holding bank accounts in this name. Documentation acknowledging this arrangement must be attached.*

Name of Sponsor organisation: n/a

ABN: n/a

Is your organisation registered for GST: Yes ☒ No ☐

Is your organisation a not-for-profit or charity organisation: Yes ☒ No ☐

Has your organisation received Shire of Broome funding in the last 12 months:

Yes ☐ No ☒

Please provide details of the funding, including project, amount, dates funding was granted and provide dates the acquittal was provided:

n/a

Item 6.1 - APPLICATION FOR FUNDING - TOURISM INITIATIVES

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**Project Details:**

Please tick the box below which best describes your initiative:

Economic Development ☐ Event/s ☒ Tourism ☐

Please indicate the type of funding you are applying for Cash ☐ In-kind ☒

*In-kind funding requests from the Shire require a Shire quotation to be requested and attached.*

**KLC and the co-conveners seek ~\$20,000 in-kind funding to cover the Shire rents, services and applications fees. See attached email by way of quote.**

Project title: 2018 Native Title Conference

Commencement Date: 5<sup>th</sup> June 2018

Completion Date: 7<sup>th</sup> June 2018

**Project overview addressing the Assessment criteria**

**Capacity to achieve tangible outcomes for the benefit of the community of the Shire of Broome.**

The 2018 Native Title Conference will draw a large national audience to Broome, many who will be visiting for the first time. The accommodation, catering, equipment hire, transport and coordination required for the successful conference will provide an economic boost to the town's businesses. There will be active promotion of the event on social media channels.

The conference attendees from across Australia will be keen to experience all that Broome has to offer. This will provide an opportunity for local businesses to benefit from the delegates patronage during their stay as well as broader exposure of the town, region and experiences of Broome as an attractive destination.

The cultural program will allow local performers, dance troupes and artists to promote their performance and art to a national audience. Outside of the formal program opportunities will arise for music and festivities to entertain and entice the travelling attendees. The Indigenous population of Broome and the Kimberley will take pride in promoting their strong culture and traditions to a wider Indigenous audience.

**Demonstrate a substantial degree of committed local engagement and investment, (may include use of local businesses to supply services or materials, working in partnership with community organisations, engagement of volunteers, development of skills of individuals, and wider community participation).**

List of partners, suppliers, contractors and volunteers

- Shire of Broome
- Nyamba Buru Yawuru
- Cable Beach Club
- North Regional TAFE
- Zanders
- St. John Ambulance
- Pearl Town Bus Service

Item 6.1 - APPLICATION FOR FUNDING - TOURISM INITIATIVES

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- Broome Taxi Companies
- Local Tour Companies
- Other accommodation providers as used by delegates
- Caterers
- Food and beverage suppliers

A conference of this size will also require practiced coordination of community services across the industries of Broome and will provide the facilitators and contractors an opportunity to develop and showcase their event management abilities.

**Demonstrated plan for the projects or activities to be sustainable and not have an ongoing reliance on Shire of Broome funding. This approach may include an ability to source additional funds and/or support.**

It will be unlikely that there will be a requirement for ongoing funding as the NTC will not return to Broome in the foreseeable future.

**Alignment to the Council's strategic direction and objectives contained within one or more of the following: Shire of Broome Strategic Community Plan 2017-2027, Shire of Broome Events Strategic Development Plan and Shire of Broome Major Events Strategy.**

**Shire of Broome Events Strategic Development Plan**

The 2018 Native Title Conference will:

- Provide opportunities for a spotlight on our civic leaders who may feature as Speakers.
- Promote Broome's unique history and culture to a national audience.
- Promote Broome as a tourism destination.
- Promote Broome as a welcoming town with a great lifestyle and an attractive place to live.
- Showcase the natural environment of Broome, particularly the iconic Cable Beach.

**Strategic Community Plan (3.3.2)**

- Strengthen local economic growth and community benefit through a vibrant, diverse and creative local economy.

**Strategic Events Pillars – Major Events Strategy**

- To demonstrate the capacity and expertise within the town to run a successful event of this size to the benefit of the community.
- To collaborate with the Shire of Broome and other peak organisations within the town, exhibit civic pride and unity to increase the attractiveness of the region.

**Broome Events Strategic Development- Identifying Opportunities for Events in Broome**

- Using the unique indigenous and multicultural history of the town, combined with the current socio-political climate in regards to Native Title to create an event that stimulates and educates on local and national levels.
- To celebrate the enduring cultural traditions captured in song, dance and art and create and market an authentic indigenous experience.
- Unify the local community to build a successful and quality conference alongside high profile partners.
- Bring the co-conveners' long history of successful events home to Broome.

Item 6.1 - APPLICATION FOR FUNDING - TOURISM INITIATIVES

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**Demonstrated community support for the organisation and the project or activities planned.**

- The co-conveners have demonstrated community support from Nyamba Buru Yawuru (NBY) and other Native Title Holder groups across the Kimberley.
- Joining the co-conveners in arrangements will be allied organisations such as the Kimberley Ranger Network (KRN), Kimberley Aboriginal Law and Culture Centre (KALACC), Aarnja, Kimberley Language Resource Centre (KLRC) and others
- The co-conveners have also identified keen support from local educational institutes, businesses and suppliers.

**Funding history:**

Applicants are eligible for funding only once during each financial year. Applications to the Annual Funding Round will not be considered if the organisation has already been successful in receiving other Shire of Broome Funding in the same financial year.

Applicants are eligible for a maximum of \$100,000 funding per-year and may be funded for a maximum of two consecutive years.

KLC has received no recent funding from the Broome Shire and no intention to apply again in the 2017-18 financial year.

**Demonstrated financial contribution to the project by the applicant and/or other funding bodies.**

Financial contribution is a cost recovery model through conference registrations and sponsorship. It is estimated through this model the contribution to the event and the Broome local economy is close to \$1 million.

**Organisational profile and demonstrated capacity to deliver the project.**

Refer to **attached** Event Governance and Working Group structures and responsibilities.

The Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) is a national peak commonwealth organization with a proven track record in delivering national events.

History of KLC organising large events under challenging conditions

**Project delivery plan:**

Attach copies of planning docs

**Outcome and evaluation**

(Refer to Appendix A of the guidelines - Sponsorship Recognition Framework): Please list the expected outcomes of the project and how these will be evaluated once the project is complete. It is important to ensure that outcomes are measurable to assist with the assessment of the project's success.

## Item 6.1 - APPLICATION FOR FUNDING - TOURISM INITIATIVES

**Project Budget:**

When preparing the budget for the project ensure you include all project costs, organisation contribution, including cash and in-kind, attach copies of quotes obtained as part of the application.

The Project Budget is managed by AIATSIS, a commonwealth statutory authority. The budget is a cost recovery model through conference registrations and sponsorship. It is estimated through this model the contribution to the event and the Broome local economy is close to \$1 million.

**PROJECT BUDGET**

<b>PROJECT INCOME</b>				
Budgeted items	Cash Funding amount requested (Shire of Broome)	In-kind Support requested (Shire of Broome)	Other funding Source	Status of funding requests

**SUB TOTAL**

<b>PROJECT EXPENDITURE</b>				
Budgeted items	Organisational Cost Cash	Organisational In-kind Contribution	Other costs	Quote Attached <i>For Shire of Broome In-kind please attached a quotation for the services you are requesting</i>

**SUB TOTAL**

Item 6.1 - APPLICATION FOR FUNDING - TOURISM INITIATIVES

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**BUDGET SURPLUS/DEFICIT**

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Has your organisation donated to or sponsorship of a charitable organisation in the last 12 months – if so provide details and amount.

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Item 6.1 - APPLICATION FOR FUNDING - TOURISM INITIATIVES



Declaration:

This declaration is made by the applicant:

- I declare that I am currently authorised to sign legal documents on behalf of the organisation
- I declare that all information provided in this application, including attachments, are true and correct
- I declare that the organisation is financially viable and are able to meet all accountability requirements
- If funding is provided, I am aware of the funding guidelines as outlined that will apply.
- If funding is provided, I agree to ensure that appropriate insurances are in place (eg worker's compensation, volunteers, professional indemnity, public liability, motor vehicle etc).
- If funding is provided, I agree to run the project as stated and provide:
  - a final acquittal report within the acquittal term specified in the funding agreement; and
  - a statement of income and expenditure for the project (signed by the authorised signatory);
  - to the Shire of Broome by the agreed date, to demonstrate how the funds were - expended.

Name:

Position:

Signature:

Date:

*Item 6.1 - APPLICATION FOR FUNDING - TOURISM INITIATIVES*

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**Application Checklist:**

Before submitting your application please ensure that you have included all necessary information and attachments.

Applications will only be considered if they are submitted on relevant forms, they are completed in full, include a project budget and have the appropriate supporting documentation which may include business plan, annual report, project delivery plan.

- ☐ Fully completed application form
- ☐ Business registration or Certificate of Incorporation (if sponsored by another organisation, please include a letter of confirmation to administer the funding and a copy of their Certificate of Incorporation)
- ☐ Financial statement for the most recently completed financial year
- ☐ Evidence of public liability insurance (i.e. Certificate of Currency)
- ☐ Two quotes for any purchases over \$2,000
- ☐ For Shire of Broome In-kind please attached a quotation for the services you are requesting
- ☐ Letter(s) of support from community organisations and/or other organisations

Please submit your completed application to :

**Shire of Broome**  
Development and Community  
PO Box 44  
Broome WA 6725  
Phone: (08) 9191 3456  
Fax: (08) 9191 3455  
Email: [shire@broome.wa.gov.au](mailto:shire@broome.wa.gov.au)

## Item 6.1 - APPLICATION FOR FUNDING - TOURISM INITIATIVES

## Community Sponsorship Program

## Annual Application – 2018/19

(Applications Close 4pm Tuesday 15 March 2018)



The Community Sponsorship Program has been developed to provide funds to assist community based organisations within the Shire of Broome for the development of social, cultural, economic, recreational, environmental, and reconciliation projects and initiatives that benefit the local community.

Annual Sponsorship is available for up to **50% of the total project cost to a maximum of \$10,000** and is at the discretion of the Chief Executive Officer, subject to funds being available. Requests for 'in-kind' contributions will not be accepted however organisations may apply for the equivalent cost, including venue or banner hire.

Organisations are eligible for a maximum of \$10,000 funding over a 3 year period through the Shire of Broome Sponsorship Program. Funding will not be provided for the same initiative more than once.

Applications are open from 15 January 2018 and close 15 March 2018 for projects occurring between May 2018 and April 2019.

The Shire of Broome will endeavour to provide support to projects, activities and events that are consistent with the values and strategies contained within the Shire of Broome Strategic Community Plan.

Which category does your project address? (please tick all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Social and Cultural Development | <input type="checkbox"/> Natural Environment  |
| <input type="checkbox"/> Reconciliation                  | <input type="checkbox"/> Economic Development |
| <input checked="" type="checkbox"/> Sport and Recreation |   |

## PART A - ORGANISATION

Name of Organisation:	Fat Bike Championships Inc.		
Postal Address:	c/- Broome Cycles 2 Hamersley Street, Broome		
Contact Person:	Simon Rimmer		
Position:	Chairman		
Phone:	(08) 9496 3291	Mobile:	0439 063 441
Email:	simon@karunjie.com.au		

## ORGANISATION PROFILE

Is your organisation incorporated? ☒ Yes ☐ No

*If no, a sponsor organisation may be nominated to be responsible for the legal contractual arrangements and holding bank accounts in this name. Documentation acknowledging this arrangement must be attached.*

Name of sponsor organisation (if applicable)

Does your organisation or sponsor organisation have an ABN? ☒ Yes ☐ No ABN number (if applicable)

Is your organisation registered for GST? ☐ Yes ☒ No

Does your organisation operate on a not for profit basis? ☒ Yes ☐ No

Has your organisation received sponsorship from the Shire of Broome in the last 3 years?

## Item 6.1 - APPLICATION FOR FUNDING - TOURISM INITIATIVES

☐ Yes ☒ No

If yes, please provide details of the amount, when the funding was granted, what the sponsorship was used for and date acquittal was submitted:

Describe the vision and mission of your organisation:

Fat Bike Championships Inc. was established to create a series of race events specifically catering to riders of 'fat bikes'. These bicycles typically have tyre widths between 3.8" to 5.0" (10cm to 13cm) and use very low tyre pressures to negotiate all types of off road terrain including soft sand, mud and even snow.

While Australia may have limited snow fields, we have boundless beaches and Broome's iconic Cable Beach is lauded as one of the best in the world.

Our association's mission is to create a Fat Bike National Championship, sanctioned by our sport's peak body, Mountain Bike Australia (MTBA) to attract elite and non-elite cycling athletes to compete for the coveted green and gold National Champion rider's jersey.

List the main sources of funding for your organisation:

The organisation will be funded in the first instance with a seeding gift of \$5000 from Karunjie Event Management with further financial support available if alternative funding sources cannot be secured in 2018.

Longer term financial independence will be achieved through competitor registration fees and merchandise sales at events. A modest asset acquisition program (timing equipment, rubber mats, bunting flags, barrier tape, stakes) each year will reduce the financial impost for future events.

Corporate sponsorship opportunities are being explored but the event is untested as a National Championship.

Describe the organisational structure of your organisation:

Six person committee including Chairman, Secretary, Treasurer and three voting members holding elected office for 12 months.

Our membership includes business owners and event managers with extensive experience operating in the Kimberley Region of Western Australia with established community and corporate relationships.

## PART B - PROJECT DETAILS

Name of Project:

MTBA Fat Bike National Championships

11th May, 2018

Date of completion:

11th May, 2018

Note: Projects funded in 2015/16 funding round are to be completed between 1 April 2016 and 31 March 2017

Total project cost:

\$17,500

Amount requested:

\$2000

Date of commencement:

Number of participants:

100

**Item 6.1 - APPLICATION FOR FUNDING - TOURISM INITIATIVES**

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Venue / Location

Please provide a brief overview of your project (who / what / when / where):

On Friday 11th May, 2018 Broome's iconic Cable Beach will host Australia's inaugural Mountain Bike Australia (MTBA) Fat Bike National Championships. MTBA is recognised by the Australia Government's Australian Sports Commission (ASC) as a National Sporting Organisation (NSO).

The MTBA Fat Bike National Championships will draw aspiring national champions from throughout Australia and across other established cycling disciplines for the coveted green & gold Nation Champion's jersey.

A temporary beachside race course will be constructed utilising natural and improvised obstacles to provide an exciting and challenging race event for competitors of 40 minutes plus 1 lap for men, 30 minutes plus 1 lap for women and 20 minutes plus 1 lap for junior competitors. The beach location and elevated viewing areas allows uninterrupted views of the entire course, with the turquoise waters of the Indian Ocean and an unmissable Cable Beach sunset providing a spectacular backdrop.

What do you propose to use the Shire of Broome funding for?

Specifically, the funds provided by the Shire of Broome will be used to supplement the costs associated with constructing the temporary race course and in particular, barrier tape, stakes and course signage.

It is estimated that 5000 metres of barrier tape will be required to clearly mark the course for race competitors and a further 250-300 stakes used to secure the barrier tape. Course signage will detail the course obstacles to enhance rider engagement; "Hertz Locker, Shut Up Legs, Jump Up, Snake Pit, Rule #1..." These items will be purchased and supplied from local Broome businesses.

What are the purpose and objectives of the project you are seeking funding for?

Objective: (SMART Principle)

Establish the inaugural MTBA Fat Bike National Championship on Cable Beach, Broome in May 2018.

What benefits will the project bring to the Broome community and specifically, who will it benefit? Please include the expected outcomes of the project:

Item 6.1 - APPLICATION FOR FUNDING - TOURISM INITIATIVES

Aligns with Outcome 1.4.4 Strategic Community Plan 2017 - 2027

Advocate and promote regional sporting events and competitions:

Unprecedented opportunity for Broome residents and community members within the Shire of Broome to compete in a sanctioned National Championship.

Expected outcome - 50 residents of Broome compete in MTB Fat Bike National Championships

Aligns with Outcome 2.5.1 & 2.5.2 Strategic Community Plan 2017 - 2027

Engage with local, regional, state, national and international stakeholders to build a strong and resilient tourism sector & Promote the Shire of Broome as an attractive place to visit:

Financial benefit to accommodation and hospitality providers as well as other tourism operators post event.

While local residents are expected to have strong representation, the prestige of a National Championship is likely to draw significant inter-regional and inter-state interest.

Expected outcome - 50 visitors for average stay 3 nights with \$200 daily spend

Please describe the community support demonstrated for your project, including established partnerships:

Broome Cycles are established event partners, committed to providing prizes, advertising and personnel for the event. They will also provide 'Fat Bikes' from their hire fleet for competitors to use during the event.

Broome Camp School are providing 20 'Fat Bikes' for Junior competitors to use during the event.

Karunjie Event Management Pty Ltd are providing \$5000 that will be used to secure services of Blue Chip Timing to time the event.

Broome Fat Bike Tours are considering a proposal to loan their 'Fat Bike' assets to competitors.

Broome Triathlon Club are providing the bike racks for competitor storage.

Will there be volunteers involved with this project? ☒ Yes ☐ No If yes, how many?

18

Please describe the role volunteers will play in the implementation of the project?

Race Director

Technical Delegate

Course construction x 8

Course marshals x 4

First Aid Responders x 2

Timing assistants x 2

Describe how you plan to measure the success of the project? (i.e attendance, media expose, sustainability, impact etc...)

1. Safe conduct of event - number of injuries or near miss events
2. Competitor registrations - number of competitors
3. Diversity of competitors - age, gender and postcode
4. Spectator satisfaction - determine rate of engagement by watching the crowd
5. Stakeholder satisfaction - post event acquittal and direct contact with corporate and government supporters
6. Competitor satisfaction - post event on-line survey
7. Financial benefit - post event on-line survey including stay duration, accommodation type and daily spend

How do you plan to promote this project to the community?



## Item 6.1 - APPLICATION FOR FUNDING - TOURISM INITIATIVES

Under the terms of our agreement, Mountain Bike Australia (MTBA) will establish an event page on its website.

A media release is being prepared regarding the recent sanctioning by MTBA for the Fat Bike National Championships and will be sent to Broome Advertiser, Broome Visitor's Centre, ABC Kimberley, The Kimberley Echo, Muddy Waters, Radio Goolarri, GWN, WIN and RedFM.

Social media will include Broome Noticeboard, Kimberley Fat Bike Club and Fat Bikes Downunder posts.

Is this project to be an annual ongoing program?

☒ Yes ☐ No

If yes, please provide details on how you intend to ensure the project is sustainable in the future?

*The Shire of Broome does not guarantee funding for ongoing projects beyond the development stages, therefore applicants must demonstrate planning for financially sustainable projects.*

A memorandum of understanding has been undertaken with Mountain Bike Australia to host the Fat Bike National Championships in 2018 with first right of refusal for the 2019 and 2020 Championships.

There has been a large uptake of 'Fat Bikes' across Australia but no where more so than Broome with Broome Cycles selling twice as many of these bicycles than any other retailer in Australia. Combined with the popularity of the annual Gibb Challenge, the Fat Bike National Championships will become a feature event in it's own right with competitors seeking national recognition from the sport's peak body. Financial sustainability will be sought through competitor registrations and corporate sponsorship.

**PART C - PROJECT BUDGET**

You may use this form, or create a budget document specific to your organisation/project, however please limit your budget proposal to two (2) A4 pages.

The Shire of Broome encourages all applicants to conduct their own fundraising and seek varied sources of funding for projects. Please detail your funding sources in the budget, including your organisation's contribution.

Please indicate how you intend to use the Community Sponsorship Program funding by completing the Sponsorship Funding column on the far right.

**CASH INCOME / EXPENDITURE**

PROJECT INCOME	CASH (\$)	Confirmed/ Pending
Requested from Shire Broome	\$2000	Pending
Seeding donation Karunjie Event Management Pty Ltd	\$5000	Confirmed
Request Dept Local Govt, Sport & Cultural Industries	\$2500	Pending
Registration fees @ \$50	\$5000	Assumed
Corporate Sponsorship	\$2000	Pending
Earthmoving and course construction	\$1000	In - Kind
<b>A Total Project Income</b>	<b>\$17,500</b>	
PROJECT EXPENDITURE	CASH (\$)	Sponsorship Funding (\$)
MTBA Host and Private Promoter Affiliation Fees	\$2500	DLGSIC
MTBA Race Day Licence Fees @ \$28	\$2800	Registrations
Blue Chip Timing	\$5000	Karunjie
Course markings and signage	\$2000	Shire Broome
Earthmoving and course construction	\$1000	In Kind



## Item 6.1 - APPLICATION FOR FUNDING - TOURISM INITIATIVES

Promotion and advertising	\$3000	Sponsorship
Prize Money	\$1,200	Registrations
<b>B Total Project Expenditure</b>	<b>\$17,500</b>	
<b>C Budget Surplus / Deficit</b>	<b>\$0</b>	

(A) Total Project Income - (B) Total Project Expenditure = (C) Project Surplus / Deficit

## IN-KIND CONTRIBUTION (Include volunteer time)

Organisation	Contribution	In-Kind (\$)
Karunjie Event Management	Event management plan, course design & risk assessment	\$2000
Broome Cycles	Bicycle loan plus mechanical personnel	\$2000
Broome Camp School	Bicycle loan	\$400
Clark Rubber	Large format rubber mats to armour sand obstacles	\$1000*
Roadline or McCorry Brown	Equipment loan	\$1000
Total In-Kind Contribution		

How will the Shire of Broome's sponsorship be acknowledged?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Radio Announcement             | <input checked="" type="checkbox"/> Logo Branding | <input type="checkbox"/> Event Invitation                  |
| <input type="checkbox"/> TV Advertising                 | <input checked="" type="checkbox"/> Media Release | <input type="checkbox"/> Certificate                       |
| <input type="checkbox"/> Newspaper Advertising          | <input checked="" type="checkbox"/> Newsletter    | <input checked="" type="checkbox"/> Banner / Signage       |
| <input type="checkbox"/> Brochures / Flyers / Posters   | <input checked="" type="checkbox"/> Website       | <input checked="" type="checkbox"/> Speech Acknowledgement |
| <input checked="" type="checkbox"/> Other - Please list |   |  |

The course signage will include Shire of Broome logo.  
 Course obstacle sign could incorporate Broome landmark references; 'China Town', 'Ganthueme Point', 'Kennedy Hill', 'Lurujarri', 'Yawuru' .....Obstacles will include jumps, table tops, sandbags, pits, chicanes and mooring ropes to strengthen the association to a uniquely Broome race experience.

Has your organisation donated to or sponsored a charitable organisation in the last 12 months – if so provide details and amount.

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Item 6.1 - APPLICATION FOR FUNDING - TOURISM INITIATIVES

**APPLICATION CHECKLIST**

Before submitting please ensure that you have included all necessary information and attachments with your application. Completed

- ☒ all sections of the application, including a detailed budget
- ☒ Included a copy of Certificate of Incorporation (if auspice by another organisation, please include a letter of confirmation to administer the funding and a copy of their Certificate of Incorporation)
- ☒ Included a financial statement for the most recently completed financial year (an audited financial statement may be requested)
- ☒ Included evidence of public liability insurance (Certificate of Currency)
- ☒ Provided two quotes for any purchase over \$2,000
- ☒ Included letters of support from community groups and / or other organisations
- ☒ Retained a copy of this application for your records
- ☒ Included other supporting material eg: business plan, annual report, presidents report etc

Please List:

MTBA will provide the Public Liability for the MTBA Fat Bike National Championships.

Community Prospectus - MTBA Fat Bike National Championships

**DECLARATION**

I certify that to the best of my knowledge the information provided in this application is true and correct *(please note the President, Secretary or Treasurer of the organisation must sign this declaration)*

Name:

Simon Rimmer

Position:

Chairman

Signature:  
*(Insert digital signature,  
or print and sign)*



Date:

2nd January, 2018

Please return your completed application form using one of the following options:

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

Post to Chief Executive Officer, Shire of Broome, PO Box 44, Broome WA 6725

Hand deliver to Shire of Broome Administration Office, 27 Weld Street, Broome

For enquiries or to discuss your application please contact Shire of Broome Youth and Community Development Officer on (08) 9191 3456

**APPLICATIONS CLOSE 4:00pm Tuesday 28 February 2017**

*This item and any attachments are confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(ii)) as it contains “a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government”, and section 5.23(2)((e)(iii)) as it contains “a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government”.*

*This item was withdrawn due to lack of quorum to resolve the item.*

*With regard to Item 6.2 Cr D Male declared a Financial Interest – “a number of community applicants are clients of my business.” and departed the chambers at 5.34pm.*

*With regard to Item 6.2 Ms S Bergersen declared a Financial Interest – “Board member BCCL.”*

*With regard to Item 6.2, Ms E Lucke declared the following Proximity Interest – “I am a Director & Vice President of the Broome Chamber of Commerce & Industry.”*

*With regard to Item 6.2, Ms S Bergersen declared the following impartiality interest pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 – “NBY/Yawuru has supported the Salt Water Country Rodeo. KLC – National Native Title – NBY is a co-host.”*

*With regard to Item 6.2, Mr S Proud declared the following impartiality interest pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 – “I am a member of the Broome Turf Club Inc.”*

*With regard to Item 6.2, Ms M Virgo declared the following impartiality interest pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 – “They are members. We promote & sell tickets. Part of Visitor servicing for BVC role.”*

*With regard to Item 6.2, Mr P Taylor declared the following impartiality interest pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 – “President BCCL.”*

## **6.2 EVENTS, ECONOMIC AND TOURISM DEVELOPMENT FUNDING PROGRAM**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Various Applicants
<b>FILE:</b>	FIS10
<b>AUTHOR:</b>	Events and Economic Development Coordinator
<b>CONTRIBUTOR/S:</b>	Project Officer - Development and Community Manager Community and Economic Development
<b>RESPONSIBLE OFFICER:</b>	Director Development and Community
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	28 March 2018

**SUMMARY:** This report provides an overview of the applications received for funding support through the Economic, Events and Tourism Development Funding program for the 2018-2019 financial year. It requests that the Economic Development Advisory Committee make a recommendation to Council for the allocation of the funding.

Chairperson.....Date.....

**Attachments**

1. Funding Guidelines
2. Application Evaluation and Recommendation Report page 1
3. Application Evaluation and Recommendation Report page 2
4. Ardyaloon Inc Application 2018
5. Broome Bowling Club Application 2018
6. Broome Chamber of Commerce and Industry Application 2018
7. Broome Fishing Club Application 2018
8. Broome Toursim Leadership Group Application 2018
9. Broome Turf Club Application 2018
10. Broome Marathon (Fit Events) Application 2018
11. Cable Beach Polo Application 2018
12. Cruise Broome Application 2018
13. Fat Bike Championship (Karunjie Events) Application 2018
14. Kimberley Land Council Application 2018
15. Saltwater Country Inc Application 2018
16. Theatre Kimberley Inc Application 2018

Chairperson.....Date.....

**COMMITTEE RESOLUTION:**

***Moved: Cr D Male***

***Seconded: Cr C Mitchell***

***That Cr C Mitchell preside over the meeting for Item 6.3.***

***CARRIED UNANIMOUSLY 9/0***

Chairperson.....Date.....

*With regard to Item 6.3 Cr D Male declared a Financial Interest – “ANW is a client of my business” and departed the chambers at 3.25pm.*

*With regard to Item 6.3 Ms M Virgo declared a Financial Interest – “I am the Operations Manager of the BVC & I am on the payroll” and departed the chambers at 3.25pm.*

*With regard to Item 6.3, Mr D Galwey declared the following impartiality interest pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 – “Chairman of the BVC Board.”*

*Cr C Mitchell assumed the Chair.*

#### **6.3 TOURISM ADMINISTRATION POLICY ALLOCATIONS FOR 2018/19**

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	ECI05.3
AUTHOR:	Manager Community and Economic Development
CONTRIBUTOR/S:	Events and Economic Development Coordinator
RESPONSIBLE OFFICER:	Manager Community and Economic Development
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	29 March 2018

**SUMMARY:** This report provides a review of the activities of the recipients of funding under the Shire’s Tourism Administration Policy 3.4.9 and makes a recommendation regarding proposed funding allocations under this policy for consideration as part of the 2018/19 budget process.

#### **BACKGROUND**

##### Previous Considerations

OMC 14 April 2011	Item 9.2.1
SMC 13 July 2011	Item 9.2.1
OMC 19 April 2012	Item 9.4.4
OMC 26 June 2015	Item 9.4.4
OMC 15 October 2015	Item 10.3
OMC 31 March 2016	Item 9.2.3
SMC 10 June 2016	Item 7.1
EDAC 18 May 2017	Item 6.2
OMC 25 May 2017	Item 12.2
OMC 14 December 2017	Item 9.4.5

##### Background

The Shire of Broome recognises that tourism offers a range of social and economic benefits, and that a sustainable tourism industry requires balance with environmental, cultural and heritage values, and community lifestyle.

The Shire’s Tourism Administration Policy 3.4.9 (**Policy**) (formerly 2.1.6) guides Council’s role within the tourism industry, including the extent of Council’s direct financial assistance to

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tourism initiatives. The Policy outlines the key areas for Council funding – Visitor Information Services, Destination Marketing and Tourism Initiatives.

The current Policy reflects changes endorsed by Council as part of the Policy Manual Review 2017 which was presented to the Ordinary Meeting of Council (OMC) on 14 December 2017. Substantial changes were implemented to streamline the Policy and create a consistent framework for funding allocated from the Tourism Administration Fund.

The revised Policy includes the following description of focus areas for funding:

*1. Visitor Information Services*

*Council will work collaboratively with the Broome Visitors Centre for the provision of visitor servicing and determining of high level tourism priorities for the Shire of Broome.*

*2. Destination Marketing*

*The Shire of Broome shall work collaboratively with Australia's North West (ANW) for the promotion of the Broome shire as a visitor destination to external markets and determining of associated high-level tourism priorities for the Shire of Broome.*

*3. Other Tourism Initiatives*

*The Shire of Broome shall work collaboratively with organisation for the promotion and development of the Broome shire as a visitor destination on initiative that meet the high-level tourism priorities for the Shire of Broome*

Council considered the implementation of the Economic, Events and Tourism Development Funding Program at the OMC on 14 December 2017. The Program was developed to provide support to eligible projects, activities and events which deliver tangible outcomes for the local government area and align with the Shire's Strategic Community Plan 2017 – 2027.

As per the resolution below, Council endorsed the new program and the allocation of remaining funds from the annual Tourism Administration Policy:

**COUNCIL RESOLUTION:**  
**(REPORT RECOMMENDATION)**

***Moved: Cr C Marriott***

***Seconded: Cr C Mitchell***

***That Council endorses the creation of the Economic, Events and Tourism Development Funding Program and:***

- (a) Adopts the Economic, Events and Tourism Development Funding Program Guidelines as shown in Attachment 1.***
- (b) Considers allocating a total budget of \$192,000 (\$105,000 cash and \$87,000 in kind) for distribution through the Funding Program as part of the 2018/19 budget process.***
- (c) Endorses the allocation of remaining funds in accordance with the Tourism Administration Policy to the Economic, Events and Tourism Development Funding Program.***

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**CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 6/0**

## COMMENT

Australia's North West Tourism (ANW) and Broome Visitor Centre (BVC) have complied with the application requirements under Policy. A summary of these reports is provided below and the reports for ANW and BVC are attached for the Committee's consideration.

As per the Policy, the full acquittal reports against the 2017/18 funding are due within 90 days of the end of the financial year. However, organisations have provided updates on their activities against current Key Performance Indicators as part of their applications.

### Visitor Servicing – Broome Visitors Centre

The BVC is funded to provide visitor information services in Broome. The Centre's report (see **Attachment 1**) outlined key outcomes delivered in 2017 which include:

- The leasing of the Kiosk/Café which engages visitors for longer periods of time;
- Implement an online marketing strategy;
- The production and publication of the Broome Visitor Guide which generates new revenue streams through advertising as well as delivering results for members;
- Introduced an inbound telecommunications response centre;
- Re-established focus on retail and merchandising;
- Online revenue has increased by 20%;
- Provide quality visitor services to encourage visitors to extend their stay and spend more;
- Implemented a Welcome strategy at the Broome International Airport where friendly staff greet arriving passengers and are on hand to help;
- Introduction of the Airport advertising at the Broome International Airport increasing revenue; and
- Increased involvement in the Meet & Greet at Cruise Ship Visits.

The BVC has requested an increased annual allocation of \$120,000 (see **Attachment 2**), with the additional \$20,000 in funding being used for the following:

- Implementation of the improved strategic plan, which focuses on the sustainability of the BVC, member feedback, improved Visitor Servicing and engagement where it requires additional human resources;
- Conduct surveys with Visitors and Members to maintain and reflect on the operations of the BVC – data to become a valuable resource to track industry performance and guide response strategies;
- Introduce online shopping for local arts and crafts as new revenue stream;
- Promotion and ticket sales of major events in Broome to come through the BVC;
- Packaging and campaigning to extend the season and work with major events to provide a complete and unique experience to visitors of the region;
- Increased distribution and growth of the Broome Visitor Guide; and
- Greater engagement strategy through broadened membership base.

Officers recommend that the Shire provides the same level of funding as per 2017/18, noting that some new or additional projects may not be feasible to deliver under this model. However, Shire officers believe there is an opportunity to build upon the current partnership and collaboration between the Shire and the BVC – hence providing

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opportunities to pursue new initiatives without increasing the funding allocation in the first instance.

*Destination Marketing – Australia's North West*

ANW is funded to provide destination marketing for the Broome region – with a key emphasis on the marketing of Broome both as a destination and as gateway to the broader Kimberley region. ANW's reports for 2017 (see **Attachments 3 and 4**) outlined outcomes including:

- Partnership with Broome International Airport to successfully initiate a trial flight between Singapore and Broome;
- Strategic marketing of Broome within targeted and broader marketing campaigns;
- Delivery of the highly successful Broometime Campaign;
- Multiple Broome stories across print and online mediums;
- Hosted journalists from a range of media outlets – including assistance in content development and hosting activities;
- Maintaining an active presence on social media;
- Continued presence at trade events, both national and international; and
- Support of high profile Broome events.

ANW has again requested an annual allocation of \$175,000 (see **Attachment 5**). Based on the continued value demonstrated in marketing outcomes for Broome delivered by ANW, officers recommend that the level of funding remains at \$175,000 for 2018/19.

**CONSULTATION**

Australia's North West  
Broome Visitor Centre

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

6.33. *Differential general rates*

- (1) *A local government may impose differential general rates according to any, or a combination, of the following characteristics —*
  - (b) *a purpose for which the land is held or used as determined by the local government; or*
  - (c) *whether or not the land is vacant land; or*
  - (d) *any other characteristic or combination of characteristics prescribed.*

**POLICY IMPLICATIONS**

3.4.9 Tourism Administration Policy

**FINANCIAL IMPLICATIONS**

In recent years, Council has budgeted \$315,000 in total from tourism/commercial rates to fund the Tourism Administration Policy allocation.

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The table below outlines the Shire's contribution to tourism promotion in 2017/18 as well as the proposed allocation for 2018/19 under 3.4.9 – Tourism Administration Policy.

	2017/18 Allocation	2018/19 Request	2018/19 Allocation
Australia's North West	\$175,000	\$175,000	\$175,000
Broome Visitor Centre	\$100,000	\$120,00	\$100,000
Strategic Tourism Initiatives	\$40,000	NA	\$40,000
<b>TOTAL</b>	<b>\$315,000</b>	<b>\$295,000</b>	<b>\$315,000</b>

*\*Unallocated funds will be transferred to add to the total pool for the Events, Economic Development and Tourism Program.*

#### RISK

Option	Risk	Type	Rank	Mitigation
Community and stakeholder dissatisfaction with allocations	Perception that Shire is not maximising opportunity to support organisations providing social and economic benefits	Reputational	Low	KPI development to ensure organisations have a focus that aligns with the Tourism Administration Policy
Funding recipient dissatisfaction with annual allocations	Perception that Shire is not maximising opportunity to support organisations providing social and economic benefits	Reputational	Medium	KPI development to ensure organisations have a focus that aligns with the Tourism Administration Policy
Poor return on investment	Services provided do not meet industry and visitor requirements	Financial	Low	Implementation of regular reporting on progress against KPI

#### STRATEGIC IMPLICATIONS

**Our People Goal – Foster a community environment that is accessible, affordable, inclusive, healthy and safe:**

Effective communication

Affordable services and initiatives to satisfy community need

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**Our Place Goal – Help to protect the nature and built environment and cultural heritage of Broome whilst recognising the unique sense of the place:**

Retention and expansion of Broome’s iconic tourism assets and reputation

**Our Prosperity Goal – Create the means to enable local jobs creation and lifestyle affordability for the current and future population:**

Key economic development strategies for the Shire which are aligned to regional outcomes working through recognised planning and development groups/committees

**Our Organisation Goal – Continually enhance the Shire’s organisational capacity to service the needs of a growing community:**

Responsible resource allocation

Improved systems, processes and compliance

#### VOTING REQUIREMENTS

*Simple Majority*

#### REPORT RECOMMENDATION:

*That the Economic Development Advisory Committee recommends that Council:*

1. *Notes the reports received from Australia’s North West and the Broome Visitor Centre, including the progress towards the achievement of the annual Key Performance Indicators, as per Attachments 1, 3 and 4.*
2. *Endorses the attached Key Performance Indicators for Broome Visitor Centre and Australia’s North West as per Attachments 2 and 5.*
3. *In accordance with Policy 3.4.9 – Tourism Administration, includes the following allocations as part of the 2018/19 budget process:*
  - (a) *\$175,000 to Australia’s North West*
  - (b) *\$100,000 to Broome Visitor Centre*
4. *Allocate the remaining balance of funding towards the 2018/19 Events, Economic Development and Tourism Funding Program.*

#### COMMITTEE RESOLUTION:

**Moved:** Mr P Taylor

**Seconded:** Ms S Bergersen

*That the Economic Development Advisory Committee recommends that Council:*

1. *Notes the reports received from Australia’s North West and the Broome Visitor Centre, including the progress towards the achievement of the annual Key Performance Indicators, as per Attachments 1, 3 and 4.*
2. *Endorses the attached Key Performance Indicators for Broome Visitor Centre and Australia’s North West as per Attachments 2 and 5.*

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3. *In accordance with Policy 3.4.9 – Tourism Administration, includes the following allocations as part of the 2018/19 budget process:*
  - (a) *\$175,000 to Australia's North West*
  - (b) *\$110,000 to Broome Visitor Centre*
4. *Allocate the remaining balance of funding towards the 2018/19 Events, Economic Development and Tourism Funding Program.*

**CARRIED UNANIMOUSLY 7/0**

**Reason** – In line with previous grants prior to last year. Critical function to increase marketing resources given that tourism numbers are down.

*Cr D Male and Ms M Virgo returned to the meeting at 3:38pm. Cr C Mitchell read aloud the resolution for the benefit of Cr D Male and Ms M Virgo.*

*Cr D Male assumed the Chair.*

#### **Attachments**

1. BVC Overview 2017 (*Confidential to Councillors and Directors Only*)  
*This attachment is confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(iii)) as it contains "a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government".*
2. BVC Application 2018/19 (*Confidential to Councillors and Directors Only*)  
*This attachment is confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(iii)) as it contains "a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government".*
3. ANW Annual Report 2017 (*Confidential to Councillors and Directors Only*)  
*This attachment is confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(iii)) as it contains "a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government".*
4. ANW Annual Overview 2017 (*Confidential to Councillors and Directors Only*)  
*This attachment is confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(iii)) as it contains "a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government".*
5. ANW Funding Submission 2018-19 (*Confidential to Councillors and Directors Only*)  
*This attachment is confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(iii)) as it contains "a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government".*

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<b>7. NOTICES OF MOTION</b>
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Nil

<b>8. MATTERS BEHIND CLOSED DOORS</b>
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Nil.

<b>9. MEETING CLOSURE</b>
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There being no further business the Chairperson declared the meeting closed at 3:39pm.

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<b>11. NOTICES OF MOTION</b>
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<b>12. BUSINESS OF AN URGENT NATURE</b>
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<b>13. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN</b>
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<b>14. MATTERS BEHIND CLOSED DOORS</b>
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<b>15. MEETING CLOSURE</b>
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