



CONFIRMED MINUTES

OF THE

ORDINARY MEETING OF COUNCIL

28 MAY 2020

NOTICE OF MEETING

Dear Council Member,

The next Ordinary Meeting of Council will be held Thursday, 28 May 2020 in the Council Chambers, Corner Weld and Haas Streets, Broome, commencing at 5:00 PM.

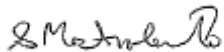
Due to the current COVID-19 restrictions on public gatherings, the total number of people allowed in the Council Chambers is strictly limited to 20 people. Admission preference will be given to people attending to speak on behalf of a deputation or to ask a public question.

Public questions submitted by noon on the day of the meeting will be tabled at the meeting regardless of the person being in attendance to read the question. The answer provided will be recorded in the Meeting's Minutes and sent to you administratively.

We encourage people to submit public questions via the online form available on the Shire's website.

www.broome.wa.gov.au/Council/Council-Meetings-and-Minutes/Public-Questions.

Regards,



S MASTROLEMBO
Chief Executive Officer

21/05/2020

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
Respect
Transparency**

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

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

Councillor Attendance Register										
Councillor		Cr H Tracey	Cr D Male	Cr E Foy	Cr P Matsumoto	Cr C Mitchell	Cr B Rudeforth	Cr M Fairborn	Cr W Fryer	Cr C Marriott
2019	18 April						A		R	A
2019	30 May (held 4 June)			LOA					R	LOA
2019	27 June			LOA					R	
2019	25 July			A					R	
2019	29 August				LOA				R	
2019	26 September							A	R	
2019	17 October			A				LOA	R	R
Post 2019 Local Government Elections										
Councillor		Cr H Tracey	Cr D Male	Cr E Foy	Cr P Matsumoto	Cr C Mitchell	Cr B Rudeforth	Cr P Taylor	Cr N Wevers	Cr F West
2019	21 November				LOA			LOA		
2019	12 December									
2020	27 February							LOA		
2020	26 March									
2020	30 April			LOA						
2020	28 May									LOA

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

SHIRE OF BROOME
ORDINARY MEETING OF COUNCIL
THURSDAY 28 MAY 2020
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**MINUTES OF THE ORDINARY MEETING OF COUNCIL OF THE SHIRE OF BROOME,
HELD IN THE COUNCIL CHAMBERS, CORNER WELD AND HAAS STREETS, BROOME,
ON THURSDAY 28 MAY 2020, COMMENCING AT 5:00 PM.**

1. OFFICIAL OPENING AND ATTENDANCE

The Chair welcomed Councillors, Officers and members of the public and declared the meeting open at 5:07 PM.

ATTENDANCE

Councillor:	Cr H Tracey	Shire President (<i>via e-meeting from 5:07pm</i>)
	Cr D Male	Deputy Shire President
	Cr E Foy	
	Cr P Matsumoto	
	Cr C Mitchell (JP)	
	Cr B Rudeforth	
	Cr P Taylor	
	Cr N Wevers	
Apologies:	Nil	
Leave of Absence:	Cr F West	(<i>decided on at item 4</i>)
Officers:	Mr S Mastrolembo	Chief Executive Officer
	Mr J Watt	Director Corporate Services
	Mr N Cain	Director Development and Community
	Mr A Graffen	Director Infrastructure (<i>via e-meeting</i>)
	Mr D Kennedy	Manager Governance, Strategy and Risk
	Mr G McKnight	Media and Promotions Coordinator (<i>via e-meeting</i>)
	Ms K Wood	Manager Planning Services (<i>via e-meeting</i>)
	Mr L Cervi	Coordinator Planning Services (<i>via e-meeting</i>)
	Ms J Hatch	Economic Development Coordinator
Media	Erin Parke	ABC News
Public Gallery:	Nathan McIvor	Chief Executive Officer, Djarindjin Aboriginal Corporation (<i>via e-meeting</i>)
	Brian Lee	Chairman, Djarindjin Aboriginal Corporation (<i>via e-meeting</i>)
	Rosemarie Marley	
	Andrew Chambers	
	Martin Huber	
	Maxine Chi	

The Chair advised the Shire has returned to public meetings as per the direction of the Minister for Local Government following the recent relaxation of COVID-19 public health

restrictions. The Chair reminded attendees that physical distancing restrictions were still in place and as such attendance at the meeting was strictly limited to a maximum of 20 people.

The Chair noted Cr Tracey in attendance via electronic means and that a council resolution was not required for attendance under the current State of Emergency provisions.

The Chair advised that Council wished to acknowledge the recent passing of Cr West's father and passed their condolences to her and her family.

The Chair also acknowledged the recent passing of Pearl Fong and passed condolences on behalf of Council to her and her family.

2. DECLARATIONS OF FINANCIAL INTEREST / IMPARTIALITY

FINANCIAL INTEREST			
Councillor	Item No	Item	Nature of Interest
Nil			

IMPARTIALITY			
Councillor	Item No	Item	Nature of Interest
Nil			

3. PUBLIC QUESTION TIME

The Chair advised that fifteen minutes would be allocated for Public Question Time. Each member of the public is entitled to ask up to two (2) questions before other members of the public will be invited to ask their questions. The Chair reminded participants that Public Question Time was an opportunity to ask questions and not to make statements.

It was noted that Public Question Time began at 5:09pm.

The following questions were received from Rosemarie Marley prior to the meeting:

Many local people are very distressed and worried about the future of the beach at Entrance Point. The huge carpark, groynes and ramps proposed for that area would totally destroy a beach that has been important to Broome locals for generations. This is a beach that we grew up on and parents and grandparents still bring their families here to picnic, swim, walk, their dogs and catch up with friends and family. This beach is very special, it is safe from vehicles, has shade at all times of the day and has unique sandstone cliffs. It is a favourite and convenient place to go to for people of all ages. In days gone by, old Broome families would get a taxi to the beach and stay all day with their children. The reef is a great place to explore, not just the rock pools for sea life but also the dinosaur footprints from long ago – at least 130 million years!

While we all want people to be safe when they take boats out to sea, there is no reason why this can't be done with the existing facilities. The majority of people who go out on boats fish by the tides, they go out when the tide is in, and return before the tide is too far out – as we have done for generations. To do this, one must respect the tides and the weather and also learn about the places you can and can't launch under certain conditions. There does not seem to be any attempt to educate the community on these simple facts. Time and again we see people losing vehicles because they get bogged in places they shouldn't be.

Question One (1)

Spending tens of millions of dollars on filling this beach with thousands of tonnes of rock without looking at alternatives is wrong. Not considering the uniqueness of this area to the people who appreciate it is sacrilege.

Where is the information for newcomers to understand the dangers that can happen if they do not read the time and weather conditions? Why isn't this a requirement? Where is the education programme from the Port Authority/Kimberley Ports, Department of Transport, or the Shire of Broome?

Answer provided by the Chief Executive Officer:

A public consultation period for the Broome Boating facility was open from the 18 March 2020 to 16 April 2020.

1221 responses were received during this period with 74.2% of respondents supportive of or highly supportive of the project. 936 of the respondents provided comments, feedback or suggestions for consideration. Shire officers and the Department of Transport are currently collating the responses for Council consideration in the coming months. Please note this question has been received outside of the community consultation period.

The primary purpose of the proposed Broome Boating Facility is to address safety and access to boating facilities in Broome. The current facilities pose significant challenges to launching and retrieving small boats in Broome, even for highly experience boat users. The proposed Broome Boating Facility would allow for use for over 90% of tides. This would reduce the risk for everyone launching and retrieving boats. The final designs will include safety signage for boat users, helping to educate users.

All Skippers in Western Australia are required to have a Recreational Skippers Ticket. Developed by the Department of Transport (DoT), the agency responsible for marine safety in Western Australia, the Recreational Skipper's Ticket helps to ensure that people in charge of recreational vessels have the minimum skills and knowledge to protect themselves and their passengers, and to share the waterways safely with others. The weblink to Recreational Skippers Tickets will be recorded in the minutes.

Weblink to Recreational Skippers Ticket:

https://www.transport.wa.gov.au/mediaFiles/marine/MAC_P_RST_Workbook7.pdf

Department of Transport have also created a Broome – Derby Marine Safety Guide. This is available online as well as local fishing stores, Department of Transport and Fisheries Office, the weblink will be recorded in the minutes.

Weblink to the Broome – Derby Safety Guide:

https://www.transport.wa.gov.au/mediaFiles/marine/MAC_G_Boating_Broome.pdf

Question Two (2)

Who has the jurisdiction of the sea in the Roebuck Bay?

Answer provided by the Chief Executive Officer:

The proposed Broome Boating Facility at Entrance Point is located on Kimberley Port Authority Lands.

Question Three (3)

Who will own the proposed boating facility?

Answer provided by the Chief Executive Officer:

Discussions are still being held with the Shire of Broome, Department of Transport and Kimberley Port Authority on this matter.

Question Four (4)

How will this affect the Broome Public and who wants to access this area?

Answer provided by the Chief Executive Officer:

Public access to the beach at Entrance Point will be maintained once the Broome Boating Facility has been constructed. Department of Transport are currently reviewing all public comments from the Broome Boating Facility Community Consultation. These are being collated and will be presented to Council for consideration in the coming months.

There were several comments received requesting picnic areas, footpaths, toilets and landscaping, to help ensure public access to this space. Department of Transport are considering how these elements can be incorporated into the concept designs.

Rosemarie requested that the accompanying letter containing her public question be tabled to Council. The Chairperson advised that it would be recorded in the minutes.

The following is the additional closing statement provided in Rosemarie's public questions letter.

There is no need to destroy our beautiful beach to be able to go out on a boat safely if people are educated about Broome's tides:

Learn about the tides, where to go when bad weather sets in accept the fact that this isn't Perth where you can launch at any time of the day or night.

We also need to think about the fish stocks. It wasn't long ago that commercial fishing was stopped in Roebuck Bay which was a great thing but if there's going to be hundreds more boats out on the bay, how long will those fish stocks last? There needs to be a rethink of how we use the waters around Broome not just for the sake of convenience but so we can continue to enjoy its special beaches and reefs, marvel at the ancient dinosaur footprints and still catch a fish.

Thank you for allowing me to raise my concerns.

The following questions were received by Andrew Chambers prior to the meeting:

Question One (1)

As the Shire is still in a community consultation phase over the developments at the Port I am requesting that the Shire along with the private developer proponents present full development plans and models of the floating jetty and boat ramp for public display at both of the shopping centres. It is only fair that the public fully understand the scale and transformation of the port facility and Entrance Point with both proposed projects in place.

To this point while the proposal for the boat launching facility is detailed and has some public visibility thanks to Channel 7, the proposed \$170 million-dollar floating jetty has very little on public display, or is this development not a matter for public consultation and comment?

Answer provided by the Chief Executive Officer:

The public consultation period for the Broome Boating Facility was open from the 18 March 2020 to the 16 April 2020. 1221 responses were received during this time with 72.4% of respondents being supportive or highly supportive of the project.

Shire of Broome officers and Department of Transport staff are currently collating the responses for consideration by Council. This may result in some changes to the concept designs. Once the concept designs are finalised the Shire has discussed opportunities with Department of Transport to create a model.

Department of Transport did prepare a video flyer for the Broome Boating Facility Community Consultation period. This can be accessed on the link below and provides a good overview of the Broome Boating Facility in the landscape. This will be refined with any updated concept designs which can be found on the Broome Boating Facility website with the link to be provided for in the minutes.

Website link for the Broome Boating Facility website:

www.broomeboatingfacility.com.au/project/.

The KMSB project is Port related infrastructure and your query on this project is best placed to be tabled with the Kimberley Port Authority.

Question Two (2)

Considering the COVID-19 social distancing restrictions in place at the time of the community consultation period, do you think that the methods used during the public consultation period were wide reaching enough and inclusive of the whole community?

Answer provided by the Chief Executive Officer:

The number of responses received are a good indication that the public consultation methods used were adequate. Refer to the answer provided for your first question for further details on this.

A question was received from Steve Moore prior to the meeting. Due to the COVID-19 physical distancing requirements Steve chose not to attend the meeting. The question was read out by the Chairperson.

Question One (1)

Is Old Broome Road part of the Shire or still main roads? If it is Shire's responsibility, can the speed limit be raised back to 70kmh as the limit was reduced for the safety of One Mile residents. As the community is no longer there can the speed limit be raised? If it is Main Roads, can the Shire petition them to raise the speed limit to 70kmh in line with the limit on the new highway.

Answer provided by Director Infrastructure:

Old Broome Road is under Shire control, however, Main Roads Western Australia (MRWA) is responsible for setting the speed limits within WA. Australian Standards and best practice from other state road authorities are used to develop the speed zoning guidelines. These guidelines are used to determine the most appropriate speed limits to be applied, type of regulatory signage to be installed and the most suitable location.

While Main Roads administer the approval, installation and maintenance of speed zone signs on all roads, requests relating to local roads must be assessed by the local government in the first instance. Increasing the speed limit to 70km/hr along Old Broome Road was tabled at the April meeting of the Broome Roadwise Committee. This Committee consists of members from the Shire of Broome, WAPOL - Kimberley Traffic Unit, Main Roads WA (Kimberley), WACHS - Broome Community Health, School Drug Education and Road Aware (SDERA) and WALGA Roadwise. All members present were supportive of the proposed increase of the speed limit to 70Km/hr.

The Shire is undertaking traffic and speed counts to inform the matter and the results will be tabled at the next Roadwise meeting. Pending outcomes of this meeting the Shire of Broome will consider submission of a formal request to MRWA. The Shire of Broome are also undertaking Lighting upgrades along this road to improve vehicular and pedestrian safety.

Questions were received from Brendan Renkin prior to the meeting. Due to the COVID-19 physical distancing requirements Brendan chose not to attend the meeting. The question was read out by the Chairperson.

Question One (1) - Item 9.2.1 Major Land Transaction - Roebuck Bay Caravan Park Lease

Given that the proposed lease allows for a term of up to 40 years, and that the coastal modelling only covers another 20 years, and ongoing legal action against other Shire Council's in Australia by property owners seeking compensation based on the approval for development by Shires in areas that are subsequently inundated by sea level rise;

a) What action will the Shire take to ensure that the ratepayers are not liable for any loss suffered by the leaseholder caused by any impact of sea level rise, higher tide levels and inundation?

b) Will the Shire include a legally binding indemnity that the leaseholder will indemnify the Shire for any costs incurred by the Shire in maintaining the land, including but not limited to the construction of a sea wall? And an indemnity for any loss of income due to the inability of the landlord to use the lease area for the purposes intended?

Response provide by the Chief Executive Officer:

The Shire of Broome has engaged a coastal engineering firm to complete a Geotechnical and Coastal Erodibility Investigation of the Roebuck Bay Caravan Park site. This report is currently being finalised. The report will assist with informing the level of risk to Council for this site and inform management options.

The Shire of Broome is aware of coastal processes and their impact on the Roebuck Bay Caravan Park shoreline. In 2017 the Shire of Broome completed the Coastal Hazard Risk Management and Adaptation Plan (CHRMAP), found on the Shire website. A weblink to this will be provided in the minutes.

Weblink to the Coastal Hazard Risk Management and Adaptation Plan:

www.broome.wa.gov.au/Building-Development/Major-Projects/Broome-Townsite-Coastal-Hazard-Risk-Management-and-Adaptation-Plan-CHRMAP

In early 2020, the Shire of Broome engaged a coastal engineering firm to further investigate this risk and complete a Geotechnical and Coastal Erodibility Investigation. This report is being finalised and will recommend coastal adaptation options and inform future land use at Roebuck Bay Caravan Park.

All leases of this space require approval from the Minister for Lands. Department of Planning, Lands and Heritage are also aware of the coastal risks identified at this location.

EXTENTION TO PUBLIC QUESTION TIME**COUNCIL RESOLUTION:****(REPORT RECOMMENDATION)****Minute No. C/0520/001****Moved: Cr E Foy****Seconded: Cr P Taylor****That Council extend public question time at 5:27pm.****CARRIED UNANIMOUSLY 8/0**

Reason: Under Part 3.4 of the Shire's Standing Orders Local Law, Public Question Time is limited to 15 minutes unless resolved by Council to extend the time.

cont'd Brendan Renkin questions**Question Two (2)**

I refer to the February OMC Item 9.1.2 Electors Motion 5. During the debate on the amended motion, which was moved by Councillor Rudeforth, he stated "the actions of these organisations put mining jobs at risk". Councillor Rudeforth's annual declaration stated that he is employed in the mining industry.

Is the Council's opinion that no declaration of interest was required for this matter, or was it an omission, or a breach of the LG Act? If not, how can the ratepayers of Broome have confidence that Councillors are making decisions based on the best on the best interests of the entire community?

Response provided by the Chief Executive Officer:

It would be inappropriate for Council to have an opinion on this matter.

The decision on whether to disclose an interest is the Elected Members and the Elected Members alone.

Section 5 of the Department of Local Government, Sport and Cultural Industries Operational Guideline on Disclosure of Interests Affecting Impartiality provides advice on when an impartiality interest might arise and states "No disclosure should be necessary unless the matter also involves an association with a person or organisation connected to the member".

The Departments Operational Guideline 20 – Disclosure of Financial Interests at Meetings details the complexities surrounding financial interest declarations. These occur when it is reasonable to expect that the matter will, if dealt with by the local government in a particular way, result in a financial gain, loss, benefit or detriment for the person. Section 7 elaborates on "reasonable expectation" explaining that it must be "reasonable to expect that a particular decision will result in a financial gain, loss, benefit or detriment for the person".

Interest declarations under the Local Government Act are complex considerations. For further information I refer Mr. Renkin to the Department's Operational Guidelines on impartiality and financial interest which provide detailed clarification on elected member declaration obligations.

It was noted that Cr B Rudeforth requested that it be added that he does not work for a mining company.

The Chair advised due to time constraints that the additional questions that Brendan Renkin submitted would be processed administratively and included in the meetings minutes.

Public Question time closed at 5:35 pm.

cont'd Brendan Renkin questions**Question Three (3a)**

Thank you for the prompt provision of the previously confidential documents in relation to the Shire's funding of the Broome Futures company. At the Special Meeting on 14 November 2019 the Council voted to change the Economic Development Advisory Committee Terms of Reference to remove the requirement to meet quarterly because of the formation of Broome Futures Alliance. There are no minutes for that Committee since July 2018.

Can the Shire confirm that it is handing over responsibility for advice on economic development and positioning local companies to take advantage of national and global trends to a private company, over which the Shire has no effective control, and which local businesses and community members have no direct input?

Response provided administratively:

Council has not “handed over” responsibility on economic development and maintains the Economic Development Advisory Committee as well as employing an Economic Development Coordinator.

It is worth noting that Broome Futures Ltd is a company limited by guarantee which is a typical legal structure for charitable and not for profit organisations.

Broome Futures Governance Charter outlines that the organisations “primary purpose is to advocate for, promote and facilitate environmentally sustainable economic, social and cultural development in Broome and the West Kimberley Region”.

All assets, income and profits of Broome Future must be applied solely towards the promotion of the Objects of Broome Future and no portion of the Company's assets, income or profits may be paid or distributed by way of dividend to a member or paid as fees to a director.

Question Three (3b)

Was it appropriate for the Shire President as a director of Broome Futures, to not declare that interest and vote on that motion?

Response provided administratively:

The motion to which you refer requested that Council endorse the Terms of reference for the Economic Development and Advisory Committee and appoint members and deputies to the committee.

Section 5.63 of the Local Government Act prescribes interests that do not need to be disclosed. Section 5.63(g) provides an exemption for disclosure by elected members in relation to participating in decisions on the membership of Council committees (and other bodies established under the Local Government Act).

Section 5.63(f) also provides exemption for any “interest arising only because the relevant person is, or intends to become, a member or office bearer of a body with non-profit making objects”.

Question Three (3c)

Is it appropriate for the Shire President to remain as the Chairperson of the Economic Development Committee and as a director of Broome Futures?

Response provided administratively:

The decision on appropriateness is a consideration of Council.

Under the MOU the Shire President is a prescribed member of the Broome Future Board.

The 2 entities have different, although similar, purposes.

The Shire's Economic Development and Advisory Committee's purpose is to provide advice to the Shire of Broome on Economic Development matters.

Broome Futures Governance Charter outlines that the organisations "primary purpose is to advocate for, promote and facilitate environmentally sustainable economic, social and cultural development in Broome and the West Kimberley Region".

Question Three (3d)

How does the Shire propose to manage this potential conflict?

Response provided administratively:

The administration is not aware of any conflict arising from Cr Tracey's role as the elected Chair of the Economic Development and Advisory Committee. Should an interest exist Cr Tracey would be required to declare at the next meeting of EDAC. Again the decision on whether to disclose an interest is the Elected Members and the Elected Members alone.

Question Three (3e)

Can the Shire explain how it will ensure that the private company, Broome Futures, appropriately manages any conflicts of interest or bias that its directors have, given that the Governance Charter is a non-binding agreement that does not impose any legal obligations on the company, and as stated in the answer to my question last month, the Shire does not have access to the minutes of Broome Futures directors meetings?

Response provided administratively:

The Shire is responsible for compliance of Council and Committees as per the Local Government Act 1995.

Broome Futures is an independent not-for-profit company.

Question Three (3f)

Did the funding provided by the Shire impose any ongoing reporting requirements?

Response provided administratively:

Payment and use of the Broome Growth Plan Partnership Funds are conditioned within the MOU as being contingent on financial information detailing use of funds being provided upon written request from any member of the partnership.

Question Three (3g)

Can the Shire explain how the Shire will input in to decisions of Broome Futures board when the Shire's representative is conflicted?

Response provided administratively:

Elected Members are required to disclose any interests on matters before a Local Government Council or Committee for decision.

The Prescribed Member of the Broome Futures Board is the Shire President. The Shire president is not a Council appointed Broome Futures Board Member.

If an interest prevented participation the Shire President would defer decision making to the Deputy Shire President.

Question (4):

Further to question 1, does the Shire have confidence in the way the various interests of the elected members are managed? Is the Shire aware of any failures to declare interests by elected members in the last 12 months which may constitute a breach of the Local

Government Act requirements? If so, have these matters be investigated by the prosecuting authority under the Act, and have the outcomes of any investigations been made public? In these matters, did the failure to declare an interest affect the validity of the motion approved by the Shire Council?

Response provided administratively:

The Shire maintains robust governance processes that provide a high level of confidence and demonstrated legislative compliance over a sustained period. Local governments are autonomous bodies with their own rights and powers under law.

This includes investigating complaints relating to minor or serious breaches of the Local Government Act 1995, and its subsidiary legislation.

Complaints and potential breaches are investigated administratively by the local government and if substantiated are referred on to the relevant agency. Minor breaches are referred to the Local Government Standards Panel while Serious breaches are referred to the Department of Local Government, Sport and Cultural Industries.

Failure to disclose a financial or proximity interest in matters to be discussed at a Council meeting can be considered a Serious breach and is required to be reported to the Department.

Administratively, potential breaches are handled within the principles of natural justice to ensure procedural fairness. If required these matters are then referred to the relevant agency for action.

In the last 12 months there has not been a requirement for any public disclosure.

If you have reason to believe that a breach has occurred, you should refer the matter to the relevant agency. Further information and complaint forms are available on the Department of Local Government, Sport and Cultural Industries website.*

**** The underlined wording was amended and circulated to Councillors on the 24 June 2020. The reason being a question that was received and processed administratively was omitted in error.***

4. APPLICATIONS FOR LEAVE OF ABSENCE

Cr E Foy left the Chambers at 5:35 pm.

<p><u>COUNCIL RESOLUTION:</u></p>
--

<p>(REPORT RECOMMENDATION)</p>

<p>Minute No. C/0520/002</p>

<p>Moved: Cr P Matsumoto</p>

<p>Seconded: Cr C Mitchell</p>

<p><i>That Council grant Cr F West a leave of absence from Councillor duties inclusive of 28 May 2020 through to 01 June 2020.</i></p>

<p>CARRIED UNANIMOUSLY 7/0</p>

5. CONFIRMATION OF MINUTES

<p><u>COUNCIL RESOLUTION:</u></p>
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<p>(REPORT RECOMMENDATION)</p>

<p>Minute No. C/0520/003</p>

Moved: Cr C Mitchell**Seconded: Cr B Rudeforth*****That the Minutes of the Ordinary Meeting of Council held on 30 April 2020, as published and circulated, be confirmed as a true and accurate record of that meeting.*****CARRIED UNANIMOUSLY 7/0****6. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION**

The Shire President acknowledged the passing of Cr F West's father and passed on the condolences of Council.

The Shire President also acknowledged the passing of long time local Pearl (Tack) Fong on April 24 aged 102. The Shire President passed on Council's condolences to Pearl's family.

7. PETITIONS / DEPUTATIONS***Cr E Foy returned to the Chambers at 5:37 pm.*****PETITION**

Cr N Wevers tabled a petition from Jack Castellarin requesting that Angel Rings (life rings) and appropriate risk warning signage be installed at Gantheaume Point in places that are known swimming spots.

The following reasons were provided for the petition:

- Improve the safety at Gantheaume Point known swimming spots; and
- Ensure that visitors to the area are warned of associated risks.

The Chief Executive Officer advised the petition was accepted and an item would be presented at the next suitable Ordinary Meeting of Council.

DEPUTATIONS

The Chair advised that she had accepted a Deputation request from Djarindjin Aboriginal Corporation in relation to Item 9.2.2 - Proposed Scheme Amendment No 11 to Local Planning Scheme No 6 – Special Use Zone For Djarindjin Community Airport.

As per 3.13 of the Standing Orders Local Law a deputation invited to attend is not to exceed 15 minutes without the agreement of Council. The deputation may consist of up to 5 people and only 2 may address the Council although others may respond to specific questions from Council members where asked.

Brian Lee, Chairman of the Djarindjin Aboriginal Corporation and Chief Executive Officer Nathan McIvor, were intending to attend in person but recent road closures has prevented this. They participated in the meeting electronically to speak on behalf of the Deputation.

8. MATTERS FOR WHICH THE MEETING MAY BE CLOSED***The Chairperson announced that the Chief Executive Officer had advised 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.***

The Chairperson advised that officers have recommended moving item 9.2.2 - Proposed Scheme Amendment No 11 to Local Planning Scheme No 6 – Special Use Zone For Djarindjin Community Airport to the first item of business. This will allow Council to consider the item first following the Deputation.

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/0520/004

Moved: Cr C Mitchell

Seconded: Cr B Rudeforth

That Council;

- 1. Consider the following Agenda items under 14. Matters Behind Closed Doors, in accordance with section 5.23(2) of the Local Government Act 1995:**

9.4.3 DEED OF VARIATION: LOCAL GOVERNMENT HOUSE TRUST

Item 9.4.3 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".

9.4.4 OBJECTION TO THE RATE RECORD - RATE EXEMPTION APPLICATION - BROOME VOLUNTEER SEA RESCUE GROUP

Item 9.4.4 and any attachments are 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. Move item 9.2.2 PROPOSED SCHEME AMENDMENT NO 11 TO LOCAL PLANNING SCHEME NO 6 - SPECIAL USE ZONE FOR DJARINDJIN COMMUNITY AIRPORT to the first item of business.**

CARRIED UNANIMOUSLY 8/0

9. REPORTS FROM OFFICERS

9.1 OUR PEOPLE

COUNCIL RESOLUTION:**(COUNCIL MOTION)****Minute No. C/0520/005****Moved: Cr D Male****Seconded: Cr H Tracey**

That the Council move behind closed doors to discuss a confidential matter, in accordance with section 5.23 of the Local Government Act 1995.

CARRIED UNANIMOUSLY 8/0

Reason: The meeting was moved behind closed doors so Council could discuss confidential Attachment 3 to Item 9.2.2. It was noted that members of the public left the Council Chambers and those connected electronically disconnected at 5:52 pm.

COUNCIL RESOLUTION:**(COUNCIL MOTION)****Minute No. C/0520/006****Moved: Cr E Foy****Seconded: Cr D Male**

That Standing Orders be suspended at 5:55 pm.

CARRIED UNANIMOUSLY 8/0**COUNCIL RESOLUTION:****(REPORT RECOMMENDATION)****Minute No. C/0520/007****Moved: Cr B Rudeforth****Seconded: Cr N Wevers**

That Standing Orders be reinstated at 6:17 pm.

CARRIED UNANIMOUSLY 8/0

9.2.2 PROPOSED SCHEME AMENDMENT NO 11 TO LOCAL PLANNING SCHEME NO 6 - SPECIAL USE ZONE FOR DJARINDJIN COMMUNITY AIRPORT

LOCATION/ADDRESS:	Portion of Lot 297 Broome-Cape Leveque Road
APPLICANT:	Djarindjin Aboriginal Corporation
FILE:	LPS6/11
AUTHOR:	Manager Planning and Building Services
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Development and Community
DISCLOSURE OF INTEREST:	Nil

SUMMARY: An application has been received to amend Local Planning Scheme No 6 (LPS6) to create a 'Special Use' zone for Djarindjin Community Airport.

The proposed 'Special Use' zone is to facilitate the establishment of a new airport on the Dampier Peninsula to enable direct flights of fixed-wing aircraft to, and from, Perth or Darwin and to provide facilities for helicopter movements to offshore drilling platforms for undersea oil or gas exploration and production.

The Scheme Amendment is not deemed consistent with the Shire's Local Planning Strategy and several State informing strategies, nor supported by the Premier and other State government departments.

This report recommends that Council resolve not to initiate the Scheme Amendment.

BACKGROUND

Previous Considerations

Nil.

Council has not considered this proposal at a Council Meeting.

The Djarindjin Aboriginal Corporation (**DAC**) first made the Shire of Broome aware of the intention to build a new airport on the Dampier Peninsula in December 2018. DAC presented an early concept proposal for a new airport at the Council workshop in February 2019 and subsequently wrote to the Shire in February 2019 requesting 'approval in-principle' from Council that it is willing to initiate a Scheme Amendment.

Shire officers responded outlining an inability to provide 'approval in-principle' to initiate a Scheme Amendment due to the lack of information and rationale to present the request to Council, refer to **Attachment No 1**. Officers advised DAC of the information required to enable in-principle consideration, as well as raising concern over the viability of the proposal. A request was made to view the business case and foreshadowed that given the potential impact the concept could have on the Dampier Peninsula and to Broome, a social impact assessment should be prepared.

The applicant did not progress with the option to request Council to give in-principle consideration and has instead prepared a Scheme Amendment, which is now being presented to Council for consideration.

An Economic and Social Impact Assessment has also been prepared by KPMG and supplied with the Scheme Amendment request.

TDAC attended the Council Workshop in April 2020, via teleconference, to present the objectives and benefits of the proposal and the outcomes of the Economic and Social Impact Assessment.

Site and Surrounds

Lot 297 Broome-Cape Leveque Road is a 1,541ha property in the Dampier Peninsula. The Scheme Amendment is proposed over a 309ha portion of the site, located approximately 170km north of Broome on the western side of the Broome-Cape Leveque Road about 8km south of Djarindjin.

The area, the subject of the Scheme Amendment, is currently undeveloped land and is located within the area leased to the Djarindjin Aboriginal Corporation from the State of WA, which is valid until 2041.

The Proposal

The Scheme Amendment seeks to rezone the land from 'Culture and Natural Resources' to 'Special Use Site – Djarindjin Community Airport'.

If the rezoning is supported, it would enable the following development:

- An airstrip capable of taking up to a B717 or Fokker 100 fixed-wing aircraft;
- Taxiways, a heliport, hangars and facilities for helicopter operations and maintenance;
- A passenger terminal to handle up to 150 passengers arriving and departing each day;
- Associated facilities including air traffic control tower, fuel farm, apron and taxiway, vehicle parking and road access from Broome-Cape Leveque Road;
- A Runway Approach Lighting System to allow day and night operations; and
- Accommodation facilities for up to 50 rooms to support touring (fly in, fly out), helicopter pilots, engineers and trainees.

A full copy of the Scheme Amendment Report, detailing the amendment proposal and applicant's justification, can be accessed in **Attachment No 2**.

To support the Scheme Amendment request the applicant has supplied the following:

- Airport Land Use Plan Report (refer **Appendix 3**);
- Geotechnical Report (refer **Appendix 3**);
- Civil Engineering Report (refer **Appendix 3**); and
- Economic and Social Impact Assessment (refer **Attachment No 4**).

COMMENT

The Scheme Amendment has been submitted to the Shire for consideration because under LPS6, the site is zoned 'Culture and Natural Resource Use' and the land use proposed is an 'airport and aviation uses'. The land use proposed is an 'X' use under the site's zoning and the local government must refuse to approve an 'X' use. Approval of an 'X' use may only proceed if the Scheme is first amended (note – page 5 of the Scheme Amendment Report implies that discretion exists for the local government to approve the land use, which is not the case).

The amendment proposes to rezone the subject portion of the site from 'Culture and Natural Resource Use' to 'Special Use Zone - Djarindjin Community Airport'. If approved this would enable the owners of the land to submit a development application for the proposed land uses described above.

The *Planning and Development Act 2005* (**the Act**) and the *Planning and Development (Local Planning Scheme's) Regulations 2015* (**the Regulations**) prescribe the process for amending a Local Planning Scheme. In considering a request to amend a Local Planning Scheme, consideration is required to be given to relevant State Planning Policies, the Local Planning Strategy and any State informing strategy or document prepared to guide land use and development.

The request for amendment is assessed against the relevant considerations, as follows:

Local Planning Strategy (LPS)

The subject site is identified as 'Cultural and Natural Resource Use' under the Shire's LPS. Section 3.2.2 of the LPS provides the following description of the Cultural and Natural Resource Use areas:

These areas provide for structures and / or activities associated with traditional Aboriginal law and culture, and resource development.

The land is predominantly associated with unallocated crown land within the Dampier Peninsula and provides for rural living associated with outstations, smaller Aboriginal settlements, minor tourism development, and resource development. Traditional uses associated with Aboriginal culture should be exempt from the need to obtain planning approval within the zone.

The proposed Scheme Amendment, if supported, would result in the subject site being used as an airport, a heliport and accommodation facilities to service the offshore oil and gas sector. The activities are not associated with traditional Aboriginal law and culture, however, are being proposed to support resource development.

Section 2.4.11 of the LPS provides guidance on Transport Interchanges. The Strategy acknowledges transport infrastructure is essential to facilitate a wide range of activities and infrastructure needs to be planned and located according to demand and economic activities. Figure 14 of the Local Planning Strategy (refer **Attachment No 5**) shows the existing and future transport infrastructure.

The current Djarindjin airstrip is recognised as a district airstrip with the only future airport provided for in the LPS being the relocation of the current airport in Broome, from the centre of town, to a new site adjacent to the Broome Road Industrial precinct. The development of a new airport at Djarindjin, providing for direct fixed-wing aircraft, is inconsistent with section 2.4.11 of the LPS.

The LPS also provides guidance on settlement hierarchy for the Shire under section 7.2.6.1. Djarindjin / Lombadina is identified as a 'secondary centre' and is to provide service hubs to the settlements surrounding them. This hierarchy supports community facilities within the secondary centres and notes regional facilities and infrastructure should be provided in Broome, as the principal centre.

If the development proposed under this Scheme Amendment were to proceed, it would be inconsistent with the settlement hierarchy proposed under the LPS as it would result in the creation of regional facilities potentially detracting from existing services in the principal centre.

It is therefore considered the Scheme Amendment is inconsistent with the Local Planning Strategy.

Other Strategic Land Use documentation

The following documents have been prepared to guide development and should be considered in the assessment of the Scheme Amendment:

- State Planning Strategy;
- Dampier Peninsular Planning Strategy;
- Draft State Aviation Strategy; and
- Shire of Broome Strategic Community Plan.

State Planning Strategy

The State Planning Strategy 2050 (**SPS**) was prepared by the WA Planning Commission (**WAPC**) to provide State strategic context and basis for integration and coordination of land use planning and development across state, regional and local jurisdictions.

Under the SPS, Broome is identified as a significant regional population centre, an airport transport hub for the region, and a gateway to South East Asia, with figure 28 of the Strategy (refer **Attachment No 6**) identifying the movement framework for the State,

recognising improvements to the accessibility and capacity of regional airports, particularly at Broome and in the Pilbara, are critical to the efficiency of the resource industry and to State and national economic growth.

The proposed Scheme Amendment is deemed to be inconsistent with the SPS as it would result in the creation of an additional airport within the region, potentially undermining Broome's function as a regional centre and airport transport hub.

The State government, through the Premier's Office in 2019, and more recently through the Department of Jobs, Tourism, Science and Innovation in March 2020, has reaffirmed this position and outlined, from a state and regional development perspective, one of the primary drivers for the development of the oil and gas sector in the Kimberley has been to encourage the development of Broome as a logistics hub for the Browse Basin.

The State government has communicated it will not support proposals seeking to bypass Broome by transferring personnel directly from another major centre to an alternative airport within the region, which is a position supported by the *Regional Aviation Taskforce* (copies of communication in this regard are included in **Attachment No 7**).

Dampier Planning Strategy

The Dampier Peninsula Planning Strategy (DPPS) was adopted by the WAPC in 2015 and is a sub-regional plan adopted to guide land use and development in the Peninsula. The subject site falls within an area identified as 'Cultural and Natural Resource Use' and the objective is to:

Maintain and manage areas where the cultural use of resources can continue to occur and where development of compatible uses is considered on a case-by-case basis.

The DPPS classifies the existing Djarindjin / Lombadina area as a District Airstrip and outlines the primary purposes for airstrip is for emergency services and as a stopping point for other industries such as tourism and oil and gas.

The development of a new airport is not provided for in the DPPS and, furthermore, an airport of the scale proposed by this Scheme Amendment is not deemed consistent with the objective of the Cultural and Natural Resource Use designation mentioned above.

Draft Aviation Strategy 2020

The draft Aviation Strategy 2020 has been prepared by the State Government and is a blueprint for advancing aviation in Western Australia to support and promote the state's economic and social development.

The Aviation Strategy recognises one of the key challenges for air services in WA is many intrastate air services rely on resource companies to be viable. Resource companies transport their Fly In, Fly Out (FIFO) workforce to the nearest Regular Public Transport (RPT) airport, or use chartered aircraft to transport their workforce directly to remote mine sites. The Aviation Strategy recognises most charter flights are not accessible to the local community and, if not managed effectively, can impact on the viability of nearby RPT services and local economies.

If this proposal were to proceed, it would result in this challenge being experienced in Broome, whereby the resource sector would use chartered flights direct to Djarindjin, bypassing Broome, as an RPT airport. As identified in the Aviation Strategy, this can impact

on the viability of nearby RPT services and local economies in Broome if the proposal were to proceed.

One of the outcomes / priorities in the State Aviation Strategy is outlined below:

C7. The Department of Planning, Lands and Heritage, in consultation with relevant State Government agencies, will investigate providing guidance to local government which aims to:

- outline the development requirements for mining airstrips under the Mining Act 1978, the Planning and Development Act 2005 and associated regulation; and*
- identify the role of the local planning framework in the planning and development of mining airstrips.*

While the airport proposed under this Scheme Amendment would be to support the oil and gas industry, as opposed to mining, the same principles and potential threats it would present to RPT services in Broome applies.

The Department of Planning, Lands and Heritage have not developed guidance at this point. In the absence of this guidance being developed, and acknowledging this proposal would present one of the key challenges to air travel to Broome identified in the State Aviation Strategy, the proposal is considered inconsistent with the draft State Aviation Strategy.

Shire of Broome Strategy Community Plan (SCP)

The SCP is the Shire's principal 10 year strategy and corporate planning document, adopted under the *Local Government Act 1995*. The SCP establishes a long-term overarching document that sets out the vision, aspirations and objectives of the community.

Outcome 3.3.4 of the SCP states the following:

Continue to promote and facilitate Broome as supply base servicing the regions resource, agriculture, pastoral and other industries.

The establishment of an airport, which would principally be developed to service the oil and gas industries, bypassing Broome, would be inconsistent with this outcome of the SCP.

State Planning Policy

The following State Planning Policies would be applicable to this Scheme Amendment:

SPP 3.7 – Planning in Bushfire Prone Areas (SPP 3.7)

The subject site is within the bushfire prone area. SPP 3.7 requires a Scheme Amendment should be accompanied by a Bushfire Hazard Level (BHL) assessment and Bushfire Management plan to determine the applicable bushfire hazard level and bushfire risk across the subject land.

The applicant has not supplied a BHL assessment or Bushfire Management Plan and therefore does not meet with SPP 3.7.

Draft SPP 4.1 – Industrial Interface (Draft SPP 4.1)

This SPP provides guidance on industrial development and applies to infrastructure facilities, which includes major trading ports and intermodal terminals. The SPP outlines statutory buffers should be provided around such facilities to prevent encroachment by incompatible land uses.

Airports would typically be surrounded by a Special Control Area to control development in proximity to ensure obstacle height limitations for aircraft movement is not affected by adjacent development, and to ensure noise impacts are controlled.

While the development is positioned approximately 8km from the Djarindjin / Lombadina communities, consideration needs to be given to potential offsite impacts and inclusion of buffers to address this. This is not currently addressed within the Scheme Amendment and therefore is not consistent with draft SPP 4.1.

While the SPP inconsistencies, as identified above, could be overcome with additional information provided by the applicant, given the inconsistency of the proposal with other planning strategies, it is recommended the Scheme Amendment is not initiated by Council.

Applicant's rationale for the proposal

The Scheme Amendment report provides a sound overview of the proposal and establishes the rationale for the submission of the amendment request. The rationale for the Scheme Amendment includes:

- to provide local employment opportunities and prosperity for the community;
- to reduce the impact from air traffic on the residents and visitors to Djarindjin / Lombadina from the current airstrip operations; and
- to reduce flight times improving safety and reduced helicopter costs to LNG operators.

The reason for the Scheme Amendment is best summarised in the conclusion, as follows:

While the current airport has resulted in several positive impacts, DAC is challenged to grow the quantity and quality of those impacts without expanding the current operations. The proposed development of an airport and accommodation facility is an opportunity to do so and can be expected to have a very positive impact on the Djarindjin / Lombadina community and the Dampier Peninsula as a whole. These include creating aspirations that previously did not exist; an up skilled labour force; pathways into the LNG industry that would not necessarily be accessed outside of metropolitan areas, and improved health outcomes in a population that is maintaining its culture and customs.

The proposed development will result in an overall decrease in output and wages for the Broome Local Government Area, which will be mainly isolated to the airport and hotel operations in Broome, while generating much needed economic activity in the Dampier Peninsula.

From a land use planning and environmental impact perspective the development is compatible with all anticipated issues and can be adequately accommodated and managed on the proposed site.

Although there will be some economic impact on the Broome townsite this is far outweighed by the beneficial impact to Djarindjin / Lombadina and the Peninsula communities as a whole and should therefore warrant the wider community's support.

As said by the CEO of DAC, Mr Nathan McIvor, "this is part of what the State and Federal Government has been saying about self-determination and self-empowerment."

This proposed use of land and provision of infrastructure and resultant economic activity in the Peninsula will be essential to support DAC to achieve its mission of creating a sustainable future for the community.

While the merits and rationale behind the submission of the amendment are driven predominately to deliver positive social and economic outcomes for the DAC and its community, the wider impact the proposal could have on the existing Broome community, from an economic and social perspective must also be considered.

Also, the planning framework that exists at a local level in the form of the Local Planning Strategy and other State planning strategies must be considered as outlined above.

The Economic and Social Impact Assessment (refer **Attachment No 4**) presents the following conclusions:

- Disadvantage within the Djarindjin Community – the existing social disparity, comparative disadvantage combined with the lack of employment and training opportunities for people in the Peninsula, highlights a particularly challenging journey ahead for DAC in its pursuit to develop a sustainable future for the community and the value that investment into economic development can create.
- Economic impacts - the proposal to shift the operation of the heliport from Broome to Djarindjin, combined with the accommodation facility, will impact the locations of Broome and Djarindjin in contrasting ways. Broome is expected to experience an overall decrease in output and wages, while Djarindjin will experience an overall increase. The construction of the airport and accommodation facility is expected to add approximately \$60 million in economic output to the Broome LGA, however, the net economic impact of the proposal is approximately a decrease of \$10,452,099, with Broome experiencing a decrease of \$23,751,454 (attributable to a small number of privately owned businesses) while Djarindjin will experience an increase of \$13,526,355 (which will be attributed to DAC).
- Social Impacts – the proposal would intensify several social impacts that the current airstrip operations have, including upon individuals, the community and culturally. Djarindjin can be expected to experience greater social cohesion as material benefits flow into the community through increase employment, income, skills development and employability.
- Net outcome – while the current airstrip has resulted in several positive impacts, DAC is challenged to grow the quantity and quality of those impacts without expanding operations. The proposed development of an airport and accommodation is an opportunity to do so and can be expected to have a very positive impact on the Djarindjin/Lombadina community and the Dampier Peninsula as a whole. The proposed development will result in an overall decrease in output and wages for the Broome Local Government Area, which will mainly be isolated to the airport losing hangar leasing revenue, landing/access fees and passenger transport revenue, the fuel wholesalers and hotel operations in Broome, while generating much needed economic activity in the Dampier Peninsula.

The development's assistance to address social disadvantage and realise positive social outcomes for the Djarindjin / Lombadina community are noted, however, the net economic impact expected by the development is an overall decrease in excess of \$10,000,000 to the Broome LGA.

The potential impact the proposal could have on the Shire's economy, the flow-on impact the proposal could have on other industries (such as tourism) and the general impact on RPT is unknown.

While the positives to be realised are noted, the development does not align with several State planning strategies and presents a significant economic risk, and therefore it is not recommended an amendment is initiated.

Classification of the Scheme Amendment under the Regulations

The Regulations require the Shire to classify Scheme Amendments as one of three 'tracks' – 'basic', 'standard', or 'complex'. The assessment process and timeframe vary according to what classification the amendment falls within.

A 'basic' amendment is generally intended to correct an administrative error in the scheme or to amend the scheme in a way consistent with another piece of legislation, which does not apply 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 Local Planning Strategy; and
- Whether the amendment relating to development that is of a scale or will have a significant impact, relative to development in the locality.

Each of these criteria is addressed below.

- The amendment is not deemed consistent with the Local Planning Strategy as identified above;
- 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; and
- The development proposed under the amendment is of a significant scale relative to the development of the local government area of Broome.

Following the above points, should Council resolve to initiate the amendment it will need to be advertised as a complex amendment (note the applicant has prepared the Scheme Amendment report as a complex amendment). This would require the amendment be supplied to the WAPC to examine the document suitability for advertising and requires the amendment be advertised in a local newspaper for a minimum of 42 days, inviting public comment.

Conclusion - Suitability of Proposal

Pursuant to Section 75 of the *Planning and Development Act 2005*, the Regulations provide Council with the discretion to initiate or to not proceed with a Scheme Amendment, considering orderly and proper planning.

The Scheme Amendment application is seen to be inconsistent with the strategic direction and land use objectives under the Shire's planning framework. The proposal is also deemed to be inconsistent with the State Planning Strategy, the Dampier Peninsula Planning Strategy and the draft State Aviation Strategy 2020.

The Scheme Amendment has also not addressed SPP 3.7 and draft SPP 4.1, while these are likely to be able to be addressed through further information, given the inconsistency with the abovementioned documents, it is not recommended any Scheme change is performed in this regard.

Accordingly, it is recommended Council resolve not to proceed with the Scheme Amendment.

CONSULTATION

Should an application to amend a local planning scheme be supported by a local government and the amendment is initiated for the purposes of public consultation, the Regulations set out the requirements by which consultation is to be undertaken.

However, as the current application is recommended for initiation to advertising, consultation is not required.

STATUTORY ENVIRONMENT

Planning & Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK

The *Planning and Development Act 2005* allows for an applicant to request the Minister to review a decision by a local government where it does not adopt a local planning scheme amendment. However, the recommendation in this report has been made with reference to relevant planning considerations and the matters to be considered under the Regulations. Accordingly, the risk of such a review or appeal being successful is considered low.

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

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

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

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/0520/008

Moved: Cr B Rudeforth

Seconded: Cr N Wevers

That Council resolves not to proceed to advertise the amendment submitted for portion of Lot 297 Broome-Cape Leveque Road for a special use as Djarindjin Community Airport, for the following reasons:

- 1. The amendment is inconsistent with the Local Planning Strategy;***
- 2. The amendment proposes a land use not consistent with the State Planning Strategy, the Dampier Peninsular Planning Strategy, the draft State Aviation Strategy 2020 and the Shire of Broome's Strategic Community Plan; and***
- 3. The amendment has not adequately addressed State Planning Policy 3.7 – Planning in Bushfire Prone Areas and draft State Planning Policy 4.1 – Industrial Interface.***

CARRIED 7/1

The meeting was opened to the public at 6:37pm and it was noted that members of the public returned. Brian Lee, Chairman of the Djarindjin Aboriginal Corporation and Chief Executive Officer Nathan McIvor re-joined the electronic meeting. The Council resolution was read out for the benefit of the public.

Attachments

1. Attachment 1 - Letter to DAC - In-principal Request
2. Attachment 2 - Scheme Amendment Report
3. Attachment 3 - Airport Land Use Plan Report, Environmental Report and Certificate of Title
4. Attachment 4 - Economic and Social Impact Assessment (*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. Attachment 5 - Figure 14 - Local Planning Strategy
6. Attachment 6 - Figure 28 - State Planning Strategy
7. Attachment 7 - Communication from the State Government



Our Ref: KW:LPS6/GEN & ABL02.1-AIR

Shire of Broome
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3 April 2019

Brian Lee
Djarindjin Aboriginal Corporation
PO Box 920
BROOME WA 6725

Dear Brian,

REQUEST TO AMEND THE SHIRE OF BROOME LOCAL PLANNING SCHEME NO 6 – AIRPORT AND HELIPORT AT DJARINDJIN

Thank you for your letter dated 26 February 2019 and making yourself available to attend the February Council Workshop. The Shire also acknowledges receipt of the email from your consultant, Peter Driscoll, dated 27 March 2019.

Firstly, the Shire of Broome would like to acknowledge and congratulate the Djarindjin Aboriginal Corporation (DAC) on the positive contribution it has made to the community and the economy through the operation of the Djarindjin airport.

The Shire supports the aspirations of DAC and other communities on the Dampier Peninsula in implementing economic opportunities that include aquaculture, tourism and servicing of the oil and gas companies accessing the Browse Basin. The Shire understands the importance of achieving economic outcomes to provide meaningful employment to people, so that members of the communities can live and work on their country and also so community members can return to country to take up employment and business opportunities.

In relation to the proposal for the construction of a new airport, heliport and accommodation on the Djarindjin Special Purpose Lease, the Shire of Broome is not in a position where it can provide 'approval in-principal' to initiate a Scheme Amendment.

The Shire, at this point, does not have a sufficient level of information or rationale to present an in-principal request to Council. For the Shire to present such information to Council, the following information will be required:

- A site plan showing the location, footprint and tenure of the proposed facility;
- A concept plan of the proposed facility;
- A high-level overview of the characteristics of the subject site including the planning rationale and context for the proposed concept, whether there are any known environmental characteristics of the area (for example whether there are any known

threatened ecological communities that would be impacted) and whether there are any locations of Aboriginal cultural heritage significance.

An example of a similar request for in-principal support demonstrating the level of detail that should be supplied for the Shire to be in a position to present an item to Council, can be reviewed in the attachments to agenda item 9.2.7 considered at the Ordinary Council Meeting on 26 May 2016 (can be accessed here: http://broome.infocouncil.biz/Open/2016/05/CO_26052016_MIN_423.PDF).

As relayed by some members present at the Council workshop, this is not the first concept proposed in the Kimberley intending to act as a supply base for the oil and gas industry, which to date have not progressed for different reasons. The Shire, while not privy to the Business Case that has been prepared for DAC, does have some concerns over the viability of the proposal and the potential financial exposure to DAC if initial estimates in the Business Case are not adequate. As such the Shire would first request the opportunity to obtain a copy of the Business Case and would appreciate the opportunity to discuss this with DAC prior to considering any in-principal requests.

Furthermore, given the potential impact this concept could have upon the communities on the Dampier Peninsula and within Broome, the Shire would request that a social impact assessment is prepared.

Should you require any further information please do not hesitate to contact Kirsten Wood on 9191 3456.

Yours faithfully



SAM MASTROLEMBO
CHIEF EXECUTIVE OFFICER



Local Planning Scheme No. 6

Amendment No. 11



Aerial image of existing airport (Source: Broome International Airport)

Prepared by Driscoll Planning

Prepared for Djarindjin Aboriginal Corporation

January 2020

E:\Operations\JOBS\PD 1802 Lombadina\1802 Scheme Amendment Report.docx

PLANNING AND DEVELOPMENT ACT 2005

PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015

RESOLUTION DECIDING TO AMEND A LOCAL PLANNING SCHEME

SHIRE OF BROOME

LOCAL PLANNING SCHEME NO. 6

AMENDMENT NO. 11

RESOLVED that the local government pursuant to Section 75 of the Planning and Development Act 2005, amend the above local planning scheme by:

1. Rezoning a portion of Lot 297 Broome-Cape Leveque Road from Cultural and Natural Resource Use zone to Special Use – Djarindjin Community Airport as shown on the Scheme Amendment Map.
2. Amend the Scheme Maps accordingly.
3. Introduce the following to Schedule 4 – Special Use Zones:

Notation	Description of Land	Special Use	Conditions
RHA	Lot 297 Broome-Cape Leveque Road	Djarindjin Community Airport	Uses may include: a) Airstrip/runway b) Heliport c) Taxiways d) Hangars e) Maintenance and repair facilities f) Passenger terminal g) Airport facilities including: – air traffic control tower – fuel farm – fire safety – maintenance facilities h) Runway Approach Landing System (AUS) i) Accommodation facilities for staff, pilots, engineers and apprentices and other workers associated with the airstrip/heliport operations.

Notation	Description of Land	Special Use	Conditions
			<p>j) Other uses if approved by the local government.</p> <p>k) Site and Development Requirements – as determined by the local government and where consistent with the approved Land Use Plan and Environmental Report included in the Scheme Amendment Report.</p> <p>l) At the stage of submitting a Development Application, the following reports are to be prepared to the satisfaction of the local government:</p> <ul style="list-style-type: none"> – Water Management Plan to ensure water is sustainably managed and the disposal of stormwater and wastewater does not impact on any receiving environment; – More detailed flora and fauna investigations consistent with EPA Guidance Statements No. 51 and 56 prior to development; – Preparation and implementation of a Construction Environmental Management Plan; – Preparation and implementation of an Airport Operational Environmental Management Plan; and – Preparation and implementation of a Bushfire Management Plan <p>m) Access from the Broome-Cape Leveque Road will be constructed to the satisfaction of the local government.</p>

The amendment is complex under the provisions of the Planning and Development (Local Planning Scheme) Regulations 2015 for the following reasons:

- a) it is an amendment that is not consistent with a local planning strategy for the Scheme that has been endorsed by the Commission;
- b) it is an amendment relating to a development that is of a scale, or will have an impact, that is significant relative to development in the locality; and
- c) the amendment is not recognised as being a basic or standard amendment.

Dated this.....day of.....20.....

.....
CHIEF EXECUTIVE OFFICER

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GLOSSARY

The glossary below sets out abbreviations used consistently throughout this report:

Abbreviation	Full Description
DAC	Djarindjin Aboriginal Corporation
DCA	Djarindjin Community Airport (proposed)
TAG	Djarindjin Community Airport – Airport Land Use Plan Report, The Airport Group, December 2019
Urbaqua	Djarindjin Community Airport Environmental Report by Urbaqua, October 2019
ESIA	Economic and Social Impact Assessment, Djarindjin Airport Development Proposal, KPMG, November 2019
FIFO	Fly in/Fly out
LNG	Liquefied Natural Gas
RPT	Regular Passenger Transfer

SCHEME AMENDMENT REPORT

1.0 INTRODUCTION

The purpose of this Amendment to Local Planning Scheme No. 6 – Shire of Broome (the Amendment) is to justify the proposal to rezone an area on the Dampier Peninsula from portion of a reserve zoned Cultural and Natural Resource Use to Special Use – Djarindjin Community Airport.

The construction of an airport near the existing settlements of Djarindjin and Lombadina to refuel helicopters transiting from Broome to liquefied natural gas (LNG) platforms operating in the Browse Basin has provided some employment and training opportunities for the Indigenous communities on the Dampier Peninsula.

The existing airport is located only 2.5 km from the Djarindjin community at the intersection of Djarindjin and Cape Leveque Roads. The flight path is directly over the community, which is having an adverse impact on the amenity of the community and limiting the airport's operations. The airport, which can accommodate up to Code 3b aircraft, is owned by the Djarindjin Aboriginal Corporation (DAC), operated by a separate contractor, and staffed with local Indigenous community members. It has operated since 2011 and has provided the development of unique skills and employment opportunities of great benefit to local people.

DAC has identified the opportunity to construct a new airport to support and facilitate direct flights of fixed wing aircraft to and from Perth or Darwin and to provide facilities for helicopter movements to offshore drilling platforms for undersea oil or gas exploration and production.

A new purpose-built Djarindjin Community Airport will serve as the primary facility for both fixed and rotary wing aircraft operations to support Browse Basin activities and in turn, to provide local employment opportunities and prosperity for the community, which is key to the community's independence and sustainability (Urbaqua). It will also significantly reduce the impact from air traffic on the residents and visitors in the locality, freeing up additional opportunities for increased usage of the new airport. The new airport would also reduce flight times improving associated safety, resulting in reduced helicopter transport costs to the LNG operators.

While determining that the new airport would have many economic and social benefits generally to the residents on the Dampier Peninsula, it would compete with facilities currently provided in Broome.

To support this proposal and to address land use, environmental and social impacts, more specific and targeted reports have been prepared which are included in full as Appendices 1-3 and will be referred to within this Scheme Amendment Report. These additional reports which are described below are:

- a) Appendix 1: Djarindjin Community Airport – Airport Land Use Plan Report, The Airport Group, December 2019
- b) Appendix 2: Djarindjin Community Airport Environmental Report by Urbaqua, October 2019
- c) Appendix 3: Economic and Social Impact Assessment, Djarindjin Airport Development Proposal, KPMG, November 2019.

Appendix 1: The Djarindjin Community Airport – Airport Land Use Plan Report, The Airport Group (TAG). The TAG has prepared a report which will:

- Provide DAC with a summary of the context and legislative requirements that will affect development of Djarindjin Community Airport (DCA);
- Provide Land Use Plan drawings that respond to DAC's requirements for a Fokker 100 capable airstrip and supporting landside and airside infrastructure; and
- Provide commentary and supporting information about airfield design parameters to ensure DCA is future-ready to meet requirements of aircraft types likely to operate at the airport (TAG).

Appendix 2: Urbaqua provides sufficient information for the EPA in accordance with Section 48A of the of the *Environmental Protection Act 1986*, to set an appropriate level of assessment by:

- describing the existing environment of the site;
- providing an assessment of any potential impacts and their magnitude and significance; and
- describing how any potential impacts are proposed to be managed to ensure that the environmental values of the site are maintained.

Appendix 3: Economic and Social Impact Assessment, Djarindjin Airport Development Proposal, KPMG is provided to:

- Articulate the economic and social impacts of the proposal, in particular the impacts of moving the operations to the Dampier Peninsula; and
- Provide stakeholders, such as Federal, State and local Government Departments/Municipalities and industry bodies, with an assessment that can be considered by potential funding bodies.

The above three reports which all support and have positive findings in respect to the proposal will be referred to throughout the Scheme Amendment Report.

2.0 LEGISLATIVE REVIEW

There are a number of relevant legislation requirements and regulations which apply to the DCA and which are summarised in Appendix 1 in the TAG report. In summary these requirements are:

Federal Legislation –

- National Airports Safeguarding Framework which is a national land use planning framework to minimise noise sensitive developments near airports and to improve aviation safety;
- Airports (Protection of Airspace) Regulations 1996 which establish a system to protect the safety and efficiency of current or future airspace for operations into and out of airports;
- Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act) which regulates the protection of the environment with focus on matters of national environmental significance.
- Native Title Act 1993 – The Djarindjin Aboriginal Corporation hold a Special Crown lease over the area while the Native Title is held by the Bardi-Jawi Nimidiman Aboriginal Corporation on behalf of the Bardi-Jawi traditional owners. The current site is a mix of leasehold and Crown reserve – Aboriginal Lands Trust. The proposed site is situated on Crown Lease land, granted to the DAC with a 50 year lease period expiring on 30th June 2041.
- Civil Aviation Act; Manuals of Standards (MOS) Safety Regulations – This legislation governs the operation and safety standard of aerodromes and further legislation under these Regulations cover aerodromes.

All the above legislation must be satisfied in addition to and following the resolution of the Scheme Amendment.

State Legislation –

Of particular relevance to the processing of the Scheme Amendment and which must be satisfactorily addressed is the following State level legislation.

- Environmental Protection Act 1986 (WA). The Act and accompanying regulations are supplemented by 22 smaller regulations to prevent control and abate pollution or environmental harm. This and all Scheme Amendments are required to be referred to the EPA to decide whether the Amendment should or should not be assessed or is incapable of being made environmentally acceptable.
- Planning and Development Act 2005 and Planning and Development Regulations govern planning in WA to ensure the efficient and effective use of land. The Regulations provide for the long term planning directions for local government, primarily through local planning schemes, strategies and scheme amendments and policies.

Other relevant State level legislation includes:

- the State Planning Strategy
- Western Australian Aviations Strategy 2015
- Aboriginal Heritage Act 1972 (WA);
- Land Administration Act 1997 (WA)

Although not formally adopted under State legislation, two other strategic planning documents relevant to this project are:

- Dampier Peninsula Plan – Land Use Planning and Land Use Reform. This Plan was prepared and adopted (3 April 2012) by the Traditional Owners Steering Committee which provide recommendations aiming to; “protect, respect and enhance our culture and to build a sustainable future for ourselves and future generations of Kimberley Aboriginal people”.

The subject land is shown within the Traditional Owner Broad Land Use Recommendations to be within Traditional Owner Country where the vision is:

“Traditional Owner land use, economic, sustainability and independence, cultural values and rights and interests are recognised and supported in all relevant planning activities.”

This is a principle and vision being pursued by DAC in this proposed rezoning and development to facilitate the DCA. Provisions that should run with Traditional Owner Country include that Traditional Owners will prepare more detailed local area plans and to decide uses within those areas in accordance with Native Title interests, which is what DAC is proposing in this amendment, subject to receiving appropriate approvals.

- Dampier Peninsula Planning Strategy, Final Report April 2015, Department of Planning and Western Australian Planning Commission (DPPS, 2015). The DPPS 2015 is a strategic plan for the Dampier Peninsula to facilitate better economic and social development, while also securing land tenure for economic development and management and protection of environmental and cultural heritage assets.

In DPPS 2015 the subject land is designated as being within the Cultural and Natural Resource use area. The proposed DCA comprises only a very small portion of this land use area which is as a whole, set aside as an area where Traditional Owners will seek access to undertake customary practices and traditional uses. In addition, other land uses may be considered, including those that would assist in the economic development of the Region in consultation with the Traditional Owners.

This amendment is in part the outcome of the Traditional Owners seeking to expand their economic development with a vision to make their communities more self-sustaining.

Local Planning Scheme No. 6 (LPS 6) –

In LPS 6 the subject land is zoned as “Cultural and Natural Resource Use Zone”.

In LPS 6, Clause 8.12.1 states the following:

“The purpose of the Cultural and Natural Resource Use Zone is to provide for the use of natural resources, preservation of Aboriginal heritage and cultural areas and the conservation of natural environmental values including significant landscapes and environmental areas.”

The zoning table for this zone lists “Airport and Aviation” uses as not being permitted uses within this zone. LPS 6 further states that; “the local government may refuse to approve an ‘X’ use (a use not permitted) where the use may only proceed by way of amendment to the Scheme.

As the proposed uses are “not permitted” without a rezoning unless approved by the local government and that the DCA is a significant development involving complex issues, DAC has resolved to seek approval to the initiation of a Scheme Amendment. Rezoning the site to be listed in Schedule 4 as Special Use – Djarindjin Community Airport will allow any development conditions to be included in the Scheme providing surety to community and decision-makers of appropriate guidelines and controls being in place to minimise the impact of the DCA.

When requested by DAC the local government advised that it could not give “approval-in-principle” to support the proposed Scheme Amendment until it could assess much more detail about its planning and design. The additional material to support the Amendment is included in the Amendment. However, in its response the Shire of Broome (3rd April, 2019) did advise DAC of the following:

“Firstly, the Shire of Broome would like to acknowledge and congratulate the Djarindjin Aboriginal Corporation (DAC) on the positive contribution it has made to the community and the economy through the operation of the Djarindjin airport.

The Shire supports the aspiration of DAC and other communities on the Dampier Peninsula in implementing economic opportunities that include aquaculture, tourism and servicing of the oil and gas companies accessing the Browse Basin. The Shire understands the importance of achieving economic outcomes to provide meaningful employment to people, so that members of the communities can live and work on their country and also so community members can return to country to take up employment and business opportunities.”

3.0 LAND DESCRIPTION

The portion of land being rezoned to “Special Use – Djarindjin Community Airport” is within the area leased to the Djarindjin Aboriginal Corporation of Post Office Box 920, (LCI 126915) Registered on 5/6/2002. The Crown Land from which the leasehold area was created is described as Lot 297 Broome-Cape Leveque Road, Dampier Peninsula, Shire of Broome. The

responsible agency for the Crown Land is the Department of Planning, Lands and Heritage (SLSD).

4.0 LOCATION AND LAND USE

The existing Djarindjin Airport is located adjacent to the Cape Leveque Road approximately 3km north east of the Djarindjin community. The airport is the first Aboriginal owned airport in WA and provides employment for about 20 local people from Djarindjin and surrounding communities (TAG). Djarindjin and Lombadina form a single urban area located approximately 185 km north of Broome via the Broome-Cape Leveque Road. Djarindjin is within the traditional lands of the Bardi-Jawi people and DAC maintains a very large leasehold land holding of 56,727 ha surrounding the townsite expanding into the Peninsula.

The existing airstrip has a single sealed runway with a length of 1200 metres and width of 18 metres. It provides access for helicopters to offshore platforms, however it is limited in terms of fixed-wing passenger aircraft which can be accommodated. Typical mainland domestic fixed-wing aircraft in Australia (eg. B717) cannot be accommodated at the existing airport given the current runway characteristics (TAG). Planned expansions of natural gas exploration have prompted DAC to consider the development of a new aviation facility to handle larger jet aircraft to allow direct access between Perth and Djarindjin.

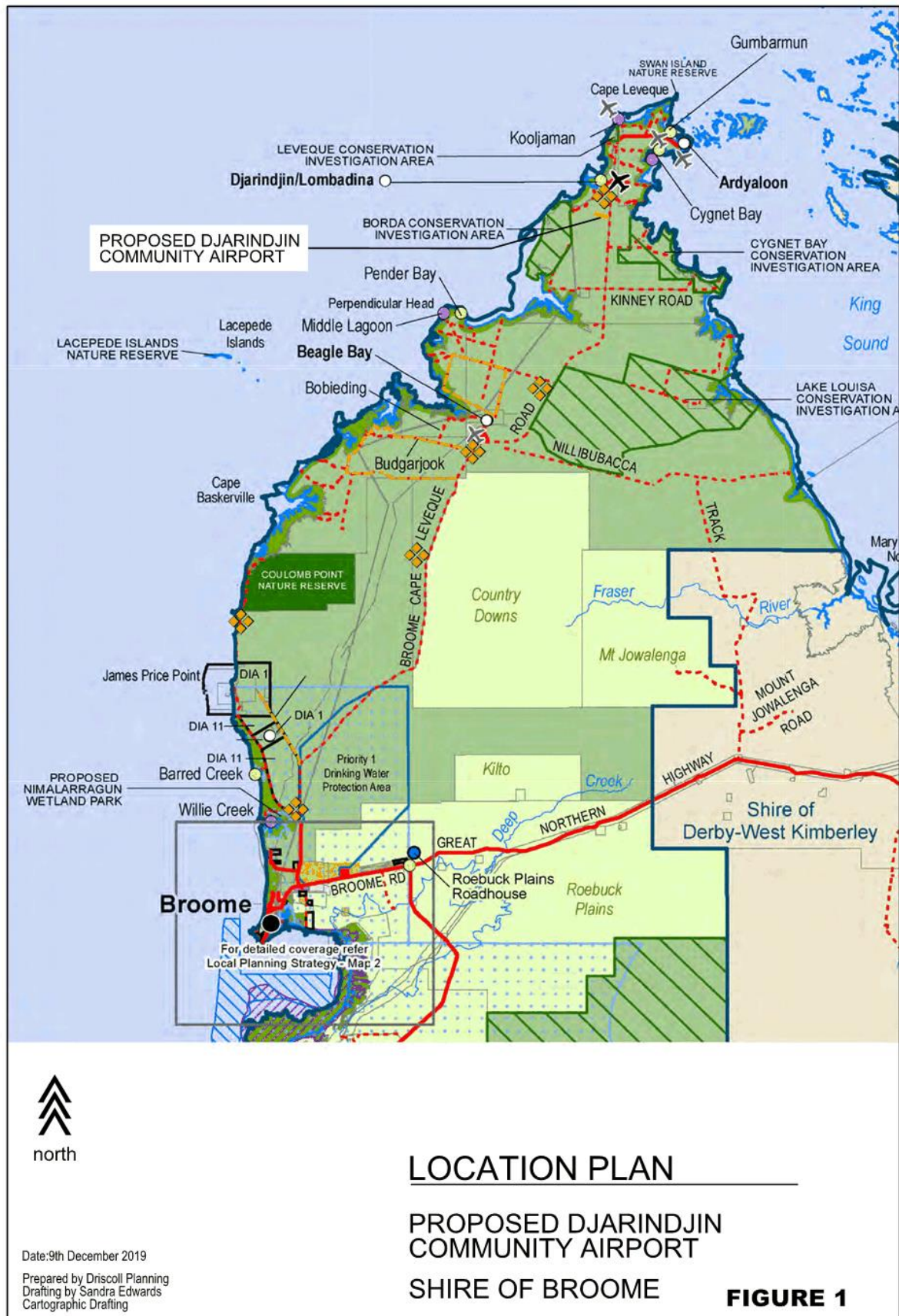
The site proposed for the new airport is undeveloped land within the DAC leasehold area located approximately 170 km north of Broome on the western side of the Broome-Cape Leveque Road about 8 km south of Djarindjin.

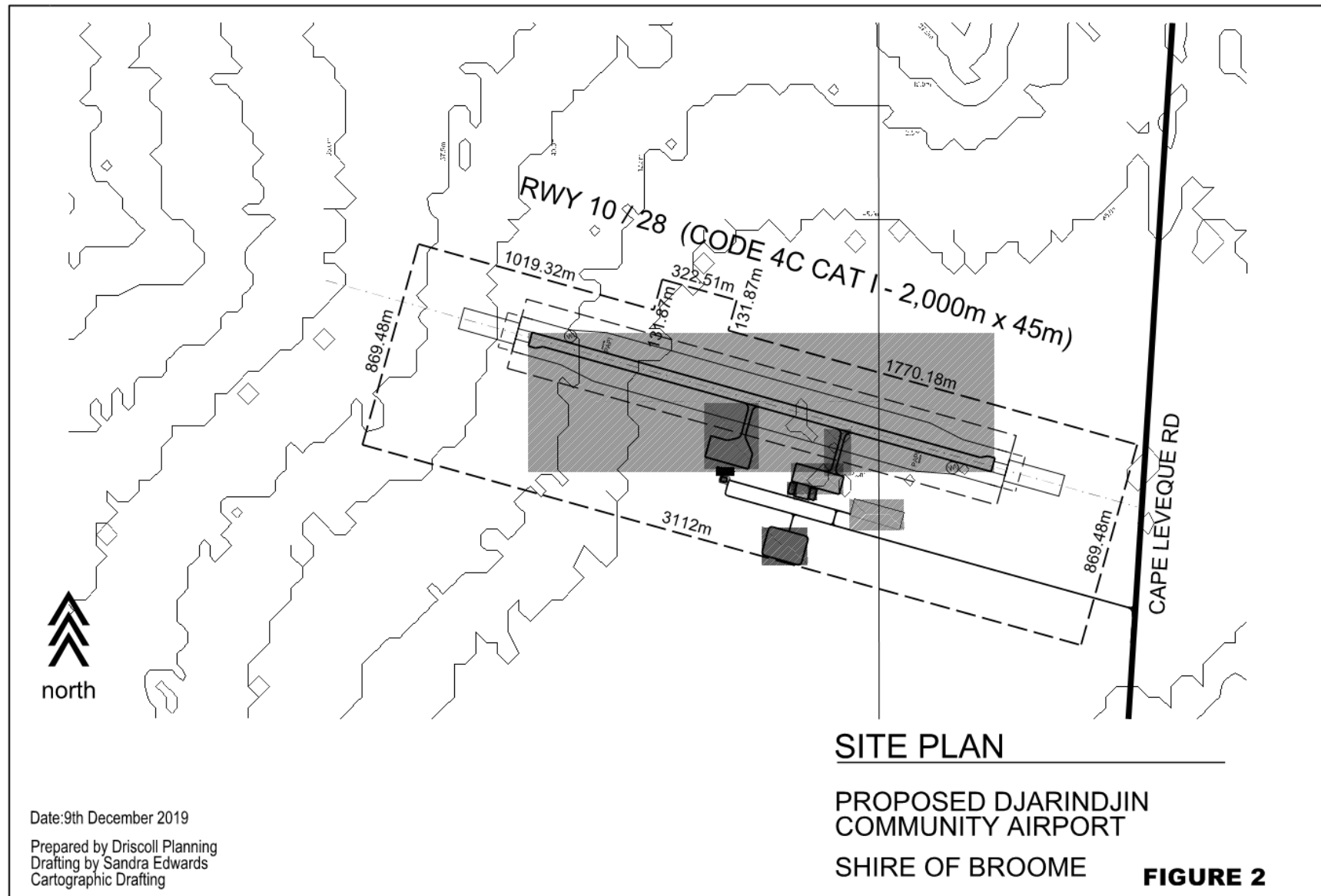
The total area of the new site is approximately 309 ha and it will be able to cater for the following use and development:

- an airstrip capable of taking up to a B717 or Fokker 100 fixed-wing aircraft;
- taxiways, a heliport, hangars and facilities for helicopter operations and maintenance;
- a passenger terminal to handle up to 150 passengers arriving and departing each day;
- associated facilities including air traffic control tower, fuel farm, apron and taxiway, vehicle parking and road access from Broome-Cape Leveque Road;
- a Runway Approach Lighting System to allow day and night operations; and
- accommodation facilities for up to 50 rooms to support touring (fly in-fly out), helicopter pilots and engineers and trainees.

5.0 AIRPORT PARAMETERS

Section 3 in Appendix 1, the Land Use Plan establishes the potential operations at the DCA as well as the Airport design parameters.





The following brief summary of the key findings/recommendations of the Land Use Plan are presented for information purposes:

- a) During a steady period, up to 213 passengers may be facilitated each day by fixed wing aircraft then transferred to helicopters, possibly twice per day. Four to five helicopters could be required to transfer arriving passengers from each aircraft offshore.
- b) During a “peak” period, up to 8 helicopters could be required to transfer arriving passengers offshore.
- c) Aircraft movements – during a steady period, up to 14 heavy helicopter and 2 fixed-wing movements per day are likely when processing 213 daily passengers.
- d) During a peak period, when processing 250 passengers daily, it could result in 16 helicopter movements using heavy helicopters.
- e) The length and width of the runway is determined by the Aerodrome Reference Code and TAG 2019 considers as suitable for the long term, a runway length of 2000 m and width of 45 m as well as a 300 m runway strip.
- f) The design parameters will allow for all-weather aircraft operations of Code 3C design aircraft and the plan allows for a future runway extension to Code 4C design aircraft.
- g) It is noted that Qantas confirmed that it did not expect the proposed passenger load to decrease the number of RPT flights into Broome.

6.0 PHYSICAL SITE CONTEXT

TAG 2019 also includes and summarised Douglas and Partners geotechnical advice and the Civil Group’s civil engineering advice for the DCA site.

These findings address the suitability and/or suitability subject to on site works of the following:

- Soils;
- Groundwater;
- Acquisition of Material. eg. The nearest commercial quarry is 100 km east of Broome, so transport and costs are a challenge;
- The Civil Group site observations concluded that the site is suitable for airport development;
- Earthwork strategies to prevent scouring and erosion due to earthworks;
- Water Management – address managing the high intensity rainfall, surface water run-off and wastewater system and management (this is further addressed in the Environmental Report, Urbaqua);
- Road access – this will be sealed, crowned and have table drains on either side. An intersection upgrade with dedicated turning lanes envisaged for both north and south bound traffic;
- Power and communications – Options for power generation including diesel generator and solar power with battery storage are being investigated with Horizon Power. An emergency generator will also be required; and

- Telecommunications will need to be extended from the Telstra cabling on Broome-Cape Leveque Road to the DCA.

7.0 LAND USE PLAN

The Land Use Plan for the DCA has been developed by the Airport Group in consultation with DAC. The Land Use Plan allows for the operation of fixed-wing aircraft directly into Djarindjin, to facilitate the transfer of FIFO staff on helicopters to offshore operations.

The Airport Land Use Plan (TAG) concludes that the site does not appear to have any physical or geotechnical constraints affecting future operations by Code 4C aircraft. It has been planned for the development of a 2000 m long by 45 m wide runway to accommodate Code 3C design aircraft with safeguarding provisions to allow for a Code 4C upgrade in the future if it is required.

8.0 LAND USE PRECINCTS

In order to allow for the appropriate use of the land being rezoned to Special Use – DCA for both aviation and non-aviation purposes, a number of precincts have been identified (as shown on the Land Use Plan – Figure 3) and which are described below:

a) Airfield Precinct

This precinct includes the airfield (ie. runway, taxiways and apron areas) and relative clearance areas, as well as navigational aids, to allow for the safe movement of aircraft. Future Airservices Australia could also be accommodated in this precinct.

b) Terminal and Accommodation Precinct

The terminal precinct encompasses the terminal building and roads, as well as providing for car parking, a drop-off zone and access to helicopter standing and movement areas and the fuel zone. This precinct also allows for accommodation facilities to support pilots and engineers.

c) Aviation Support Precinct

Support uses assisting aviation operations should be accommodated within this precinct, such as maintenance hangars, refuelling facilities and ground services support facilities. Future Airservices Australia facilities (eg. ATC or ARFF) could also be accommodated in this precinct.

d) Vegetation Precinct

The purpose of the vegetation precinct is to safeguard areas for future expansion purposes. Although no development is required in this area, in the short term, the precinct should be cleared to remove obstacles to airport operations and safeguard for potential future expansion.

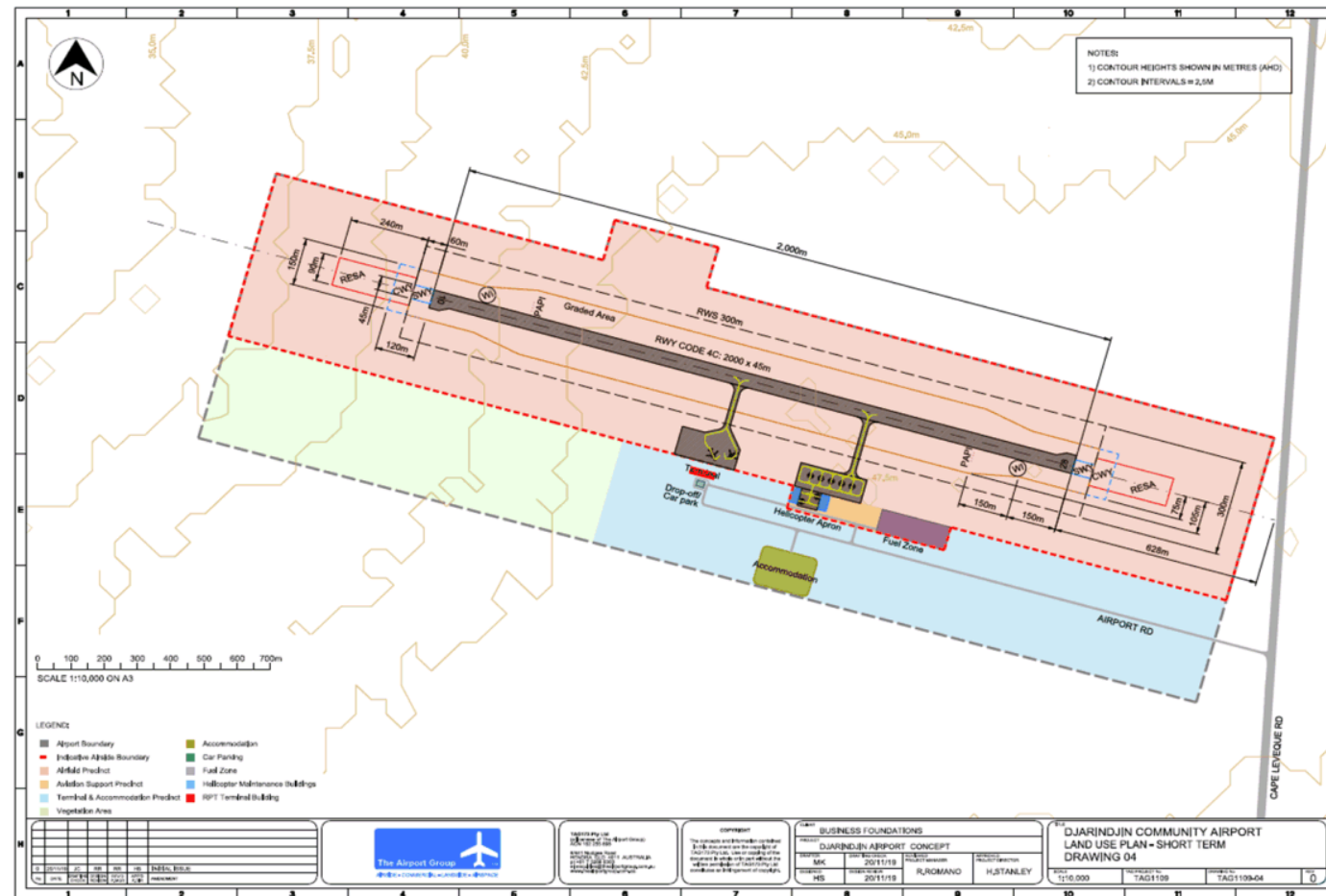


Figure 11: Proposed new Djarindjin Community Airport Land Use Plan

FIGURE 3

e) Road Access

The construction of the access road from the Broome-Cape Leveque Road will be the responsibility of the DAC including the treatment of the intersection with Broome-Cape Leveque Road. The distance from the Broome-Cape Leveque Road for the road access to the area being rezoned is approximately 180 metres.

The road must then be constructed a further 1700 metres to the carparking and drop-off area adjacent to the Terminal. Therefore, the length of the road access to be constructed from Broome-Cape Leveque Road is approximately 1880 metres long to the specifications and satisfaction of the local government.

Aircraft taking off from the west to the east will take off from the airstrip, which ends 628 metres short of the Broome-Cape Leveque Road. Initial analysis of the take-off and landing paths indicates that planes after take-off will be a minimum of 90 metres altitude when above the Broome-Cape Leveque Road. The fixed wing aircraft will use the 3% profile descent mostly using the western approach. Other larger airports such as Perth and Karratha are similarly close to the road and aircraft fly the same profile on approach.

Subsequent approvals processes to satisfy all the relevant aviation related regulations will ensure aircraft activity is safe to operate, in particular the impact on traffic using the Broome-Cape Leveque Road.

When calculating the runway parameters, the following has been determined:

- for a 2000 m runway with no obstacles, nil wind and level shape, it can be expected that there could be 100 pax up to 34°C and 88 pax at 40°C.
- 1900 m runway with no limiting obstacles, nil wind and level slope, there could be 100 pax up to 32°C and 82 pax at 40°C.

Note that the temperature effect can be mitigated by scheduling departures in late afternoons/early evenings.

The Broome-Cape Leveque Road is sealed in this section and it is envisaged that the airport access intersection will be designed with a slip lane for a right hand turn and a deceleration lane for left turning. Vegetation on the edges of the Broome-Cape Leveque Road will need to be cleared to provide suitable sight distances for vehicles entering and leaving the airport access road.

f) Runway Safety

The runway is located centrally in a graded runway strip which is in turn centrally located in an overall cleared runway strip of approximately 300 m in total. Due to the scouring potential of the in-situ sand, the graded runway strip will most likely be sealed or stabilised to protect the runway shoulders.

A Runway End Safety Area (RESA) is provided at each end of the runway. The full extent of the airfield precinct, including the runway strip, RESA at the end of runway obstacle free areas will need to be cleared of all vegetation.

g) Engineering Report

The Civil Group as well as investigating road access, discussed above, also reported upon the infrastructure requirement which is included in Appendix 1 The Airport Group, and these requirements are summarised below:

Land Capability

The geotechnical report by Douglas Partners confirms that the site and underlying material, when stabilised, is suitable for the construction of the airport runway and associated works.

Groundwater is relatively deep and will not influence the construction.

Earthworks

The site will need to be cleared of vegetation and graded to suit the longitudinal grade of the runway and to direct surface stormwater run-off to open drainage channels.

Stormwater Drainage

Open stormwater drainage channels will need to be designed to cater for the high intensity rainfall in the area. The drains will discharge into existing streams.

Road access

The access to the site will be on a straight section of the Broome-Cape Leveque Road with no vertical sight distance constraints.

Water Supply

The airport development will need to be provided with bore water for potable water and emergency services.

Wastewater

The airport development will need to be provided with an onsite effluent treatment plant and recycled treated water can potentially be recycled for use in toilets, landscaping etc.

Power

The site will need to be provided with a standalone power generator and possibly solar panels and batteries to supplement the power supply, or by extending the supply from Djarindjin townsite.

Telecommunications

Telecommunications and internet will need to be extended to the site from the existing optic fibre and microwave infrastructure.

9.0 EXISTING ENVIRONMENT, POTENTIAL IMPACTS AND RESPONSE

To assist and inform the Amendment in respect to the proposed DCA, Urbaqua prepared an Environmental Report which is included in full as Appendix 2.

A desktop review of relevant documents and available information was undertaken by Urbaqua to determine the key characteristics of the site's existing environment. The factors that are considered relevant to the proposal and which have been addressed (in full in Appendix 2) are:

- flora and vegetation;
- landforms;
- subterranean fauna;
- terrestrial environmental quality;
- terrestrial fauna;
- inland waters;
- air quality;
- social surroundings; and
- human health.

The information presented in Urbaqua and which will be assessed by the EPA when the Amendment is lodged with the EPA to determine the level of assessment required, demonstrates that the proposed rezoning and future development of the DCA is unlikely to result in a significant impact on the environment.

Urbaqua concluded and recommended the following:

“As part of the Development Application that detailed management strategies will be prepared, together with management actions, to ensure maintenance of key environmental values of the site. These include:

- Water management plan to ensure water is sustainably managed and the disposal of storm water and wastewater does not impact on any receiving environment;
- More detailed flora and fauna investigations consistent with EPA Guidance Statements No. 51 and 56 prior to development;
- Preparation and implementation of a Construction environmental management plan; and
- Preparation and implementation of an Operational environmental management plan.

Note that these provisions are included in the Scheme Text as part of Schedule 4 for the Special Use zone – DCA and the conditions attached there to.

10.0 ECONOMIC AND SOCIAL IMPACT ASSESSMENT

A concern of decision-making agencies when this proposal has been discussed, has been to determine the impact, economically and socially on Broome businesses and people from the development of the DCA.

KPMG has been commissioned to prepare an Economic and Social Impact Assessment to:

- Articulate the economic and social impacts of the proposal, in particular the impacts of moving the operations to the Dampier Peninsula; and
- Provide Stakeholders, such as Federal, State and Local Government Departments and industry bodies, with an assessment that can be considered by potential funding bodies.

This report is included as Appendix 3 and the findings are summarised below.

Although the existing airport is owned by DAC, operated by a separate contractor, and staffed with local indigenous community members and has operated since 2011, providing the development of unique skills and employment opportunities, there is still considerable disadvantage present within the community. DAC is seeking to address these disadvantages through the development of the DCA which will create increased employment opportunities for the community as well as reducing helicopter transport costs to the LNG operators and improve workers safety.

The report (ESIA) acknowledges that a new airport would compete with facilities currently provided in Broome. Concerns have been raised that this may negatively impact the economy of Broome and the Broome LGA more broadly. There is concern that flying LNG workers directly to Djarindjin may decrease RPT flights to Broome, potentially resulting in the loss of jobs at Broome airport, combined with the associated impacts on accommodation and hospitality businesses. These concerns, however, have not been verified, which the ESIA report seeks to assess and their summary of findings follows.

“Current Economic Disadvantage

There are significant differences between the non-Indigenous population of the Broome LGA, and the indigenous population of the Djarindjin/Lombadina community. The Indigenous population is comparatively disadvantaged in education, employment and income outcomes. In addition a high proportion of the Indigenous population are not in the labour force.

Low rates of labour force participation and the fact that nearly half the Indigenous population are of school age highlights the need to generate business and employment opportunities for young Indigenous people now in order to reduce the potential that a new generation of the Indigenous population is further disadvantaged.

The challenge for DAC is that without any substantial investment into economic development in the community, there are no real opportunities to create a sustainable future.

As LNG operations are now in their production phase, operators are increasingly focused on improving efficiencies in operations, including a reduction in aviation costs. This includes the consideration of the opportunity to move helicopter transport services from Broome to a location closer to the Browse Basin. This provides DAC with a unique opportunity to build on the success of the current operations, and develop and operate an airport in Djarindjin/Lombadina as the primary heliport servicing the Browse Basin.

In addition to the reduced risk and associated costs, the Dampier Peninsula expansion provides local Indigenous people with additional employment opportunities, not only in the airport and associated services, but also in the LNG and related services industry as the direct transport point to the platforms. This will empower the Indigenous people of the Peninsula with a greater level of control regarding their individual and collective economic futures.

Economic Impact Assessment

The assessment focuses on the business revenue and wages associated with the operations of an airport and accommodation facility, namely the costs of operations and how the changes in those costs will impact the economy.

It should be noted the focus of the assessment is on the measurement of changes in business revenue and wages compared to what would likely occur if there is no change to the way that the Browse Basin is currently provided helicopter transport services (the 'base case'). That is, the change in economic activity from those of the existing helicopter transport service model.

Other impacts – such as changes in airfares to/from Broome; or changes to accommodation prices in Broome – have not been quantified as these impacts are sensitive to decision by the businesses impacted and cannot be accurately quantified.

It is noted that this assessment focuses on the scenarios identified, and does not consider the possibility that LNG operators are able to relocate helicopter transport requirements from the Broome LGA altogether. Not only would this impact Broome, but would result in the current airport (at Djarindjin) ceasing altogether.

The net economic impact of the proposal is approximately an overall decrease of \$10,425,099 (Output: \$12,500,767; Wages: \$2,075,668). Broome will experience a decrease of \$23,751,454 (Output: \$23,316,814; Wages: \$434,640) **which will be attributable to a small number of privately owned businesses, while Djarindjin will experience an increase of \$13,526,355 (Output: \$11,016,047; Wages: \$2,510,308) which will be attributable to DAC.**

The Accommodation and Food Services industry (accommodation for helicopter operations staff who are FIFO) will experience a slight increase in output due to the increased economic activity in Djarindjin (accommodation facility), while the Transport, Postal and Warehousing industry (mainly the airport operations and the related hangar leasing, landing/access, and passenger transport revenue) and the Wholesale Trade industry (drop in wholesale fuel for helicopters) will experience noticeable decreases.

A small number of businesses in Broome will be impacted such as the Broome International Airport (BIA), which will experience decreased passenger numbers (approximately 10%) and associated passenger handling fees, and have absent hangars due to helicopter operators no longer leasing hangars in Broome. While BIA will have hangars that are absent, it does not mean that they will remain absent indefinitely.

Accommodation providers in Broome will also lose the consistent occupancy of the helicopter staff on 7 day rotational rosters. Fuel suppliers will experience decreased demand as the helicopters will require less fuel due to the decreased distance. This does however highlight a cost saving in helicopter transport costs for the oil and gas operators.

Although the town of Broome will experience a negative net impact via the airport, accommodation and fuel wholesale businesses, the overall increase experienced in Djarindjin, which is included in the Local Government Area of the Shire of Broome, needs to be highlighted. **This increased output and wages in Djarindjin can be expected to contribute to alleviating some of the socio-economic disadvantage, particularly given profits from the proposed airport and accommodation will support DAC to continue to work towards its mission of creating a sustainable future for the Djarindjin community. A portion of the increased wages resulting from increased employment in Djarindjin will continue to be spent in Broome on consumer staples such groceries, however this indirect impact is not included in this assessment.**

It is worthwhile noting that at the time of preparing this report, the Western Australian Government has approved substantial investment into infrastructure in Broome, including the Marine Supply Base Proposals, and the Broome Senior High School. While this assessment does not consider the impact of these infrastructure, it can be expected that they can contribute to alleviating some of the estimated decreases that are expected to be experienced in Broome.

Social Impact Assessment

Human impacts

Human impacts from direct employment at the airport include increased prosperity due to increased and steady income from employment. This not only alleviates poverty and elevates self-esteem for individuals concerned, but has, for example, enabled the purchase of white goods for immediate and extended family (such as a fridge, to ensure family members including children and youth, could safely store food in the Kimberley tropical climate).

In addition to the training provided to staff, DAC is currently collaborating with Murdoch University to provide innovative literacy and numeracy programs via tailored virtual reality technology to community members who are interested in gaining employment, but need foundational skills.

The Djarindjin Airport Development proposal can also create capacity for the school to collaborate with the airport to provide a continuous pipeline of individuals ready for employment through linkages with current numeracy and literacy training to community

members. In addition to providing a pathway, it also offers the opportunity to provide work experience to students, particularly the secondary school students doing hospitality or trade skills training at the school.

The airport has had a number of impacts on the health and wellbeing of employees, for example regarding the use of drugs and alcohol by individuals in the community. As employees are prohibited from consuming illegal substances and must not have alcohol in their systems when working, the community has experienced decreased drug and alcohol misuse.

In addition to decrease use of drugs and alcohol, other behavioural changes were noted in employees regarding their lifestyles. This included decisions to eat healthier foods to ensure the employee can continue to be employed at the airport.

In addition to the above impacts, it was common to hear that the airport provides individuals the opportunity to return to work and live on Country – which often contributes to improved levels of health and emotional wellbeing with respect to mortality, hospitalization, hypertension, diabetes and injury.

Community Impacts

The current airport has been able to support DAC to decrease its reliance on government funding to 30% and help alleviate some of the disadvantage experienced in the community by providing DAC with funds to support households within the community, and the broader community as a whole. To further increase its capacity to support the community, DAC has a goal of becoming completely self-funded through proposed airport and accommodation operations.

In addition to funding essential services, the community has observed a more vibrant community due to inclusive events hosted by DAC, and increased collaboration with other organisations. An example of this is DAC now being able to host community events such as a NAIDOC Week event, as well as collaborating with organisations to leverage community events e.g. the medical centre distributing preventative health information at events. In addition to the capacity to host community events, there is a general feeling of public safety at these events suggesting improved levels of social cohesion and well-being.

While the current airport supports DAC to increase the cohesion, sustainability and prosperity of the community through the provision of essential services and events, DAC has contributed to alleviating disadvantage in crowded households by purchasing essential white goods. The medical service did note that after the purchase of washing machines, there was a noticeable decrease in skin conditions in terms of patient presentations at the medical centre.

In addition to the above benefits, the return of individuals to the community to work and live on Country positively impacts the community by providing role models for the younger generation, generating education and employment aspirations within the community.

As the impacts of the current airport have highlighted, the most common impact on the community of the proposal would be the increased capacity for DAC to further support the cohesion, sustainability and prosperity of the community by expanding current services, supporting community events, and increasing collaboration with other services in the community.

Not only does it provide opportunities for DAC to support the community, it also creates the capacity within DAC to improve its levels of governance and management through industry training and support regarding oversight of an airport and accommodation operation. This will in turn provide opportunities to up skill individuals in the community, generating a cohort of leaders that can continue to grow the sustainability of the community.

Cultural Impacts

Accessing and maintaining culture has been supported by allowing individuals to return to the Peninsula and remain on Country while working. It is not uncommon for Indigenous people to migrate from their Country to access training and employment opportunities, which also often (yet not commonly known) results in or contributes to decreased levels of health and emotional wellbeing due to the disconnection from family, community and Country. The airport has proven to be a unique way of providing individuals with the opportunity to return to Country.

Management at the airport is supportive of the family and cultural obligations of its staff – providing flexible working arrangements and deeper understanding of the individual's needs. This is driven by the Base Manager's understanding of the community and its fabric. This is also aligned with the community's expectations of how the airport should operate in the community, and also an example of how a commercial operation can work with Indigenous communities.

There have been examples of individuals being able to directly access and maintain culture as a direct result of employment at the airport. One example provided was that of an individual who has been financially empowered to purchase equipment to participate in cultural activities such as fishing and hunting, by purchasing a four-wheel drive, boat and trailer. This individual has also since supported Djarindjin youth to accompany him and participate in cultural activities.

The above example is not isolated to one staff member. Consultations also revealed that a number of individuals have displayed increased financial responsibility and been able to purchase equipment for themselves and others to participate in cultural activities, and potentially contributing to improved levels of health and emotional wellbeing.

The most common impact on the access and maintenance of culture of the proposal would be the increased capacity to participate, and support others to participate in cultural activities. In addition to this, it also creates the opportunity for people to return to the Peninsula to work and live, resulting in increased access to and maintenance of traditional customs."

11.0 INDUSTRY ADVICE

To further assess the likely economic impact, Mr Graeme Potger, Senior Adviser; Government and Public Affairs, Government, Industry, International and Sustainability, Qantas Airways Limited, was provided with the ESIA 2019 report, briefed on the proposal and asked for comment.

The following is a copy of this advice which indicates, with qualification, that less seats on Perth to Broome flights would be required although the number of RPT flights into Broome would not decrease. They would remove 1 x F100 flight per day if the services to Djarindjin increased from that proposed.

The full response follows:

- the PERBME market currently comprises 900 - 1000 return trips per week on the following schedule:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
100	2	1	1	3	1	1	1	10
717	1	2	1	-	1	-	1	6
73H	-	-	1	-	-	-	-	1
320	-	-	-	-	1	1	1	3
	3	3	3	3	3	2	3	

- whilst you have identified a number of potential positive developments to the BME market, our overall view of the market at this point in time is that average seat factors are softening (the number of return trips have reduced from around 1500 to 900-1000 (approx. 30-40% decline) in the last 12 months);
- we have workshopped the hypothetical scenario you posed of 1 x F100 charter service potentially operating to Djarindjin in lieu of BME (ie. -100 seats per day to BME) – in short under that scenario, our most likely response would be:
 - initially, to remove up to 100/150 seats per week to BME through down gauging Monday to Friday 717's and 737 to 717 (ie. no loss of schedule at this level);
 - however, if any further F100 services were to operate to Djarindjin – ie. 2 or more daily flights - we would most likely then remove 1 x F100 per day Monday to Friday which would drive -1000 seats a week to BME and thereafter on a proportional basis with each incremental F100 that operates to Djarindjin;
- a number of important qualifications to the above – (i) it should be treated as “rule of thumb” guidance only ie. in a dynamic market, other factors may come into play which may impact the outcome; (ii) it would be subject to continuing fleet flexibility; (iii) we make no comment on any competitive response by VAH (though note they tend to follow schedule changes and have less fleet flexibility to downgauge);
- there may be some seasonal ability for us to absorb additional traffic migrating to Djarindjin in the high season before having to make any schedule changes, however for the present exercise we think it is still reasonable to use the above rule of thumb;
- based on our experience with our corporate clients, they will want the alternative Djarindjin option to be cost neutral with the current BME option before it is likely to be commercially attractive (notwithstanding the operational benefits of the route for the heli services heading north of BME) – if that is achievable, we think it is likely that the demand will be greater than just 1 x F100 service.

12.0 CONCLUSION

While the current airport has resulted in several positive impacts, DAC is challenged to grow the quantity and quality of those impacts without expanding the current operations. The proposed development of an airport and accommodation facility is an opportunity to do so, and can be expected to have a very positive impact on the Djarindjin/Lombadina community and the Dampier Peninsula as a whole. These include creating aspirations that previously did not exist; an up skilled labour force; pathways into the LNG industry that would not necessarily be accessed outside of metropolitan areas, and improved health outcomes in a population that is maintaining its culture and customs.

The proposed development will result in an overall decrease in output and wages for the Broome Local Government Area, which will be mainly isolated to the airport and hotel operations in Broome, while generating much needed economic activity in the Dampier Peninsula.

From a land use planning and environmental impact perspective the development is compatible with all anticipated issues and can be adequately accommodated and managed on the proposed site.

Although there will be some economic impact on the Broome townsite this is considered to be far outweighed by the beneficial impact to Djarindjin/Lombadina and the Peninsula communities as a whole, and should therefore warrant the wider community's support.

As said by the CEO of DAC, Mr Nathan McIvor, "this is part of what the State and Federal Government has been saying about self-determination and self-empowerment."

This proposed use of land and provision of infrastructure and resultant economic activity in the Peninsula will be essential to support DAC to achieve its mission of creating a sustainable future for the community.

PLANNING AND DEVELOPMENT ACT 2005

PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015

RESOLUTION TO ADOPT AMENDMENT TO LOCAL PLANNING SCHEME

SHIRE OF BROOME

LOCAL PLANNING SCHEME NO. 5

AMENDMENT NO. 11

RESOLVED that the local government pursuant to Section 75 of the Planning and Development Act 2005, amend the above local planning scheme by:

1. Rezoning a portion of Lot 297 Broome-Cape Leveque Road from Cultural and Natural Resource Use zone to Special Use – Djarindjin Community Airport as shown on the Scheme Amendment Map.
2. Amend the Scheme Maps accordingly.
3. Introduce the following to Schedule 4 – Special Use Zones:

Notation	Description of Land	Special Use	Conditions
RHA	Lot 297 Broome-Cape Leveque Road	Djarindjin Community Airport	Uses may include: a) Airstrip/runway b) Heliport c) Taxiways d) Hangars e) Maintenance and repair facilities f) Passenger terminal g) Airport facilities including: – air traffic control tower – fuel farm – fire safety – maintenance facilities h) Runway Approach Landing System (AUS) i) Accommodation facilities for staff, pilots, engineers and apprentices and other workers associated with the airstrip/heliport operations.

Notation	Description of Land	Special Use	Conditions
			<p>j) Other uses if approved by the local government.</p> <p>k) Site and Development Requirements – as determined by the local government and where consistent with the approved Land Use Plan and Environmental Report included in the Scheme Amendment Report.</p> <p>l) At the stage of submitting a Development Application, the following reports are to be prepared to the satisfaction of the local government:</p> <ul style="list-style-type: none"> – Water Management Plan to ensure water is sustainably managed and the disposal of stormwater and wastewater does not impact on any receiving environment; – More detailed flora and fauna investigations consistent with EPA Guidance Statements No. 51 and 56 prior to development; – Preparation and implementation of a Construction Environmental Management Plan; – Preparation and implementation of an Airport Operational Environmental Management Plan; and – Preparation and implementation of a Bushfire Management Plan <p>m) Access from the Broome-Cape Leveque Road will be constructed to the satisfaction of the local government.</p>

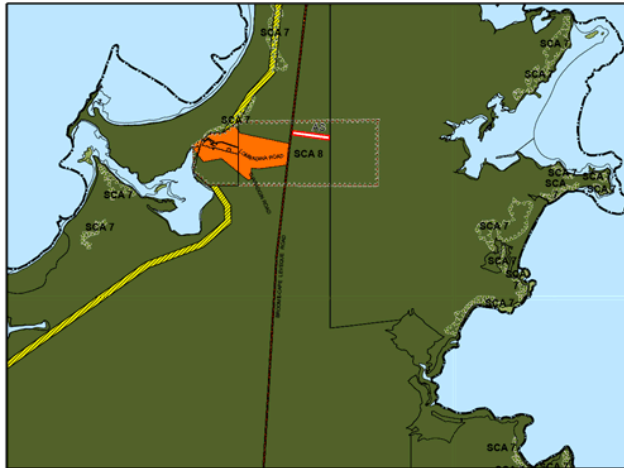
The amendment is complex under the provisions of the Planning and Development (Local Planning Scheme) Regulations 2015 for the following reasons:

- a) it is an amendment that is not consistent with a local planning strategy for the Scheme that has been endorsed by the Commission;
- b) it is an amendment relating to a development that is of a scale, or will have an impact, that is significant relative to development in the locality; and
- c) the amendment is not recognised as being a basic or standard amendment.

Dated this.....day of.....20.....

.....
CHIEF EXECUTIVE OFFICER

SHIRE OF BROOME - LOCAL PLANNING SCHEME NO.6 Amendment No.



CURRENT ZONING

LEGEND

LOCAL SCHEME RESERVES

<ul style="list-style-type: none"> Airport Arterial Road Coastal Environmental and Cultural Corridor Reserve Highways and Major Roads Local Road Local Roads Nature Reserve Parks, Recreation and Drainage Port Public Purposes: Cemetery Public Purposes: Child Care Public Purposes: Commonwealth Public Purposes: Country Womens Association Public Purposes: Court House Public Purposes: Department of Environment and Conservation Public Purposes: Equestrian Public Purposes: Fire Brigade Public Purposes: Gravel 	<ul style="list-style-type: none"> Public Purposes: High School Public Purposes: Hospital Public Purposes: Motor Sport Public Purposes: Museum Public Purposes: PCYC Public Purposes: Parking Public Purposes: Police Public Purposes: Primary School Public Purposes: Prison Public Purposes: Public Purposes Public Purposes: Recreation and Parking Public Purposes: Refuse Site Public Purposes: Sewerage Public Purposes: TAFE Public Purposes: Telecom Public Purposes: University Public Purposes: Wastewater Treatment Plant Public Purposes: Water Supply
---	--

LOCAL SCHEME ZONES

<ul style="list-style-type: none"> Culture and Natural Resource Use Development General Agriculture Industry Light and Service Industry Local Centre Low Impact Tourist Mixed Use Residential Rural Residential Rural Small Holdings Service Commercial Settlement Special Use: Aboriginal Use 	<ul style="list-style-type: none"> Special Use: Antrip Special use: Bird Observatory Special Use: Camping Special Use: Caravan Park Special Use: Child Care Special Use: Crocodile Farm Special Use: Mixed Business Special Use: Pearl Farm Special Use: Roadhouse Special Use: Tourist Development Special Use: Various Tourist Town Centre
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PROPOSED ZONING



SCHEME AMENDMENT

PROPOSED DJARINDJIN COMMUNITY AIRPORT

SHIRE OF BROOME

Date: 9th December 2019
Prepared by Driscoll Planning
Drafting by Sandra Edwards
Cartographic Drafting

COUNCIL ADOPTION

This Complex Amendment was adopted by resolution of the Council of the Shire of Broome at the _____ Meeting of the Council held on the _____ day of _____, 20____.

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

by resolution of the Council of the Shire of Broome at the _____ Meeting of the Council held on the _____ day of _____, 20____, proceed to advertise this Amendment.

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended for _____ by resolution of the Shire of Dandaragan at the _____ Meeting of the Council held on the _____ day of _____, 20____ 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 P&D ACT 2005

DATE.....

APPROVAL GRANTED

.....
MINISTER FOR PLANNING

DATE.....

APPENDICES

Appendix 1: Djarindjin Community Airport, Airport Land Use Plan Report, December 2019 (including as Appendix A: Douglas Partners Geotechnical Report; and Appendix B: Civil Group Civil Engineering Report)

Appendix 2: Djarindjin Community Airport Environmental Report by Urbaqua, October 2019

Appendix 3: Economic and Social Impact Assessment, Djarindjin Airport Development Proposal, KPMG, November 2019

Appendix 4: Certificate of Title

**Appendix 1: Djarindjin Community Airport, Airport Land Use Plan Report,
December 2019 (including as Appendix A: Douglas Partners
Geotechnical Report; and Appendix B: Civil Group Civil
Engineering Report)**



AIRSIDE • COMMERCIAL • LANDSIDE • AIRSPACE

Djarindjin Community Airport Airport Land Use Plan Report

Prepared for: Djarindjin Aboriginal Corporation
December 2019

Reference No: TAG1109

DOCUMENT VERSION LISTING

Version	Version Description	Changes/ Actions	Staff	Date
1.0	Draft Report	Draft Report sent to Business Foundations	HS	26/08/2019
1.1	Final Draft Report	Updated Draft Report based on feedback received	NI	20/09/2019
2.0	Final Report	Final Report issued to Business Foundations	HS	25/09/2019
3.0	Updated Final Report	Updated Final Report issued to Business Foundations	NI	22/11/2019
3.1	Updated Final Report	Minor edits made based on Planning feedback and issued to Business Foundations	HS	13/12/2019



EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

The Airport Group (TAG) has prepared this Airport Land Use Plan to support the future development of Djarindjin Community Airport for Business Foundations, on behalf of Djarindjin Aboriginal Corporation (DAC).

The existing Djarindjin Airport is owned and operated by DAC is located at the intersection of the Djarindjin and Cape Leveque roads (see Figure 1). The airport is a key piece of community infrastructure and DAC's subcontracted manager is responsible for all maintenance and upgrade activities at the airport.



Figure 1: Existing Djarindjin Airport

The existing Airport can accommodate up to Code 1B aircraft, which places limitations on the type of operations that can be facilitated at the existing Airport. For example, the Airport cannot accommodate a larger passenger aircraft such as a Fokker 100 (Code 3C) or Boeing 717-200 (Code 4C) which are typically used for regional passenger services in Australia and can seat up to 100 and 125 persons, respectively.

DAC had identified the opportunity for significant community economic development and growth through the construction of a new Airport, to support direct flights on fixed wing aircraft to and from Perth or Darwin, and to provide facilities for helicopter movements to offshore drilling platforms for undersea oil or gas exploration. It is intended that the new Djarindjin Community Airport will serve as a primary airport for both fixed and rotary wing operations to support Browse Basin activities and in turn, provide local employment opportunities and prosperity for the community which is key to the community's independence and sustainability.

The proposed location for the new Airport is approximately 8km South-West of the existing Airport along Broome-Cape Leveque Road. This Airport Land Use Plan outlines the design parameters and considerations for development of a new Airport which can accommodate up to Code 3C aircraft, with safeguarding provisions to allow Code 4C aircraft into the future.

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INTRODUCTION



1. INTRODUCTION

The Airport Group (TAG) has been engaged by Business Foundations, on behalf of Djarindjin Aboriginal Corporation (DAC) to prepare an Airport Land Use Plan for a new Djarindjin Community Airport.

Djarindjin town is located on the west coast of the northern Dampier Peninsula sub-region, approximately 185km north of Broome via the Broome-Cape Leveque Road in Western Australia (WA) (see Figure 2).

Other than the adjacent Lombadina, the closest towns to Djarindjin are Beagle Bay (60km south) and Ardyaloon - One Arm Point (26km north). Djarindjin is within the traditional lands of the Bardi and Jawi people and Djarindjin Aboriginal Corporation (DAC) maintains a large special purpose lease land holding (56,727ha) surrounding the town. DAC is managed entirely by local Aboriginal people. The population of Djarindjin-Lombadina (combined) is 395, made up of male (52.9 per cent) and female (47.1 per cent). Aboriginal and/or Torres Strait Islander people make up 79.2% of the population. The average age of 28 is significantly younger than the WA average (36) and the Australian average (38)¹.

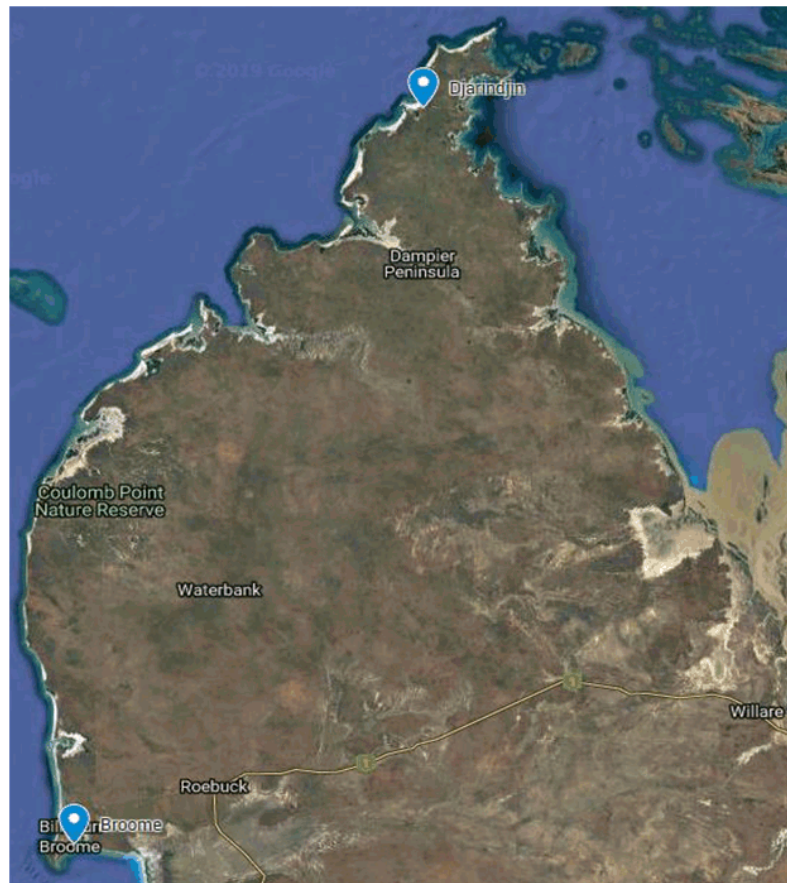


Figure 2: Map showing location of Broome and Djarindjin (Google Earth, 2019)

¹ https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/UCL522020?opendocument



This Airport Land Use Plan outlines the context of the Djarindjin Community Airport, including an overview of the existing Airport currently known as Lombadina (YLB) and its limitations. A legislative review is also provided, outlining at a high-level some key regulatory frameworks which affect the development of the Djarindjin Community Airport.

Airport parameters have been summarised, including an overview of potential future operations at the new Djarindjin Community Airport. This is followed by a summary of the design parameters affecting the development of the new Djarindjin Community Airport, based on the determined design aircraft for the Airport, the Fokker 100 (Code 3C). The physical site parameters and considerations are presented, including summaries of geotechnical and civil engineering advice for the proposed new Airport site.

The context and parameters have informed the development of an Airport Land Use Plan drawing (see Figure 10), which is included within this Plan. Key land use plan considerations are outlined, in addition to guidelines for land uses within the Land Use Precincts identified.

1.1. Objectives of the report

The objectives of this report are to:

- Provide DAC with a summary of the context and legislative requirements that will affect development of Djarindjin Community Airport;
- Provide Land Use Plan drawings that respond to DAC's requirements for a Fokker 100 capable airstrip and supporting landside and airside infrastructure; and
- Provide commentary and supporting information about airfield design parameters to ensure Djarindjin Community Airport is future-ready to meet requirements of aircraft types likely to operate at the airport.

1.2. Report Structure

The report is divided into seven key sections:

1. Introduction;
2. Airport context;
3. Airport parameters;
4. Land use plan;
5. Conclusion; and
6. Appendices.



AIRPORT CONTEXT



2. AIRPORT CONTEXT

2.1. Existing Airport

The existing Lombadina Airport (YLBD) is a 24-hour all weather airstrip adjacent to Cape Leveque Road, approximately 3km drive north east of the Djarindjin community (see Figure 3). The Airport is the first Aboriginal-owned airport in WA and provides employment for about 20 local people from Djarindjin and surrounding communities. Djarindjin's subcontracted manager-operator Peninsula Airport Management Services (PAMS) is responsible for all maintenance and upgrade matters. A Master Plan is available for the existing airport dated November 2009.



Figure 3: Location of existing Airport (Google Earth, 2019)

The current airfield has a single runway (10/28), sealed, with a length of 1,200m and a width of 18m, making it suitable for use by Code 1B aircraft. The runway is equipped with MOS 139 compliant Pilot Activated Low Intensity Runway Lighting (PAL LIRL). Lights can be operated remotely via radio by pilots or manually activated from the lighting control. See Figure 4 for diagram of the Airport from the DAP chart.

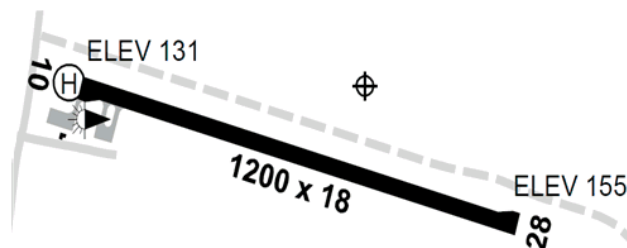


Figure 4: Djarindjin Airport DAP Aerodrome & Procedure Chart (Airservices Australia)



The runway slopes to the west at a gradient of 0.56% and is located within an 80m wide runway strip with a 60m Runway End Safety Area (RESA) at each end. The aerodrome has an apron area for fixed wing aircraft with a single taxiway connection to the western end of the runway.

The aerodrome also has an eastern apron area with a dual taxiway connection to the runway. The eastern apron is used exclusively by heavy helicopters operating in support of the off-shore resources industry. The apron (Figure 5) is configured to provide four heavy helicopter stands and an adjacent waiting lounge is used during helicopter fuelling activities.

The Airport is the closest all-weather airstrip to the Browse Basin, used as a North Peninsula resource to provide refuelling service to helicopters en-route to oil and gas fields in the Browse Basin, 300km offshore north of Djarindjin.

The Airport is also used by the Royal Flying Doctors which uses Djarindjin as its main Dampier Peninsula Patient Transfer Station. Figure 6², below shows the location of the helicopter parking bays and the terminal building.



Figure 5: Existing Airport terminal and apron facilities (Google Earth, 2019)



Figure 6: Aerial image of existing – Airport (Source: Broome International Airport)

Before refuelling, passengers on board disembark from the helicopters into a waiting lounge during the specialised hot-refuelling of the helicopter with the engines and rotors still operating (see Figure 7). This Airport is one of the few civilian aerodromes in Australia that is licensed to undertake hot-refuelling.

² Source: <http://www.broomeair.com.au/broome-heliport>



Figure 7: Preparing to hot-refuel an aircraft (Source: TAG)

2.1.1. Limitations of existing Airport

The existing Airport provides access for helicopters to offshore platforms, however, is limited in terms of fixed-wing passenger aircraft that can be accommodated. Typical mainland domestic fixed wing aircraft in Australia (e.g. B717) cannot be accommodated at the existing Airport given the current runway characteristics. Planned expansions of natural gas exploration have prompted DAC to consider the development of a new aviation facility to handle larger jet aircraft to allow direct access from Perth to Djarindjin. The design parameters required to accommodate this are outlined in Section 3.2.

2.2. Legislative Review

The following section provides a high-level review of some relevant legislation and regulation from Federal, State and Local agencies that apply to Djarindjin Community Airport. The review is high level and not intended to be all encompassing.

2.2.1. Federal Legislation

2.2.1.1. National Airports Safeguarding Framework

The National Airports Safeguarding Framework (NASF) was established in May 2012 as a national land-use planning framework to minimise noise-sensitive developments near airports and improve aviation safety. The Framework should be considered when planning for Djarindjin Community Airport.

2.2.1.2. Airports (Protection of Airspace) Regulations 1996

The Airports (Protection of Airspace) Regulations 1996 establish a system to protect the safety and efficiency of current or future airspace for operations into and out of airports. The regulations include Obstacle Limitation Surfaces (OLS) and Procedures for Air Navigation Services – Aircraft Operations (PANS-OPS) requirements, which are declared by CASA. The PANS-OPS surfaces are based on criteria released by the International Civil Aviation Organization (ICAO).

Aircraft flight paths are accommodated within those unpenetrated surfaces to clear obstacles by a safe margin. All Airports which have a scheduled or regular passenger service or those which allow for “all-weather” operations MUST have such flight paths (procedures). The PANS-OPS surfaces protect aircraft in all-weather operations and specifically when the ambient conditions do not allow the pilot to see the runway or manoeuvre to avoid obstacles.

2.2.1.3. Environmental Protection and Biodiversity Conservation Act 1999

The *Environmental Protection and Biodiversity Conservation Act 1999 (Cth)* (EPBC Act) - regulates the protection of the environment with focus on matters of national environmental significance. The EPBC Act promotes the conservation of Australian biodiversity and regulates the assessment and approvals process for developments which are subject to Federal environmental assessment.



2.2.1.4. Native Title Act 1993

Native title is held over the area by the Bardi and Jawi Nimidiman Aboriginal Corporation (Registered Native Title Body Corporate – RNTBC) on behalf of the Bardi Jawi traditional owners, pursuant to a determination made on 30 November 2005. The Special Crown Lease referred to in paragraph 2.2.4.2 pre-dates the recognition of Native Title, however the legislation may be relevant in finalising the land usage and title.

2.2.1.5. Civil Aviation Act; Manuals of Standards (MOS) Safety Regulations

The Civil Aviation Act 1988 and its subordinate legislation govern the operation and safety standards of aerodromes. Legislative instruments made under the Civil Aviation Safety Regulations 1998 include Manuals of Standards (MOS) issued by CASA, which cover aerodrome certification and registration and will be referred to in the siting and design of aerodromes.

2.2.2. State Legislation

2.2.2.1. Environmental Protection Act 1986 (WA)

Environmental Protection in Western Australia is governed by the Environmental Protection Act 1986 (EPA), which is supplemented by the Environmental Protection Regulation 1987. In addition, the 1987 regulation is supplemented by 22 smaller regulations, including noise, rural landfill, controlled waste and Environmentally Sensitive Areas. The EPA also provides for an Environmental Protection Authority to prevent, control and abate pollution or environmental harm.

2.2.2.2. Planning and Development Act 2005 (WA)

In WA, planning is governed by the Planning and Development Act (*The Act*) 2005, which is supplemented by the Planning and Development Regulations 2009. The purpose of the *Act* is to ensure efficient and effective land use planning system in WA and promote sustainable use and development of land in the State. The *Act* and accompanying Regulations provide long term planning directions for local governments in WA, which is cascaded down to local planning schemes and policies used in determining suitable provision for the improvement, development and use of land in the local planning scheme area (see Section 2.2.3.1).

2.2.2.3. State Planning Strategy (WA)

The Department of Planning, Lands and Heritage (DPLH) has released the *State Planning Strategy 2050* to highlight a State Planning vision, as well as build state-wide strategic planning capacity. The Strategy informs local community plans and planning schemes, project approvals, planning coordination, regional scheme amendments, regional plans, investment proposals and infrastructure frameworks.

2.2.2.4. Western Australian Aviation Strategy 2015

The Western Australian Department of Transport released the Western Australian Aviation Strategy in 2015 to provide guidance for the management of airports and to better understand the role that aviation plays in Western Australia. The Aviation Strategy provides guidance for RPT, GA and aviation training throughout the state as well as the facilities in which they should operate. The Aviation Strategy encourages the State government to work closely with privately managed airports, the Federal Government and regional airports to improve state-wide aviation outcomes.

2.2.2.5. Aboriginal Heritage Act 1972 (WA)

This Act provides for the identification and protection of places of sacred, ritual and ceremonial significance or of other cultural importance to Aboriginal people. Aboriginal heritage survey over the proposed location will be employed to ensure compliance with this legislation.

2.2.2.6. Land Administration Act 1997 (WA)

The Special Crown Lease held by the Djarindjin Aboriginal Corporation referred to in paragraph 2.2.4.2 below is held under the provisions of the Act, as the successor to the Land Act 1933. Matters of title relating to the Special Lease are administered under the direction of the Western Australian Minister for Lands and the relevant department



2.2.3. Shire of Broome

2.2.3.1. Shire of Broome Local Planning Scheme No. 6

The Shire of Broome Local Planning Scheme No.6 (LPS) provides zoning for land within the Shire of Broome 'Scheme Area'. This area encompasses the existing Airport and the proposed new Djarindjin Airport site. The scheme outlines the land uses and zones, reserves and the permitted uses by zone.

Currently, the proposed new Airport site is zoned 'Cultural and Natural Resource Use' (see Figure 8, below). Under the current LPS Map (No.11), airport and aviation uses are not permitted within this zone³.

³ Source: <http://www.broome.wa.gov.au/files/assets/public/planning/lps/scheme-maps.pdf>





2.2.4. Djarindjin Planning Context

2.2.4.1. Djarindjin Junction Layout Plan No 3

The Junction Layout Plan No.3 report was first endorsed by the WAPC in July 2008 and was last amended in November 2016. The Community Layout plan has actions provided for a one year, five year and ten year works schedule. The plan indicates the existing planning framework, community aspirations and guides the goals for future development on lands held as Crown reserve – Aboriginal Lands Trust. The plans were amended in 2016 to allow development for a greater number of houses, through amalgamations and subdivisions of lots, as well as to consider a change of land use for some low-lying land from 'open space' to 'waterway' based on 1% AEP Flood risk assessment.

2.2.4.2. Existing tenure and lease agreements

The Lombadina Layout Plan 3 and Djarindjin Layout Plan 3 indicate the land tenure types present at the current airport site⁴. The current site is a mix of leasehold and Crown reserve – Aboriginal Lands Trust. The new Djarindjin Community Airport site in The Community Layout Plan No 3 indicates that the proposed site is situated on Crown Lease land, granted to Djarindjin Aboriginal Corporation with a 50-year lease period expiring on the 30th June 2041.

⁴ https://www.dph.wa.gov.au/getmedia/4e957787-a368-49e6-9ab5-1ad5ae242310/LOP_Lombadina_LP3_Draft_Version_10_map-set



AIRPORT PARAMETERS



3. AIRPORT PARAMETERS

This Section outlines the potential future operations at the new Djarindjin Community Airport, as well as the Airport design parameters determined.

3.1. Future Airport Operations

This section provides an overview of potential future passenger and aircraft movements at the proposed new Djarindjin Community Airport⁵. This summary is provided on a number of assumptions and is presented for indicative purposes.

3.1.1. Passenger movements

Table 1 below shows the potential daily passenger movements to be facilitated at the new Djarindjin Airport, based on a number of assumptions (commentary on which is provided below). Design aircraft have been identified in conjunction with Business Foundations and represent the most likely scenario. One of the two options are most likely to be used.

Table 1: Estimated Passenger Movements for September 2022 onwards

Type	Aircraft	Seat Capacity	Number of daily flights	Assumed load factor	Total daily Pax
Steady Period					
Fixed Wing	Fokker 100 or	100	2	85%	170
Peak Period					
Fixed Wing	Fokker 100 or	100	2	100%	200

As can be seen, during a 'steady' period, up to 213 passengers may be facilitated through the Airport each day by fixed wing aircraft, then transferred to helicopters. It is anticipated that this will occur across two peak periods within the day (e.g. morning and afternoon).

During a 'steady' period, assuming an 85% load factor on fixed wing aircraft (F100 or B717), four to five helicopters could be required to transfer arriving passengers from each aircraft offshore (depending on helicopter model e.g. Sikorsky S92 with 19 seats, or Augusta Westland AW189 with 16 seats).

During 'peak' periods such as a drill campaigns, or construction and commissioning of a field (which could last for only couple of months or years), these movements may increase. For example, assuming a 100% load factor on F100 or B717 during peak, up to eight helicopters could be required to transfer arriving passengers offshore.

3.1.2. Aircraft movements

Based on assumed number of daily flights and daily passenger numbers determined in the above Table 1, potential daily aircraft movements for Djarindjin Community Airport are outlined in Table 2, below.

Table 2: Aircraft Movements

Aircraft	Aircraft Type	Number of daily flights (Steady period)	Number of daily flights (Peak period)
Fixed Wing	Boeing 717	2	2
Rotary Wing	Heavy helicopter, average 16 pax	14	16
Total aircraft movements		16	18

During a 'steady' period, assuming 85% load factor on B717, processing of 213 daily passengers could result in up to 14 heavy helicopter and 2 fixed wing (B717) movements, per day. This is assuming six

⁵ Based on information provided by Business Foundations.



heavy helicopters would be required to transfer passengers from each B717 movement (at 100% load factor).

During a 'peak' period, processing of 250 passengers daily could see up to 16 helicopter movements using a heavy helicopter. Based on assumptions made in Table 1 and Table 2 above, daily aircraft movements at Djarindjin Community Airport during a 'steady' period could increase from 14 to 18 during a 'peak' period.

3.2. Airport Design Parameters

The Airport design parameters have been determined in collaboration with Business Foundations (on behalf of DAC). It has been identified that the new Djarindjin Community Airport should be able to accommodate the following:

- Typical fixed wing domestic regional aircraft in Western Australia (i.e. the Fokker 100);
- Provide taxiways, hangars and facilities for helicopter operations and maintenance;
- A passenger terminal capable of handling expected future operations;
- Runway approach lighting to allow day and night operations;
- Fuel farm and maintenance facilities; and
- Accommodation facilities to support touring (fly-in, fly-out) helicopter pilots and engineers.

The following Section outlines the determination of the airfield characteristics of the Airport in order to accommodate the above parameters. The Airport Land Use Plan presented in Section 4 provides further context on the airfield layout, as well as addressing the non-airfield related parameters listed above.

3.2.1. Airfield parameters

The length and width of an airport runway is determined by the Aerodrome Reference Code which is in accordance with CASA Manual Standards Part 139 (MOS Part. 139). The current airstrip at the existing Airport is a Code 1B runway which limits the size of passenger aircraft that can land at the Airport.

3.2.1.1. Aerodrome Reference Codes

Airports are assigned a two-part Aerodrome Reference Code (ARC) to broadly determine their suitability for certain types of aircraft. The code consists on a numeral and letter code (see Table 3, below). At a high-level, a numerical code is assigned for the Aeroplane Reference Field Length (ARFL), which is determined by aircraft operational requirements. A Code letter is assigned for the aircraft wingspan and the outer main gear wheel span which influences the runway width.

Table 3: Aerodrome Reference Code Parameters

Aerodrome Reference Code				
Code Element 1		Code Element 2		
Code number	Aeroplane reference field length (ARFL)	Code letter	Wing span	Outer main gear wheel span
1	Less than 800m	A	Up to but not including 15m	Up to but not including 4.5m
2	800m up to but not including 1200m	B	15m up to but not including 24m	4.5m up to but not including 6m
3	1200m up to but not including 1800m	C	24m up to but not including 36m	6m up to but not including 9m
4	1800m and over	D	36m up to but not including 52m	9m up to but not including 14m
		E	52m up to but not including 65m	9m up to but not including 14m
		F	65 up to but not including 80m	14m up to but not including 16m



To accommodate the design parameters which would allow Fly-in Fly-Out (FIFO) workers to fly into Djarindjin from Perth and Darwin, the new Airport will need to be a minimum of Code 3C. Table 4 presents an overview of typical domestic Code 3C aircraft used in Australia considered most relevant to the Djarindjin context.

Table 4: Overview of typical Regional Jet aircraft in Australia

Aircraft Type	Typical Passenger Capacity	Indicative Range	Aerodrome Reference Code	Aircraft Classification Number	Operated By
Boeing 717 -200	125	2,408km	4C	31	Qantaslink
British Aerospace 146-300	100	3,340km	3C	24	Cobham
Fokker 100	100	3,170km	3C	25	Alliance, Virgin Australia, Qantaslink,

3.2.2. Design Aircraft

This Airport Land Use Plan considers the long-term safeguarding of the proposed new Airport to ensure that Djarindjin Community Airport can support the future design aircraft. As such, a runway length of 2,000m and width of 45m has been allowed for within this Airport Land Use Plan, as well as a 300m runway strip. These parameters will allow for all-weather aircraft operations of Code 3C design aircraft. The Plan also safeguards for a runway extension in the future to Code 4C design aircraft.

3.3. Airport physical site context

The Airport Group (TAG) conducted a site visit to the existing and new Djarindjin Airport sites in June 2019, alongside Geotechnical (Douglas Partners) and Civil Engineers (Civil Group) project team members (see Figure 9).

This Section provides a summary of the geotechnical and civil engineering advice received on the new proposed Djarindjin Community Airport site (full reports are provided in Appendix 6.1 and 6.2).



Figure 9: Site visit at proposed new Airport site (Source: TAG)



3.3.1. Geotechnical Advice

Douglas Partners (DP) has prepared geotechnical advice for the proposed site for the relocated Djarindjin Community Airport. A summary is provided below, and the full report is provided in Appendix 6.1.

Soils

DP identified that the proposed site is predominantly composed of pindan sand, which has an estimated thickness of up to 40 metres. Pindan sand performs well when compacted and is a suitable foundation material for a runway following adequate preparation. Whilst Pindan sand is a reasonable material to build on, construction should take place in the dry season as when wet, Pindan sand performs poorly, eroding easily. Erosion can be suitably managed by compacting the soil using an impact roller or heavy roller. To minimise the impacts of surface runoff, the surface should be sealed beyond the width of the runway pavement.

Groundwater

DP identifies that groundwater sources are well below the surface, with estimated water table depths of between 20-30m, as informed anecdotally by the Djarindjin Aboriginal Corporation. This ensures that the ground is relatively solid and prevents a future risk of structural loss due to liquefaction or water table rise.

Acquisition of Material

DP indicates that acquiring fill material has been identified as a challenge. The remote location of Djarindjin Community Airport means that additional fill will need to be transported to the site. A small pocket of suitable sandstone (approximately 5m by 5m) was noticed on site. The nearest commercial quarry is approximately 100km East of Broome. As a result, transport costs for material will be considerable⁶.

3.3.2. Civil Engineering Advice

The Civil Group has prepared Civil Engineering advice for the proposed site for the relocated Djarindjin Community Airport. A summary is provided below, and the full report is provided in Appendix 6.2.

Site Visit Observations

The Civil Group believes that the site is suitable for airport development. Land is relatively flat with an average contour height of RL 45m AHD, with a 0.5% slope towards the coast from the centreline of the proposed runway (runway 10/28). Construction of the runway and road will require vegetation clearance to ensure clear lines of sight as well as safe operation of aircraft and vehicles.

Earthworks Strategies

Vegetation clearance will be required to accommodate the access road, accommodation units, the runway and runway strip, obstacle free areas and other airport infrastructure. Pindan clay and sand will need to be highly compacted and potentially stabilised to prevent scouring and erosion and some earthworks will be required to maintain the minimum acceptable longitudinal grades.

Water Management

Djarindjin Community Airport is located in an area with high intensity rainfall and distinct 'wet' and 'dry' seasons. Stormwater design will need to minimise pipework and rely on surface run-off discharging into open drains. A hydrological study will be required when the airport layout is finalised. Potable water is likely to be supplied by a new bore. A new wastewater system will also be required, with a sewer reticulation network and onsite treatment envisaged.

Road Access

The Airport Access Road is expected to be constructed as a sealed, crowned road with table drains on either side. This road will connect Djarindjin Community Airport to Broome-Cape Leveque Road, which provides connections to Djarindjin and South to Broome. An intersection upgrade with a dedicated right-turn lane for southbound traffic and a deceleration lane for northbound traffic is envisaged.

⁶ TAG understands that DAC is in discussions with TMR in WA regarding more localised quarry opportunities.



Power and Communications

Djarindjin Community Airport is expected to leverage the existing power supply for the Djarindjin township. In addition to the diesel generator, Horizon Power is investigating a solar plant and battery power storage in the area. An emergency generator will also be required for the airport. Telecommunications will also need to be extended from the Telstra cabling on Broome-Cape Leveque Road to the Airport.



LAND USE PLAN



4. LAND USE PLAN

An Airport Land Use Plan (see Figure 10) has been developed for the proposed new Djarindjin Community Airport. This Land Use Plan allows for the operation of fixed wing aircraft directly into Djarindjin, to facilitate the transfer of FIFO staff on helicopters to offshore operations.

4.1. Land Use Plan considerations

The proposed Airport site does not appear to have any physical or geotechnical constraints affecting future operations by Code 4C aircraft (refer Section 3.3 and Appendix 6.1 and 6.2 for further information). This plan considers development of a 2,000m long by 45m wide runway to accommodate Code 3C design aircraft, with safeguarding provisions to allow for a Code 4C upgrade in the future if it is required.

The Airport Land Use Plan safeguards for aircraft up to Code 4C as well as fuelling for fixed and rotary wing and maintenance for helicopter operations and accommodation facilities for staff. The Plan identifies a single runway and apron areas for both helicopter and fixed wing aircraft, accessible via two taxiway connections. The runway is located centrally in a graded runway strip which is in turn centrally located in an overall cleared runway strip of 300m total width for a precision approach by Code 3 or 4 Aircraft.

The surface of the runway is generally a two-coat seal with suitable surface friction for aircraft up to a F100, however, runways to accommodate larger aircraft will be asphalt with cut grooves in areas of heavy rainfall intensities, such as the Dampier Peninsula. Due to the scouring potential of the in-situ sand, the graded runway strip will need to be sealed to protect the runway shoulders. This includes extending the sealed surface beyond the width of the runway pavement to minimise the impacts of surface runoff and jet blast.

The pavement strength for a runway is defined utilising the Aircraft Classification/Pavement Classification Number (ACN-PCN) pavement rating system. It is based on the most demanding aircraft that can regularly utilise the runway. The ACN is determined by the manufacturer of an aircraft to support aerodrome planning for design aircraft. Thus, for an aircraft to be deemed suitable the PCN must exceed the ACN of the design aircraft. The ACN for a F100 and B717 is 31 and 37, respectively.

A Runway End Safety Area (RESA) of 90m length and a width of at least twice the runway width needs to be provided at each end of the runway. The full extent of the runway strip, RESA and the end of runway obstacle free areas, everything inside the airport boundary fence plus associated OLS will need to be cleared of all vegetation.

4.2. Land Use Precincts

In order to allow for appropriate use of available land at Djarindjin Community Airport for aviation and non-aviation related purposes a number of precincts have been identified. These precincts are shown on the Airport Land Use Plan following, and guidelines for uses within these are outlined below.

Airfield precinct

The purpose of this precinct is to safeguard the airfield infrastructure at Djarindjin Community Airport. This precinct includes the airfield (i.e. runway, taxiways, and apron areas) and relative clearance areas, as well as navigational aids, to allow for the safe movement of aircraft. Future Airservices Australia facilities could also be accommodated in this precinct.

Terminal and accommodation precinct

The terminal precinct encompasses the terminal building and roads, as well as providing for car parking, drop-off zone, and access to helicopter areas and the fuel zone. This precinct also allows for accommodation facilities to support pilots and engineers (as nominally shown on the Land Use Plan drawing).



Aviation support precinct

Support uses to aviation operations should be accommodated within this precinct, such as maintenance hangars, refuelling facilities, and ground services support facilities. Future Airservices Australia facilities (e.g. ATC or ARFF) could also be accommodated in this precinct. Non-aviation related uses should not be permissible within this precinct.

Vegetation precinct

The purpose of the vegetation precinct is to safeguard for future expansion purposes. Although no development is required in this area in the short term, the precinct should be cleared to remove obstacles to airport operations and safeguard for potential future expansion.

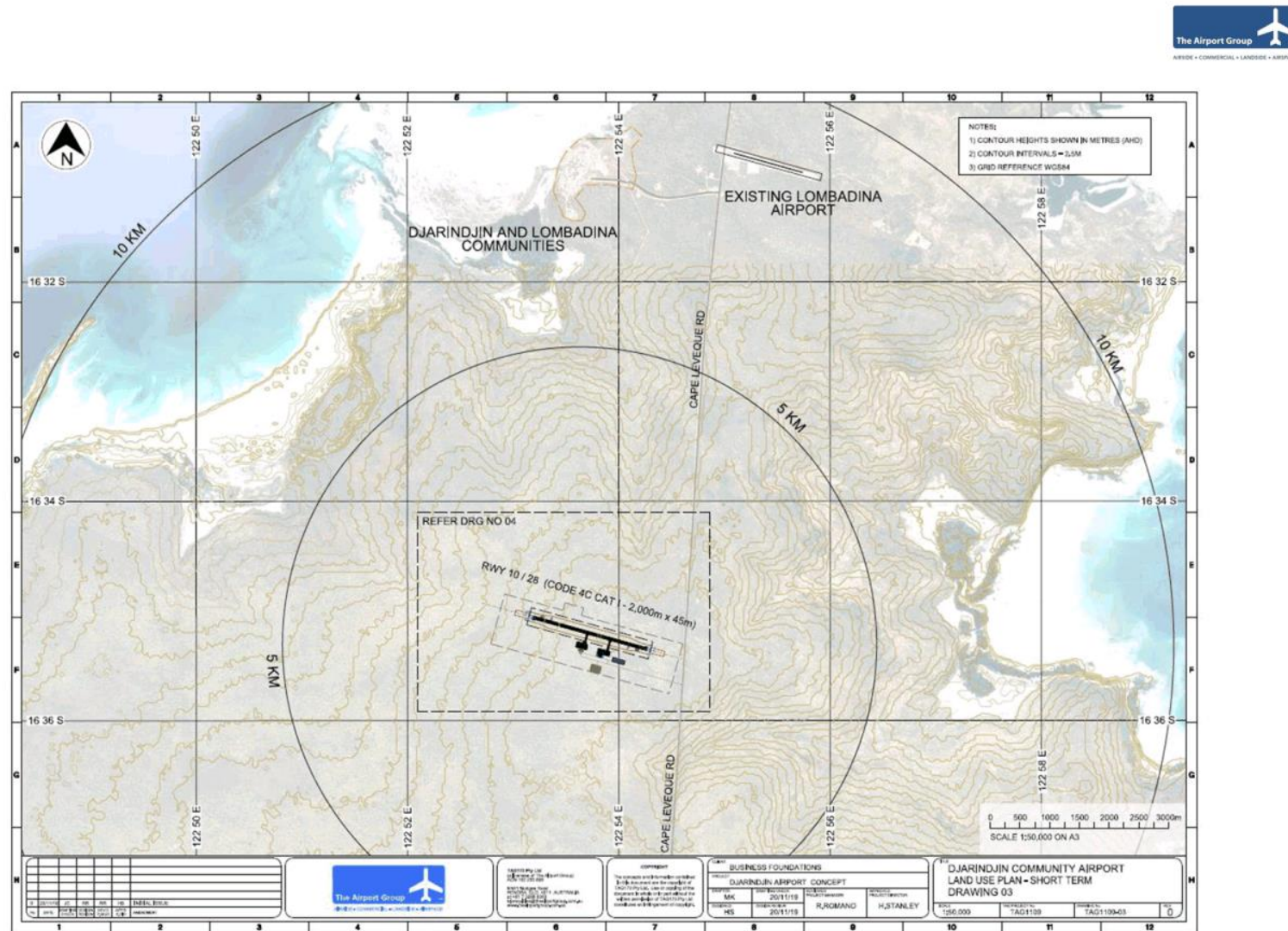


Figure 10: Locality of proposed new Djarindjin Community Airport

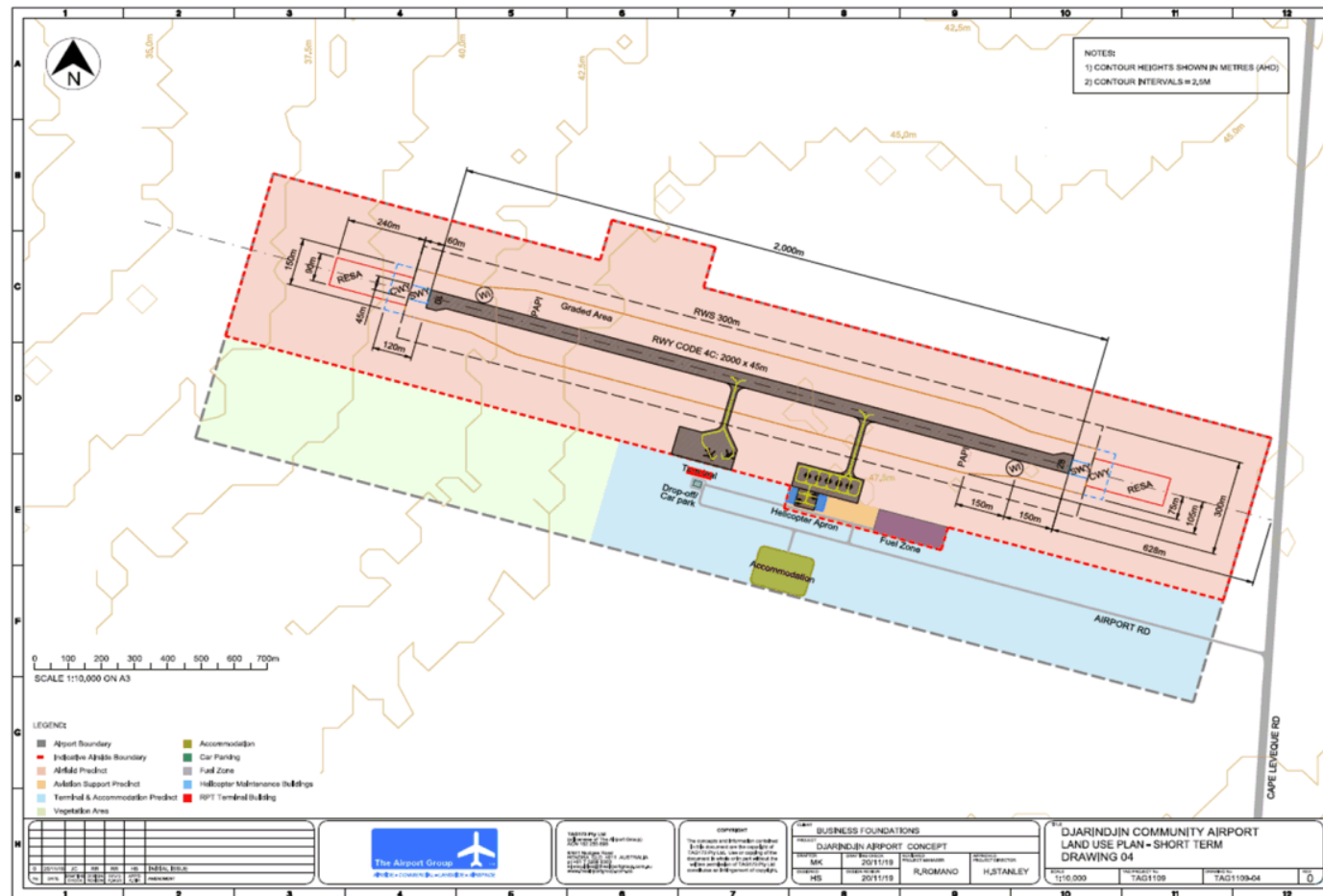


Figure 11: Proposed new Djarindjin Community Airport Land Use Plan



CONCLUSION



5. CONCLUSION

The existing Airport provides access for helicopters to offshore platforms, however, is limited in terms of passenger aircraft that can be accommodated. Expansions of natural gas exploration have prompted DAC to consider the development of a new aviation facility to handle larger jet aircraft to allow direct access from Perth to Djarindjin.

This Airport Land Use Plan provides a framework for the development of the new Djarindjin Community Airport in the Dampier Peninsula of WA, approximately 8km South-West of the existing Airport.

The airport context has been reviewed, considering the existing operations, as well as its limitations. In order to determine the parameters for the proposed new Djarindjin Community Airport, a design aircraft of a size up to Code 3C has been adopted, with safeguarding provisions to allow Code 4C in the future. This aircraft type will allow for regional passenger fixed wing aircraft (e.g. Fokker 100) to arrive and depart directly to Djarindjin from Perth and/or Darwin in order to service helicopters operations transferring personnel offshore to the Browse Basin. The proposed Airport site does not appear to have any physical or geotechnical constraints affecting future operations by Code 4C aircraft.

The potential future operations at the new Djarindjin Community Airport have been summarised and outlined a potential need to process up to 250 passengers per day (during peak periods) with up to 18 daily aircraft movements (combined fixed and helicopter operations).

The Airport Land Use Plan presented includes considering of the potential passenger and aircraft movements and depicts locations and indicative sizes/layouts for terminal buildings and supporting ground transport areas (e.g. car parks) within the Terminal and Accommodation Precinct. Also, within this Precinct is accommodation facilities on the Airport Road with some distance from the terminal and other facilities. Refuelling and maintenance facilities are included within the Aviation Support Precinct, in addition to potential future Airservices Australia facilities (e.g. ATC and ARFF). The Airfield Precinct includes infrastructure that meets the requirements for Code 3C aircraft, including a 2,000m long and 45m wide runway. Separate fixed wing and helicopter apron parking bays are also depicted within this Precinct. The Vegetation Precinct safeguards the airport land for future airport expansion if required.



APPENDICES



6. APPENDICES

6.1. Appendix A: Douglas Partners Geotechnical Report



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Project 96587.00
12 December 2019
R.01.Rev2
FV/DR

Attention: Rob Mactaggart

Email: robm@theairportgroup.com.au

Dear Rob Mactaggart

**Provision of Geotechnical Advice
Proposed Airport Relocation Study
Djarindjin Community (Kimberley)**

1. Introduction

This report presents the results of a desktop review and subsequent site inspection undertaken on 27 and 28 June 2019 by Douglas Partners, regarding a proposed airport near the Djarindjin Community, which is located approximately 180 km north of Broome in the Dampier Peninsula, Kimberley, Western Australia. The work was commissioned by The Airport Group in an Order to Proceed dated 19 June 2019 and was undertaken in accordance with Douglas Partners proposal PER190225.P.001.Rev1 dated 17 June 2019.

2. Scope of Works

The scope of work included a visit of the proposed Djarindjin Community Airport site and other nearby sites of interest, by a senior Geotechnical Engineer from Douglas Partners, in the company of representatives from The Airport Group, The Civil Group and the Djarindjin Aboriginal Corporation.

The objectives of the geotechnical assessment were to address the following matters:

- providing a preliminary assessment, based on visual inspection and without any intrusive testing, of the ground conditions at the site of the proposed Djarindjin Community Airport, and their likely suitability for an airport site;
- assessing the geotechnical opportunities and constraints of the site for a proposed airport; and
- assisting with possible other specific geotechnical matters raised by The Airport Group and The Civil Group during the inspection.

3. Site Description

The site considered for the new Djarindjin Community Airport is undeveloped land and is located about 170 km north of Broome, on the western side of the Broome-Cape Leveque Road and approximately 10 km south of the Djarindjin Community (Drawing 1 attached).



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4. Review of Published Information

Geological Mapping

The Pender 1:250 000 geological mapping (Sheet SE 51-2) and accompanying Explanatory Notes indicate that the site is underlain by “sand, silt; minor gravel; mixed alluvial and eolian (Qs)” of the Quaternary period, extending from 2.58 million years ago till present, of the Cainozoic age (Drawing 4 attached). This unit is colloquially known as “pindan sand” and typically comprises red-brown silty sand (symbol ‘SM’ of the Unified Classification System) and clayey sand (‘SC’). Douglas Partners’ experience indicates that the sand is typically fine grained, with up to 35% of low plasticity fines. Typically, the silty sand is non plastic, and the clayey sand is of low plasticity with liquid limit of between 18% and 22%. Pindan sand typically exhibits some high apparent cohesion (hard) when dry but loses this dry strength, with poor trafficability, when wet. One notable feature of pindan sand includes its collapse potential, i.e. some sudden settlement under loading following the breakdown upon wetting of cementing clay bridges that bond together loosely arranged sand particles.

The Dampier Peninsula 1:200 000 geological mapping regarding basic raw material resources (Normore, 2013) indicates that thicknesses of this unit vary markedly, even on the local scale, but are generally in the order of 5 m to 10 m.

The published mapping suggests that the aforementioned pindan sand (Qs) is underlain by Melligo sandstone described as “fine to medium; well sorted, pebbly in places; laminated to thin bedded; silicified in parts; beach” of the early Cretaceous period (extending from 145 till 66 million years ago) of Mesozoic age. The Melligo sandstone is interpreted as a beach deposit, laid down as the sea in which the underlying Broome Sandstone was deposited, regressed. Melligo sandstone outcrops about 2 km to 3 km to the east of the proposed Djarindjin Community Airport site, along the eastern coast of the Dampier Peninsula. Its maximum or estimated thickness is 40 m, from published information. Three quarry pits (shown in Drawing 1) exist near Djarindjin within this unit and were visited as part of this study.

The published mapping regarding raw material resources (Normore, 2013) indicates that lateritic gravel, generally 3 m thickness or less, overlies the Melligo sandstone at the base of the pindan sand. This unit comprises red to purple, nodular and pisolitic, gravel and boulders of laterised sandstone in a matrix of quartz sand.

Published Groundwater Information

Groundwater within the Dampier Peninsula is indicated at depths generally greater than 20 m away from the coastline and a single water level record (date unknown) is shown at 12 m depth at a bore located about 5 km to 10 km south west of the proposed Djarindjin Community Airport site (Normore, 2013). Groundwater depth of about 20 m to 30 m was indicated for this area from anecdotal information from the Djarindjin Aboriginal Corporation.

Desktop Information Regarding Landform

Various mapping indicates that the proposed site is located at a high point of the northern part of the Dampier Peninsula. Topographic information from a publicly available Digital Elevation Model (DEM) developed by the Japan Aerospace Exploration Agency (JAXA, 2018) indicates that the airport site is relatively flat, with most of the site lying within the 45 m and 47.5 m AHD contours, with the runway envelope falling to about 42 m AHD near its western end, based on its preliminary location. Topographic contours from this DEM are shown for the proposed airport site in Drawing 2. Data from this DEM should be considered with caution, with a suggested accuracy in elevation of 2 to 5 m.

Commercial Quarries

The mapping regarding basic raw material resources (Normore, 2013) indicates that the only commercial quarry of hard rock near Broome is located in Nillibubacca, 100 km east of Broome on the Great Northern Highway. The rock quarried is sandstone, in the absence of other hard rock types in the West Kimberley. This quarry is operated by Kimberley Quarries that supplies concrete aggregate, road base and armour rock.

Douglas Partners' in-house information indicates that the nearest granitic hard rock quarry is possibly located near Laura River in the Mueller Range, 600 km east of Broome along the Great Northern Highway. Available information suggests that this quarry is disused (recent aerial photos indicate a flooded pit) and was developed by Main Roads Western Australia (MRWA) for the construction of the adjacent highway. The nearest quarry of granitic hard rock that is possibly currently active seems to be located at Bow River, 900 km east of Broome along the Great Northern Highway and is owned by MRWA. Another notable quarry in this part of the Kimberley is Ngumban Cliff Quarry, a limestone quarry, located in the Mueller Range approximately 470 km east of Broome along the Great Northern Highway and understood to also be owned by MRWA.

5. Results of the Site Inspection

Three main locations were visited on 27 and 28 June 2019:

- the existing airport, located east of Djarindjin;
- three quarry pits located near Djarindjin; and
- the proposed Djarindjin Community Airport site.

These sites are shown on Drawing 1, attached. Selected observations made at these locations are summarised in the next sections.

Existing Airport

The pavement profile of the existing runway was inferred using limited observations of residual materials (aggregate, gravel, and soils) on the edge of the runway, and thus should be considered with caution in absence of any records at this stage of the study. The inferred pavement profile comprises a double 14/7mm seal, overlying a possibly crushed sandstone or lateritic basecourse, overlying compacted Pindan sand.

The inferred pavement profile of a more recently constructed helicopter parking apron includes a seal overlying an inferred crushed sandstone basecourse, over a pindan sand subgrade. Anecdotal information from a Djarindjin Aboriginal Corporation representative indicates that the aggregate for the seal was imported and the crushed sandstone basecourse was locally sourced.

Existing Quarry Pits

Three existing pits, understood to be owned by Main Roads WA, were visited. All three quarries are shown on the published geological map within the Melligo Sandstone unit. However, all three appear to have been quarried for lateritic gravel (described in Section 4 above) down to the surface of the underlying sandstone bedrock. One quarry, located east of the existing airport, has been partially quarried to a level below the surface of the sandstone and evidence of sandstone ripped using dozers was observed during the inspection. Photos 4 to 6 attached show typical conditions at the gravel pits.

Proposed Djarindjin Community Airport Site

The proposed Djarindjin Community Airport site comprised undeveloped bushland. The topography was flat without any notable landform feature (Photo 1).

The vegetation comprised an open woodland of approximately 8 m to 15 m tall trees. The site had recently been burnt out a few weeks prior to the visit, removing most of the dense layer of acacia shrubs and the sparse grass cover, which are both typical vegetation layers of pindan savannah woodlands.

The ground surface comprised silty sand (pindan sand, SM) and a shallow excavation at a single location indicated some slight cohesion of the silty sand near the base of the test at 0.3 m depth (Photo 2). A single rock outcrop was identified and comprised dark grey-black, fine grained sandstone of apparently medium to high strength (Photo 3). The route of the inspection walked on 27 June 2019, the location of the aforementioned rock outcrop identified during a subsequent visit on 28 June 2019 (easting 488358mE; northing 8165596mN; UTM Zone 51K), and various navigation waypoints are shown on Drawing 3 attached.

6. Engineering Comments

Identified geotechnical opportunities and constraints are discussed in the sections below.

Opportunities

Surface ground conditions observed during the site inspection corroborate the published mapping and comprise silty sand ("*pindan sand*"), at least at ground surface. From experience at other sites underlain by this geological unit in the Kimberley and Pilbara, pindan silty sand (SM) possibly grades to clayey sand (SC) with depth, typically from 1 m to 2 m depth, however such assumption should be extrapolated with caution to the subject site in absence of intrusive testing at this stage of the study. Pindan sand (both SM and SC) should form a suitable foundation material following suitable preparation (discussed in a next section) for a proposed airport and should form a readily accessible source of structural fill, if required.

Silty pindan sand (SM) is generally suitable for cement stabilisation (for instance to increase its bearing capacity as a pavement subgrade or for possible use as a sub-base), while clayey pindan sand (SC) generally provides better bearing capacity than unstabilised silty pindan sand (SM) in pavement design if the dry strength of the SC sand is relied upon.

Published mapping indicates that the thickness of this geological unit is typically in excess of possibly 5 m to 10 m within the Dampier Peninsula. Therefore, this soil unit should not cause any excavation difficulties, at least across a large part of the site (a localised rock outcrop is discussed in a section further below).

The site is located near a high point of the landform in this part of the Dampier Peninsula, with groundwater measured deeper than 10 m below ground level in lower parts of the Peninsula. Therefore, groundwater is considered unlikely to impact the construction of a proposed airport.

The landform is relatively flat with surface elevation between RL 45 m and 47.5 m AHD across most of the site, thus would require limited levelling earthworks. It is noted that the site falls to about RL 42 m AHD in its western part.

Several existing quarry pits, understood from anecdotal site discussions to be owned by Main Roads, exist in the vicinity of the site. It is understood or inferred that the material extracted from these quarries have likely been used for road basecourse and possibly under the existing airport pavement, or part of it. It is likely that these quarries provide some suitable materials for road basecourse by extending the lateral extent of the existing quarries to source lateritic gravel, and possibly for sub-base quality material for a runway pavement by deepening the existing quarry floors. The suitability of the exposed material in the quarries for use as airport pavement basecourse or aggregate (e.g. for use in asphalt, seal or concrete) is considered unlikely but cannot be fully precluded at this stage of the study. Further assessment (i.e. sampling and laboratory testing) would be required to assess the suitability (or otherwise) of these materials available in relative proximity of the site.

As discussed in the next section, the closest quarry of hard rock identified during this study is located approximately 100 km east of Broome along the Great Northern Highway. Sandstone is extracted from this quarry (in the absence of other types of hard rock such as granitic rock in this part of the Kimberley) and is understood to supply road basecourse and aggregate.

Constraints

Pindan sand is hard when dry, but weak with poor trafficability when wet. Therefore, it is recommended that earthworks be undertaken during the dry season to facilitate construction trafficability, soil moisture conditioning during earthfill placement and compaction, surface water management, and to minimise earthworks erosion during heavy downpours that are typical of the wet season.

Pindan sand can be a collapsing soil, that is a weakly cemented soil subject to large settlements under loading as a result of degradation by water of the cementing agent [iron oxides and iron aluminium hydroxides in the case of pindan sand (Emery, 2003)]. Local experience at a site in Derby (150 km east

of Broome) indicates that collapse potential significantly decreased with depth (Verheyde, 2010). Following suitable moisture conditioning of the sand to weaken the cementing agent, it is anticipated that heavy rolling, preferably using an impact roller but possibly with a conventional roller (minimum 18 t) would break the cementing bridges between the pindan sand particles to a suitable depth to mitigate any collapse potential and thus would form a suitable site preparation of the foundation material under an airport pavement. Further assessment and possibly field trials are suggested at a later design stage of the proposed development to assess a suitable approach prior to construction.

Pindan sand is highly susceptible to erosion and therefore surface run off, in particular from heavy downpours during the wet season, should be carefully controlled and directed into say table drains and away from proposed pavement and structures. Flat batter slopes, say 1:6 (vertical:horizontal), together with a gravel protecting cover are recommended in pindan sand to minimise erosion of embankments.

The design of the airport pavement will possibly assume that some dry strength in the pindan sand is available beneath sealed ground surface (i.e. pavement), which is a reasonable assumption at this site owing to the likely deep groundwater. Therefore, careful surface drainage provisions will need to be considered to keep the pindan sand in a suitably dry and hard condition beneath proposed pavement and other structures, and thus water should be directed away from the pavement into suitable outflows. Extending the sealed surface beyond the width of the runway pavement should be considered (an inferred similar provision, comprising a prime - albeit with some damage - was observed at the existing airport).

One localised outcrop of high strength sandstone was noted in the western part of the site during the inspection. Although the outcrop was limited in size (about 5 m by 5 m) and no other outcrops were noted during the survey, it indicates the occurrence of shallow rock, at least within this part of the site. Intrusive testing would be required to further assess the possible impact of shallow rocks on the proposed development, in particular regarding excavation conditions.

From a geotechnical perspective, the material available from the nearby existing quarry pits is possibly suitable for use as basecourse material under roads, however, will possibly not form a high quality crushed rock for use as either a basecourse such as required under a runway pavement for medium size jet airliners, or for use as aggregate for asphalt or seal. Some further assessment would be required to assess such suitability or otherwise. As previously noted, the nearest commercial quarry, where gravel sandstone is extracted, is located approximately 100 km east of Broome. If this material fails to meet suitable specification, the nearest hard rock granitic quarry identified at this stage of the study is located 600 km to 900 km east of Broome, along the Great Northern Highway.

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8. Limitations

Douglas Partners (DP) has prepared this report (or services) for this project at in accordance with DP's proposal dated and acceptance received from The Airport Group dated 19 June 2019. The work was carried out under DP's Conditions of Engagement. This report is provided for the exclusive use of for this project only and for the purposes as described in the report. It should not be used by or relied upon for other projects or purposes on the same or other site or by a third party. Any party so relying upon this report beyond its exclusive use and purpose as stated above, and without the express written consent of DP, does so entirely at its own risk and without recourse to DP for any loss or damage. In preparing this report DP has necessarily relied upon information provided by the client and/or their agents.

The results provided in the report are indicative of the sub-surface conditions on the site only at the specific sampling and/or testing locations, and then only to the depths investigated and at the time the work was carried out. Sub-surface conditions can change abruptly due to variable geological processes and also as a result of human influences. Such changes may occur after DP's field testing has been completed.

DP's advice is based upon the conditions encountered during this investigation. The accuracy of the advice provided by DP in this report may be affected by undetected variations in ground conditions across the site between and beyond the sampling and/or testing locations. The advice may also be limited by budget constraints imposed by others or by site accessibility.

This report must be read in conjunction with all of the attached and should be kept in its entirety without separation of individual pages or sections. DP cannot be held responsible for interpretations or



conclusions made by others unless they are supported by an expressed statement, interpretation, outcome or conclusion stated in this report.

This report, or sections from this report, should not be used as part of a specification for a project, without review and agreement by DP. This is because this report has been written as advice and opinion rather than instructions for construction.

The scope for work for this investigation/report did not include the assessment of surface or sub-surface materials or groundwater for contaminants, within or adjacent to the site. Should evidence of filling of unknown origin be noted in the report, and in particular the presence of building demolition materials, it should be recognised that there may be some risk that such filling may contain contaminants and hazardous building materials.

The contents of this report do not constitute formal design components such as are required, by the Health and Safety Legislation and Regulations, to be included in a Safety Report specifying the hazards likely to be encountered during construction and the controls required to mitigate risk. This design process requires risk assessment to be undertaken, with such assessment being dependent upon factors relating to likelihood of occurrence and consequences of damage to property and to life. This, in turn, requires project data and analysis presently beyond the knowledge and project role respectively of DP. DP may be able, however, to assist the client in carrying out a risk assessment of potential hazards contained in the Comments section of this report, as an extension to the current scope of works, if so requested, and provided that suitable additional information is made available to DP. Any such risk assessment would, however, be necessarily restricted to the (geotechnical / environmental / groundwater) components set out in this report and to their application by the project designers to project design, construction, maintenance and demolition.

Please contact the undersigned if you have any questions on this matter.

Yours faithfully

Douglas Partners Pty Ltd

Fred Verheyde
Geotechnical Principal

Reviewed by

Dan Reaveley
Senior Associate

Attachments: About this Report
 Soil Descriptions
 Drawing 1: Locality Plan
 Drawing 2: Contour Plan
 Drawing 3: Site Plan - Proposed Djarindjin Community Airport Site
 Drawing 4: Geological Mapping (Pender 1:250 000, Sheet SE 51-2)
 Photo Plates 1 to 3

About this Inspection Report

Douglas Partners



Introduction

These notes are provided to amplify DP's inspection report in regard to the limitations of carrying out inspection work. Not all notes are necessarily relevant to this report.

Standards

This inspection report has been prepared by qualified personnel to current engineering standards of interpretation and analysis.

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DP does not undertake to guarantee the works of the contractors or relieve them of their responsibility to produce a completed product conforming to the design.

Reports

This inspection report may include advice or opinion that is based on engineering and/or geological interpretation, information provided by the client or the client's agent, and information gained from:

- an investigation report for the project (if available to DP);
- inspection of the work, exposed ground conditions, excavation spoil and performance of excavating equipment while DP was on site;
- investigation and testing that was carried out during the site inspection;
- anecdotal information provided by authoritative site personnel; and

- DP's experience and knowledge of local geology.

Such information may be limited by the frequency of any inspection or testing that was able to be practically carried out, including possible site or cost constraints imposed by the client/contractor(s). For these reasons, the reliability of this inspection report is limited by the scope of information on which it relies.

Every care is taken with the inspection report as it relates to interpretation of subsurface conditions and any recommendations or suggestions for construction or design. However, DP cannot anticipate or assume responsibility for:

- unexpected variations in subsurface conditions that are not evident from the inspection; and
- the actions of contractors responding to commercial pressures.

Should these issues occur, then additional advice should be sought from DP and, if required, amendments made.

This inspection report must be read in conjunction with any attached information. This inspection report should be kept in its entirety without separation of individual pages or sections. DP cannot be held responsible for interpretations or conclusions from review by others of this inspection report or test data, which are not otherwise supported by an expressed statement, interpretation, outcome or conclusion stated in this inspection report.

September 2011

Soil Descriptions

Douglas Partners



Description and Classification Methods

The methods of description and classification of soils and rocks used in this report are generally based on Australian Standard AS1726:2017, Geotechnical Site Investigations. In general, the descriptions include strength or density, colour, structure, soil or rock type and inclusions.

Soil Types

Soil types are described according to the predominant particle size, qualified by the grading of other particles present:

Type	Particle size (mm)
Boulder	>200
Cobble	63 - 200
Gravel	2.36 - 63
Sand	0.075 - 2.36
Silt	0.002 - 0.075
Clay	<0.002

The sand and gravel sizes can be further subdivided as follows:

Type	Particle size (mm)
Coarse gravel	19 - 63
Medium gravel	6.7 - 19
Fine gravel	2.36 - 6.7
Coarse sand	0.6 - 2.36
Medium sand	0.21 - 0.6
Fine sand	0.075 - 0.21

Definitions of grading terms used are:

- Well graded - a good representation of all particle sizes
- Poorly graded - an excess or deficiency of particular sizes within the specified range
- Uniformly graded - an excess of a particular particle size
- Gap graded - a deficiency of a particular particle size with the range

The proportions of secondary constituents of soils are described as follows:

In fine grained soils (>35% fines)

Term	Proportion of sand or gravel	Example
And	Specify	Clay (60%) and Sand (40%)
Adjective	>30%	Sandy Clay
With	15 - 30%	Clay with sand
Trace	0 - 15%	Clay with trace sand

In coarse grained soils (>65% coarse)
- with clays or silts

Term	Proportion of fines	Example
And	Specify	Sand (70%) and Clay (30%)
Adjective	>12%	Clayey Sand
With	5 - 12%	Sand with clay
Trace	0 - 5%	Sand with trace clay

In coarse grained soils (>65% coarse)
- with coarser fraction

Term	Proportion of coarser fraction	Example
And	Specify	Sand (60%) and Gravel (40%)
Adjective	>30%	Gravelly Sand
With	15 - 30%	Sand with gravel
Trace	0 - 15%	Sand with trace gravel

The presence of cobbles and boulders shall be specifically noted by beginning the description with 'Mix of Soil and Cobbles/Boulders' with the word order indicating the dominant first and the proportion of cobbles and boulders described together.

May 2019

Soil Descriptions

Cohesive Soils

Cohesive soils, such as clays, are classified on the basis of undrained shear strength. The strength may be measured by laboratory testing, or estimated by field tests or engineering examination. The strength terms are defined as follows:

Description	Abbreviation	Undrained shear strength (kPa)
Very soft	VS	<12
Soft	S	12 - 25
Firm	F	25 - 50
Stiff	St	50 - 100
Very stiff	VSt	100 - 200
Hard	H	>200
Friable	Fr	-

Cohesionless Soils

Cohesionless soils, such as clean sands, are classified on the basis of relative density, generally from the results of standard penetration tests (SPT), cone penetration tests (CPT) or dynamic penetrometers (PSP). The relative density terms are given below:

Relative Density	Abbreviation	Density Index (%)
Very loose	VL	<15
Loose	L	15-35
Medium dense	MD	35-65
Dense	D	65-85
Very dense	VD	>85

Soil Origin

It is often difficult to accurately determine the origin of a soil. Soils can generally be classified as:

- Residual soil - derived from in-situ weathering of the underlying rock;
- Extremely weathered material – formed from in-situ weathering of geological formations. Has soil strength but retains the structure or fabric of the parent rock;
- Alluvial soil – deposited by streams and rivers;

- Estuarine soil – deposited in coastal estuaries;
- Marine soil – deposited in a marine environment;
- Lacustrine soil – deposited in freshwater lakes;
- Aeolian soil – carried and deposited by wind;
- Colluvial soil – soil and rock debris transported down slopes by gravity;
- Topsoil – mantle of surface soil, often with high levels of organic material.
- Fill – any material which has been moved by man.

Moisture Condition – Coarse Grained Soils

For coarse grained soils the moisture condition should be described by appearance and feel using the following terms:

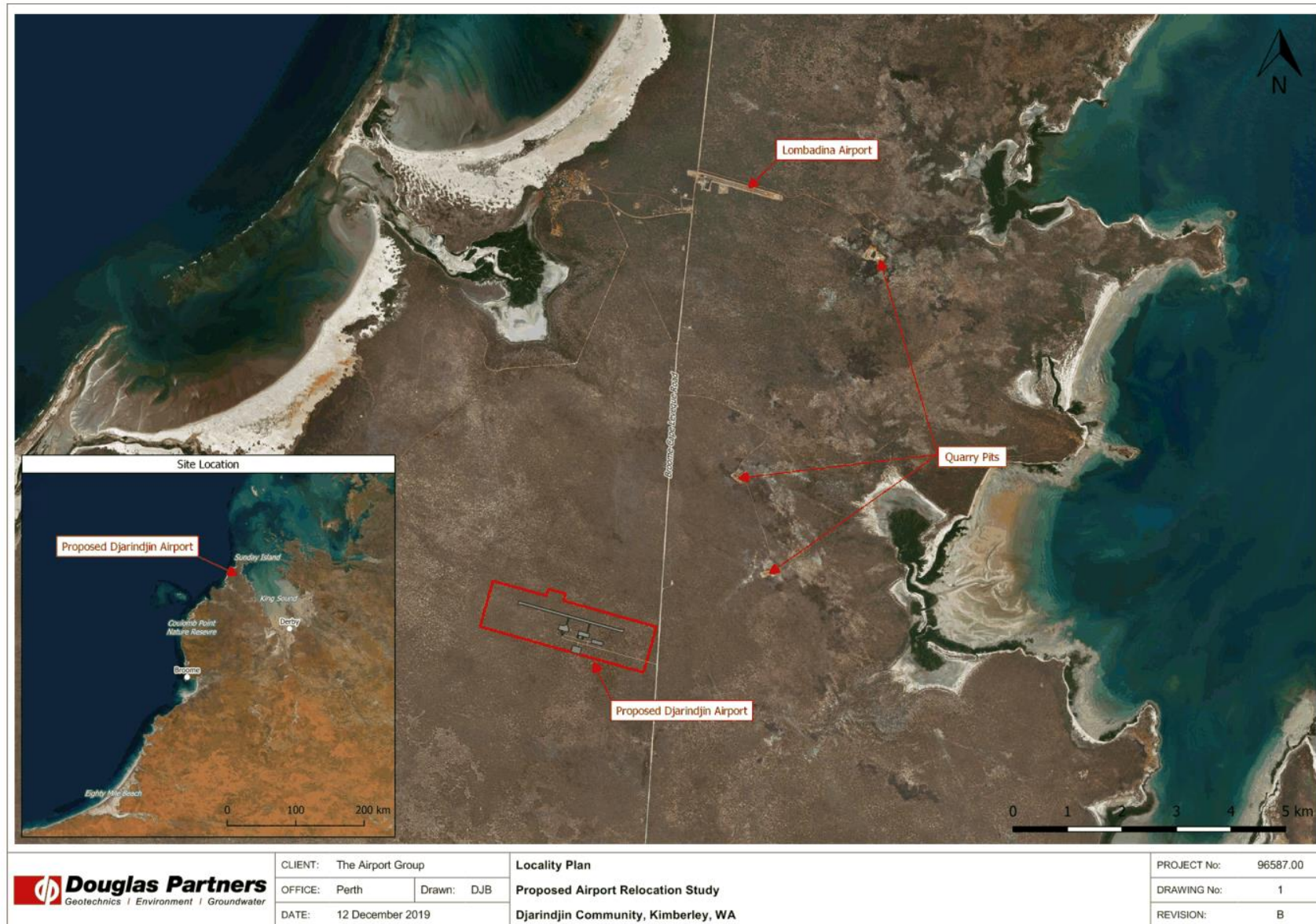
- Dry (D) Non-cohesive and free-running.
- Moist (M) Soil feels cool, darkened in colour.
Soil tends to stick together.
Sand forms weak ball but breaks easily.
- Wet (W) Soil feels cool, darkened in colour.
Soil tends to stick together, free water forms when handling.

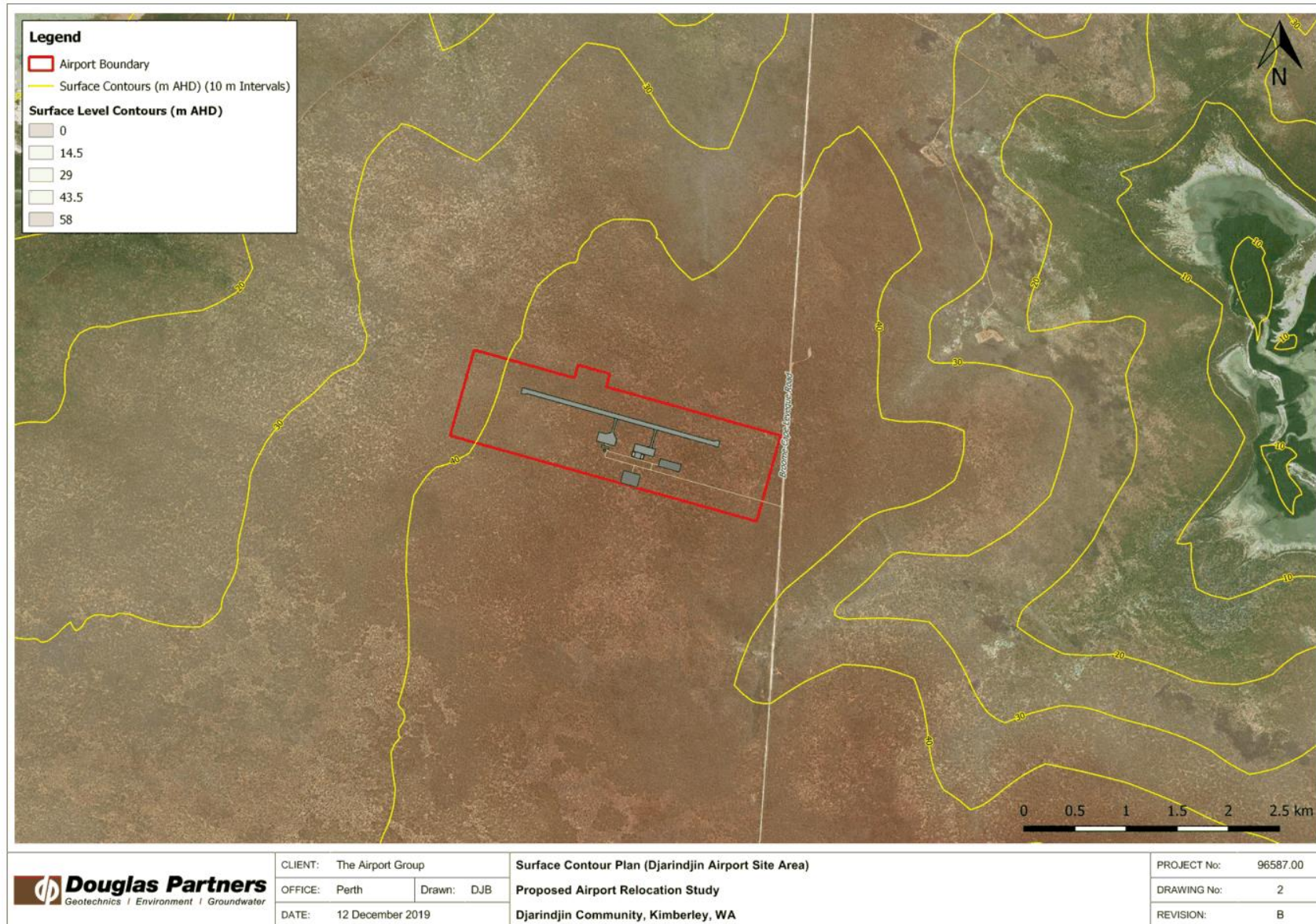
Moisture Condition – Fine Grained Soils

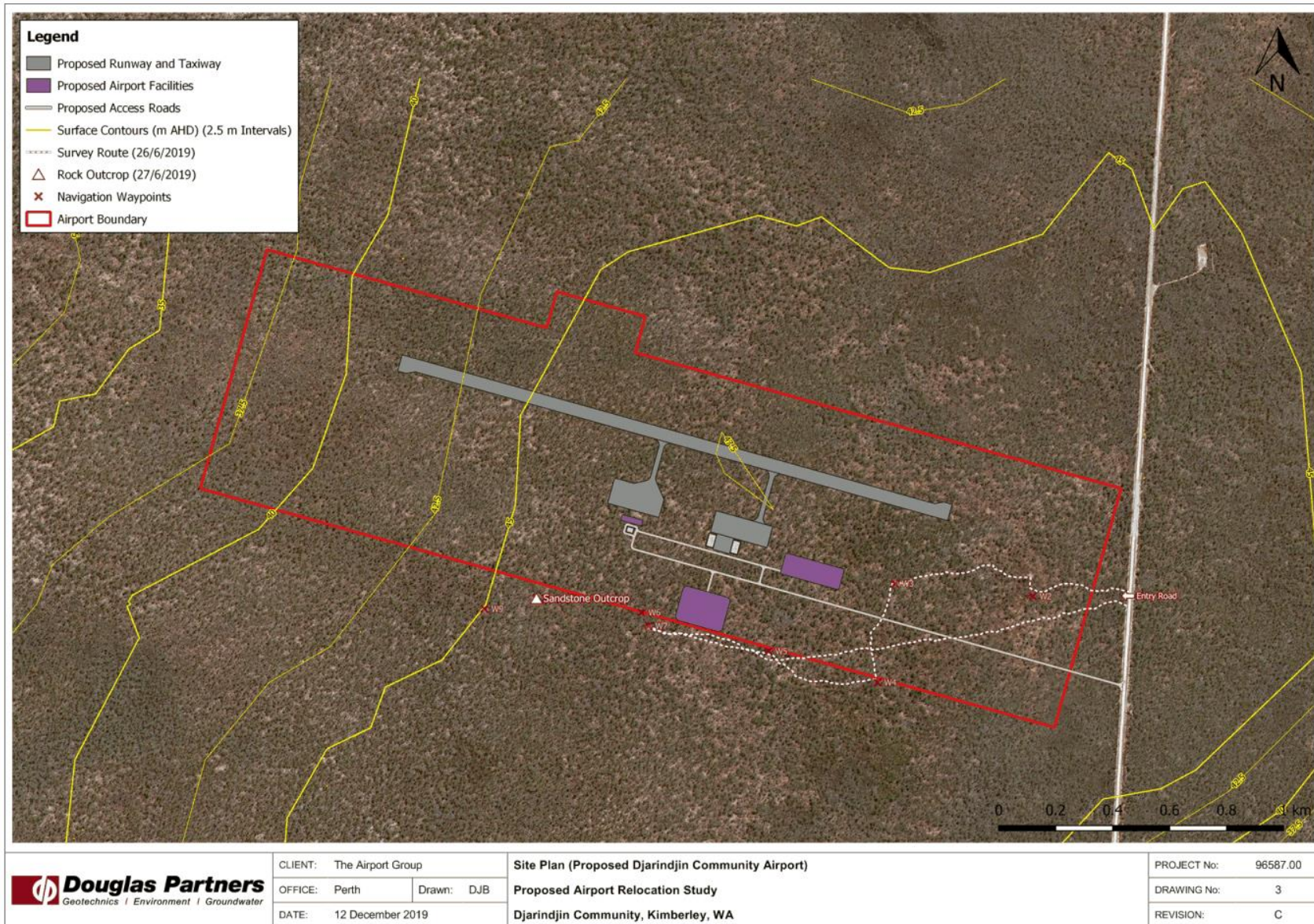
For fine grained soils the assessment of moisture content is relative to their plastic limit or liquid limit, as follows:

- 'Moist, dry of plastic limit' or 'w < PL' (i.e. hard and friable or powdery).
- 'Moist, near plastic limit' or 'w ≈ PL' (i.e. soil can be moulded at moisture content approximately equal to the plastic limit).
- 'Moist, wet of plastic limit' or 'w > PL' (i.e. soils usually weakened and free water forms on the hands when handling).
- 'Wet' or 'w ≈ LL' (i.e. near the liquid limit).
- 'Wet' or 'w > LL' (i.e. wet of the liquid limit).

May 2019







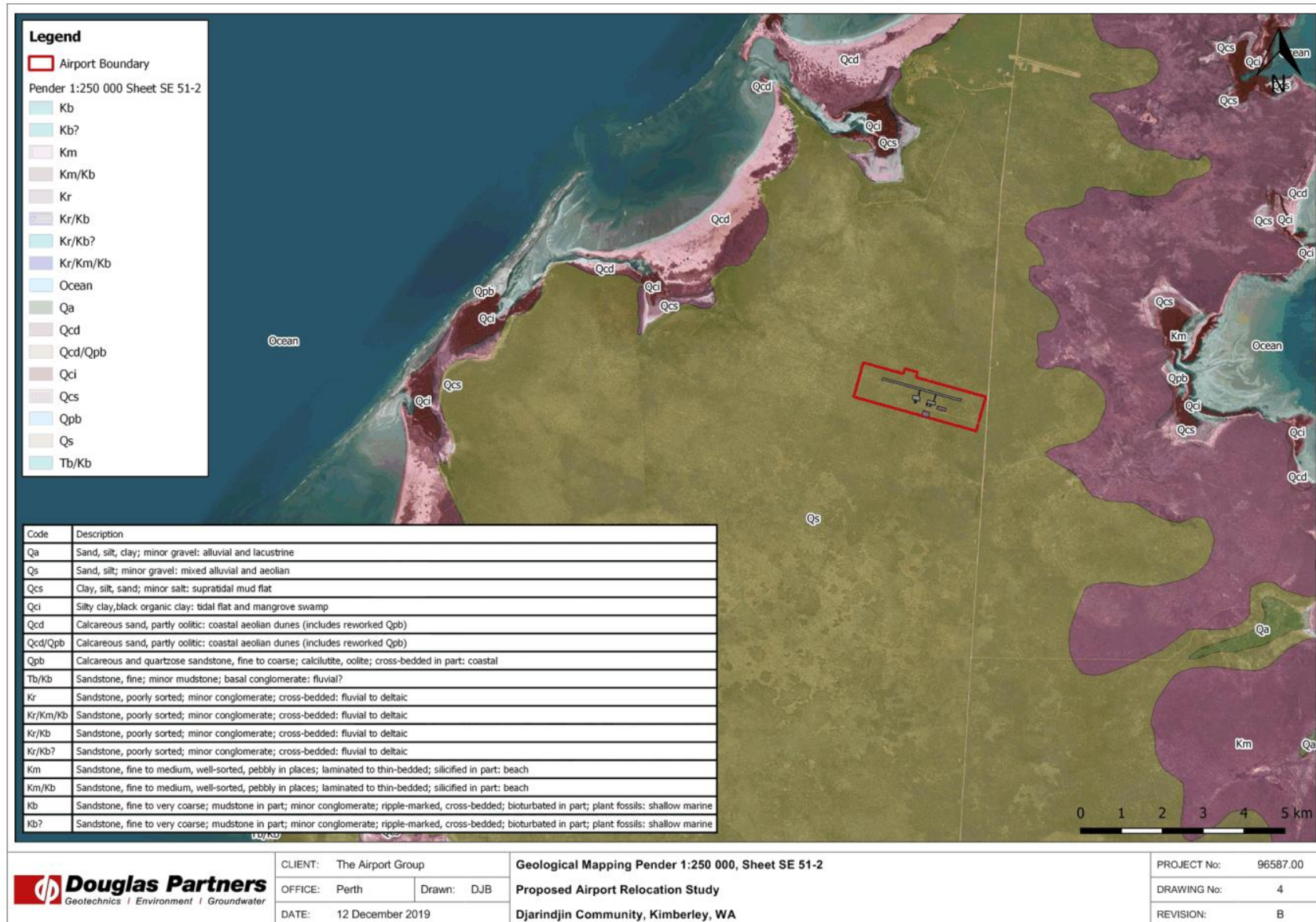




Photo 1 - Typical Conditions at Proposed Djarindjin Airport Site



Photo 2 - Typical Pindan Sand at Proposed Djarindjin Airport Site



Proposed Airport Relocation Study
Djarindjin Community
Site Photos
CLIENT: The Airport Group

PROJECT:	96587.00
PLATE:	1
REV:	A
DATE:	2 Jul 2019



Photo 3 - Rock Outcrop at Proposed Djarindjin Airport Site



Photo 4 - Typical Conditions at the Lateritic Gravel Pits.
Excavated pindan sand overburden is stockpiled (left side of the photo)
Lateritic gravel has been quarried (i.e. gravel not visible on the photo)
Base of pit comprises the Melligo sandstone surface.



Proposed Airport Relocation Study

Djarindjin Community

Site Photos

CLIENT: The Airport Group

PROJECT: 96587.00

PLATE: 2

REV: A

DATE: 2 Jul 2019



Photo 5 - Ripped Sandstone at Quarry Pit East of Lombadina Airport



Photo 6 - Ripped Laterised Sandstone at Quarry Pit East of Lombadina Airport



Proposed Airport Relocation Study
Djarindjin Community
Site Photos
CLIENT: The Airport Group

PROJECT:	96587.00
PLATE:	3
REV:	A
DATE:	2 Jul 2019



6.2. Appendix B: Civil Group Civil Engineering Report



thecivilgroup

DJARINDJIN ABORIGINAL
CORPORATION

Djarindjin Community Airport -
CONFIDENTIAL

Engineering Report

24th September 2019

Project Ref N^o: 8039

Djarindjin Community Airport

Engineering Report

CONFIDENTIAL

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Summary

Introduction

In this report the infrastructure required for the proposed Djarindjin Community Airport is discussed to demonstrate that the site of the proposed airport can be developed and provided with the required services.

Land Capability

The geotechnical report by Douglas Partners confirms that the site and underlying material, when stabilised, is suitable for the construction of the airport runway and associated works.

Groundwater is relatively deep and will not influence the construction.

Earthworks

The site will need to be cleared of vegetation and graded to suit the longitudinal grade of the runway and to direct surface stormwater run-off to open drainage channels.

Stormwater Drainage

Open stormwater drainage channels will need to be designed to cater for the high intensity rainfall in the area. The drains will discharge into existing streams.

Road access

The access to the site will be on a straight section of the Broome-Cape Leveque Road with no vertical sight distance constraints.

Water Supply

The airport development will need to be provided with bore water for potable water and emergency services.

Wastewater

The airport development will need to be provided with an onsite effluent treatment plant and recycled treated water can potentially be recycled for use in toilets, landscaping etc.

Power

The site will need to be provided with a standalone power generator and possibly solar panels and batteries to supplement the power supply, or by extending the supply from Djarindjin townsite.

Telecommunications

Telecommunications and internet will need to be extended to the site from the existing optic fibre and microwave infrastructure.

1. Introduction

Djarindjin is ideally suited for refueling the helicopters servicing the offshore production platforms in the Browse Basin as it reduces the flying time and subsequent risk associated with longer flight times over the ocean between Broome and the offshore platforms.

Helicopters currently leave Broome International Airport (BIA) carrying workers and equipment to the platforms and are not refueled at the existing airport near the Djarindjin townsite. The existing runway at Djarindjin is too short for larger aircraft and workers fly into BIA before boarding the helicopters.

Djarindjin Aboriginal Corporation (DAC) is considering the construction of a new airport to primarily service the oil and gas industry in the Browse Basin. The advantage of the new airport is the ability to fly workers directly to where the helicopters will be based.

The new airport, referred to as Djarindjin Community Airport in this report, will replace the heliport at the current airport and the facilities will most likely be retained for lighter fixed wing aircraft and the Royal Flying Doctor Service.

The new airport will be solely owned and operated by the DAC.

2. Airport Land Use Plan

2.1 Airport Facilities

The proposed Djarindjin Community Airport will most likely include the following:

- A runway to suit commercial fixed wing passenger aircraft including runway lighting.
- Taxiways and apron.
- Access road from the Broome-Cape Leveque Road.
- A heliport, hangars and facilities for transporting workers to the offshore platforms.
- Maintenance facilities.
- A passenger terminal, including parking, car rental facilities etc.
- Control tower, fuel depots and firefighting equipment.
- Accommodation facilities for pilots and maintenance crews.

2.2 Runway size and construction

The ultimate size and footprint of the site required for the proposed airport is dependent on the final design of the runway and the layout of the proposed airport and accommodation facilities.

The ultimate pavement design, volume of construction material required and clearing extent will be dependent on the final runway layout and the geotechnical conditions on site.

The length and width of the proposed runway is determined by the Aerodrome Reference Code which is in turn derived from the type of aircraft using the facility (wingspan, take off mass, outer main gear wheel span, approach speed etc.). For example, a Fokker F100 is a Code 3C and a Boeing 737-800 is a Code 4C.

Typically, longitudinal slopes on runways are a maximum of 1% and the transverse slope a maximum of 1.5%.

The strength and total thickness of the runway pavement is dependent on the strength of the underlying material and the characteristics of the rock and gravel available for the pavement construction. The total pavement thickness is also dependent on the California Bearing Ratio (CBR) of the material, the landing mass of the aircraft and the number of landings per day.

The surface of the runway is generally a two-coat seal with suitable surface friction for aircraft up to a Fokker 100, however, runways to accommodate larger aircraft such as the Boeing 737-800 are likely to be asphalt with cut grooves in areas of heavy rainfall intensities, such as the Dampier Peninsula.

Sealed shoulders are provided for the length of the runway on either side. These are typically 7.5m for a 45m wide runway.

The runway is located centrally in a graded runway strip which is in turn centrally located in an overall cleared runway strip of approximately 300m total width for a precision approach by Code 3 or 4 aircraft. Due to the scouring potential of the in-situ sand, the graded runway strip will most likely be sealed or stabilised to protect the runway shoulders.

A Runway End Safety Area (RESA) is provided at each end of the runway.

The full extent of the airfield precinct, including the runway strip, RESA and the end of runway obstacle free areas will need to be cleared of all vegetation.

A concept Airport Land Use Plan prepared by The Airport Group is included in Appendix A.

3. Site Description and Geology

3.1 Site Location

The site of the proposed Djarindjin Community Airport is approximately 8km south of the Djarindjin Roadhouse and to the west of the existing Broome-Cape Leveque road.

Figure 1 below shows the approximate location of the proposed airport.

Figure 1 - Location of the proposed Djarindjin Community Airport



3.2 Site Visit

The proposed location of the airport was inspected during a visit to site on 27th June 2019.

The site is relatively flat undeveloped land with an average contour height of RL 45m AHD. There is a gentle fall of approximately 0.5% towards the coast to the west from the centre of the proposed runway.

There are no localised changes in terrain visible on site.

The proposed entry road is located on a straight section of the sealed Broome-Cape Leveque Road with good horizontal and vertical sight distances.

The straight section of road provides flexibility for the final entry road intersection location.

Vegetation on the edge of the existing road will need to be cleared to provide satisfactory sight distances for the entry road intersection.

The photograph below illustrates the flat longitudinal grade of the existing road and straight section of the road in the vicinity of the location of the proposed entry road.



Photograph 1: Entry road location

Vegetation on the site is sparse, although the low vegetation making up the understorey is medium dense in areas where it has not been managed by burning on a regular basis.

The photograph below illustrates the typical vegetation and flat nature of the terrain at the site of the proposed airport.



Photograph 2: Typical vegetation on site

3.3 Geotechnical considerations

Based on the geological mapping for the area and the Douglas Partners report, the red sandy material on site, commonly referred to as "Pindan Sand", is approximately 10m thick and overlies sandstone.

The Pindan Sand is a fine grained silty sand with more cohesive clayey sand at slightly deeper depths.

The Pindan Sand is suitable for subgrade and structural fill, however, given the potentially collapsible nature of the material when wet, it requires careful preparation as a subgrade layer.

Subgrade preparation of the Pindan Sand should preferably be carried out in summer and will require heavy rolling or cement stabilisation.

Earthworks batters for the runway and other works within the Pindan Sand will need to be at a very flat grade and possibly stabilised to prevent scour from erosion as the material is susceptible to easy scouring due to the silty nature of the sand.

The availability of materials for the runway and road construction will need to be investigated in more detail. It is likely that roadbase quality material will need to be imported from commercial sources located to the east of Broome. Subject to further detailed investigation, there is a possibility that the local gravel pits in the area could be extended to supply crushed sandstone and/or gravel for the subgrade and subbase.

4. Groundwater

The major aquifer on the Dampier Peninsula is the unconfined Broome Aquifer within the Broome Sandstone, which provides good quality drinking water for Broome Townsite and the communities on the Peninsula, as well as water for the pastoral leases.

Groundwater levels in the Broome Aquifer range from approximately RL75mAHD in the center of the Peninsula to almost sea level at the coast.

Based on interpolation of the groundwater contours in the vicinity of the proposed site, the level of the groundwater at the proposed airport location is approximately RL10m AHD and the natural surface level RL40mAHD with a resultant depth to groundwater of approximately 30m.

Consequently, the deep groundwater will not have any impact on the runway pavement design and construction.

5. Earthworks Strategy

The vegetation on the site will need to be cleared for the access road, accommodation units, the total airfield precinct (including the full extent of the runway strip), obstacle-free areas at the end of the runway strip and all the airport infrastructure. Retention of vegetation outside these areas will be subject to airport operations, bush fire hazard and safety considerations.

The existing subgrade comprising the Pindan clays and silty sands will need to be well-compacted during the dry season to achieve acceptable CBR values for the ultimate pavement design, possibly using dynamic compaction. This is best achieved in the more cohesive Pindan clay and the loose silty Pindan material may need to be cement stabilised to achieve this.

The earthworks for the runway will require shaping to maintain the minimum acceptable longitudinal and transverse grades and to direct surface stormwater run-off away from the runway and other infrastructure.

All other infrastructure including roads, buildings and taxiways will need to be elevated above the major flood levels.

The Pindan Sand is susceptible to scouring and erosion. Consequently, the earthworks batters for the graded runway strip will need to be at a flat grade, preferably at a maximum of 1:6 to minimise scouring. These batters will also most likely require stabilisation.

6. Stormwater Management

The airport location falls within an area of high intensity monsoonal rainfall.

The ultimate stormwater design will be based primarily on surface run-off discharging into open drains with pipework and culverts limited to internal road crossings. These drains will discharge into undeveloped land on the airport perimeter and will ultimately be conveyed via the existing drainage pathways to the coast which are located to the west of the site.

Suitable scour protection will need to be designed to prevent erosion caused by concentrating stormwater discharge into the existing streams.

Once the final airport layout has been determined, a hydrological study will be required to set the final levels of the runway and other infrastructure.

This investigation will also determine whether runoff from the airport development will need to be compensated in storage basins before discharging into existing waterways.

7. Road access

The Broome-Cape Leveque road is sealed in the vicinity of the proposed airport access road location.

The posted speed limit on the existing road is 110km/h and the proposed access for the airport is on a straight section of the existing road with no vertical or horizontal sight distance constraints.

It is envisaged that the airport access intersection will be designed with a slip lane for a right turn and a deceleration lane for turning left, combined possibly with a reduction in posted speed in the vicinity of the airport access road intersection.

Vegetation on the edge of the Broome-Cape Leveque Road will need to be cleared to provide suitable sight distances for the vehicles entering the Broome-Cape Leveque road at the intersection.

The airport access road and internal roads will be sealed with open table drains to convey stormwater run-off.

8. Water Supply

Groundwater is the main source of potable water on the Dampier Peninsula.

The nearest water supply is in Djarindjin townsite, 8km away, which is supplied with potable water from several extraction bores.

The proposed airport will most likely require a dedicated water supply from groundwater bores and storage tanks to ensure continuity for emergencies. This will require a licence to construct a bore and a licence to extract water from the aquifer. Two bores will most likely be required, one duty bore and a standby bore.

The total water demand is dependent on several factors such as predicted passenger numbers per year, number of permanent and temporary staff, accommodation / retail facilities, car hire facilities and firefighting requirements.

Typically, an airport of this size would require between 60 and 75 kilolitres per day.

A detailed hydrogeological study will be required to determine the capacity of the aquifer and a suitable location for the supply bores.

The permanent bores will need to be used for construction water for the duration of the contract.

9. Wastewater

There are no wastewater disposal facilities near the proposed airport site. Djarindjin townsite has gravity sewers and treatment ponds and the existing airport utilises septic tanks.

It is envisaged that the proposed airport and accommodation development will be serviced with a gravity sewer reticulation network and an on-site treatment facility, with the treated effluent recycled and used for flushing toilets, landscaping purposes, vehicle washdown facilities and firefighting.

An integrated water management strategy will need to be developed which includes a total water balance calculation. This will determine the total water supply required from the groundwater bores and rainwater storage, the amount of wastewater that can be recycled and the amount of treated wastewater that will need to be disposed of into the existing waterways.

A suitable location away from habitable buildings will need to be determined for the treatment facility.

This type of facility can possibly be owned and operated by the DAC.

10. Electricity and Communications

10.1 Electricity Supply

Power for Djarindjin and Lombadina, including the existing airport is currently supplied by Horizon Power which operates a diesel powered generating facility near Djarindjin townsite. There is potential to increase the capacity of the current facility and indications are that Horizon Power is also investigating solar energy in the area.

The existing airport has a diesel powered generator for emergency power supply.

It is envisaged that the proposed airport will require a standalone power generator and back up emergency supply. Alternatively, the existing power station at Djarindjin will need to be upgraded and power extended via underground high voltage cables to the proposed airport from the Djarindjin townsite.

The use of solar energy and battery storage coupled with a diesel power generating plant located on the site of the proposed airport will need to be investigated in consultation with Horizon Power. The roofs of hangars and accommodation units are ideally suited for the installation of solar panels.

Underground power cables will need to be termite proof.

10.2 Telecommunications

A Telstra optic fibre cable is located on the western side of the Broome-Cape Leveque Road in the vicinity of the proposed airport.

There is a Telstra owned telecommunications mobile phone tower located approximately 5km north of the proposed airport access road, and Telstra operated internet facilities are available at Djarindjin.

Telecommunication services will need to be extended to the proposed airport from the nearest cable jointing pit on the optic fibre cable.

11. Conclusion

The site for the proposed airport is suitable as it does not appear to have any known physical or geotechnical constraints. A proposed servicing strategy is shown in Appendix B.

It is located away from existing communities and noise issues will most likely be negligible.

The terrain is flat and will not require major earthworks to suit the longitudinal and transverse grade of the runway.

The underlying material, subject to stabilisation, is suitable as a subgrade for the runway pavement and road construction.

Access is on a straight section of road with good visibility and no apparent safety constraints.

Water and sewer services can be provided as stand-alone utilities that will not be reliant on any supply of services from existing infrastructure in Djarindjin townsite.

Power can be provided by the extension of the existing supply in Djarindjin or a standalone power generating facility on the airport site.

The availability of construction materials for the runway pavement will be a challenge and more detailed further investigations are required.

To progress the preliminary engineering design of the airport and facilities, the following studies need to be commissioned:

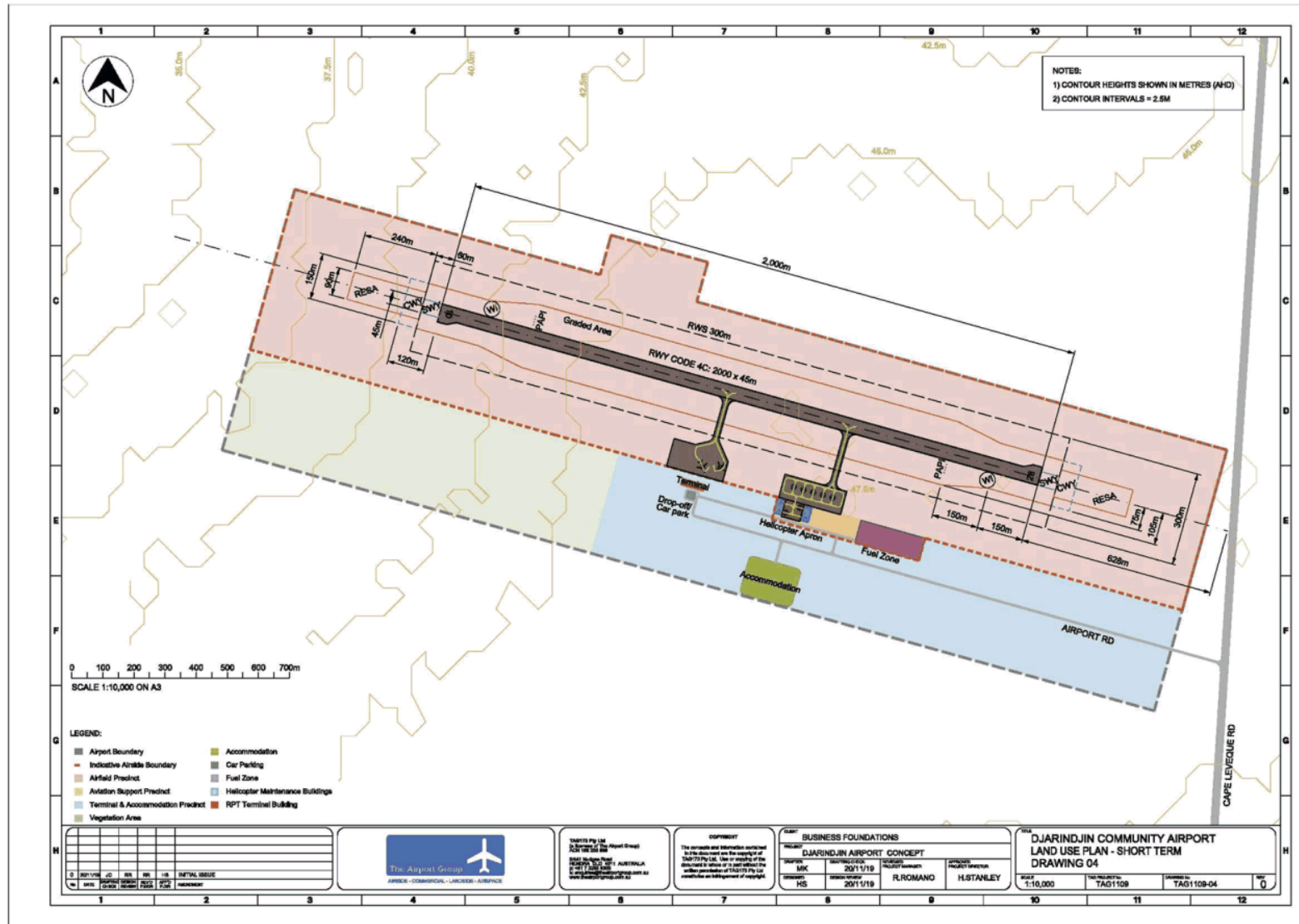
- Feature survey of the site and Broome-Cape Leveque road to provide more accurate contour and physical information.
- Detailed geotechnical study including on-site sampling and testing to determine the pavement thickness required for the runway, aprons and roads. The study should be extended to include an investigation into potential sources of local and imported construction materials.

- Hydrological study to determine a suitable strategy for dealing with stormwater run-off.
- Hydrogeological assessment of the potential bore water supply to assess the quality of the groundwater for a potable supply and confirm that there is sufficient capacity to meet water demands.
- Integrated Water Management Strategy to investigate the feasibility of balancing groundwater supply, on-site wastewater treatment and recycling of treated effluent.

APPENDIX A

AIRPORT LAND USE PLAN

(The Airport Group)



APPENDIX B

PROPOSED SERVICING STRATEGY

(The Civil Group)

**Appendix 2: Djarindjin Community Airport Environmental Report by
Urbaqua, October 2019**

Djarindjin Community Airport Environmental Report

Prepared for
Djarindjin Aboriginal Corporation
By Urbaqua
October 2019

urbaqua
land and water solutions

Djarindjin Community Airport - Environmental Report

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1 INTRODUCTION

The purpose of this Environmental Report is to support the rezoning of an area on the Dampier Peninsula from Culture and Natural Resource Use to Special Use-Airstrip in the Shire of Broome.

A formal referral of the proposed Amendment to Shire of Broome Local Planning Scheme No.6 to the Environmental Protection Authority (EPA) is required in accordance with Section 48A of the *Environmental Protection Act 1986* ('EP Act').

This report provides sufficient information for the EPA to set an appropriate level of assessment by:

- describing the existing environment of the site;
- providing an assessment of any potential environmental impacts and their magnitude/significance; and
- describing how any potential impacts are proposed be managed to ensure that the environmental values of the site are maintained.

On the basis on the information presented in this report it is considered that that the proposal is unlikely to result in a significant impact on the environment.

1.1 Environmental checklist

Environmental factors at the site have been considered consistent with those listed in the EPA's *Statement of Environmental Principles, Factors and Objectives* (EPA, 2018). Where a factor is considered to be relevant to the site and proposal, as indicated in Table 1, further information on significance and management is provided in the following sections of the report. The Environmental checklist for the referral of a scheme to the EPA has been completed and is presented in Appendix 1.

1.2 Background

The existing Djarindjin Airport is owned and operated by the Djarindjin Aboriginal Corporation (DAC). It is located at the intersection of Djarindjin and Cape Leveque roads. The existing Airport can accommodate up to Code 3B aircraft, which places limitations on the type of operations that can be facilitated at the existing Airport. DAC has identified the desire to construct a new Airport to support direct flight wing aircraft to and from Perth or Darwin, and to provide facilities for helicopter movements to offshore drilling platforms for undersea oil or gas exploration. It is intended that the new Djarindjin Community Airport will serve as a primary airport for both fixed and rotary wing operations to support Browse Basin activities and in turn, provide local employment opportunities and prosperity for the community which is key to the community's independence and sustainability (The Airport Group, 2019).

Djarindjin Community Airport - Environmental Report

Table 1: Djarindjin Community Airport - Environmental checklist

Theme	Factor	Issues	Relevance	Summary
Sea	Benthic Communities and Habitats	Loss of seagrass meadows in Cockburn Sound	x	The proposed new airport is unlikely to have a significant impact on the coastal environment, as it is greater than 5 km away from the coastline.
		Marine heat waves	x	
		Marine fauna	x	
		State of knowledge	x	
	Coastal Processes	Coastal development pressures	x	
		Changing climate	x	
		State of the science and/or knowledge	x	
	Marine Environmental Quality	Level of ecological protection	x	
		Existing environmental quality plans	x	
		Cockburn Sound	x	
		State of knowledge	x	
	Marine Fauna	Direct impacts on marine fauna	x	
		Indirect impacts on marine fauna	x	
		Impacts to critical habitats and during key ecological windows	x	
		Changing climate	x	
		State of the science and/or knowledge	x	
Land	Flora and Vegetation	Habitat loss, degradation and fragmentation	✓	Possible loss of vegetation is less than 1% of the remaining extent of vegetation complexes. Impact not regionally significant.
		Invasive species	x	No invasive species are known to be present. Ongoing management will occur as part of the Operational Environmental Management Plan
		Fire regimes	✓	Fire risk to external vegetation will be managed through the Operational Environmental Management Plan and any Bushfire Management Plan
		Changing climate	x	Any site vegetation will be managed in accordance with the Operational Environmental Management Plan
		State of knowledge	✓	Vegetation survey likely to support application for clearing permit.
	Landforms	Banded Iron Formations	x	No significant landforms present. Any impact on the landform of the Study Area is not considered to be significant.
		Mesas	x	
		Dunes and dune fields	x	
		Caves and cave systems	x	
	Subterranean Fauna	Short range endemism	✓	Possible habitat loss is less than 1% of the remaining extent of vegetation complex. Impact not regionally significant.
		Determining presence of subterranean fauna habitat	✓	Although not considered likely due to the thickness of the Pindan sand, should any karst-like structures be encountered as part of this

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Theme	Factor	Issues	Relevance	Summary
		State of knowledge	x	investigation in locations that have the potential to be impacted as part of the development, work will cease to enable further
		Vouchering	x	investigation of the potential for stygofauna to be present
		Defining species	x	
		Changing climate	x	
	Terrestrial Environmental Quality	Land use practices causing erosion impacts to soil quality	✓	A Construction Environmental Management Plan including erosion control measures will be required, to mitigate and manage potential soil erosion and degradation associated with earthworks.
		Land use practices causing salinity impacts to soil quality	x	The proposed airport will not involve those activities.
		Acid Sulfate Soils	x	No known occurrence of ASS or potential ASS risk in or around the Study Area. There are no contaminated sites located within the study area.
		Agricultural practices causing impacts to soil structure and quality	x	The proposed airport will not involve those activities.
		Waste structures, including tailing storage facilities	x	The proposed airport will not involve those activities.
	Terrestrial Fauna	Habitat loss, degradation and fragmentation	✓	Possible habitat loss is less than 1% of the remaining extent of vegetation complex. Impact not regionally significant.
		Fire regimes	✓	Fire risk to external vegetation will be managed through the Operational Environmental Management Plan
		Invasive species	x	No invasive species are known to be present. Ongoing management will occur as part of the Operational Environmental Management Plan
		Changing climate	x	The site will be managed in accordance with the Operational Environmental Management Plan
		Short range endemism	✓	The Construction Environmental Management Plan will include actions to avoid impacts to fauna during the clearing and construction activities, which may include pre-clearance surveys.
		State of knowledge	✓	
	Water	Identifying and managing buffers in wetlands and waterways in the South West	x	The proposed airport lies in the area of Western Australia's Kimberley region
		Changing water regimes in the South West	x	
		Inland Waters		
		Variable knowledge of groundwater and surface water systems	✓	There are no surface water features or wetlands in or adjacent to the Study Area. Groundwater depth of about 20 m to 30 m was indicated for the Study Area. An integrated water management strategy will be developed to support the development which will include appropriate water balance calculations. A detailed hydrogeological study will be required to determine the capacity of the aquifer and a suitable location for the supply bores.

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Theme	Factor	Issues	Relevance	Summary
		Surplus water discharge to creeks and wetlands	x	The proposed airport will not involve those activities. Any disposal of wastewater will require approval from the Department of Health
		Reduced groundwater and surface water quality due to diffuse source impacts	✓	Fuel and other chemicals will be responsibly stored and handled in accordance with relevant standards and guidelines.
		Creation of mine pit lakes	x	
		Waste structures, including tailings storage facilities	x	
		Aquifer recharge	x	The proposed airport will not involve these activities.
		Growing abstraction in poorly understood regions - irrigated agriculture	x	
		Potash proposals on salt lake systems	x	
		Reasonable and practicable measures to minimise harmful emissions to air	✓	Harmful emissions to air will be regulated consistent with an Operational Environmental Management Plan.
		Maintaining ambient air quality to protect human health	x	The proposed location is remote from existing communities or any other development.
		Particulates	x	
Air	Air Quality	Air sheds and cumulative impacts	x	The proposed location is remote from existing activities.
		Greenhouse Gas Emissions	✓	Greenhouse Gas Emissions management will comply with relevant regulation and the Operational Environmental Management Plan.
		Predicting the impacts of noise, dust and odour	✓	These potential impacts will not impact on visitor amenity, consistent with the Operational Environmental Management Plan. No community is located in proximity to the proposed development.
		Separating industry and sensitive land uses	x	The proposed location is remote from any sensitive land use.
		Cumulative emissions	x	The proposed location is remote from existing communities or any other development.
		Identifying Aboriginal sites and significant cultural associations	✓	There are no registered sites listed on the Department of Aboriginal Affairs' Aboriginal Heritage Inquiry System within the study area.
		Possible exposure to radiation	x	The proposed airport will not have impact on the Human Health of surroundings community from the emission of radiation.
People	Social Surroundings			
	Human Health			

Djarindjin Community Airport - Environmental Report

DAC undertook a feasibility assessment in 2018 to explore what is required to develop the airport and found Djarindjin Airbase to be technically and financially feasible. In December 2018, DAC approved the commencement of a full business plan, to be delivered in 2019. The objectives of the business plan are to:

- Develop the Djarindjin Airbase into the primary airport and heliport to support the Browse Basin oil and gas activities; and
- Support the transformational development of the current refuelling activities into a sustainable business to create long-term diverse and skilled employment for the residents on Dampier Peninsula.

DAC is in the process of preparing a Masterplan for the relocation and expansion of the Djarindjin Airport. Business Foundations, on behalf of DAC, has engaged Urbaqua to prepare environmental documentation necessary to support the referral of the Scheme Amendment to the EPA, subsequent to its initiation.

1.3 Location and land use

Djarindjin - Lombadina town is located on the west coast of the northern Dampier Peninsula sub-region, approximately 185 km north Broome via the Broome - Cape Leveque Road in Western Australia (WA). Djarindjin - Lombadina forms a single urban area that incorporates Djarindjin and Lombadina communities on the Dampier Peninsula in the Kimberley region of WA. Djarindjin is within the traditional lands of the Bardi and Jawi people and DAC maintains a very large land holding (56,727 ha) surrounding the town. The population of Djarindjin - Lombadina is 395. Aboriginal people make up 79.2% of the population (The Airport Group, 2019).

The site considered for the new airport ('the study area') (Figure 1) is undeveloped land and is located approximately 170 km north of Broome, on the western side of Broome - Cape Leveque Road and approximately 10 km south of the Djarindjin Community.

The total land area of the new site is approximately 309 hectares. It has been identified that the new Djarindjin Community Airport should be able to accommodate the following:

- An airstrip capable of taking up to a B717 or Fokker 100 fixed wing aircraft;
- Taxiways, a heliport, hangars and facilities to maintain helicopters;
- A passenger terminal to handle up to 150 passengers arriving and departing each day;
- Associated facilities such as an air traffic control tower, fuel farm etc;
- A runway Approach Lighting System (ALS) for day and night operations; and
- An accompanying accommodation facility of up to 50 rooms for touring pilots and engineers.

1.4 Planning context

The Shire of Broome Local Planning Scheme No.6 (LPS) provides zoning for land within the Shire of Broome (Figure 2). Currently, the proposed new Airport site is zoned for 'Cultural and natural Resource Use'. Under the current LPS, airport and aviation uses are not permitted within this zone.

To facilitate the development of the site as a new Airport the rezoning of this land is required. It is proposed that the site be rezoned from 'Cultural and natural Resource Use' to 'Special Use'

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to protect the use of the site for a new Airport in perpetuity. The 'Special Use' zone will enable conditions to be imposed to guide development outcomes on the site. This report provides support for the proposed amendment.

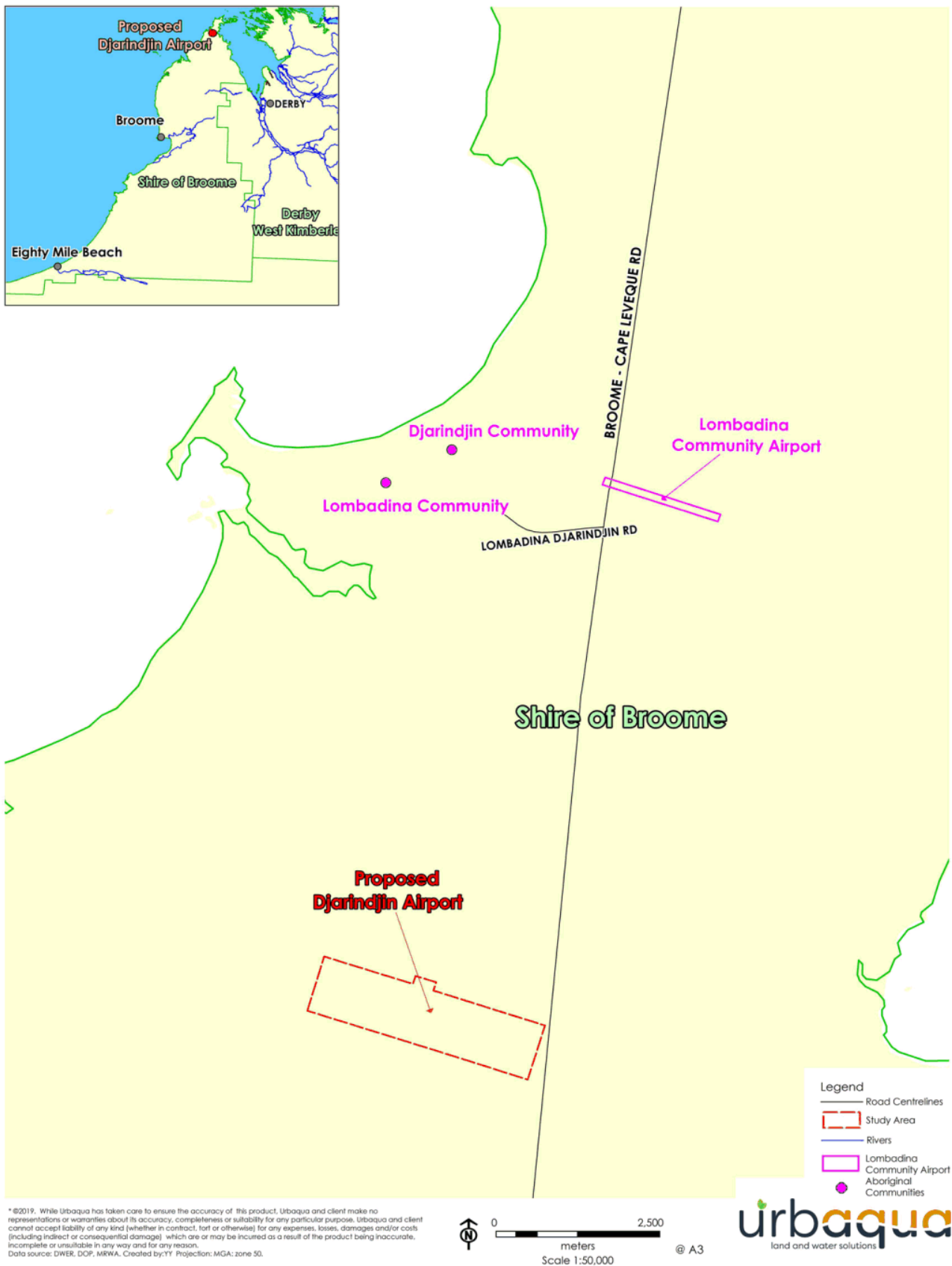
DAC is in the process of preparing an Airport Masterplan to provide support for the proposed rezoning. This Masterplan will include recommendations for further studies, together with strategies and actions to mitigate and manage potential impacts.

A Development Application will also need to be lodged with the Shire of Broome for the proposal. The recommendations from the Airport Masterplan will be incorporated into documentation to be prepared to support the Development Application. This is likely to include:

- Construction Environmental Management Plan;
- Water Management Plan; and
- Airport Operational Environmental Management Plan.

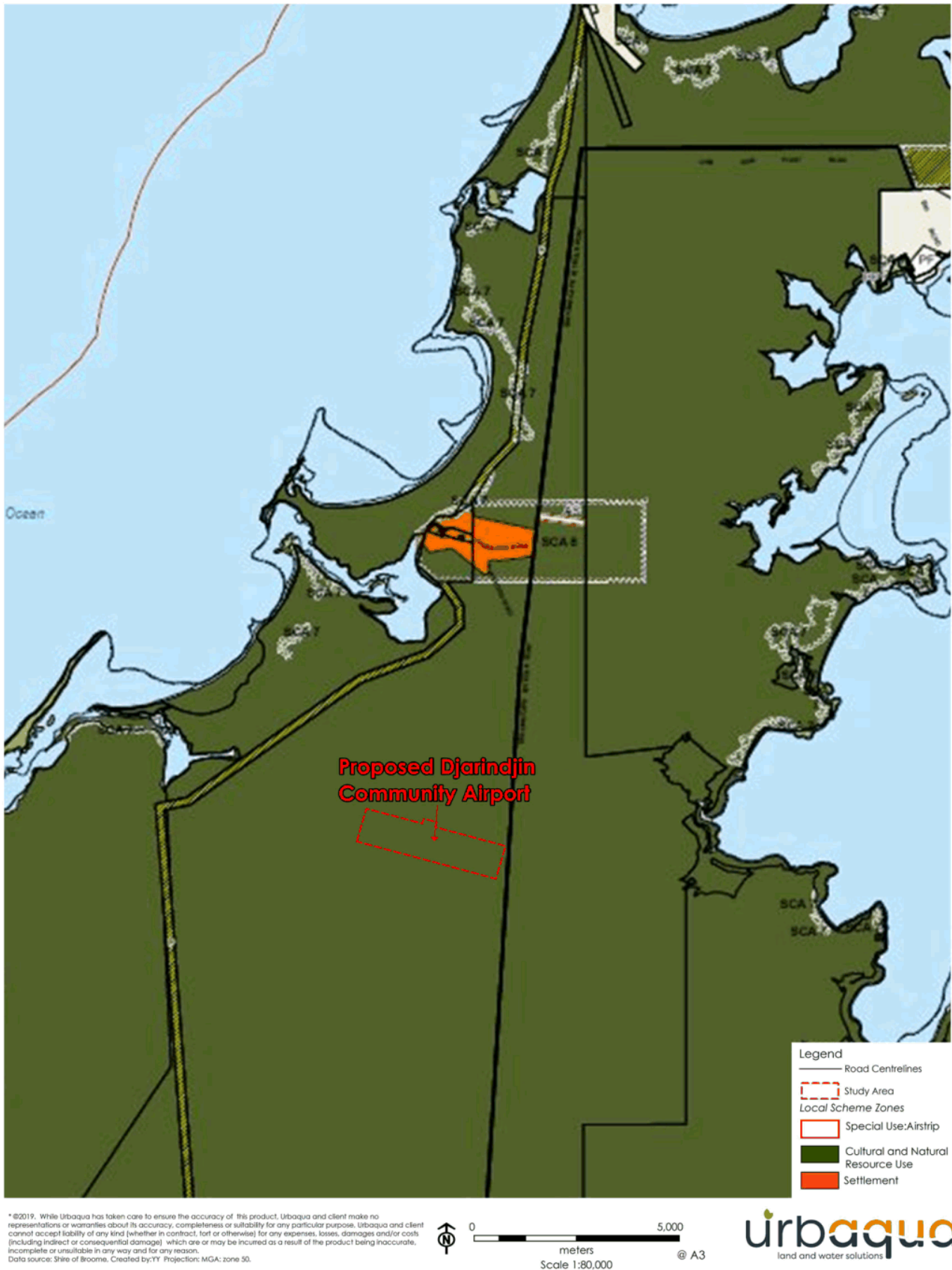
Business Foundations - Djarindjin Airport Environmental Report

Figure 1 - Study Area



Business Foundations - Djarindjin Airport Environmental Report

Figure 2 - Current zoning



2 EXISTING ENVIRONMENT, POTENTIAL IMPACTS & RESPONSE

A desktop review of relevant documents and available information was undertaken to determine the key characteristics of the site's existing environment. A description of the existing biophysical environment and social context is presented below consistent with EPA's *Statement of Environmental Principles, Factors and Objectives* (EPA, 2018). It should be noted that where a factor is not considered relevant as indicated in Table 1, it has not been addressed. The factors that are considered relevant to the proposal are:

- flora and vegetation;
- landforms;
- subterranean fauna;
- terrestrial environmental quality;
- terrestrial fauna;
- inland waters;
- air quality;
- social surroundings; and
- human health.

These are described further below.

2.1 Theme: Land

2.1.1 Factor: Flora and Vegetation

Objective: To protect flora and vegetation so that biological diversity and ecological integrity are maintained

The native vegetation in the Study Area is mapped by Beard as:

- Association 750: Shrublands, pindan; *Acacia tumida* shrubland with grey box & cabbage gum medium woodland over ribbon grass & curly spinifex.
- Association 771: Shrublands, pindan; *Acacia tumida* shrubland with ghost gum (*Eucalyptus papuana*) & *E. setosa* medium woodland over curly spinifex

According to a site inspection undertaken on 27th June 2019 by Douglas Partners, the vegetation at the site comprises an open woodland of approximately 8 m to 15 m tall trees. The site had recently been burnt a few weeks prior to the visit, removing most of the dense layer of acacia shrubs and the sparse grass cover, which are both typical vegetation layers of pindan savannah woodlands (Douglas Partners, 2019).

The site is not located in or in close proximity to any known environmentally sensitive areas or conservation reserves (Figure 4Figure 4).

A search of the Department of Biodiversity, Conservation and Attraction's (DBCA) flora databases was requested for land within 50km of the site. Results of the searches undertaken in September 2019 of the following databases is summarised in Table 2:

- Threatened and Priority Flora database;
- the Western Australian Herbarium Specimen database for Threatened and Priority flora species opportunistically collected; and
- Threatened and Priority Ecological Community buffers and boundaries in WA.

Djarindjin Community Airport - Environmental Report

No protected flora, Threatened Ecological Community (TEC) or Priority Ecological Community (PEC) has been observed within 3 km of the Study Area.

The nearest threatened flora species (*Triodia acutispicula*) has been observed approximately 8km north of the Study Area.

The nearest TEC, *Monsoon (vine) thickets on coastal sand dunes of Dampier Peninsula* (classified as vulnerable), has been observed approximately 4 km north-west of the Study Area. This TEC is protected under both the *Biodiversity Conservation Act 2016* and the *Commonwealth Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act).

Kimberley Vegetation Association 37 (classified as Priority 3 TEC under the *Biodiversity Conservation Act 2016*), has been observed approximately 5 km north-west of the Study Area.

Table 2: Protected flora species and TECs likely to exist in and near to the Study Area

Conservation Code	No. flora species	Flora species
Priority 1 (P1)	9	<i>Cullen candidum</i> , <i>Byblis guehoi</i> , <i>Cyperus haspan</i> subsp. <i>Haspan</i> , <i>Haemodorum capitatum</i> , <i>Parsonia kimberleyensis</i> , <i>Thespidium basiflorum</i> , <i>Tribulopsis</i> sp. <i>Koolan Island</i> (K.F. Kenneally 8278), <i>Utricularia stellaris</i> , <i>Utricularia tubulata</i>
Priority 2 (P2)	1	<i>Alysicarpus suffruticosus</i>
Priority 3 (P3)	13	<i>Aphyllodium glossocarpum</i> , <i>Nymphoides beaglenensis</i> , <i>Acacia monticola</i> x <i>tumida</i> var. <i>kulparn</i> , <i>Colocasia esculenta</i> var. <i>aquatilis</i> , <i>Dendrophthoe odontocalyx</i> , <i>Glycine pindanica</i> , <i>Lophostemon grandiflorus</i> subsp. <i>Grandifloras</i> , <i>Nymphoides beaglenensis</i> , <i>Stylidium costulatum</i> , <i>Stylidium pindanicum</i> , <i>Tephrosia vallecule</i> , <i>Triodia acutispicula</i> , <i>Utricularia bidentata</i>
TEC (P3)	1	<i>Kimberley Vegetation Association 37</i>
TEC (Vulnerable)	1	<i>Monsoon (vine) thickets on the coastal sand dunes of Dampier Peninsula</i>

Kimberley Vegetation Association 37

Vegetation Association 37 is defined by John Beard's vegetation mapping for the Kimberley (Beard 1979) as Shrublands; teatree thicket. The identified threats include extensive threatening processes acting at landscape scales, namely altered fire regimes, over grazing, and weed invasion.

This vegetation association is unlikely to be relevant to study area, which is mapped as Beard vegetation association 771 and 750.

Monsoon vine thickets on the coastal sand dunes of Dampier Peninsula

The Monsoon vine thickets on the coastal sand dunes of Dampier Peninsula, a very distinctive type of rainforest in the Kimberley region, ranked as Vulnerable in Western Australia in 2001, and ranked Endangered in February 2013 under the EPBC Act.

According to *Interim Recovery Plan No.383 - Monsoon vine thickets on the coastal sand dunes of the Dampier Peninsula* (DBCA, 2018), the Monsoon vine thicket community occurs as semi-deciduous vine thicket on leeward slopes of coastal sand dunes on the Dampier Peninsula. The community generally occurs on deep dune sands with a dark superficial grey organic layer, with a surface layer of moist leaf litter.

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This vine thicket community is largely restricted to the east and west coastlines of the Dampier Peninsula associated with Holocene and Pleistocene dune systems (Figure 3). Many occurrences are known to occur adjacent to or on groundwater springs or shallow aquifers. A concentration of water flow into the shallow recharge zones at the base of the dune systems is believed to support the community. The high humidity and heavy fogs along the coast and the wet season rains also help the community to survive long dry periods.

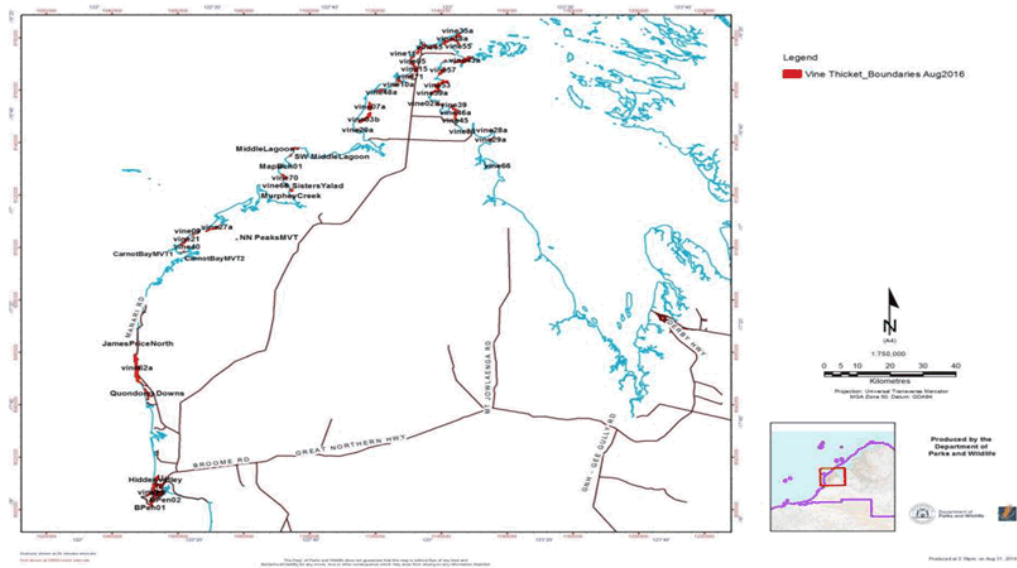


Figure 3: location of Monsoon vine thickets occurrences (DBCA, 2018)

The endangered Monsoon vine thickets on the coastal sand dunes of Dampier Peninsula are unlikely to occur in the Study Area, as:

- the proposed new airport is greater than 5 km away from the coastline;
- the ground surface of Study Area comprised silty sand at 0.3 m depth, and dark grey-black, fine grained sandstone;
- there are no significant surface water features or wetlands in or adjacent to the Study Area; and
- Groundwater depth of about 20 m to 30 m was indicated for the Study Area (Douglas Partners, 2019).

Potential Impacts

As the site is covered by pindan savannah woodlands, it is unlikely to support any of the protected species or communities that have been identified along the coastal areas of the Dampier Peninsula.

Impacts to remnant vegetation and flora can result from clearing, degradation and fragmentation, invasive species, fire regimes and changing climate.

The *Djarindjin Community Airport Draft Airport Land Use Plan* (The Airport Group, 2019) notes that vegetation clearance will be required to accommodate the access road, accommodation units, the runway and runway strip, obstacle free areas and other airport

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infrastructure. It is likely that this will result in the clearing of approximately 3.09 km² of vegetation. It is noted; however, that the degree of clearing likely to be required for the future development proposal is minimal in comparison to the area of remnant vegetation that remains on the Dampier Peninsula (less than 1%) (Table 3).

Table 3: Regional consideration of likely clearing required for the proposed development

Vegetation association	Original Extent (ha)	Extent at 2009 (ha)	Impact of proposal (309 ha total)
750	1,231,155	1,228,017	197 ha (0.016% original extent)
771	35,671	34,402	112 ha (0.31% original extent)

Management response

Clearing of native vegetation is prohibited in Western Australia except where a clearing permit has been granted or an exemption applies. As no exemption applies for the proposed development (i.e. no application is proposed to be made for subdivision under the Planning and Development Act 2005), the proponent will apply to the Department of Water and Environmental Regulation for a permit to clear the site at least 90 days prior to development.

Due to a lack of formal survey undertaken at the site, potential impacts may be more effectively assessed and managed by obtaining further information on the presence and quality of existing native vegetation through a site survey undertaken in spring in line with the EPA's *Guidance Statement No. 51* (2004a). Should a site survey not be undertaken prior to the submission of the clearing permit application, one may be requested by the Department of Water and Environmental Regulation.

Management strategies to be implemented will be identified within the Construction Environmental Management Plan which will be prepared to support the future application for development. These strategies will include, as a minimum:

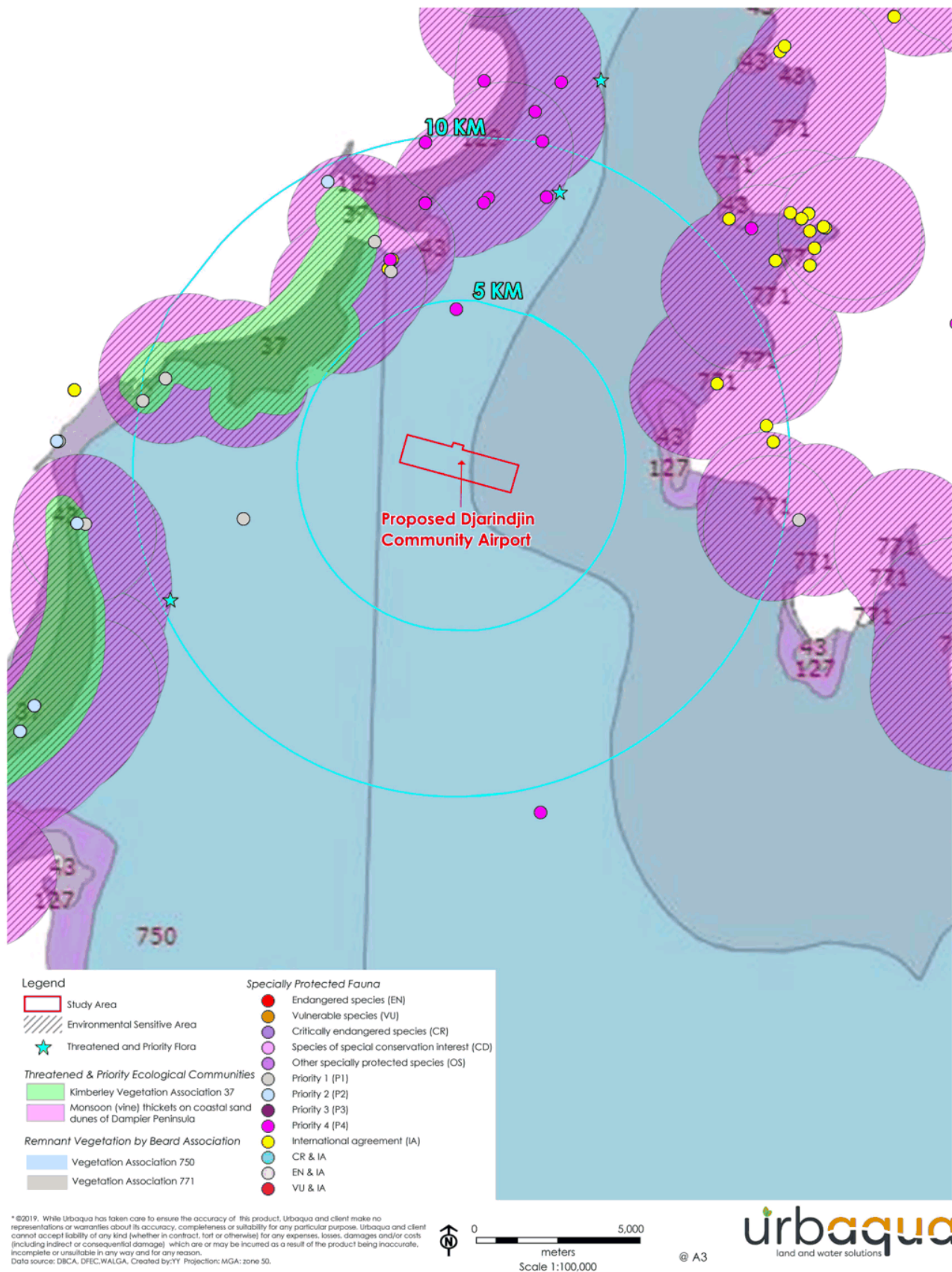
- delineation of vegetation to be retained;
- revegetation of degraded areas where appropriate;
- weed control;
- access control (during construction and post-construction); and
- appropriate signage and fencing.

These management actions will allow the preservation and enhancement of the ecological integrity of the site and will increase the amenity for the local community.

As the likelihood of any protected flora or TEC being present on the site is low and the proposed future clearing will be considered by the DWER, it is considered that the EPA's objective to protect flora and vegetation so that biological diversity and ecological integrity are maintained will be able to be met as part of the proposed future land use.

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Figure 4 - Significant environmental assets



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2.1.2 Factor: Landforms

Objective: To maintain the variety and integrity of significant physical landforms so that environmental values are protected.

Topography

The Kimberley region of Western Australia shows wide geological diversity and varied topography (Thom 1975). It includes the dissected plateau of the Kimberley Basin in the north, siliceous ranges and valleys of Proterozoic sedimentary rocks further south and alluvial plains to the east (McKenzie et al. 2004).

Various mapping indicates that the proposed site is located at a high point of the northern part of the Dampier Peninsula (Figure 5). Topographic information from a publicly available Digital Elevation Model (DEM) developed by the Japan Aerospace Exploration Agency (JAXA, 2018) indicates that the airport site is relatively flat, with most of the site lying within the 45 m and 47.5 m AHD contours, with the runway envelope falling to about 42 m AHD near its western end, based on its preliminary location. Topographic contours from this DEM are shown for the proposed airport site in Figure 5. Data from this DEM should be considered with caution, with a suggested accuracy in elevation of 2 to 5 m (Douglas Partners, 2019).

Soil

The Pender 1:250000 geological mapping and accompanying Explanatory Notes indicate that the Study Area is underlain by "sand, silt; minor gravel: mixed alluvial and eolian (Qs)" of the Quaternary period, extending from 2.58 million years ago till present, of the Cainozoic age. This unit is colloquially known as "pindan sand" and typically comprised red-brown silty sand (symbol 'SM' of the Unified Classification System) and clayey sand ('SC') (Figure 5) (Douglas Partners, 2019).

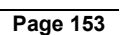
Douglas Partners Pty Ltd conducted a geotechnical investigation for the Study Area in June 2019. The proposed Djarindjin Airport site comprised undeveloped bushland. The ground surface comprised silty sand (pindan sand, SM) and a shallow excavation at a single location indicated some slight cohesion of the silty sand near the base of the test at 0.3 m depth. A single rock outcrop was identified and comprised dark grey-black, fine grained sandstone of apparently medium to high strength (Douglas Partners, 2019).

Potential impacts

The location of the site on predominantly flat land has minimised the need for significant alteration to the landform, thus preserving the integrity of the site. There are no significant landforms within or directly adjacent to the site.

As noted previously, vegetation clearance and earthworks will be required to accommodate the access road, accommodation units, the runway and runway strip and other airport infrastructure. Vegetation clearance is addressed in section 2.1.1 above.

Pindan clay and sand will need to be compacted and potentially stabilised to prevent scouring and erosion and some earthworks may be required to maintain the minimum acceptable longitudinal grades. The Airport Access Road is expected to be constructed as a sealed, crowned road with table drains on either side. This road will connect Djarindjin Community Airport to Broome-Cape Leveque Road, which provides connections to Djarindjin Community Airport to Broome. An intersection upgrade with a dedicated right-turn lane for southbound traffic and a deceleration lane for northbound traffic is envisaged.



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Management response

Further geotechnical assessment of the site will be undertaken to inform construction of the airstrip and associated buildings. This will minimise disturbance to land as much as practicable.

A Construction Environmental Management Plan will be prepared prior to any development proceeding on site, to support the future application for development. The management plan will include actions to ensure stabilisation of land including management of erosion, weeds and revegetation.

Accordingly, the EPA's objective **to maintain the variety and integrity of significant physical landforms so that environmental values are protected** will be able to be met as part of the proposed future land use.

2.1.3 Factor: Subterranean Fauna

Objective: To protect subterranean fauna so that biological diversity and ecological integrity are maintained.

Subterranean Fauna, or stygofauna, are animals that live permanently underground in water. Most are small crustaceans between 0.3 to 10 millimetres in length. Other stygofauna include fish, worms, snails, mites and insects. Stygofauna live in a range of groundwater habitats—from tiny spaces between sand grains to pools and streams in caves (DBCA, 2019).

The pilot study (Rockwater 2011) represents the first recorded stygofauna on the Dampier Peninsula. There are few published studies of subterranean fauna in other parts of the Kimberley of Western Australia. However, consideration of subterranean fauna is required for the Development in accordance with relevant EIA guidelines, which suggest that there is a high probability of rich subterranean fauna assemblages being present in limestone, sandstone and alluvium strata in the Kimberley of Western Australia (Environmental Protection Authority 2007).

Although preliminary geotechnical assessment has identified that the proposed site is predominantly composed of pindan sand which has an estimated thickness of up to 40 meters (Douglas Partners, 2019), the published mapping suggests that the pindan sand is underlain by Melligo sandstone. The Melligo sandstone is interpreted as a beach deposit, laid down as the sea on which the underlying Broome Sandstone was deposited, regressed. Melligo sandstone outcrops about 2 km to 3 km to the east of the proposed airport site, along the eastern coast of the Dampier Peninsula (Douglas Partners, 2019).

Potential impacts

Subterranean Fauna have evolved and specialised over time to live in particular underground water habitats. Major changes to these habitats pose significant risks to the ongoing survival of their species. Threats to stygofauna include (DBCA, 2019):

- Changes in the water quality of groundwater;
- Changes to water levels or removal of groundwater;
- Compaction of sediment;
- Lack of scientific knowledge which limits our understanding of the impacts of these threats. (DBCA, 2019)

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Proposed management

Further geotechnical assessment of the site will be undertaken to inform construction of the airstrip and associated buildings. Although not considered likely due to the thickness of the Pindan sand, should any karst-like structures be encountered as part of this investigation in locations that have the potential to be impacted as part of the development, work will cease to enable further investigation of the potential for stygofauna to be present. This will be included in the Construction Environmental Management Plan, with clear instructions on the further investigations required.

As outlined in section 2.2. below, although groundwater is likely to be used as a source of water for the development, any application for a groundwater licence will need to be supported by a hydrogeological assessment that considers the quality and quantity of the available source. Any abstraction will be managed sustainably, in accordance with likely future licence conditions. It is therefore considered that any changes in the quality or levels of the groundwater are unlikely to result in any impacts on stygofauna, should they be present.

Due to the depth of Pindan sand and the sustainable management of groundwater, together with the management measures to be included in the Construction Environmental Management Plan, it is considered that the EPA's objective to **protect subterranean fauna so that biological diversity and ecological integrity are maintained** will be able to be met as part of the proposed future land use.

2.1.4 Factor: Terrestrial Environmental Quality

Objective: To maintain the quality of land and soils so that environmental values are protected.

A search of Acid sulfate soil (ASS) risk mapping (DWER, 2019) returned no known occurrence of ASS or potential ASS risk in or around the Study Area (Figure 6). The nearest ASS risk site is located approximately 5 km east of the Study Area.

There are no contaminated sites registered on the Department of Water and Environment Regulation Contaminated Sites database located within the study area. The nearest registered contaminated site is located approximately 100 km northeast of the study area and is classified Contaminated - remediation required.

Potential impacts and Management response

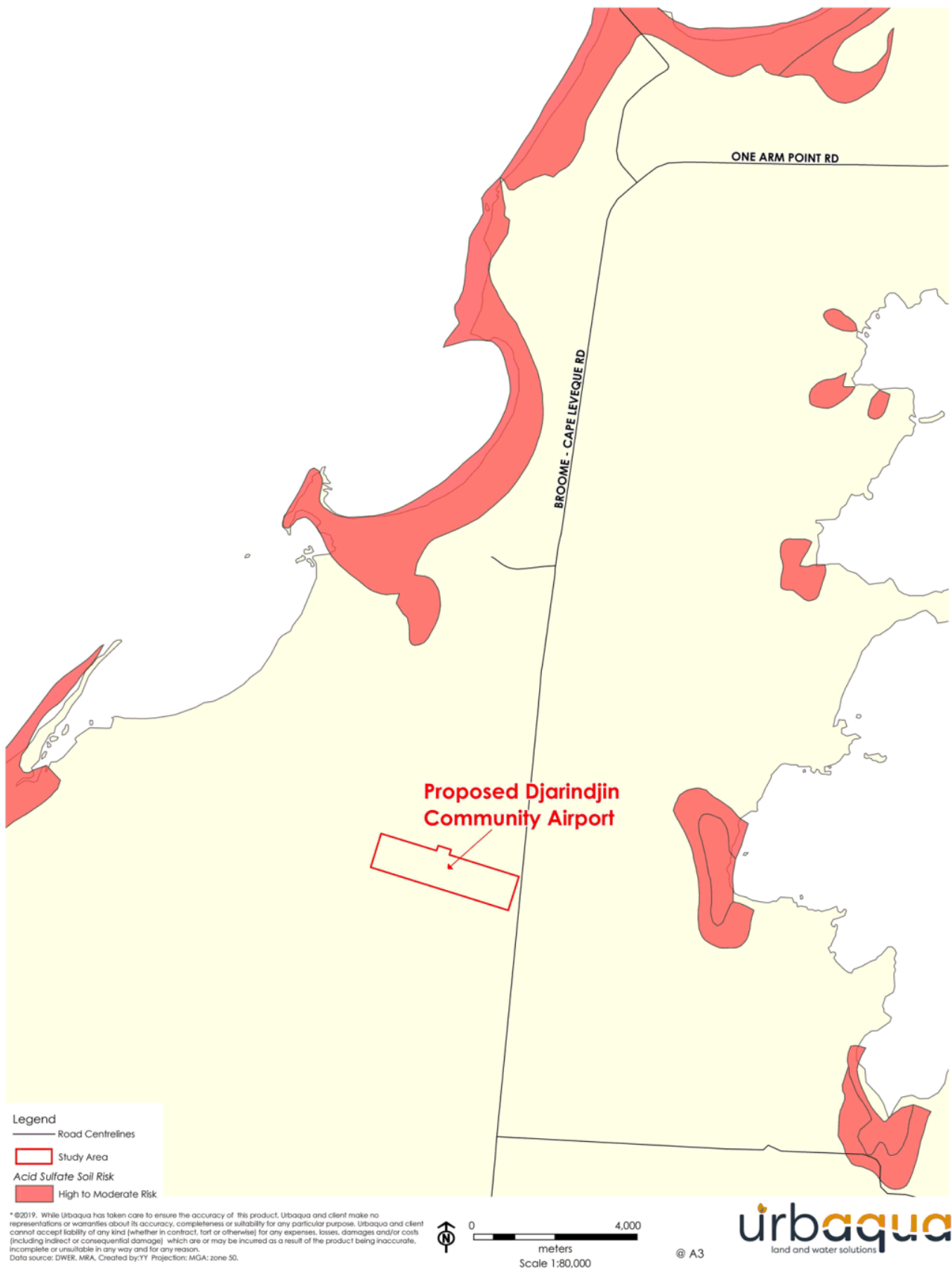
It is identified that the proposed site is predominantly composed of pindan sand (Douglas Partners, 2019). Whilst Pindan sand is a reasonable material to build on, construction is recommended to take place in the dry season as when wet, Pindan sand performs poorly, eroding easily.

Pindan clay and sand will need to be compacted and potentially stabilised to prevent scouring and erosion. It is noted that the terrain of the Study Area is flat and will not require major earthworks to suit the longitudinal grade of the runway. Erosion can also be suitably managed by compacting the soil using an impact roller or heavy roller. It is also recommended that the surface should be sealed beyond the width of the runway pavement to minimise the impact of surface runoff (The Airport Group, 2019).

Any potential impacts from construction activities will be identified and managed as part of the preparation and implementation of the Construction Environmental Management Plan.

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Figure 6 - Acid Sulfate Soil Risk



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It is also noted that the operation of the airport is likely to require the storage of potentially polluting chemicals. Fuel and other chemicals will be responsibly stored and handled in accordance with relevant standards and guidelines, consistent with the Operational Environmental Management Plan.

It is therefore considered that the EPA's objective to **maintain the quality of land and soils so that environmental values are protected** will be able to be met as part of the proposed future land use.

2.1.5 Factor: Terrestrial Fauna

Objective: To protect terrestrial fauna so that biological diversity and ecological integrity are maintained.

A search of the DBCA database of protected fauna was undertaken for the Study Area and surrounding 30 km in September 2019 and is summarised in Table 4. No protected fauna has been observed within or close to the Study Area. The nearest threatened species (Gouldian finch) has been observed approximately 5 km north of the Study Area.

Table 4: Fauna species recorded in the DBCA protected fauna species database likely to exist in and near to the Study Area

Conservation Code	No. fauna species	Fauna species listed under the Wildlife Conservation Act 2016
Critically endangered species (CR)	3	<i>Numenius madagascariensis</i> , <i>Calidris tenuirostris</i> , <i>Calidris ferruginea</i>
Endangered species (EN)	3	<i>Lepidochelys olivacea</i> , <i>Charadrius mongolus</i> , <i>Calidris canutus</i>
Vulnerable species (VU)	3	<i>Chelonia mydas</i> , <i>Macrotis lagotis</i> , <i>Charadrius leschenaultii</i>
Species of special conservation interest (CD)	1	<i>Megaptera novaeangliae</i>
Other specially protected species (OS)	3	<i>Falco peregrinus</i> , <i>Dugong dugon</i> , <i>Crocodylus porosus</i> .
Priority 1 (P1)	1	<i>Mormopterus cobourgianus</i>
Priority 2 (P2)	2	<i>Lerista separanda</i> , <i>Simoselaps minimus</i>
Priority 3 (P3)	1	<i>Ninox connivens connivens</i>
Priority 4 (P4)	4	<i>Erythrura gouldiae</i> , <i>Orcaella heinsohni</i> , <i>Sousa sahilensis</i> , <i>Elanus scriptus</i>
Recognised under an international agreement (IA)	37	<i>Actitis hypoleucos</i> , <i>Anous stolidus</i> , <i>Apus pacificus</i> , <i>Arenaria interpres</i> , <i>Calidris acuminata</i> , <i>Calidris alba</i> , <i>Calidris ruficollis</i> , <i>Fregata ariel</i> , <i>Gelochelidon nilotica</i> , <i>Hydroprogne caspia</i> , <i>Limosa lapponica</i> , <i>Limosa lapponica</i> , <i>Limosa limosa</i> , <i>Numenius minutus</i> , <i>Numenius phaeopus</i> , <i>Oceanites oceanicus</i> , <i>Onychoprion anaethetus</i> , <i>Pandion cristatus</i> , <i>Plegadis falcinellus</i> , <i>Pluvialis fulva</i> , <i>Pluvialis squatarola</i> , <i>Sterna dougallii</i> , <i>Sterna hirundo</i> , <i>Sternula albifrons</i> , <i>Sula leucogaster</i> , <i>Thalasseus bergii</i> , <i>Tringa brevipes</i> , <i>Tringa glareola</i> , <i>Tringa nebularia</i> , <i>Tringa stagnatilis</i> , <i>Tringa tetanus</i> , <i>Xenus cinereus</i> , <i>Charadrius leschenaultia</i> , <i>Calidris tenuirostris</i> , <i>Calidris ferruginea</i> , <i>Charadrius mongolus</i> , <i>Calidris canutus</i>

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Consideration has also been given to conservation significant fauna species listed under the EPBC Act, as identified through a Protected Matters Search undertaken in August 2019. Marine fauna including cetaceans, sharks, fish, turtles, migratory wetland species and migratory marine species were excluded from the assessment.

Fauna of conservation significance identified during the literature review as previously being recorded in the general area were assessed and ranked for their likelihood of occurrence within the subject site itself (Table 5). The rankings and criteria used were:

- Would not occur: There is no suitable habitat for the species in the subject site and/or there is no documented record of the species in the general area.
- Unlikely to occur: The subject site is outside of the currently documented distribution for the species in question, or no suitable habitat (type, quality and extent) is likely to be present.
- Possibly occurs: The subject site is within the known distribution of the species in question and appropriate habitat may be present.
- May occur: The subject site is within the known distribution of the species in question and relevant habitat is likely to be present.

Potential impacts

The desk top assessment suggests that the study area may provide habitat for sixteen (16) species of fauna protected under either the EPBC Act 1999 or the *Biodiversity Conservation Act* 2016, with a further twenty (20) species recognised under international agreements. Of these 36 species, 32 are birds. The other species include the North-western free-tailed bat, Dampierland plain slider, Dampierland burrowing snake and the bilby.

No significant impacts are anticipated as a consequence of the proposed use, due to the substantial amount of similar vegetation that will remain in the area after implementation of the proposal. Where some impact may occur, the degree of the impact is expected to be low and relates to the loss of a proportionally small area of potential habitat. As the habitat of the identified species that have the potential to exist in the study area is widespread, no overall change in their conservation status is anticipated, despite a possible localised reduction in habitat extent.

Management response

A Construction Environmental Management Plan will be prepared prior to any development proceeding on site, to support the future application for development. The management plan will include actions to avoid impacts to fauna during the clearing and construction activities, which may include pre-clearance surveys.

It is considered unlikely that the proposed use will have any impact on the range or distribution of any of the identified species. Therefore, the EPA's objective **to protect terrestrial fauna so that biological diversity and ecological integrity are maintained** will be able to be met as part of the proposed future land use.

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Table 5: Likelihood of Occurrence and Possible Impacts – Fauna Species of Conservation Significance

Common Name	Genus&Species	Conservation Status		Habitat	Likelihood of Occurrence	Maximum Possible Impacts
		WA	EPBC Act			
Eastern Curlew	<i>Numenius madagascariensis</i>	CR	CR	intertidal mudflats and sandflats, often with beds of seagrass, on sheltered coasts, especially estuaries, mangrove swamps, bays, harbours and lagoons.	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Great Knot	<i>Calidris tenuirostris</i>	CR & IA	CR	sheltered coastal habitats	Would not occur	No impact
Curlew sandpiper	<i>Calidris ferruginea</i>	CR & IA	CR	sheltered coastal areas	Possibly occurs	Loss/modification of very small area of potential habitat. Significant impact not likely.
Abbott's Booby	<i>Papadula abbotti</i>	-	EN	spends much of its time at sea, but needs to come ashore to breed	Would not occur	No impact
Night Parrot	<i>Pezoporus occidentalis</i>	CR	EN	arid and semi-arid zones of Australia	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Australian Painted-snipe, Australian Painted Snipe	<i>Rostratula australis</i>	EN	EN	shallow terrestrial freshwater (occasionally brackish) wetlands	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Painted Snipe	<i>Rostratula benghalensis (sensu lato)</i>	-	EN	shallow terrestrial freshwater (occasionally brackish) wetlands	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Lesser Sand Plover	<i>Charadrius mongolus</i>	EN & IA	EN & MI	coastal littoral and estuarine environments	Would not occur	No impact
Red knot	<i>Calidris canutus</i>	EN & IA	EN & MI	intertidal mudflats, sandflats and sandy beaches of sheltered coasts	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Bilby, dalgite, ninu	<i>Macrotis lagotis</i>	VU	VU	arid rocky soils with little ground cover to semi-arid shrublands and woodlands	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Red Goshawk	<i>Erythrorhynchus radiatus</i>	VU	VU	coastal and sub-coastal areas in wooded and forested lands of tropical and warm-temperate Australia	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Masked Owl (northern)	<i>Tyto novaehollandiae kimberli</i>	P1	VU	riparian forest, rainforest, open forest, Melaleuca swamps and the edges of mangroves, as well as along the margins of sugar cane fields.	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Bare-rumped Sheath-tailed Bat, Bare-rumped Sheath-tail Bat	<i>Saccolaimus saccolaimus nudicollis</i>	P3	VU	woodland, forest and open environments	Would not occur	No impact
Water Mouse, False Water Rat, Yirrkoo	<i>Xeromys myoides</i>	-	VU	mangroves and the associated saltmarsh, sedgelands, clay pans, heathlands and freshwater wetlands.	Would not occur	No impact

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Common Name	Genus&Species	Conservation Status		Habitat	Likelihood of Occurrence	Maximum Possible Impacts
		WA	EPBC Act			
Greater Sand Plover	<i>Charadrius leschenaultii</i>	VU & IA	VU	coastal, inhabiting littoral and estuarine habitats.	Would not occur	No impact
Peregrine falcon	<i>Falco peregrinus</i>	OS	-	Peregrines now breed in many mountainous and coastal areas, especially in the west and north, and nest in some urban areas, capitalising on the urban feral pigeon populations for food.	Possibly occurs	Loss/modification of very small area of potential habitat. Significant impact not likely.
North-western free-tailed bat	<i>Mormopterus cobourgiensis</i>	P1	-	Their occurrence at the western Kimberley extends to offshore islands, Koolan, Lachlan and Sunday Islands, and only known at coastal fringes of mangrove forest.	Possibly occurs	Loss/modification of very small area of potential habitat. Significant impact not likely.
Dampierland plain slider	<i>Lerista separanda</i>	P2	-	in consolidated coastal dunes	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Dampierland burrowing snake	<i>Simoselaps minimus</i>	P2	-	arid regions	Possibly occurs	Loss/modification of very small area of potential habitat. Significant impact not likely.
Barking owl (southwest subpop.)	<i>Ninox connivens connivens</i>	P3	-	forests or woodland areas that have large trees for nesting and foliage cover for roosting	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Gouldian Finch	<i>Erythrura gouldiae</i>	P4	EN	be the presence of favoured annual and perennial grasses (especially Sorghum), a nearby source of surface water and, in the breeding season, unburnt hollow-bearing Eucalyptus trees	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Letter-winged kite	<i>Elanus scriptus</i>	P4	-	arid and semi-arid open, shrubby or grassy country	Possibly occurs	Loss/modification of very small area of potential habitat. Significant impact not likely.
Bar-tailed Godwit	<i>Limosa lapponica</i>	MI (& VU or CR at subsp. level)	MI (& VU or CR at subsp. level)	coastal habitats	Would not occur	No impact
Black-tailed godwit	<i>Limosa limosa</i>	IA	MI	coastal habitat environment	Would not occur	No impact
Bridled Tern	<i>Onychoprion anaethetus</i>	IA	MI	tropical and subtropical seas	Would not occur	No impact
Brown Booby	<i>Sula leucogaster</i>	IA	MI	tropical waters of all major oceans	Would not occur	No impact
Caspian Tern	<i>Hydroprogne caspia</i>	IA	MI	sheltered coastal embayments	Would not occur	No impact
Common Greenshank, greenshank	<i>Tringa nebularia</i>	IA	MI	inland wetlands and sheltered coastal habitats	Possibly occurs	Loss/modification of very small area of potential habitat. Significant impact not likely.

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Common Name	Genus&Species	Conservation Status		Habitat	Likelihood of Occurrence	Maximum Possible Impacts
		WA	EPBC Act			
Common Noddy	<i>Anous stolidus</i>	IA	MI	occurs on or near islands, on rocky islets and stacks with precipitous cliffs, or on shoals or cays of coral or sand.	Would not occur	No impact
Common redshank, redshank	<i>Tringa totanus</i>	IA	MI	sheltered coastal wetlands	Would not occur	No impact
Common Sandpiper	<i>Actitis hypoleucos</i>	IA	MI	Salt-water and fresh-water ecosystems	Possibly occurs	Loss/modification of very small area of potential habitat. Significant impact not likely.
Common tern	<i>Sterna hirundo</i>	IA	MI	near-coastal waters	Would not occur	No impact
Crested Tern	<i>Thalasseus bergii</i>	IA	MI	low-lying sandy, rocky, or coral islands	Would not occur	No impact
Fork-tailed swift	<i>Apus pacificus</i>	IA	MI	mostly occur over inland plains but sometimes above foothills or in coastal areas.	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Glossy ibis	<i>Plegadis falcinellus</i>	IA	MI	coastal locations	Would not occur	No impact
Grey Plover	<i>Pluvialis squatarola</i>	IA	MI	coastal areas	Would not occur	No impact
Grey-tailed Tattler	<i>Tringa brevipes</i>	IA	MI	sheltered coasts with reefs and rock platforms or with intertidal mudflats	Would not occur	No impact
Gull-billed Tern	<i>Gelochelidon nilotica</i>	IA	MI	freshwater swamps, brackish and salt lakes	Would not occur	No impact
Lesser Frigatebird	<i>Fregata ariel</i>	IA	MI	coastal areas	Would not occur	No impact
Little Curlew, Little Whimbrel	<i>Numenius minutus</i>	IA	MI	dry floodplains and blacksoil plains	Would not occur	No impact
Little Tern	<i>Sternula albifrons</i>	IA	MI	coastal environments	Would not occur	No impact
Marsh sandpiper, little greenshank	<i>Tringa stagnatilis</i>	IA	MI	permanent or ephemeral wetlands of varying salinity	Would not occur	No impact
Osprey	<i>Pandion cristatus</i>	IA	MI	coastal areas	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Pacific Golden Plover	<i>Pluvialis fulva</i>	IA	MI	coastal habitats	Would not occur	No impact
Red-necked Stint	<i>Calidris ruficollis</i>	IA	MI	coastal areas	Would not occur	No impact
Roseate Tern	<i>Sterna dougallii</i>	IA	MI	coastal and marine areas in subtropical and tropical seas	Would not occur	No impact
Ruddy Turnstone	<i>Arenaria interpres</i>	IA	MI	coastal regions with exposed rock coast lines or coral reefs	Would not occur	No impact

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Common Name	Genus&Species	Conservation Status		Habitat	Likelihood of Occurrence	Maximum Possible Impacts
		WA	EPBC Act			
Sanderling	<i>Calidris alba</i>	IA	MI	open sandy beaches	Would not occur	No impact
Sharp-tailed Sandpiper	<i>Calidris acuminata</i>	IA	MI	shallow fresh or brackish wetlands	Possibly occurs	Loss/modification of very small area of potential habitat. Significant impact not likely.
Terek Sandpiper	<i>Xenus cinereus</i>	IA	MI	in the open, on soft wet intertidal mudflats or in sheltered estuaries, embayments, harbours or lagoons.	Would not occur	No impact
Whimbrel	<i>Numenius phaeopus</i>	IA	MI	intertidal mudflats of sheltered coasts	Would not occur	No impact
Wilson's storm-petrel	<i>Oceanites oceanicus</i>	IA	MI	sea	Would not occur	No impact
Wood Sandpiper	<i>Tringa glareola</i>	IA	MI	well-vegetated, shallow, freshwater wetlands	Would not occur	No impact
Streaked Shearwater	<i>Calonectris leucomelas</i>	MI	MI	inshore waters	Would not occur	No impact
Great Frigatebird, Greater Frigatebird	<i>Fregata minor</i>	MI	MI	in the tropical Pacific (including the Galapagos Islands) and Indian Oceans, as well as a tiny population in the South Atlantic.	Would not occur	No impact
Red-footed Booby	<i>Sula sula</i>	MI	MI	resides in and over waters of greater than 22 °C surface-temperature in three major oceans.	Would not occur	No impact
Red-rumped Swallow	<i>Cecropis daurica</i>	MI	MI	in open hilly country and mountains, river gorges, valleys, sea cliffs, as well as in cultivated areas and human habitations, including towns.	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Oriental Cuckoo, Horsfield's Cuckoo	<i>Cuculus optatus</i>	MI	MI	forests, occurring in coniferous, deciduous and mixed forest.	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Barn Swallow	<i>Hirundo rustica</i>	MI	MI	prefers areas with a good supply of accessible artificial structures	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Grey Wagtail	<i>Motacilla cinerea</i>	MI	MI	inhabits fast-flowing mountain streams and rivers with riffles and exposed rocks or shoals, often in forested areas.	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Yellow Wagtail	<i>Motacilla flava</i>	MI	MI	occupies a range of damp or wet habitats with low vegetation	Possibly occurs	Loss/modification of very small area of potential habitat. Significant impact not likely.
Great Egret, White Egret	<i>Ardea alba</i>	-	Listed marine specie	wetland habitats	Possibly occurs	Loss/modification of very small area of potential habitat. Significant impact not likely.

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Common Name	Genus&Species	Conservation Status		Habitat	Likelihood of Occurrence	Maximum Possible Impacts
		WA	EPBC Act			
Cattle Egret	<i>Ardea ibis</i>	-	Listed marine specie	occurs in tropical and temperate grasslands, wooded lands and terrestrial wetlands	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Pectoral Sandpiper	<i>Calidris melanotos</i>	MI	MI	shallow fresh to saline wetlands	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Oriental Plover, Oriental Dotterel	<i>Charadrius veredus</i>	MI	MI	coastal habitats; flat, open, semi-arid or arid grasslands.	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Black-eared Cuckoo	<i>Chrysococcyx osculans</i>	-	Listed marine specie	in drier country where species such as mulga and mallee form open woodlands and shrublands.	Possibly occurs	Loss/modification of very small area of potential habitat. Significant impact not likely.
Oriental Pratincole	<i>Glareola maldivarum</i>	MI	MI	open plains, floodplains or short grassland (including farmland or airstrips), often with extensive bare areas	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
White-bellied Sea-Eagle	<i>Haliaeetus leucogaster</i>	-	Listed marine specie	in coastal habitats (especially those close to the sea-shore) and around terrestrial wetlands in tropical and temperate regions of mainland Australia and its offshore islands	Possibly occurs	Loss/modification of very small area of potential habitat. Significant impact not likely.
Red-rumped Swallow	<i>Hirundo daurica</i>	-	Listed marine specie	open hilly country and mountains, river gorges, valleys, sea cliffs, as well as in cultivated areas and human habitations	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Rainbow Bee-eater	<i>Merops ornatus</i>	-	Listed marine specie	mainly in open forests and woodlands, shrublands, and in various cleared or semi-cleared habitats	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Osprey	<i>Pandion haliaetus</i>	-	MI	occur in littoral and coastal habitats and terrestrial wetlands of tropical and temperate Australia and offshore islands.	May occur	Loss/modification of very small area of potential habitat. Significant impact not likely.
Little Tern	<i>Sterna albiglans</i>	-	MI	coastal environments	Would not occur	No impact

Conservation codes:

- CR: Critically endangered species
- EN: Endangered species
- VU: Vulnerable species
- EX: Extinct species
- EW: Extinct in the wild
- MI: Migratory species
- CD: Species of special conservation interest (conservation dependent fauna)
- OS: Other specially protected fauna
- Priority 1: Poorly-known species
- Priority 2: Poorly-known species
- Priority 3: Poorly-known species
- Priority 4: Rare, Near Threatened and other species in need of monitoring

2.2 Theme: Water, Factor: Inland Waters

Objective: To maintain the hydrological regimes and quality of groundwater and surface water so that environmental values are protected.

The proposed airport lies in the area of Western Australia's Kimberley region, with average annual rainfall increasing from 790 mm (since 1963) to 856 mm (since 2000). It is recognised that the Study Area is undeveloped land and there are no significant surface water features or wetlands in or adjacent to it. Accordingly, a number of elements of this factor are not considered to be relevant to this proposal and have not been addressed. These include identifying and managing buffers in wetlands and waterways in the South West; changing water regimes in the South West; surplus water discharge to creeks and wetlands; creation of mine pit lakes; waste structures, including tailings storage facilities; aquifer recharge; growing abstraction in poorly understood regions - irrigated agriculture; and potash proposals on salt lake systems.

The following elements of Inland Waters are considered to be relevant to this proposal and are discussed further below:

- Variable knowledge of groundwater and surface water systems; and,
- Reduced groundwater and surface water quality due to diffuse source impacts.

2.2.1 Knowledge of groundwater and surface water systems

The airport location falls within an area of high intensity monsoonal rainfall. Most rainfall occurs in the summer between December and March and the driest months are between April and November. Average annual rainfall recorded at the nearest Bureau of Meteorology weather station at Cygnet Bay (no. 003057) (approx. 15 km to the North-West) since 1963 is 790 mm, which has increased to 856 mm since 2000 (Figure 7). The significant increase in annual rainfall is associated with an increase in summer rainfall. The minimum recorded annual rainfall was in 1992 at just 170.2 mm and the maximum was in 1984 with 1530.6 mm.

Figure 7 identifies that both minimum and maximum monthly temperature averages vary by around 10 degrees Celsius (C) over the year with the minimum usually experienced in July and maximum in November.

The northwest Australian coastline between Broome and Exmouth is the most cyclone-prone region of the entire Australian coastline, having the highest frequency of coastal crossings as shown in Figure 8. Since 1910 there have been 22 cyclones that have caused gale-force winds at Broome. A recent notable cyclone impacting Broome was Rosita in April 2000 which passed to the south of the town devastating Yardoogarra and Thangoo Stations and the Eco Beach Resort at Cape Villaret (BoM, 2019).

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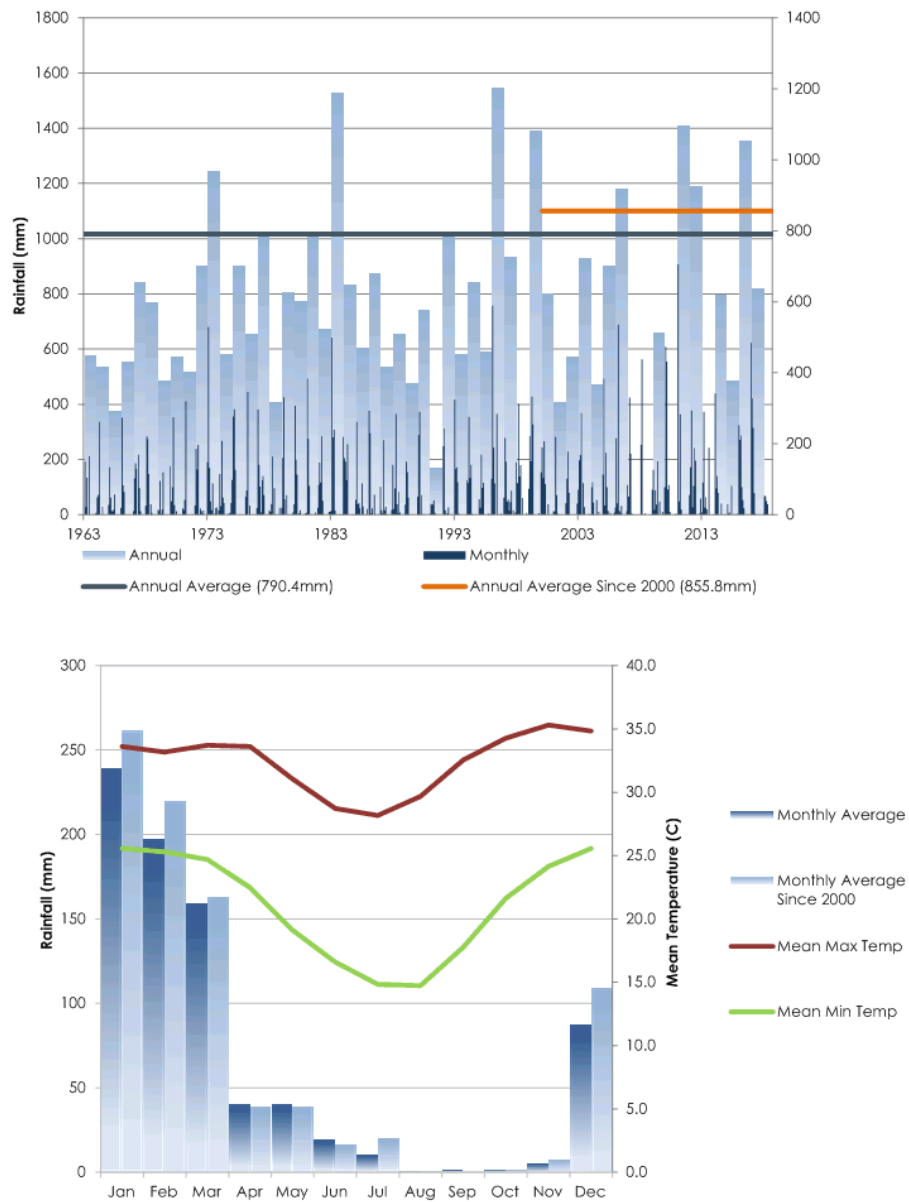


Figure 7: Average annual and monthly climate and rainfall data (station no. 003057) (BoM, 2019)

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Figure 8: Coastal crossing points between 1970-71 tropical cyclone season and 2007-08 season. Red dots represent severe tropical cyclones (category three or higher) and black dots represent non-severe cyclones (sub-category three). (BoM, 2019)

Surface water

According to the Surface Water Management Areas map, the study area is located within the Cape Leveque Coast surface water management area (DWER, 2019) (Figure 9). The Cape Leveque Coast covers almost 23,000 km² and has very limited surface water resources. The Cape Leveque Coast River Region consists of several river systems draining to the coast and extending up to approximately 100 km inland. However, none of these rivers occur within or in proximity to the study area.

There are no Ramsar sites in or adjacent to the Study Area (DEE, 2019). The nearest Ramsar sites (Roebuck Bay) is located approximately 160 km south of the Study Area.

There are no significant surface water features or wetlands in or adjacent to the Study Area. According to the Directory of Important Wetlands in Australia map, the nearest significant wetland (Willie Creek Wetlands) is located approximately 140 km south of the Study Area (DIWA, 2019). There are no wild rivers in or adjacent to the Study Area (DWER, 2009).

The Study Area is not located within a Public Drinking Water Source Area (DWER, 2019).

Groundwater

According to the DWER Water Resource Information Management System, the Study Area is located within the Canning - Pender groundwater management area (sub area: Canning-Kimberley) (DWER, 2019) (Figure 10).

Groundwater depth of about 20 m to 30 m was indicated for the Study Area from anecdotal information from the Djarindjin Community Corporation (Douglas Partners, 2019).

Groundwater in the Study Area is broadly characterised by three key aquifers which underlie the site. These are presented below:

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- Broome Sandstone - Major unconfined aquifer, varies in thickness from 34 m to 383 m thick, with the depth to groundwater varying from less than 10 m around the coast to over 100 m in the centre of the peninsula, generally fresh groundwater.
- Wallal Sandstone - Major unconfined aquifer, sub-crops near the surface, ranging from 23 m to 259 m thick, with water levels ranging from 2 m above ground level (where confined) to 25 m below ground level, fresh to saline groundwater.
- Grant Group - Major aquifer, fine to coarse sandstone, mudstone in middle part, minor conglomerate. The Grant aquifer has an allocation limit in the Canning-Kimberley subarea, but there is no licensed use on the Dampier Peninsula. (Searle 2012).

Available allocations in groundwater management sub areas (as of September 2019) are presented in Table 6 and demonstrate that these management areas and nearby resources are currently allocated at 25.75% of the allocation limit.

Table 6: Water availability (DWER, 2019)

Management Area	Management Sub Area	Resource	Allocation Limit	Allocated Volume	% Allocated and Committed
Canning-Kimberley	Canning - Pender	Canning-Kimberley, Canning - Pender, Canning - Broome	50,000,000	15,451,060	30.90%
Canning-Kimberley	Canning - Pender	Canning-Kimberley, Canning - Pender, Canning - Grant.	-	0	0.00%
Canning-Kimberley	Canning - Pender	Canning-Kimberley, Canning - Pender, Canning - Wallal.	10,000,000	0	0.00%
			60,000,000	15,451,060	25.75%

Water, wastewater and drainage servicing

It is noted that groundwater is the main source of potable water on the Dampier Peninsula. The nearest water supply is in Djarindjin, 8 km away, which is supplied with potable water from a number of extraction bores. The proposed airport will require a dedicated water supply, likely to be sourced from groundwater. Opportunities for rainwater capture and wastewater reuse will also be investigated.

The total water demand is dependent on several factors such as predicted passenger numbers per year, number of permanent and temporary staff, accommodation / retail facilities, car hire facilities and firefighting requirements. According to a hydrogeological study by The Civil Group (2019), the water demand of the proposed airport would be between 60 and 75 kilolitres per day.

Groundwater sources are well below the surface, with estimated water table depths of between 20-30 m, as informed anecdotally by the Djarindjin Community Corporation. Two bores will most likely be required, one duty bore and a standby bore with a storage tank to ensure continuity for emergencies. A detailed hydrogeological study will be undertaken to determine the capacity of the aquifer and a suitable location for the supply bores. The appropriate licences (a 5C licence to take water and a 26D licence to construct a bore) will be sought from the Department of Water and Environmental Regulation.

There are no wastewater disposal facilities near the proposed airport site. Djarindjin townsite has gravity sewers and treatment ponds and the existing airport utilises septic tanks. It is envisaged

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that the proposed airport and accommodation development will be serviced with a gravity sewer reticulation network and an on-site treatment facility, with the treated effluent recycled and used for flushing toilets, landscaping purposes, vehicle washdown facilities and firefighting.

A suitable location away from habitable buildings will be determined for the treatment facility as part of the application for development. Approvals will be sought for the on-site sewage disposal system from the Department of Health in accordance with the *Government Sewerage Policy 2019* and *Australian Standard 1547: On-site domestic wastewater management* and the *Code of Practice - onsite waste water management*.

The management of stormwater and drainage will be consistent with the delivery of water sensitive urban design principles, designed specifically to respond to the high intensity rainfall patterns and distinct 'wet' and 'dry' seasons.

Potential Impacts and Management response

An integrated water management strategy will be developed which considers how the water cycle will be managed as part of the proposed future development. This will include a site water balance which considers water demands, wastewater volumes and stormwater management. The integrated water management strategy will optimise water conservation and reuse, manage water quality and provide flood protection consistent with the principles of water sensitive urban design and *State Planning Policy 2.9: Water Resources*.

Groundwater can become contaminated by human activities. An appropriate buffer distance of 100m between the proposed groundwater bores and the wastewater disposal system will be provided in accordance with the *Government Sewerage Policy 2019* and Department of Water and Environmental Regulation guidelines. Other water quality risks are related to fuel spills at the airport and chemicals including diesel, which have potential to spill into the local groundwater system or downstream watercourses. Fuel and other chemicals will be responsibly stored and handled in accordance with relevant standards, minimising the potential for contamination to occur. Construction and operation will also involve the controlled storage, treatment and handling of fuel and other chemicals with potential to contaminate land if properly managed.

To minimise the risk of leaks or spills the following mitigation measures will be established:

Maintenance areas, fuel farms and other areas where fuels or chemicals are stored or handled will be bunded to contain any accidental spills or leaks;

Fuel and other chemicals will be stored and handled in accordance with relevant Australian standards such as:

- AS1940-2004 the storage and handling of flammable and combustible liquids;
- AS/NZS 4452: 1997 The storage and handling of toxic substances;
- AS/NZS 5026:2012 The storage and handling of Class 4 dangerous goods;
- AS/NZS 1547:2012 On-site domestic wastewater management; and,
- a protocol will be developed and implemented to respond to and remedy leaks or spills (Department of Infrastructure and Regional Development, 2016).

Plans & procedures are keys for the prevention of a fuel spill occurring:

- liquid storage tanks must be bunded and restrained in accordance with the WA Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007;
- all refuelling vehicles must carry absorbent material at all times, ready for immediate use should a spill occur; and,

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- spill response kits must be regularly audited and maintained to ensure kits contain the required contents and are in good condition.

Further management will occur as part of the operations of the airport, which will comply with relevant regulation and the Operational Environmental Management Plan.

Due to the conditions in the north-west, the stormwater design will be based primarily on surface run-off discharging into open drains with minimal pipework and culverts limited to internal road crossings. These drains will discharge into underdeveloped land on the airport perimeter and in large rainfall events, will ultimately be conveyed via existing depressions in the landscape to the coast located to the west of the site that ultimately discharge into the sea.

An increase in surface runoff may occur due to an increase in hardstand associated with the proposed development; however, due to the significant area of vegetation to be retained and the application of water sensitive urban design, the development is unlikely to have a significant impact on surface water and drainage. Suitable scour protection will be designed to prevent erosion from concentrating stormwater discharge into existing streams. A hydrological study will be required to set the final levels of the runway and other infrastructure (The Civil Group, 2019).

The construction of a proposed airport is considered unlikely to significantly impact surface water resources; however, some localised impacts may occur. It is likely that a condition of development approval will require the preparation and implementation of a Construction Environmental Management Plan. This management plan will address the mitigation and management of any potential impacts to surface waters including erosion and sediment management.

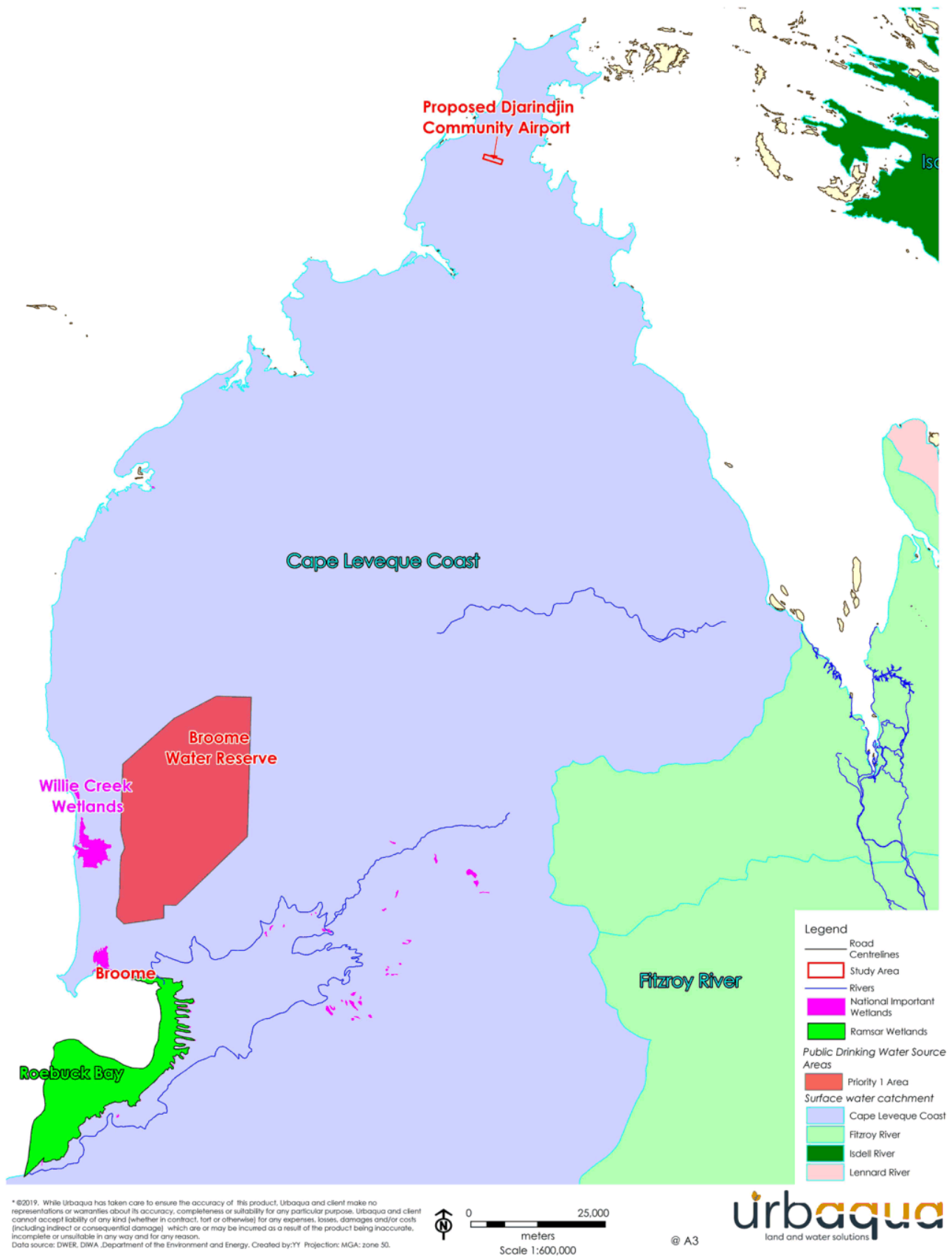
The strategy for mitigation and management of impacts on water resources will be outlined in a Water Management Plan which will be prepared to the satisfaction of the Shire of Broome on advice of the Department of Water and Environmental Regulation, to support the application for development. As per *State Planning Policy 2.9 - Water resources*, the management plan will aim to:

- take into account total water cycle management and water-sensitive urban design principles;
- ensure the availability of groundwater resources is compatible with the future requirements of the proposed and surrounding land use;
- maximise the opportunities for compliance with best practice stormwater management, including infiltration/detention of stormwater on site/at the source;
- incorporate the re-use and recycling of water, particularly stormwater and grey water, consistent with state water strategy recycling objectives;
- promote the retention and use of local native vegetation in developments to minimise water use and maximise filtration.
- prevent increased erosion, sedimentation and turbidity, particularly at the construction phase of development; and
- promote water conservation mechanisms that increase the efficiency of the use of water.

Accordingly, the EPA's objective to maintain the hydrological regimes and quality of groundwater and surface water so that environmental values are protected will be able to be met as part of the proposed future land use.

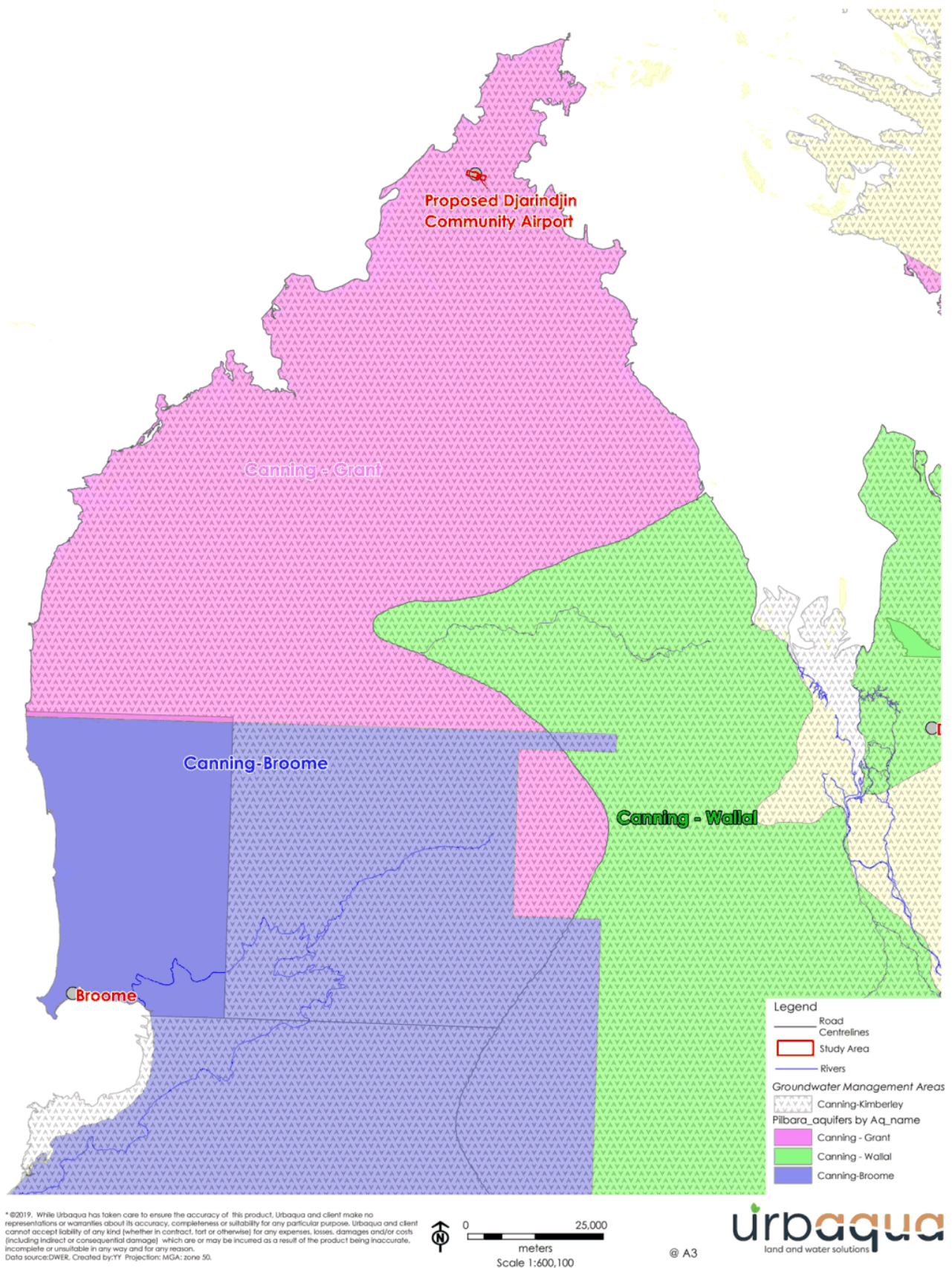
Business Foundations - Djarindjin Airport Environmental Report

Figure 9 - Surface water resources



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Figure 10 - Groundwater resources



2.3 Theme: Air

Objective: To maintain air quality and minimise emissions so that environmental values are protected.

Due to the current natural state of the proposal site, the existing air quality is good.

Although it is recognised that air pollution can have an adverse effect on human health, the lack of surrounding development and particularly sensitive uses, and the nature and scale of the proposed development is such that it is unlikely to result in reduced air quality. Accordingly, the elements of this factor that relate to maintaining ambient air quality to protect human health; particulates; and air sheds and cumulative impacts are not considered to be relevant to this proposal.

The operation harmful emissions are based primarily on the indicative airport layout and planned aircraft movements during the aviation activity. The main activities may generate air emissions are listed in Table 7. The following elements of Air are considered to be relevant to this proposal:

- reasonable and practicable measures to minimise harmful emissions to air; and,
- greenhouse gas emissions.

Table 7: Summary of activities generating atmospheric emissions at the proposed airport

Emissions source type	Emissions source
Emissions directly from aircraft	Aircraft main engine
	Auxiliary power unit
	Ground support equipment
Aircraft handling emissions	Airside traffic
	Airside traffic
	Aircraft refuelling
Stationary/infrastructure sources	Power/heat generating plant
	Emergency power generator
	Aircraft maintenance
	Airport maintenance
	Fuel
	Construction and demolition activities
	Fire training
Landside traffic	Wastewater treatment
	Vehicle traffic

Reasonable and practicable measures to minimise harmful emissions to air

Operation of the proposed airport development may result in an increase in emissions of nitrogen dioxide (NO₂), particulate matter (quantified as PM₁₀ and PM_{2.5}), carbon monoxide (CO), sulfur dioxide (SO₂) and air toxics.

According to National Environment Protection (National Pollutant Inventory) Measure (Australian Government, 1998), the primary goals are to:

- collect a broad base of information on emissions and transfers of substances; and,
- disseminate information to all sectors of the community.

Improvements in aircraft performance are critical to achieving environmental improvements, by:

- increasing fuel efficiency and other aircraft engine improvements;
- decreasing taxiing, and, therefore ground aircraft emissions;

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- improving the timing and therefore the efficiency of departures;
- assigning aircraft to runways that minimize the time and distance on the ground;
- shutting down one or more engines early;
- towing aircraft between taxiways and gates; and,
- providing electricity and preconditioned air at the gates to reduce aircraft fuel use.

Harmful emissions to air will be regulated consistent with an Operational Environmental Management Plan, including:

- waste minimisation measures including proposed facility design, proposed technologies, operation and closure to minimise harmful emissions to air; and,
- emission monitoring measures to identify and track air quality issues.

Greenhouse Gas Emissions

Greenhouse gas emissions from the proposed airport would be defined as Scope 1, Scope 2 or Scope 3. Scope 1 emissions include exhaust from operational vehicles or carbon dioxide from decay of cleared vegetation. Scope 2 emissions are indirectly from the purchase of energy. Scope 3 would include exhaust from proposed airport (Australian Government, 2016).

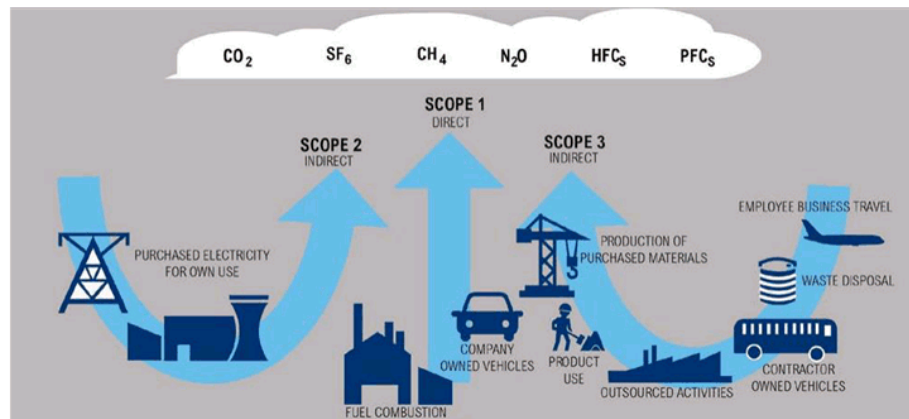


Figure 11: Overview of the three scopes and emissions sources across the Study Area (Source: Australian Government, 2016)

Potential impacts

Air emissions are an unavoidable consequence of the burning of fossil fuels for the production of energy. Although these potential impacts on air quality are recognised, it should be noted that the creation of this airport is considered to result in a reduction in air emissions as it will reduce the duration of flights to the Browse Basin. Also the proposed location is remote from any sensitive land use or any other development and so will not impact on the surroundings air quality significantly.

Management response

According to *National Greenhouse and Energy Reporting Act* (Australian Government, 2007), an airport lessee company (ALC) is required to register and report its operational greenhouse gas emissions attributable to the activities over which it has operational control.

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The EPA encourages proposal design, technology and operation that ensure air emissions including greenhouse emissions are minimised. Visitors to the airport will be appropriately shielded from light, noise and any noxious emissions in accordance with industry standards and guidelines through best practice design of the airport and the construction materials used. Further management will occur as part of the operations of the airport, which will comply with relevant regulation and the Operational Management Plan.

As part of the operation of the proposed airport, DAC will:

- ensure that flight departures and arrivals are designed to minimise emissions impacts;
- provide information about aircraft emissions;
- monitor aircraft emissions; and
- provide a harmful and greenhouse gas emissions characterisation and analysis report.

Accordingly, the EPA's objective to maintain air quality and minimise emissions so that environmental values are protected will be able to be met as part of the proposed future land use.

2.4 Theme: People

2.4.1 Factor: Social surroundings

Objective: To protect social surroundings from significant harm.

For social surroundings to be considered in environmental impact assessment, there must be a clear link between a proposal or scheme's impact on the physical or biological surroundings and the subsequent impact on a person's aesthetic, cultural, economic or social surroundings. The following elements of social surroundings are considered to be relevant to this proposal.

- Aboriginal heritage and culture;
- Natural and historical heritage;
- Amenity; and
- Economic.

Aboriginal Heritage and culture

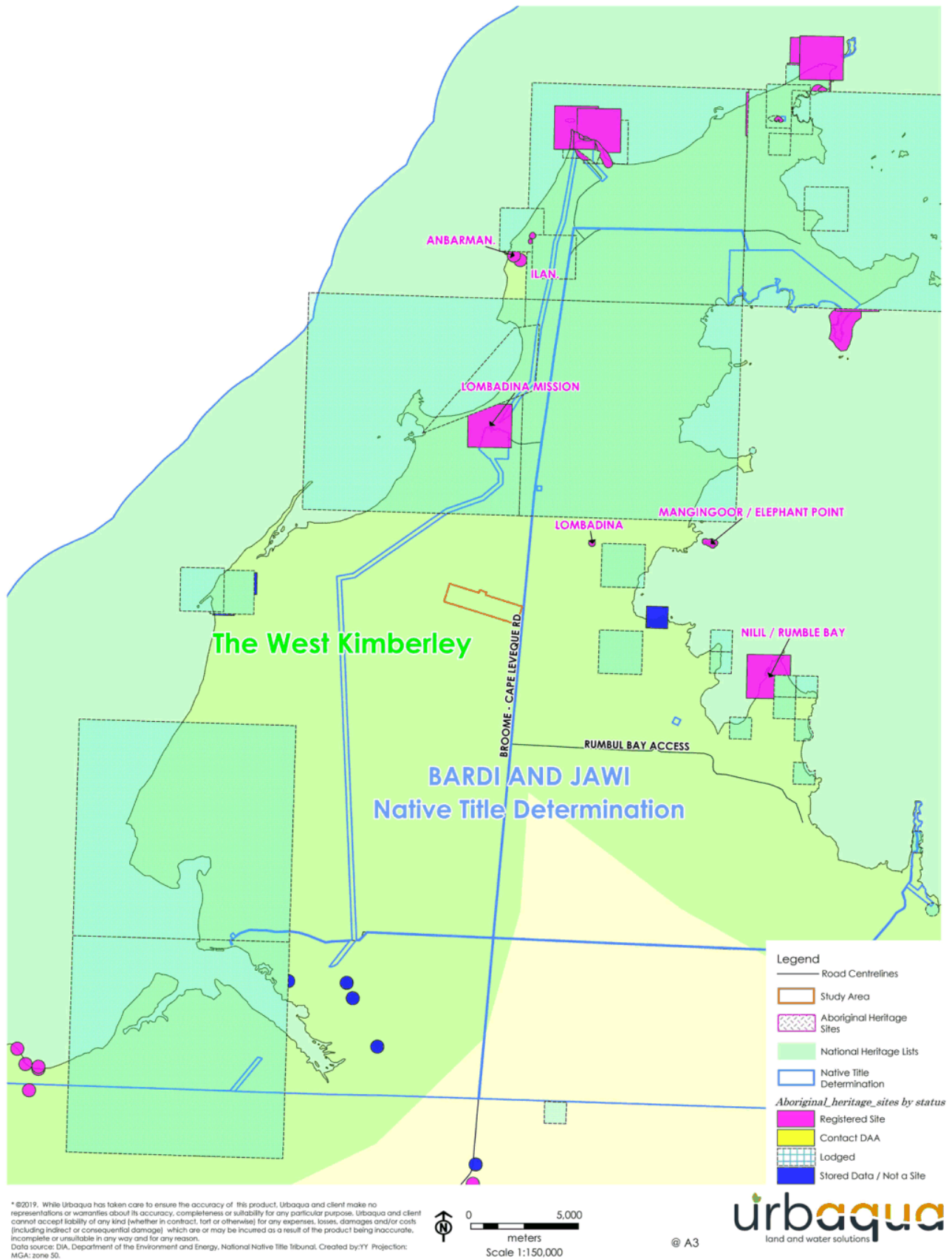
The *Aboriginal Heritage Act 1972* protects places and objects customarily used by, or traditional to, people of Aboriginal descent. There are no registered sites listed on the Department of Aboriginal Affairs' Aboriginal Heritage Inquiry System within the study area. DAC also advises that the subject land does not contain significant values for the Aboriginal people.

A number of registered Aboriginal Heritage sites are located outside the study area to the east of Broome - Cape Leveque Rd and north of Djarindjin Community. These sites are summarised in Table 8, shown on Figure 12.

According to the Native Title (Determination) map (LGATE-066) (National Native Title Tribunal, 2019), the Study area is recognised as 'Bardi and Jawi Native Title Determination'.

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Figure 12 - Aboriginal heritage site and National heritage list



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Table 8: Surrounding Registered Aboriginal Heritage Sites

Name	Place_ID	Legacy_ID	Type	Distance from site
LOMBADINA	15,141	K02917	Skeletal Material / Burial	4.2 km
LOMBADINA MISSION	14,665	K00396	Artefacts / Scatter, Ceremonial	6.5 km
MANGINGOOR / ELEPHANT POINT	17,857	K01209	Fish Trap	9 km
NILIL / RUMBLE BAY	17,859	K01202	Fish Trap	11 km
ILAN	13,925	K01186	Artefacts / Scatter, Man-Made Structure, Midden / Scatter, Camp	15 km

Natural and historical heritage

The State Register of Heritage Places is a statutory list of places that represent the story of Western Australia's history and development. According to inHerit database (State Heritage Office, 2019), there are no State Register of Heritage Places located within the study area. The nearest State Register of Heritage Places "LOMBADINA MISSION (Place No.690)", is located approximately 7 km west of the study area.

According to the National Heritage List Spatial Database (NHL) - public map (Department of the Environment and Energy, 2019), the Study area is within 'the West Kimberley' area.

According to the UNESCO World Heritage Centre (1992-2019), there are no World Heritage List Sites located within or in proximity to the study area.

Amenity

Aircraft noise is an unavoidable consequence of aviation activity. The majority of aircraft noise is generated by the engines and from aerodynamic drag on the airframe and wings. Other impacts on amenity many include emissions of dust and odour.

Although these potential impacts on amenity are recognised, the proposed location is remote from existing communities, sensitive land use or any other development and so will not impact on the surroundings amenity.

It is envisaged that visitors to the airport will be appropriately shielded from light and noise in accordance with industry standards and guidelines though best practice design of the airport and the construction materials used.

Economic

The Study Area lies in the centre of a Crown Lease land maintained by DAC. Currently, the proposed new Airport site is zoned for 'Cultural and natural Resource Use'. It is remote from any sensitive land use or existing development. There will be no economic impacts on surrounding farmers caused by the proposal.

The proposal will result; however, in significant economic and social benefits to the traditional owners of the region.

Potential impacts

Due to the lack of Aboriginal values on or in proximity to the subject land, the proposal is unlikely to have any impact on Aboriginal cultural values. According to the National Heritage List Spatial Database (NHL) - public map (Department of the Environment and Energy, 2019), the Study area

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is within 'the West Kimberley' National Heritage List Area, however there are no World Heritage List Sites or State Register of Heritage Places located within or in proximity to the study area. It is also remote from any sensitive land use or existing development. Accordingly, it will not impact on the social surrounds of the community.

Management response

While no sites of Aboriginal significance have been recorded at the site, all contractors working on the proposed development would need to be made aware of their responsibilities under the Aboriginal Heritage Act with regard to finding potential archaeological sites. In the event a site is discovered, all work in the area is required to cease and the Department of Aboriginal Affairs is to be contacted.

The EPA encourages proposal design, technology and operation that ensure air emissions including greenhouse emissions are minimised. Visitors to the airport will be appropriately shielded from light, noise and any noxious emissions in accordance with industry standards and guidelines though best practice design of the airport and the construction materials used. Further management will occur as part of the operations of the airport, which will comply with relevant regulation and the measures contained in the Operational Environmental Management Plan. For example, as part of the operation of the airport, DAC will:

- Ensure Noise abatement procedures, including ground run-up limitations or restrictions, preferential use of certain flight paths, limits on uses for certain runways, and flight departures and arrivals are designed to minimise noise impacts;
- Provide information about aircraft noise;
- Monitor aircraft noise; and,
- Provide a national Noise Complaints and Information Service.

Having consideration of the management measures outlined above, the EPA's objective to protect social surroundings from significant harm is able to be met as part of the future use.

2.4.2 Factor: Human Health

Objective: To protect human health from significant harm.

Emission of radiation

For Human Health to be considered in environmental impact assessment, the EPA's objective recognises the importance of ensuring that human health is not significantly affected from the emission of radiation as a result of implementation of a proposal or scheme. The following development activities that have the potential to impact on human health include, but are not limited to:

- mining, processing or storage of radioactive minerals or ores;
- transport and storage of radioactive materials;
- industrial processes that result in the build-up and release of radioactive substances or emissions.

The proposed airport will not involve those activities, thus have no impact on the Human Health of surroundings community from the emission of radiation.

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Risk to the public – UXOs

A preliminary search of the Department of Defence's Unexploded Ordinances (UXOs) database showed that the site is classified as "outside UXO areas" (Figure 13). An area approximately 16 km north of the Study Area is classified as "UXO Area: Slight Occurrence".



Figure 13: Department of Defence UXO database search results

Potential impacts

Given that the site is classified as "outside UXO areas" a UXO survey or Department of Defence clearance may not be necessary.

Management response

While the Department of Defence states that a UXO survey may not be necessary, the landowner may consider undertaking further UXO investigations prior to the commencement of ground disturbing activities (drilling in particular), such as geotechnical or groundwater investigations and construction activities due to the identification of potential UXO risk.

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3 CONCLUSION

The information presented in Section 2 demonstrates that the proposed rezoning and future development of the Study Area for the purposes of a new airport is unlikely to result in a significant impact on the environment.

Detailed management strategies will be prepared, together with appropriate management actions, to ensure maintenance of key environmental values on site. These include:

- Water management plan to ensure water is sustainably managed and the disposal of stormwater and wastewater does not impact on any receiving environment;
- More detailed flora and fauna investigations consistent with EPA Guidance Statements No. 51 and 56 prior to development;
- Preparation and implementation of a Construction environmental management plan; and
- Preparation and implementation of an Operational environmental management plan.

These requirements are recommended to be included in the scheme text as part of the schedule accompanying the Special Use zone. All documents will be approved by the Shire of Broome.

Djarindjin Community Airport - Environmental Report

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APPENDIX 1

**REFERRAL OF A SCHEME OR SCHEME AMENDMENT TO THE ENVIRONMENTAL
PROTECTION AUTHORITY**
REFERRAL FORM

RESPONSIBLE AUTHORITY AND SCHEME (or SCHEME AMENDMENT) INFORMATION

Name of Responsible Authority: Shire of Broome

Name of the Responsible Authority's Chief Executive Officer (for correspondence):

Salutation: Mr First Name: Sam Surname: Mastrolembro

Scheme Type (circle): **Local** / Region / Redevelopment / Improvement

Scheme Title: Local Planning Scheme No. 6

Amendment No.: 11

If the referral concerns an amendment to a Local Planning Scheme does the amendment conform to a WAPC endorsed Local Planning Strategy? YES ☐ No ☒ Date of endorsement:

ENVIRONMENTAL CHECKLIST

This checklist is intended to assist responsible authorities identify potential environmental issues, and to ensure they supply sufficient information with the referral to enable the EPA to decide whether or not to assess a scheme or scheme amendment.

The questions below have been grouped together under themes in accordance with the EPA's environmental factors and objectives as listed in the Statement of Environmental Principles, Factors and Objectives.

For clarification of any terms or descriptions used, please refer to EPA Guidance No. 33 "Environmental Guidance for Planning and Development" through the EPA website (under Other advice).

Please tick the appropriate box and supply the information indicated at the end of this section.

	LAND, WATER and SEA	Yes	No	Unsure
1.	Does the scheme (or amendment) apply to land which contains or adjoins any of the following?			
a)	Native vegetation. If yes, identify: Beards Vegetation Association 750 and 771	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	Wetland (includes seasonally damp land), watercourse or river If yes, identify:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c)	Estuary or inlet. If yes, identify:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d)	Coastal area or near-shore marine area. If yes, identify:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e)	Public water supply area. If yes, identify:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f)	Landform of special interest, for example, karst, beach, ridge, plain. If yes, identify:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- | | Yes | No | Unsure |
|---|-------------------------------------|-------------------------------------|--------------------------|
| 2. Does the scheme (or amendment) apply to land which is the subject of any significant or potentially significant soil or land degradation issues, for example, salinity, waterlogging, erosion, acid sulfate soil?
If yes, identify issue/s: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Yes | No | Unsure |
| 3. Does the scheme (or amendment) allow for a land use/s that will or could discharge a pollutant to the air, surface water, soil or groundwater?
If yes, identify the land use/s, and associated pollutants:
Air emissions from aircraft, treated wastewater, operationally required chemicals | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Yes | No | Unsure |
| 4. Does the scheme (or amendment) apply to a site that has been used for a past land use which may have contaminated the soil or groundwater, for example, market garden, industrial use, fill?
If yes, identify: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Yes | No | Unsure |
| 5. Does the scheme (or amendment) apply to any land with a high watertable? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

PEOPLE and AIR

- | | Yes | No | Unsure |
|---|--------------------------|-------------------------------------|--------------------------|
| 6. Does the scheme (or amendment) allow development that may cause emissions (noise, gases, odour, dust, light, vibration) to impact on sensitive land uses (including land that may be used for future residential use)?
If yes, identify the nearby sensitive land uses: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Yes | No | Unsure |
| 7. Does the scheme (or amendment) allow a sensitive land use to be situated in an area likely to be affected by emissions (noise, gases, odour, dust, light, vibration) from land uses such as industry, agriculture or infrastructure?
If yes, identify: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Yes | No | Unsure |
| 8. Does the scheme (or amendment) raise any environmental issues of concern to the public?
Please specify the environmental issue(s) of concern: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Yes | No | Unsure |
| 9. Does the scheme (or amendment) adversely affect any historical and/or cultural association?
If yes, identify: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Additional information

- If all answers to the questions above are "no", no other environmental information is required to accompany this checklist.
- If answers include "yes" or "unsure", please provide information for those items on:
 - the existing environment
 - potential environmental impacts and their magnitude/significance
 - how the impacts will be managed to ensure a good environmental outcome.

The EPA will review the checklist and information submitted and if the response or information is insufficient to enable the EPA to decide whether or not to assess the scheme, the EPA may request additional information. Processing of the referral cannot be commenced until the information is provided.

REFERRAL INFORMATION CHECKLIST

Information to be included with the referral	Yes	N/A
A copy of the Responsible Authority's resolution to adopt the scheme or scheme amendment	<input type="checkbox"/>	
New schemes that replace existing schemes and/or incorporate existing schemes into a single scheme:		
Maps showing changes to zones	<input type="checkbox"/>	<input type="checkbox"/>
A summary of changes to the scheme text/s	<input type="checkbox"/>	<input type="checkbox"/>
Amendments in progress for the existing scheme/s	<input type="checkbox"/>	<input type="checkbox"/>
Spatial data (see guide) If not, identify why (eg a text amendment that applies across the scheme): ----- -----	<input type="checkbox"/>	<input type="checkbox"/>
One electronic and one hard copy of the referral documentation (if mailed to the EPA)	<input type="checkbox"/>	<input type="checkbox"/>
A letter of authorisation to act on behalf of the Responsible Authority (only required if the referral is being submitted by an agent acting on behalf of the Responsible Authority)	<input type="checkbox"/>	<input type="checkbox"/>

DECLARATION (for completion by Responsible Authority or authorised agent):

I, -----, (*full name*) declare that I am authorised on behalf of ----- (being the Responsible Authority referring the scheme/ scheme amendment) to submit this form and further declare that the information contained in this form is true and correct.

Signature:	Name (print):
Position:	Responsible Authority/ Company:
Date: / /	Contact Phone/Email:



Client: Djarindjin Aboriginal Corporation

Report	Version	Prepared by	Reviewed by	Submitted to Client	
				Copies	Date
Draft	V1	YY & HLα	SSh	Electronic	17 October 2019
Final	V2	SSh	HBr	Electronic	15 Nov 2019

Urbaqua

land & water solutions

Suite 4/226 Carr Place

p: 08 9328 4663 | f: 08 6316 1431

e: info@urbaqua.org.au

www.urbaqua.org.au

**Appendix 3: Economic and Social Impact Assessment, Djarindjin Airport
Development Proposal, KPMG, November 2019**

Insert Appendix 3 Here

Appendix 4: Certificate of Title

WESTERN



AUSTRALIA

REGISTER NUMBER	
297/DP93256	
Duplicate Edition	Date Duplicate Issued
N/A	N/A

RECORD OF QUALIFIED CERTIFICATE
OF
CROWN LAND TITLE
UNDER THE TRANSFER OF LAND ACT 1893
AND THE LAND ADMINISTRATION ACT 1997
NO DUPLICATE CREATED

VOLUME
LR3123

FOLIO
260

The undermentioned land is Crown land in the name of the STATE OF WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 297 ON DEPOSITED PLAN 93256

STATUS ORDER AND PRIMARY INTEREST HOLDER:
(FIRST SCHEDULE)

STATUS ORDER/INTEREST: LEASEHOLD

PRIMARY INTEREST HOLDER: DJARINDJIN ABORIGINAL CORPORATION OF POST OFFICE BOX 920,
BROOME

(LC I126915) REGISTERED 5/6/2002

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. I126915 LEASE. SUBJECT TO THE TERMS AND CONDITIONS AS SET OUT IN THE LEASE.
REGISTERED 5/6/2002.
J966230 SUB-LEASE OF LEASE I126915 TO REGIONAL POWER CORPORATION OF 363
WELLINGTON STREET, PERTH EXPIRES: SEE SUB LEASE. AS TO PORTION ONLY
REGISTERED 26/10/2006.
K056672 SUB-LEASE OF SUB-LEASE J966230 TO ENERGY GENERATION PTY LTD OF 7-11
CATALANO ROAD, CANNING VALE REGISTERED 15/1/2007.
N547530 SURRENDER OF SUB-LEASE K56672. AS TO PORTION ONLY REGISTERED
6/2/2017.
K825241 VARIATION OF LEASE I126915 REGISTERED 14/1/2009.
2. K257761 CAVEAT BY MINISTER FOR WORKS AS TO PORTION ONLY LODGED 5/7/2007.

Warning: (1) A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
Lot as described in the land description may be a lot or location.
(2) The land and interests etc. shown hereon may be affected by interests etc. that can be, but are not, shown on the register.
(3) The interests etc. shown hereon may have a different priority than shown.

-----END OF CERTIFICATE OF CROWN LAND TITLE-----

STATEMENTS:

END OF PAGE 1 - CONTINUED OVER

LANDGATE COPY OF ORIGINAL NOT TO SCALE 06/12/2019 10:15 PM Request number: 60124177


Landgate
www.landgate.wa.gov.au

ORIGINAL CERTIFICATE OF CROWN LAND TITLE
QUALIFIED

REGISTER NUMBER: 297/DP93256

VOLUME/FOLIO: LR3123-260

PAGE 2

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 or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: LR3123-260 (297/DP93256)
PREVIOUS TITLE: LR3093-496
PROPERTY STREET ADDRESS: 297 BROOME-CAPE LEVEQUE RD, DAMPIER PENINSULA.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF BROOME
RESPONSIBLE AGENCY: DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)

NOTE 1: A000001A CORRESPONDENCE FILE 02155-1975-05RO.
NOTE 2: LEASE I126915 WAS ALLOCATED A DOCUMENT NUMBER TO ALLOW DIGITAL CAPTURE WITHOUT THE PRODUCTION OF THE DUPLICATE LEASE. CURRENT DUPLICATE LEASE IS STILL NUMBERED CL272/1991.
NOTE 3: SUBJECT TO SURVEY - NOT FOR ALIENATION PURPOSES
NOTE 4: LAND PARCEL IDENTIFIER OF DAMPIER LOCATION 297 ON SUPERSEDED PAPER CERTIFICATE OF CROWN LAND TITLE CHANGED TO LOT 297 ON DEPOSITED PLAN 93256 ON 07-AUG-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.
NOTE 5: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE.
NOTE 6: J679302 DEPOSITED PLAN 49464 LODGED.
NOTE 7: J910387 DEPOSITED PLAN 52630 LODGED.

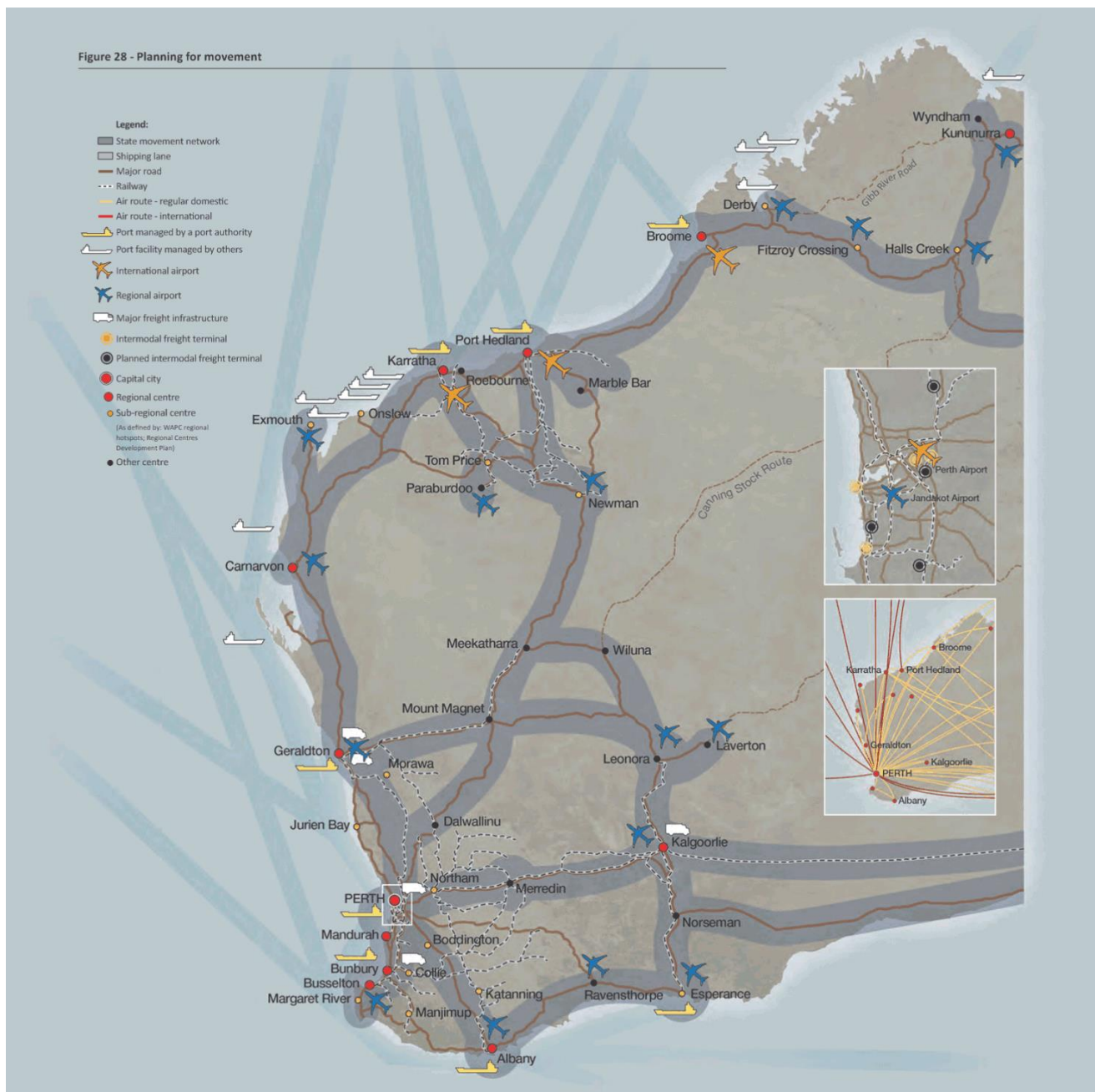
LANDGATE COPY OF ORIGINAL NOT TO SCALE 06/12/2019 10:15 PM Request number: 60124177


Landgate
www.landgate.wa.gov.au



Figure 14: Existing and Future Transport Infrastructure – Shire

Figure 28 - Planning for movement





Premier of Western Australia

Our Reference: 59-120408

Mr Denis Ryan OAM
Chair
Broome Future Alliance Ltd

ryand@iinet.net.au

Dear Mr Ryan

Thank you for your letter of 7 June 2019 regarding the Djarindjin Aboriginal Community/CHC Helicopters proposal to construct a new airport/heliport base to service the Browse Basin oil and gas industry.

From a State and regional development perspective one of the primary drivers for the development of the oil and gas sector in the Kimberley has been to encourage the development of Broome as a logistics hub for the Browse Basin. The aggregation and concentration of logistics activity at a single location will allow the provision of a greater range of services at a lower cost.

The outcomes of your Board's preliminary analysis of the proposal are in accord with advice I received from across government and from the air service operators. While the Government supports development that creates new employment, it will not support projects that do not demonstrate a clear net benefit to regional economies, particularly where they displace existing services from established centres such as Broome. I have therefore written to both the Djarindjin Aboriginal Corporation and the CHC Helicopters to inform them that I am unable to support their proposal

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Mark McGowan'.

Mark McGowan MLA
PREMIER; MINISTER FOR STATE DEVELOPMENT, JOBS & TRADE

- 2 SEP 2019

2 Havelock Street, West Perth, Western Australia 6005
Telephone: +61 8 6552 5000 Facsimile: +61 8 6552 5001 Email: WA-Government@dpc.wa.gov.au
www.premier.wa.gov.au



Government of Western Australia
Department of Jobs, Tourism, Science and Innovation

Our ref: J0407/201701
Enquiries: leigh.mathieson@jtsi.wa.gov.au
Phone: 62773020



Mr S Mastrolembo
Chief Executive Officer
Shire of Broome
PO Box 44
BROOME
WA 6725

FILE(S)	EDP005
RECORD	1200402- 168782

Dear Mr Mastrolembo,

The Department of Jobs, Tourism, Science and Innovation (JTSI), as the lead agency for oil and gas sector projects in Western Australia, supports the development of Broome as a logistics hub in the Kimberley Region. Aggregating and concentrating activity at a single location facilitates the provision of a greater range of services at lower cost, maximises job creation and makes the Kimberley more cost competitive with national and international logistics service providers. Further, this aggregation will support regular passenger transport (RPT) flights which, in turn, will assist in sustaining the tourism industry.

Mount Gibson Iron is currently constructing a 2.1 kilometre sealed airstrip on Koolan Island at a cost of around A\$20M, expected to be completed in September 2020. The airstrip will be capable of supporting direct flights from Perth. The company has stated that the airstrip is for the sole purpose of mining and will bring increased efficiencies and safety to its mining operation. Given the estimated 5-year remaining life of the mine, and the expectation that the airstrip will still be in good condition, it is possible that the company will seek to transition the facility to other uses such as oil and gas supply work at the end of mine life or earlier. Alternative tenure would need to be attained for this to occur.

JTSI has written to Mount Gibson Iron to clarify that the State supports the development of Broome as a Kimberley Region logistics hub for the oil and gas industry and will not support proposals that seek to bypass the town by transferring personnel directly from another major centre. This position is supported by the *Regional Aviation Taskforce*. Similar letters have been sent to the Kimberley Development Commission, Broome International Airport, the Shire of Derby-West Kimberley and the Pilbara Development Commission.

Should you have any queries or require clarification on any of these matters please contact Mr Leigh Mathieson, A/General Manager, Strategic Projects on 62773020 or at leigh.mathieson@jtsi.wa.gov.au.

Yours sincerely

Rebecca Brown
DIRECTOR GENERAL

25 March 2020

Level 11, 1 William Street Perth Western Australia 6000
Telephone +61 8 6277 3000
www.jtsi.wa.gov.au
ABN 90 199 516 864

9.1.1 PARTICIPATION IN THE NATIONAL REDRESS SCHEME

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

SUMMARY:

This item is for Council to:

- Note the background information and the WA Government's decision in relation to the National Redress Scheme;
- Note the key considerations and administrative arrangements for the Shire of Broome to participate in the National Redress Scheme;
- Formally endorse the Shire of Broome's participation as part of the WA Government's declaration in the National Redress Scheme; and
- Grant authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received.

BACKGROUND

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse.

The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in duty of care occurring before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA local government sector and the Shire of Broome) will be required to consider leading practice approaches to child safeguarding separately in the future.

National Redress Scheme

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused to access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), local governments may be considered a State Government institution.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration.

This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

COMMENT

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector

regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and
- Trained staff to coordinate and facilitate a Direct Personal Response (Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a Direct Personal Response (Apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020:

1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of the Shire of Broome's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential the Shire of Broome formally indicates, via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire of Broome will not be included in the State's amended declaration, unless it formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA local governments joining the Scheme as a State Government institution, as part of the State's amended declaration.

Considerations for the Shire of Broome

Detailed below is a list of considerations for the Shire of Broome to participate in the Scheme:

1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the Shire of Broome will receive a Redress application.

A Service Agreement will only be executed if the Shire of Broome receives a Redress application.

The Shire of Broome needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received.

Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications.

A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

2. Reporting to Council if / when an application is received

Council will receive a confidential report, notifying when a Redress application has been received.

All information in the report will be de-identified and will make Council aware an application has been received.

3. Application Processing / Staffing and Confidentiality

Administratively the Shire of Broome will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records may be relevant to actual and alleged incidents of child sexual abuse.

The Shire of Broome's record keeping practices ensure the secure protection and retention of relevant records.

These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses.

Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in *The Act*.

5. Redress Decisions

The Shire of Broome should note decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses.

The State Government and the Shire of Broome do not have any influence on the decision made and there is no right of appeal.

CONSULTATION

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;

- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations reaching 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings;
- Responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations local governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;
- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments; and
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, to cover the costs / payments to the survivor, has considered the feedback provided by local governments during the consultation detailed above.

STATUTORY ENVIRONMENT

The Shire of Broome, in agreeing to join the Scheme, is required to adhere to legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the *Local Government Act 1995*.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor.

This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances.

All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims.

Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person within the scope of the Scheme.

This means the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

RISK

The option also exists for the Shire of Broome to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should the Shire of Broome formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for the Shire of Broome include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.
- Complete removal of the State's coverage of costs and administrative support, with the Shire of Broome having full responsibility and liability for any potential claim.
- Acknowledging the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the Shire of Broome.

STRATEGIC IMPLICATIONS

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

Supporting the recommendation of this report aids in the attainment of this goal by recognising the historical breaches in duty of care of children before 1 July 2018 within any institution and ensuring better child safe approaches are implemented holistically moving forward.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/0520/009

Moved: Cr H Tracey

Seconded: Cr C Mitchell

That Council:

1. ***Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries regarding the National Redress Scheme and the participation of WA local governments;***
2. ***Notes the Shire of Broome will not be included in the WA Government's amended participation declaration (and afforded the associated financial and administrative coverage), unless the Shire of Broome makes a specific and formal decision to the be included;***
3. ***Endorses the participation of the Shire of Broome in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;***
4. ***Grants authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received; and***
5. ***Notes a confidential report will be provided if a Redress application is received by***

the Shire of Broome.

CARRIED UNANIMOUSLY 8/0

Attachments

1. Attachment 1 - National Redress Scheme for Institutional Child Sexual Abuse - Department of Local Government, Sport and Cultural Industries - 3 February 2020



National Redress Scheme for Institutional Child Sexual Abuse

**Department of Local Government, Sport
and Cultural Industries**

Information Paper

3 February 2020

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1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS

The Western Australian Government (the State), through the Department of Local Government, Sport and Cultural Industries (DLGSC), has been consulting with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme (the Scheme) with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Following this initial consultation and feedback gathered, the State Government considered a range of options regarding WA local government participation in the Scheme and reached a final position in December 2019.

DLGSC, supported by the Departments of Justice and Premier and Cabinet, will again engage with WA local governments in early 2020, to inform of the:

- State's decision and the implications for the sector (see [Section 4](#));
- Support (financial and administrative) to be provided by the State; and
- Considerations and actions needed to prepare for participation in the Scheme from 1 July 2020 (see [Section 5](#)).

DLGSC's second phase of engagement with WA local governments is summarised in the table below:

Description and Action	Agency	Timeline
Distribution of Information Paper to WA Local Governments	DLGSC	3 February 2020
WALGA hosted webinar	DLGSC / DPC	18 February 2020
Metro and Country Zone meetings	WA LG's / DLGSC	19 to 24 February 2020
State Council meeting – Finalisation of Participation arrangements	WALGA	4 March 2020
WALGA hosted webinar – Participation arrangements	DLGSC/ DPC	Mid-March 2020

Further information about the Royal Commission is available at [Appendix A](#) and the National Redress Scheme at [Appendix B](#) of this Information Paper.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services.

2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME

The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018* (WA) took effect on 21 November 2018.

The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), Local Governments may be considered a State Government institution.¹

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme.

The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

¹ Section 111(1)(b).

3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR

The Department of Local Government, Sport and Cultural Industries (DLGSC) has been leading an information and consultation process with the WA local government sector about the Scheme. The Departments of Justice and Premier and Cabinet (DPC) have been supporting DLGSC in the process, which aimed to:

- Raise awareness about the Scheme;
- Identify whether local governments are considering participating in the Scheme;
- Identify how participation may be facilitated; and
- Enable advice to be provided to Government on the longer-term participation of WA local governments.

DLGSC distributed an initial *Information and Discussion Paper* in early January 2019 to WA local governments, the WA Local Government Association (WALGA), Local Government Professionals WA (LG Pro) and the Local Government Insurance Scheme (LGIS). Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments and involved:

- an online webinar to 35 local governments, predominantly from regional and remote areas;
- presentations at 12 WALGA Zone and LG Pro meetings; and
- responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that the local government sector had, at the time, a very low level of awareness of the Scheme prior to the consultations occurring, and that little to no discussion had occurred within the sector or individual local governments about the Scheme. Local governments were most commonly concerned about the:

- Potential cost of redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by redress recipients;
- Process and obligations relating to maintaining confidentiality if redress applications are received, particularly in small local governments;
- Lack of insurance coverage of redress payments by LGIS, meaning local governments would need to self-fund participation and redress payments.

LGIS Update (April 2019) – National Redress Scheme

LGIS published and distributed an update regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

WALGA State Council Resolution

The WALGA State Council meeting of 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

It is understood that this recommendation was made with knowledge that it is ultimately a State Government decision as to whether:

- Local governments can participate in the Scheme as part of the State's Government's declaration; and
- The State Government will fund local government redress liability.

4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME

Following the initial consultation process, a range of options for local government participation in the Scheme were identified by the State Government including:

1. WA Local governments be **excluded** from the State Government's declaration of participating institutions.

This means that: local governments may choose not to join the Scheme; or join the Scheme individually or as group(s), making the necessary arrangements with the Commonwealth and self-managing / self-funding all aspects of participation in the Scheme.

2. WA Local governments be **included** in the State Government's declaration of participating institutions.

There were three sub-options for ways local government participation as a State Government institution could be accommodated:

- a. Local governments cover all requirements and costs associated with their participation;
- b. The State Government covers payments to the survivor arising from local governments' participation, with costs other than payments to the survivor (including counselling, legal and administrative costs) being funded by local governments; or
- c. An arrangement is entered into whereby the State Government and local governments share the requirements and costs associated with redress – for example, on a capacity to pay and deliver basis.

The State Government considered the above options and resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

KEY ASPECTS OF THE STATE'S DECISION

For clarity, the State's decision that means the following financial responsibilities are to be divided between the State Government and the individual local government that has a Redress application submitted, and then subsequently accepted by the Scheme Operator as a Redress claim.

State Government

The State Government will cover the following:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response or DPR (Apology) to the survivor if requested (on a fee for service basis with costs covered by the individual local government – see below).

Individual Local Government

The individual local government will be responsible for:

- Costs associated with gathering their own (internal) information if requested in a Redress application;
- Providing the State with the necessary information to participate in the Scheme; and
- Costs associated the delivery of a DPR (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). *

* note – The State's decision includes that all DPR's will be coordinated and facilitated by the Redress Coordination Unit (Department of Justice) on every occasion, if a DPR is requested by the survivor.

This decision was made on the basis that:

- State Government financial support for local government participation in the Scheme, as set out, will ensure that redress is available to as many WA survivors of institutional child sexual abuse as possible.
- The demonstration of leadership by the State Government, as it will be supporting the local government sector to participate in the Scheme and recognising the WALGA State Council resolution of 3 July 2019, is consistent with the local government sector's preferred approach.
- Contributes to a nationally consistent approach to the participation of local governments in the Scheme, and particularly aligns with the New South Wales, Victorian and Tasmanian Governments' arrangements. This provides opportunity for the State Government to draw on lessons learned through other jurisdictions' processes.
- Ensures a consistent and quality facilitation of a DPR (by the State) if requested by the survivor.
- State Government financial support for any local government redress claims does not imply State Government responsibility for any civil litigation against local governments.

Noting the State's decision, a range of matters need to be considered and arrangements put in place to facilitate local governments participating with the State Government's declaration and meeting the requirements of the Scheme. Those arrangements will:

- provide for a consistent response to the Scheme by WA Government institutions, and for WA survivors accessing the Scheme; and
- mitigate concerns raised by local governments during consultations about complying with the processes and requirements of the Scheme.

5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS

Following the State's decision, a range of matters need to be considered by each local government and in some cases, actions taken in preparation for participating in the Scheme, these include:

CONFIDENTIALITY

- Information about applicants and alleged abusers included in RFIs (Requests for Information) is sensitive and confidential and is considered protected information under *The National Redress Act*, with severe penalties for disclosing protected information.
- Individual local governments will need to consider and determine appropriate processes to be put in place and staff members designated to ensure information remains confidential.

APPLICATION PROCESSING / STAFFING

- The timeframes for responding to an RFI are set in *The Act* and are 3 weeks for priority application and 7 weeks for non-priority applications. This RFI process will be supported by the State (DLGSC and the Redress Coordination Unit).
- Careful consideration should be given to determining which position will be responsible for receiving applications and responding to RFIs, due to the potentially confronting content of people's statement of abuse.
- Support mechanisms should be in place for these staff members, including access to EAP (Employee Assistance Program) or other appropriate support.
- The need for the appointed position and person(s) to have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest.
- The responsible position(s) or function(s) would benefit from being kept confidential in addition to the identity of the person appointed to it.

RECORD KEEPING

- The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements of the *State Records Act 2000*.
- Consider secure storage of information whilst the RFI is being responded to.

REDRESS DECISIONS

- Decisions regarding redress applicant eligibility and responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State government does not have any influence on the decision made.
- There is no right of appeal.

MEMORIALS

- Survivors (individuals and / or groups) from within individual communities may ask about the installation of memorials. The State Government's view is to only consider memorialising groups, however locally, this is a decision of an individual local government.

6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME

In addition to the second-phase information process outlined in section 1, the State will develop:

1. A Memorandum of Understanding (MOU) - to be executed between the State and WALGA following the (WALGA) State Council meeting on 4 March 2020.

The MOU will capture the overall principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration; and

2. Template Service Agreement – that will be executed on an 'as needed' basis between the State and an individual local government, if a redress application is received.

DLGSC and the Department of Justice will work with WALGA / LGPro and all local governments to prepare for participation in the Scheme including:

- Identifying appropriate positions, staff and processes to fulfil requests for information;
- Ensuring local governments have delegated authority to an officer to execute a service agreement with the State if needed;

The State will prepare a template Council report, where all WA local governments will be asked to delegate authority to an appropriate officer in advance, able to execute a service agreement if required. This is necessary as priority requests for information under the Scheme, are in a shorter turnaround time than Council meeting cycles and therefore, cannot be undertaken at the time.

- Ensuring local government have established appropriate processes and can fulfil Scheme obligations (particularly in terms of confidentiality, record keeping etc); and
- Gathering the necessary facility and service information from all individual local governments to commence participation in the Scheme. This information will be provided to the Commonwealth, loaded into the Scheme database and used to facilitate an individual local government's participation in the National Redress Scheme.

ACKNOWLEDGEMENTS

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at

[https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

- More information on the National Redress Scheme can be found at www.nationalredress.gov.au.
- The full National Redress Scheme - Participant and Cost Estimate (July 2015) Report at <https://www.dlgsc.wa.gov.au/resources/publications/Pages/Child-Abuse-Royal-Commission.aspx>

FOR MORE INFORMATION

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APPENDIX A

ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions² to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse; and
- address the impact of past and future institutional child sexual abuse.

The Western Australian Government (State Government) strongly supported the work of the Royal Commission through the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks* (August 2015); *Redress and Civil Litigation* (September 2015) and *Criminal Justice* (August 2017). The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse incorporated the findings and recommendations of the previously released reports and was handed down on 15 December 2017. To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions. One specific recommendation was directed at Local Government, while many others will directly or indirectly impact on the organisations that Local Government works with and supports within the community.

Of the 409 recommendations, 310 are applicable to the Western Australian State Government and the broader WA community.

² * For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families
- Does not include the family.

THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION

The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented. The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration. The WA Government's response to the Royal Commission recommendations can be accessed at:

<http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The State Government's overall approach to implementation of reforms is focused on:

- Stronger Prevention (including Safer Institutions and Supportive Legislation)
 - Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
 - Places emphasis on genuine engagement with and valuing of children;
 - Creates conditions that reduce the likelihood of harm to children and young people.
- Reliable Responses (including Effective Reporting)
 - Creates conditions that increase the likelihood of identifying any harm;
 - Responds to any concerns, disclosures, allegations or suspicions of harm.
- Supported Survivors (including Redress).

Many of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.

APPENDIX B

NATIONAL REDRESS SCHEME - FURTHER INFORMATION

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse.

The National Redress Scheme (the Scheme):

- Acknowledges that many children were sexually abused in Australian institutions;
- Recognises the suffering they endured because of this abuse;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a redress-payment.

The National Redress Scheme involves:

- People who have experienced institutional child sexual abuse who can apply for redress;
- The National Redress Scheme team — Commonwealth Government staff who help promote the Scheme and process applications;
- Redress Support Services — free, confidential emotional support and legal and financial counselling for people thinking about or applying to the Scheme;
- Participating Institutions that have agreed to provide redress to people who experienced institutional child sexual abuse; and
- Independent Decision Makers who will consider applications and make recommendations and conduct reviews.

The National Redress Scheme formally commenced operation on 1 July 2018 and offers eligible applicants three elements of redress:

- A direct personal response from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

Importantly, the Scheme also provides survivors with community based supports, including application assistance; financial support services; and independent legal advice. The Scheme is administered by the Commonwealth Government on behalf of all participating governments, and government and non-government institutions, who contribute on a 'responsible entity pays' basis.

Institutions that agree to join the Scheme are required to adhere to the legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

More information on the Scheme can be found at www.nationalredress.gov.au or the [National Redress Guide](#).

SURVIVORS IN THE COMMUNITY

Throughout the five years of its inquiry, the Royal Commission heard detailed evidence and submissions, and held many public and private hearings, case studies and roundtables. Most notably, the Royal Commission heard directly from survivors of historical abuse.

The Royal Commission reported that survivors came from diverse backgrounds and had many different experiences. Factors such as gender, age, education, culture, sexuality or disability had affected their vulnerability and the institutions response to abuse.

The Royal Commission, however, did not report on the specific circumstances of individuals with the details of survivors protected; the circumstances of where and within which institutions their abuse occurred is also protected and therefore unknown. Further, survivors within the WA community may have chosen to not disclose their abuse to the Royal Commission.

Accordingly, it is not known exactly how many survivors were abused within Western Australian institutions, including within Local Government contexts. Within this context of survivors in the community, who may or may not be known, consideration needs to be given to how all institutions, including local governments, can fulfil the Royal Commission's recommendation in relation to redress.

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse. This report also recommended that Governments around Australia remove the limitation periods that applied to civil claims based on child sexual abuse, and consequently prevented survivors – in most cases – pursuing compensation through the courts.

As a result of reforms made in response to these recommendations, WA survivors now have the following options to receive recognition of their abuse:

1. Pursuing civil court action(s) against the perpetrator and/or the responsible institution. The *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018* (WA) took effect on 1 July 2018, removing the limitation periods that previously prevented persons who had experienced historical child sexual abuse from commencing civil action.
2. Applying to the National Redress Scheme, which provides eligible applicants with a monetary payment, funds to access counselling and an apology. Note, to receive redress the responsible institution(s) will need to have joined the Scheme.

TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS

At the time of the State Government joining the Scheme, only two jurisdictions had made a decision about the treatment of local governments. All jurisdictions have since agreed to include local governments within their respective declarations, with the exception of South Australia (SA). The SA Government is still considering their approach.

It is understood that all jurisdictions, with the exception of SA, are either covering the redress liability associated with local government participation in the Scheme or entering into a cost sharing arrangement. The table below provides a summary of other jurisdictions' positions.

Jurisdiction	Position
Commonwealth	<ul style="list-style-type: none"> No responsibility for local governments. The Commonwealth Government has indicated preference for a jurisdiction to take a consistent approach to the participation of local governments in the Scheme.
Australian Capital Territory (ACT)	<ul style="list-style-type: none"> ACT has no municipalities, and the ACT Government is responsible for local government functions. ACT has therefore not been required to explore the issue of local government participation in the Scheme.
New South Wales (NSW)	<ul style="list-style-type: none"> In December 2018, the NSW Government decided to include local councils as NSW Government institutions and to cover their redress liability. The NSW Office for Local Government is leading communications with local councils about this decision. NSW's declaration of participating institutions will be amended once preparation for local council participation is complete.
Northern Territory (NT)	<ul style="list-style-type: none"> The NT Government has consulted all of the Territory's local governments, including individually visiting each local government. NT is in the process of amending Territory's declaration of participating institutions to include local governments.
Queensland	<ul style="list-style-type: none"> Queensland is finalising a memorandum of understanding (MOU) with the Local Government Association of Queensland to enable councils to participate in the Scheme as State institutions. The MOU includes financial arrangements that give regard to individual councils' financial capacity to pay for redress.
South Australia (SA)	<ul style="list-style-type: none"> Local governments are not currently included in the SA Government's declaration The SA Government is still considering its approach to local governments.
Tasmania	<ul style="list-style-type: none"> Local Governments have agreed to participate in the Scheme and will be included as a state institution in the Tasmanian Government's declaration. A MOU with local governments is being finalised, ahead of amending Tasmania's declaration.
Victoria	<ul style="list-style-type: none"> The Victorian Government's declaration includes local governments. The Victorian Government is covering local governments' redress liability.
Western Australia (WA)	<ul style="list-style-type: none"> The WA Government has excluded local governments from its declaration, pending consultation with the local government sector.

TIMEFRAME TO JOIN THE SCHEME

Institutions can join the Scheme within the first two years of its commencement. This means that institutions can join the Scheme up to and including 30 June 2020 (the second anniversary date of the Scheme). The Commonwealth Minister for Social Services may also provide an extension to this period to allow an institution to join the Scheme after this time. However, it is preferred that as many institutions as possible join the Scheme within the first two years to give certainty to survivors applying to the Scheme about whether the institution/s in which they experienced abuse will be participating.

If an institution has not joined the Scheme, they are not a participating institution. However, this will not prevent a person from applying for redress. In this circumstance, a person's application cannot be assessed until the relevant institution/s has joined the Scheme. The Scheme will contact the person to inform them of their options to either withdraw or hold their application. The Scheme will also contact the responsible institution/s to provide information to aid the institution/s to consider joining the Scheme.

THE SCHEME'S STANDARD OF PROOF

The Royal Commission recommended that 'reasonable likelihood' should be the standard of proof for determining eligibility for redress. For the purposes of the Scheme, 'reasonable likelihood' means the chance of the person being eligible is real and is not fanciful or remote and is more than merely plausible.

When considering a redress application, the Scheme Operator must consider whether it is reasonably likely that a person experienced sexual abuse as a child, and that a participating institution is responsible for an alleged abuser/s having contact with them as a child. In considering whether there was reasonable likelihood, all the information available must be taken into account.

Where a participating institution does not hold a record (i.e. historical information), the Scheme Operator will not be precluded from determining a person's entitlement to redress. The information to be considered by the Scheme Operator includes:

- The information contained in the application form (or any supplementary information provided by a person by way of statutory declaration);
- Any documentation a person provided in support of their application;
- The information provided by the relevant participating institution/s in response to a Request for Information from the Operator, including any supporting documentation provided; and
- Any other information available including from Scheme holdings (for example where the Scheme has built up a picture of relevant information about the same institution during the relevant period, or the same abuser).

It should be noted that the 'reasonable likelihood' standard of proof applied by the Scheme is of a lower threshold (or a lower standard of proof) than the common law standard of proof applied in civil litigation – the 'balance of probabilities'. Please see 11.7 of the Royal Commission's *Redress and Civil Litigation Report (2015)* for additional information on the difference between the two.

MAXIMUM PAYMENT AND SHARED RESPONSIBILITY

The amount of redress payment a person can receive depends on a person's individual circumstances, specifically the type of abuse the person experienced.

A person may only make one application for redress. The maximum redress payment payable under the scheme to an applicant is \$150,000 in total.

The payment of redress is made by the institution(s) found responsible for exposing the individual to the circumstances that led to the abuse.

There may be instances where one or more institutions are found to be jointly responsible for the redress payment to a person, and instances where a person may have experienced abuse in one or more different institutions. In such situations, the redress payable by an institution will be apportioned in accordance with the Scheme's assessment framework - see <https://www.legislation.gov.au/Details/F2018L00969> and method statement - see <http://guides.dss.gov.au/national-redress-guide/4/1/1>

Prior payments made by the responsible institution for the abuse to the applicant (e.g. ex-gratia payments) will be taken into account and deducted from the institutions' redress responsibility.

EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS

Accepting an offer of redress has the effect of releasing the responsible participating institution/s and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person agrees to not bring or continue any civil claims against the responsible participating institution/s in relation to any abuse within the scope of the Scheme.

If a responsible participating institution/s is a member of a participating group, the person will be releasing the other associated institutions and officials within that group from any civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.

Accepting an offer of redress also has the effect of preventing a responsible participating institution from being liable to contribute to damages that are payable to the person in civil proceedings (where the contribution is to another institution or person).

In accepting the offer of redress, a person will also be consenting to allow the participating institution/s or official/s to disclose the person's acceptance of redress offer in the event that a civil claim is made. The Scheme must provide a copy of the person's acceptance of offer to each responsible institution for their records once received.

Note – the acceptance of an offer of redress does not exclude the pursuance or continuance of criminal proceedings against the abuser(s).

9.2 OUR PLACE

9.2.1 MAJOR LAND TRANSACTION - BUSINESS PLAN (ROEBUCK BAY CARAVAN PARK AND TOWN BEACH CAFE)

LOCATION/ADDRESS:	91 Walcott Street, Broome WA 6725
APPLICANT:	Nil
FILE:	RES31340
AUTHOR:	Special Projects Coordinator
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil

SUMMARY: Section 3.59 of the Local Government Act 1995 requires local governments to prepare a Business Plan before entering into a Major Land Transaction.

Draft Business Plans for the Roebuck Bay Caravan Park and Town Beach Café were advertised for public comment for a 6-week period. During this time one submission was received.

This report seeks Council endorsement of the Business Plan for Roebuck Bay Caravan Park (**Attachment 3**).

It also requests that the Chief Executive Officer commence negotiations for a short-term lease with the current Town Beach Café lessees.

BACKGROUND

Previous Considerations

Roebuck Bay Caravan Park

OMC 15 October 2015	Item 9.2.6
OMC 17 December 2015	Item 9.2.6
OMC 13 December 2018	Item 9.2.9
OMC 27 February 2020	Item 9.2.3

Town Beach Café

OMC 25 February 2016	Item 9.3.1
OMC 30 June 2016	Item 9.1.1
OMC 16 November 2016	Item 9.4.1
OMC 30 March 2017	Item 9.2.7
SMC 7 June 2017	Item 6.4.1
OMC 27 July 2017	Item 9.4.4
OMC 28 September 2017	Item 9.3.1
OMC 27 February	Item 9.2.3

The short-term leases for Roebuck Bay Caravan Park and Town Beach Café expire on the 12 October 2020.

Both sites are currently vested to the Shire of Broome under Management Order 31340 administered under the Land Administration Act 1997(LAA). The Site forms part of the parcel identified under Crown Title 3164/464 otherwise known as portion of Lot 555 on Plan

77711. The purpose set out on the Management Order is for Caravan Park, Café, Recreation, Drainage, Historical and Cultural Display only.

Roebuck Bay Caravan Park

Roebuck Bay Caravan Park is located at 91 Walcott Street, Broome. The site is zoned Special Use Site, Caravan Park, comprises of approximately 7.4643ha, and is ideally situated on the Roebuck Bay foreshore. Offering absolute beach frontage and proximity to the Broome central town site, it represents a premier tourism opportunity.

Roebuck Bay Caravan Park requires upgrades to bring it up to a four/five-star standard facility and capitalise on its exceptional coastal location. Redevelopment costs are estimated at \$8.4 million excluding GST.

Lease History

The Roebuck Bay Caravan Park was operated by long term tenants, with the lease expiring in December 2017. Prior to the expiry the Shire of Broome went out to tender RFT17-01 for Lease and Redevelopment of the Roebuck Bay Caravan Park. All tenders were rejected and after consideration of available options, a second tender was issued RFT17-03 for a short-term management lease of Roebuck Bay Caravan Park.

RFT17-03 was awarded to Discovery Holiday Parks Pty Limited ("Discovery") and a short-term lease was entered for a term of 2 years and 10 months from the 13 December 2017 to 12 October 2020.

Brighthouse Consulting – Roebuck Bay Caravan Park Master Plan

In 2014 the Shire of Broome (SoB) commissioned Brighthouse Consulting to provide a framework for the redevelopment of Roebuck Bay Caravan Park into a modern tourist and residential caravan park and accommodation facility providing sustainable benefits to the local community and generations to come.

In October 2019 the Shire of Broome reengaged Brighthouse Consulting to update the Master Plan document, specifically:

- High level revision of the site master plan (inclusion of a community coastal footpath connecting Town Beach to Demco Drive, change of boundary to include a car park in the northern end of the lot, update to reflect change in tourism sector)
- Updated financial modelling based on changes to the master plan

The updated Roebuck Bay Master Plan is intended to be used as a guiding document during the tender process. It provides the SoB with an understanding of the potential financial return of the site and has been used to inform the Business Plan (Attachment 1 and 2).

Extension to Management Order

The Management Order for Roebuck Bay Caravan Park allows the Shire to lease the site for a period not exceeding 21 years. The Shire wrote to the Department of Planning Lands and Heritage in October 2019 requesting an extension to the Management Order.

The Department indicated they would be supportive of a 21 year lease term and an additional 21 year option. This would be subject to strict terms and conditions including:

- New coastal hazard assessment at year 20
- The additional 21 year option could be conditional on the construction of a seawall (if deemed required in the coastal hazard assessment)

The final execution of the lease will require Ministerial approval, as required by Section 18 of the *Land Administration Act 1997*.

It should be noted that further to the Shire undertaking a Coastal Vulnerability Study (2015) and Coastal Hazard Risk Management and Adaptation Plan (2017) (CHRMAP), a Geotechnical and Coastal Erodibility Study was commenced in 2019. This document is currently in a draft stage. Shire Officer's will be providing a presentation to the Councillor Workshop on 28 May 2020 to outline the draft recommendations from the Geotechnical and Coastal Erodibility Study for this site.

Town Beach Café

Town Beach Café is located on Robinson Street Broome, Western Australia. The current café site is 187 square metres (including alfresco) and offers absolute beach frontage. This location presents a premier business opportunity. The café is also directly adjacent to the Roebuck Bay Caravan Park and provides a service to guests.

Town Beach Café is currently being operated under a short-term lease which expires on the 12 October 2020. Town Beach Café has been operating in Broome for over 27 years and therefore has been a constant provider in the market.

Given the recent upgrades to the Town Beach foreshore the Shire engaged ENGAWA to prepare concept plans for the Town Beach Café. These show opportunities for a single and double storey development on the site. Both options would allow for a year-round service.

Business Plans

Section 3.59 of the Local Government Act requires local governments to prepare a Business Plan before entering into a Major Land Transaction.

At the OMC on the 27 February 2020 Council endorsed:

1. *The Draft Business Plans for Roebuck Bay Caravan Park and Town Beach Café;*
2. *Requests the Chief Executive Officer commences State-wide and local public notice of the Business Plans for a six-week period and request that all public comments are collated and Business Plans presented back to Council for final endorsement.*

The six-week submission period has now closed and Council is requested to consider opportunities for both sites.

COMMENT

Impact of COVID 19

- Roebuck Bay Caravan Park

In April 2020 Shire officers commenced consultation with Brighthouse Consulting to understand the impacts of the COVID-19 crisis on the Caravan Park Industry and possible impacts for the planned tender of Roebuck Bay Caravan Park.

Shire officers presented to the Councillor Workshop on the 28 April 2020 and proposed options to delay the tender process and opportunities for the Shire to undertake immediate upgrade works to the ablution facilities. Councillors D Male, B Rudeforth, N Wevers and F West were in attendance.

Following this workshop Shire officers met with Discovery Parks to understand their interest in extending their current short-term lease and tender for the long-term lease and redevelopment of the site.

Despite the COVID-19 crisis there is still seems to be interest within the Caravan Park Industry to proceed with a long-term lease and redevelopment of the site in the short-term.

Shire officers are currently preparing tender documentation to advertise the long-term lease and redevelopment of Roebuck Bay Caravan Park in June 2020.

- Town Beach Café

Given the recent impacts of the COVID-19 crisis at a Councillor Workshop on the 12 May Officer's proposed postponing the long-term lease and redevelopment of the café site in the short to medium term. The Shire originally planned to advertise a tender in May 2020. Given the economic impacts of COVID-19 on the local hospitality and tourism industry Councillors indicated support agreed to postpone the tender process.

Councillors H Tracey, D Male, C Mitchell, P Taylor, P Matsumoto, F West and M Wevers were in attendance.

Discussions are being held with the existing tenants to understand their interest in a short to medium term lease extension.

Roebuck Bay Caravan Park - Project Timeframes

Please note the project timeframes outlined below are delayed by approximately 4 – 6 weeks to the timeframes previously presented to the February 2020 OMC.

Item	Timeframe / Status
Advertise Business Plans for Roebuck Bay Caravan Park and Town Beach Café	29 February 2020 – 13 April 2020
Workshop tender terms and conditions with Council	26 May 2020
Present final Business Plans to Council for consideration and request for endorsement	OMC 28 May 2020
Advertise for the long-term lease and redevelopment of Roebuck Bay Caravan Park (8 weeks)	6 June 2020 – 3 August 2020
Present tender submissions for Roebuck Bay Caravan Park to Council for consideration	27 August 2020
Present lease documentation for Roebuck Bay Caravan Park to the Minister for endorsement	1 September 2020
Expiry of current lease for Roebuck Bay Caravan Park	12 October 2020
Please note with the timeframes outlined above the current lease may need to be extended for 1 – 2 months	

Statutory Requirements

Section 3.59 of the *Local Government Act 1995* details the process governing 'Commercial Enterprises' by local governments, including 'Major Land Transactions'.

A 'Major Land Transaction' is defined by the Act to be a land transaction that is exempt under the Act, and where the total value of:

- a) The consideration under the transaction; and
- b) Anything done by the local government for achieving the purposes of the transaction, is more, or is worth more, than \$2 million.

Before entering into a 'Major Land Transaction', the Shire is required to prepare a Business Plan that includes an overall assessment of the land transactions including:

- Expected effect on the provision of services and facilities by the Shire;
- Expected effect on other persons providing services and facilities in the region;
- Expected financial effect on the Shire;
- Expected effect on the Shire's Plan for the future;
- The ability of the Shire to manage the performance of the transaction; and
- Any other matter prescribed for the purposes of the subsection.

The Business Plan is designed to:

- a) Inform the public with respect to the Shire of Broome's proposal to undertake a 'Major Land Transaction' of the above sites;
- b) Provide the opportunity for the public to make submissions regarding the Business Plan and the proposed disposal of this property; and
- c) Satisfy the requirements of Section 3.59 of the Local Government Act 1995

Two separate Business Plans were prepared for Roebuck Bay Caravan Park and Town Beach Café. Please see Attachments 3 and 4. Following endorsement by Council these Business Plans were opened for public submissions for 6 weeks from 29 February – 13 April 2020.

One public submission was received during this period for the Roebuck Bay Caravan Park.

This report requests Council endorsement of the Roebuck Bay Caravan Park Business Plan.

The report also requests Council note the Business Plan for Town Beach Café and defer progression of the project at this time due to the current COVID-19 crisis. The Broome economy has been directly impacted by the COVID-19 crisis and delaying this development for 12 – 24 months may attract more private investment to the site.

CONSULTATION

Submission – Roebuck Bay Caravan Park	Comment	Amendment
Great concept. Valuable asset in need of redevelopment, including coastal stabilisation. Redevelopment will maintain the asset for future generations and increase attractiveness of Broome as a holiday destination. I applaud the inclusion within the business plan of the following sentence: 'A built environment that reflects arid tropical climate design'	In response to the questions raised: 1. The Business Plan proposes that the \$8.4 million upgrade would be completed by the lessee 2. The Business Plan proposes that the management of the redevelopment would be by the lessee. The Shire of Broome would need to provide approval for all	No required.

<p>principles and historical built form'.</p> <p>Are you able to answer the following questions regarding the business plan:</p> <ol style="list-style-type: none"> 1. Is the Shire of Broome proposing to spend \$8.4 million (exc. GST) on the redevelopment or is this cost to be paid by the lessee? 2. If being paid by the lessee, will the Shire of Broome control/manage the redevelopment? 3. What is the projected annual income of the caravan park following redevelopment i.e. what is a ballpark figure for 7.5% of revenue? 4. Is there a concept plan for the \$8.4 million redevelopment and coastal stabilisation (any pictures) <p>Richard Bartlett</p>	<p>proposed designs and upgrade works.</p> <ol style="list-style-type: none"> 3. Please refer to Page 19 of Attachment 1 for a detailed breakdown of the anticipated rental income. 4. Concept plans will be requested as part of the Tender process for the Lease and Redevelopment of Roebuck Bay Caravan Park. Brighthouse Consulting prepared concept plans as part of the original 2014 report. Please refer to Attachment 2. 	
Submission – Town Beach Café	Comment	Amendment
No submissions received		

STATUTORY ENVIRONMENT

3.58. **Disposing of property**

(1) *In this section —*

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) *Except as stated in this section, a local government can only dispose of property to —*

- a) the highest bidder at public auction; or*
- b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

- a) it gives local public notice of the proposed disposition —*
 - (i) describing the property concerned; and*
 - (ii) giving details of the proposed disposition; and*
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

And

- b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

- a) the names of all other parties concerned; and
- b) the consideration to be received by the local government for the disposition; and
- c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

(5) This section does not apply to —

- a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or
- b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
- c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
- d) any other disposition that is excluded by regulations from the application of this section.

[Section 3.58 amended by No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

3.59 . Commercial enterprises by local governments

(1) In this section —

acquire has a meaning that accords with the meaning of dispose;

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

land transaction means an agreement, or several agreements for a common purpose, under which a local government is to —

- a) acquire or dispose of an interest in land; or
- b) develop land;

major land transaction means a land transaction other than an exempt land transaction if the total value of —

- a) the consideration under the transaction; and
- b) anything done by the local government for achieving the purpose of the transaction,

is more, or is worth more, than the amount prescribed for the purposes of this definition;

major trading undertaking means a trading undertaking that —

- a) in the last completed financial year, involved; or
- b) in the current financial year or the financial year after the current financial year, is likely to involve,

expenditure by the local government of more than the amount prescribed for the purposes of this definition, except an exempt trading undertaking;

trading undertaking means an activity carried on by a local government with a view to producing profit to it, or any other activity carried on by it that is of a kind prescribed for the purposes of this definition, but does not include anything referred to in paragraph (a) or (b) of the definition of land transaction .

(2) Before it —

- a) commences a major trading undertaking; or
- b) enters into a major land transaction; or

- c) enters into a land transaction that is preparatory to entry into a major land transaction, a local government is to prepare a business plan.

(3) The business plan is to include an overall assessment of the major trading undertaking or major land transaction and is to include details of —

- a) its expected effect on the provision of facilities and services by the local government; and
- b) its expected effect on other persons providing facilities and services in the district; and
- c) its expected financial effect on the local government; and
- d) its expected effect on matters referred to in the local government's current plan prepared under section 5.56; and
- e) the ability of the local government to manage the undertaking or the performance of the transaction; and
- f) any other matter prescribed for the purposes of this subsection.

(4) The local government is to —

- a) give Statewide public notice stating that —
 - (i) (i) the local government proposes to commence the major trading undertaking or enter into the major land transaction described in the notice or into a land transaction that is preparatory to that major land transaction; and
 - (ii) (ii) a copy of the business plan may be inspected or obtained at any place specified in the notice; and
 - (iii) (iii) submissions about the proposed undertaking or transaction may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;

and

- b) make a copy of the business plan available for public inspection in accordance with the notice.

(5) After the last day for submissions, the local government is to consider any submissions made and may decide* to proceed with the undertaking or transaction as proposed or so that it is not significantly different from what was proposed.

* Absolute majority required.

(5a) A notice under subsection (4) is also to be published and exhibited as if it were a local public notice.

(6) If the local government wishes to commence an undertaking or transaction that is significantly different from what was proposed it can only do so after it has complied with this section in respect of its new proposal.

(7) The local government can only commence the undertaking or enter into the transaction with the approval of the Minister if it is of a kind for which the regulations require the Minister's approval.

(8) A local government can only continue carrying on a trading undertaking after it has become a major trading undertaking if it has complied with the requirements of this section that apply to commencing a major trading undertaking, and for the purpose of applying this section in that case a reference in it to commencing the undertaking includes a reference to continuing the undertaking.

(9) A local government can only enter into an agreement, or do anything else, as a result of which a land transaction would become a major land transaction if it has complied with the requirements of this section that apply to entering into a major land transaction, and for the purpose of applying this section in that case a reference in it to entering into

the transaction includes a reference to doing anything that would result in the transaction becoming a major land transaction.

(10) For the purposes of this section, regulations may —

- a) prescribe any land transaction to be an exempt land transaction;*
- b) prescribe any trading undertaking to be an exempt trading undertaking.*

[Section 3.59 amended by No. 1 of 1998 s. 12; No. 64 of 1998 s. 18(1) and (2).]

POLICY IMPLICATIONS

3.3.3 Caravan Parks and Camping Grounds – Maximum number of sites of a particular type that may be used at a facility

The maximum number of sites at caravan parks within the Broome townsite that can be used at a caravan park for long stay site and / or on-site caravan sites is to be limited to forty percent.

FINANCIAL IMPLICATIONS

Roebuck Bay Caravan Park

The Shire of Broome currently budget \$500,000 per annum for the rental income from Roebuck Bay Caravan Park.

The Shire of Broome will advertise the lease and redevelopment of the Roebuck Bay Caravan Park as a public tender for a 21-year period with an option for an additional 21-years (pending approval from Department of Planning, Lands and Heritage).

In preparing this Business Plan Brighthouse Consulting were engaged by the Shire of Broome to update the 2014 Roebuck Bay Caravan Park Master Plan. The updated Master Plan estimates the following financial effect on the Shire:

Capital Investment	
Approximately \$8.4 million excluding GST over a 5-year period	
Rent / Lease Fees	
One-time opportunity fee	\$500,000 excluding GST at the commencement of the lease
Variable component	7.5% of quarterly revenue
Fixed component	\$12,500 per month plus CPI

RISK

Risk	Type (Health, Financial Impact, Service Interruption, Compliance, Reputational, Property Environment)	Rank (based on measures of consequence and likelihood)	Mitigation
Project timeframes. The current lease for	Financial Impact	High	A project timeline has been prepared for the

Roebuck Bay Caravan Park and Town Beach Café expires on the 12 October 2020.	Service Interruption Reputational		long-term lease and redevelopment of Roebuck Bay Caravan Park and Town Beach Café. If needed the Shire can utilise the 'Holding Over' clause in the current lease or engage short-term caretakers.
No suitable submission received during the long-term tender and redevelopment phase	Financial Reputational	Medium	Brighthouse Consulting have been engaged to assist and provide expert advice during the tender phase.
Limited submissions received due to the COVID-19 crisis	Reputational Financial	Medium	A plan will be prepared for this scenario including: <ul style="list-style-type: none"> • Opportunity for Shire to undertake capital works • Management only contracts / caretakers
Coastal erosion risk of the Roebuck Bay Caravan Park coastline, as identified in the 2017 Coastal Hazard Risk Management and Adaption Plan	Property Environment	High	The Shire of Broome has engaged Seashore Engineering to complete the Geotechnical and Erodibility Investigation. This report is in draft and recommends that the Shire proceed with an option to 'Accommodate'. Details of this plan will be presented at a Councillor Workshop on 26 May 2020.

STRATEGIC IMPLICATIONS

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

Effective communication

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:

Affordable and equitable services and infrastructure

Affordable land for residential, industrial, commercial and community use

VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION:**(REPORT RECOMMENDATION)****Minute No. C/0520/010****Moved: Cr H Tracey****Seconded: Cr C Mitchell****That Council:**

- 1. Proceed with the Roebuck Bay Caravan Park Business Plan as advertised (Attachment 3) and request the Chief Executive Officer to provide state-wide public notice in accordance with Section 3.59(4) of the Local Government Act 1995;**
- 2. Request the Chief Executive Officer to proceed with the tender for the long-term lease and redevelopment of the Roebuck Bay Caravan Park;**
- 3. Note the Business Plan for Town Beach Café (Attachment 4) and defer progression of the project at this time due to the COVID-19 crisis;**
- 4. Requests the Chief Executive Officer commence negotiations for a short-term lease with current Town Beach Café lessees.**

CARRIED BY ABSOLUTE MAJORITY 6/2**Attachments**

1. Attachment 1 - Roebuck Bay Caravan Park Updated Masterplan - Brighthouse Consulting 2020
2. Attachment 2 - Roebuck Bay Caravan Park Masterplan 2014 - Brighthouse Consulting
3. Attachment 3 - Business Plan Roebuck Bay Caravan Park
4. Attachment 4 - Business Plan Town Beach Cafe

The background of the slide is a collage of three images. The top left image shows a beach with palm trees and a red wooden structure. The top right image shows a woman with a surprised expression, wearing a red top and a pearl necklace. The bottom image shows a sign for "MATSO'S BROOME BREWERY" with a list of offerings: Craft Beer, Great Food, and Fine Wine. A large, semi-transparent blue shape covers the bottom half of the slide, containing the title and contact information. A large, semi-transparent "DRAFT" watermark is visible across the center of the slide.

ADDENDUM

Roebuck Bay Caravan Park Redevelopment Master Plan

Shire of Broome
February 2020

Phone (08) 9467 8620	Mobile 0418 915 532	Fax (08) 9586 8677	Email consultant@brighthouse.com.au
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Disclaimer

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DRAFT

Executive Summary

The purpose of this addendum is to review and revise where necessary, the Roebuck Bay Caravan Park Master Plan (2014), which was prepared for the Shire of Broome to provide a framework and recommendations for the redevelopment leasing and operation of the caravan park by a suitably qualified, third-party operator.

The approach outlined in the revised master plan recognises the uniqueness of the destination and the guides the proposed development according to the best options for the community and the sustainability of the caravan park business.

The plan commits to delivering a tourism development based on recognising what sets the region apart and how this point of difference can be leveraged to attract visitors i.e. basing tourism development on the inherent attributes and strengths of the destination.

Key Objectives

The key objectives for the Shire in redeveloping and leasing the caravan park are to:

- Maintain the supply of tourist caravan and camping sites and associated accommodation in Broome to meet demand
- Establish a sustainable economic model for the Shire's major commercial undertaking, which will attract a quality, long-term operator to develop and operate the caravan park under a lease
- Ensure that the caravan park provides a high-quality customer experience and improves current occupancy, which will have a positive multiplier effect on the town's business community
- Meet the requirements of the Caravan and Camping Grounds Act 1995 and Caravan and Camping Grounds Regulations 1997 as well as maintaining consistency with industry best practice
- Achieve the tourism potential for this superb coastal caravan park location and enhance the Town Beach and Roebuck Bay Foreshore projects, to create an alternative coastal tourism destination for Broome

Design Revision

The proposed changes to the design provided in the Roebuck Bay Caravan Park Master Plan (2014) are to ensure the caravan park redevelopment proposals are consistent with current market trends. The actual data from the operation

of the caravan park have informed the financial projections included in this revision.

The revised proposals are included in the Design Rationale section of this report and its appendices.

Guiding Design Themes

The key design parameters are to create an outstanding and unique tourist facility, which is in harmony with the location and the expectations of the community. The aim is to ensure that there is a supply of affordable family-style accommodation that provides equality of access to all visitors. The revised master plan reiterates the following design themes:

- Maintain the relaxed ambiance of the caravan park through a low-impact development
- Improve visual appeal and integrate with the Town Beach and Foreshore redevelopment Projects
- Diversify the product mix to cater to a broader market
- Maintain affordability for families and budget travellers to Broome
- Improve functionality and safety
- Upgrade communal facilities and amenities
- Achieve compliance with regulations
- Maximise site utilisation to increase occupancy and yield

Observations

The financial data provided for the full year 2018-19 and first quarter 2019-2020 indicates that revenue achieved during those periods is equal to the projected year one revenue, post stage 1 redevelopment in the 2014 financial projections.

This indicates a continued strong demand for the Roebuck Bay Caravan Park, despite minimal improvement at the property during the period. The current operator, Discovery, has improved the maintenance and operation of the park and achieved better compliance with the regulations than noted in 2014.

Discovery have also achieved an improvement in annual average occupancy, although still considerably below that of other tourist accommodation in the region. The park still presents poorly compared to other parks in the town.

The projected overall occupancy for the caravan park in this revision is actually slightly lower than projected in the Roebuck Bay Caravan Park Master Plan (2014). However, it is boosted by an increase in built accommodation proposed (cabins, safari tents and backpacker rooms), which has a higher occupancy than caravan and camping sites. The occupancy and yield projected in the financials is considered conservative due to:

- The potential for increased demand post redevelopment due to the park's unique coastal location
- The projected annual average occupancy for accommodation (51%) is below the average occupancy for tourist accommodation in Broome (59%).
- The non-inclusion of additional revenue in the financial projections from extra person charges and kiosk sales and tour commissions.

Methodology

The methodology utilised in the preparation of this addendum follows the methodology engaged for the Roebuck Bay Caravan Park Master Plan (2014).

The various revisions were informed by the financial data from the current operator's caravan park operations, an inspection of the caravan park, information from Shire officers and the updated Needs Analysis.

Development Viability

The financial projections indicate that the redevelopment and operation of the caravan park as proposed under the masterplan is viable.

The estimated capital costs for the redevelopment is \$7.9 million, an increase of 5.6% (from \$7.5 million), primarily due to inflation.

The financial projections for the development and operation of the caravan park (by a lessee) are contained in the Financial Evaluation section.

The NPV is positive at 10% and the Internal rate of return is projected to be 11.4%, which is in the range of 10-15% sought by private developers.

The projections contain a recommended rent component to the Shire as detailed in the following table. The impact of the rent as proposed is a payment of \$348,689 in year one of the lease. Inflation is covered by the CPI on the fixed rent component and the percentage of revenue component.

Rent Components

Component	Value	Payment terms
One-time opportunity fee	\$500,000	At commencement of lease
Variable component	7.5% of quarterly revenue	In arrears 30 days after the end of each quarter
Fixed component	\$12,500/month	Monthly in advance

Recommendations

- Adopt the current master plan revision and recommended rent terms for the purposes of providing a framework for the preparation of lease terms for the redevelopment and operation tender for the Roebuck Bay Caravan Park
- Seek approval from the Department of Planning, Lands and Heritage for the leasing of the vested caravan park property to a private developer-operator and an extension of the approved term from 21 years to 42 years
- Prepare tender documentation and proposed lease agreement for the lease of the Roebuck Bay Caravan Park, to provide a lessee undertaking for the staged development of the park, generally in accordance with the revised master plan
- Advertise the opportunity via an open tender
- Instigate a robust assessment process and negotiate with short-listed proponents to achieve the desired outcomes.

Needs Analysis Update

Market Analysis – Broome & Australia's North West

Key Tourism Metrics for Broome 2018¹



Tourism Businesses^	
Non-employing	106
1 to 4 employees	66
5 to 19 employees	62
20 or more employees	22
Total	259
Area Population^:	16,952

Top International Markets	Visitors ('000)	Nights ('000)
Germany	5	35
United Kingdom	5	44
United States of America	5	38

	International	Domestic Overnight	Total
Visitors ('000)	34	236	np

	International	Domestic Overnight	Total
Nights ('000)	357	1,412	1,769
Average stay (nights)	11	6	7
Spend (\$m)	23	321	np
Average spend per trip (\$)	683	1,359	np
Average spend per night (\$)	64	228	195
Average spend (commercial accommodation) per night (\$)	78	231	199
Reason (visitors '000)			
Holiday	26	148	np
Visiting friends or relatives	2	34	np
Business	3	45	np
Other	4	np	np
Travel party type (visitors '000)			
Unaccompanied	16	48	64
Couple	10	78	88
Family group	2	42	45
Friends/relatives travelling together	3	39	42
Accommodation (nights '000)			
Hotel or similar	62	562	623
Home of friend or relative	46	256	302
Commercial camping/caravan park	44	189	234
Backpacker	52	np	np
Other	153	400	552

Current Supply

According to the Australian Bureau of Statistics (ABS) there has been minimal change in the number of businesses overall in the Broome LGA with 1,289 businesses in 2014 and 1,248 in 2018. There were 74 businesses in the accommodation and food services industry in Broome in 2014 and 71 in 2018.²

The ABS ceased collecting data for Caravan Parks in 2010, thus there is no more recent available data to update the current detailed supply of caravan sites and beds in Broome, from the data published in the 2014 Master Plan.

This data is still considered relevant due to the relatively stable nature of supply in Broome.

The only significant change to the Caravan Park and Camping Ground landscape in Broome is the recent acquisition of by RAC of the former Palm Grove Holiday Park, renamed the RAC Cable Beach Holiday Park, which will likely result in a significant redevelopment and upscaling of its accommodation and facilities.

Road Visitors to Broome - Traffic Counts

The following traffic movement data was sourced from the Main Roads Traffic Data Website for the counter located at Broome Road (East of Cape Leveque Road).

This counter was selected to filter out traffic predominantly travelling only within the Broome LGA and focus on movements into and out of the Shire.

Road traffic data provides information on road vehicle movements and has a direct correlation to tourist occupancy of accommodation at a particular location. The detailed analysis of road traffic data for Broome has been provided in this addendum due to the unavailability of more recent ABS caravan park visitation data.

The following table shows the average annual daily traffic on Broome Road by year and by class. The vehicle classification system is shown below the table.



Average Annual Daily Traffic by Class – Broome Road³

The data in the following table shows a consistent increase year on year in vehicle counts, which applies to both Class 1 and Class 2 vehicles.

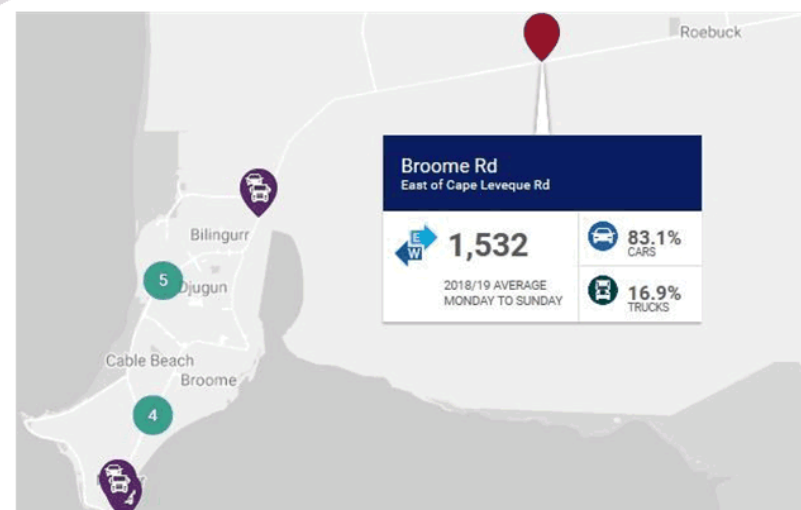
This is reflective of a consistent growth trend for Broome's drive visitation and is in line with increased visitor numbers reported by Tourism Research Australia (as per the Visitor Summary provided later in this section).

Year	Av. Ann. daily traffic (AADT)	Est of Class 1 AADT	Est of Class 2 AADT
2014/15	1,262	926	120
2015/16	1,446	1,061	138
2016/17	1,454	1,067	138
2017/18	1,472	1,080	140
2018/19	1,532	1,125	146

Vehicle Classification System⁴

Class	Parameters	Typical Configuration
LIGHT VEHICLES		
1	d(1) ≤ 3.2m and axes = 2	
2	groups = 3 d(1) ≥ 2.1m, d(1) < 3.2m, d(2) ≥ 2.1m and axes = 3, 4 or 5	

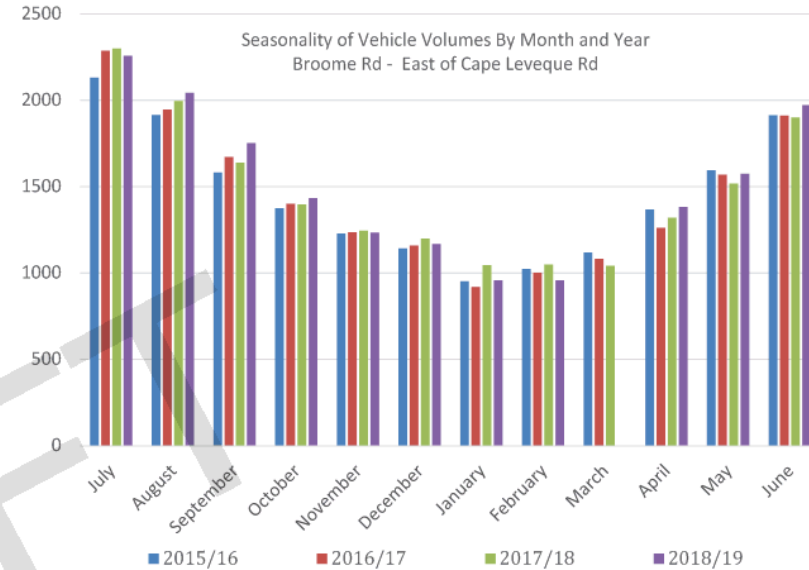
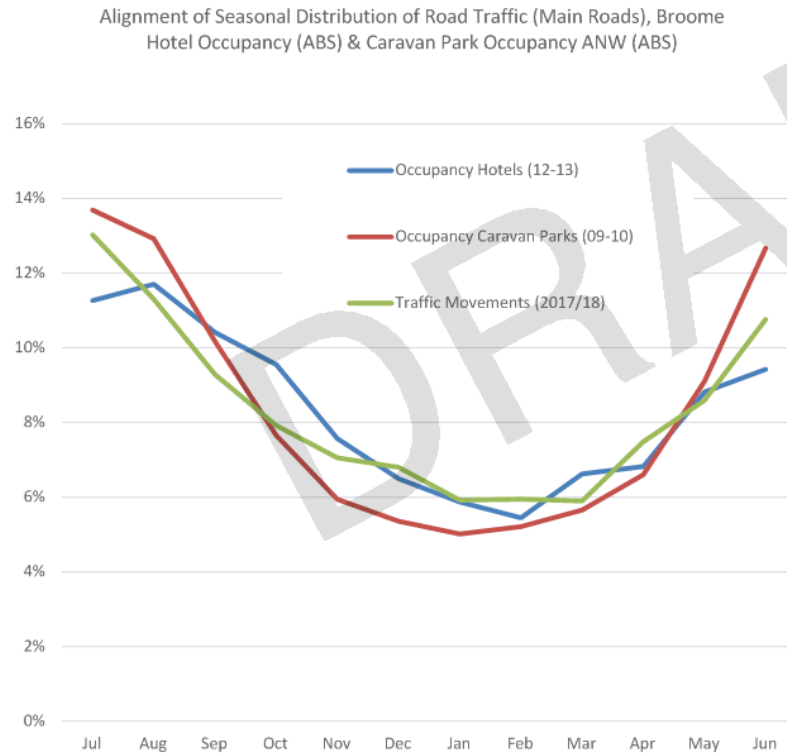
Map Showing Location of Road Traffic Counter⁵



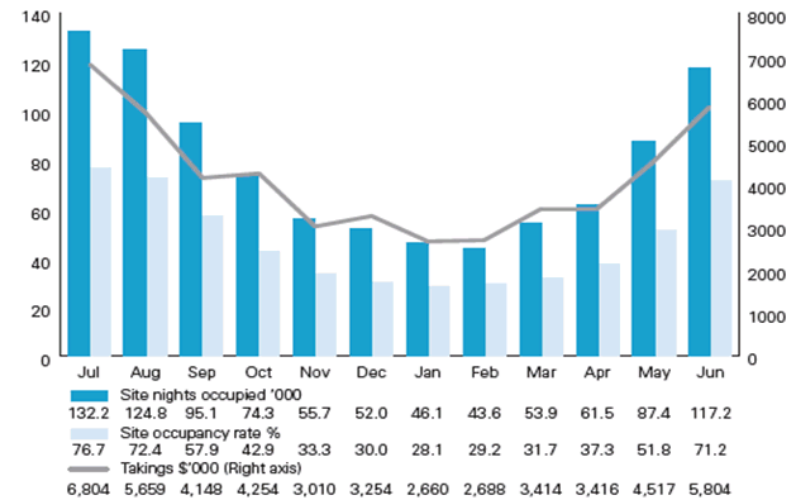
From the statistical data, it can be assumed there are approximately 560,000 annual vehicle movements comprising of approximately 410,000 Class 1 and 53,000 Class 2 vehicles. The remainder being larger vehicles (e.g. busses) and trucks.

In line with Broome's tourism seasonality, the average annual daily traffic counts are at their highest between April and October, the seasonality of vehicle movements shows an almost identical seasonality to the Occupancy Seasonality indicating seasonal trends have been stable from 2009 to 2018 and data is well aligned giving weight to the assumption that the increase in vehicle movements year on year corresponds to an increase in visitor numbers.

Seasonality of Traffic Movements and Occupancies⁶⁷⁸



Australia's North West - Caravan parks with 40 or more powered sites 2009/10 (Source: ABS)



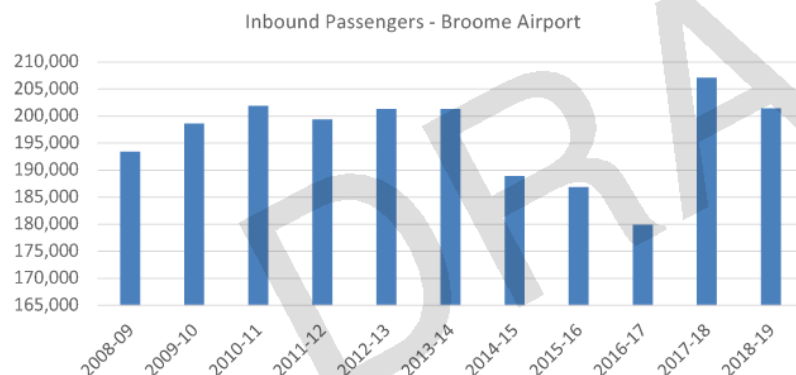
Arrivals at Broome Airport⁹

Broome Airport reported over 200,000 inbound arrivals in 2018-19.

Although the reported figures include residents returning and passengers transiting through Broome to connect with General Aviation flights onwards to other Kimberley destinations, the passenger data gives a good indication of the general tourism trends.

The arrivals data shows a dip from 2014 to 2017 then a strong recovery in 2017/18. Passenger traffic on the Perth to Broome route was the second-fastest growing in Australia for the 2018 financial year, up 19 per cent over the previous year.

Year	Arrivals
2008-09	193,425
2009-10	198,647
2010-11	201,926
2011-12	199,419
2012-13	201,351
2013-14	201,343
2014-15	188,925
2015-16	186,907
2016-17	179,912
2017-18	207,089
2018-19	201,438



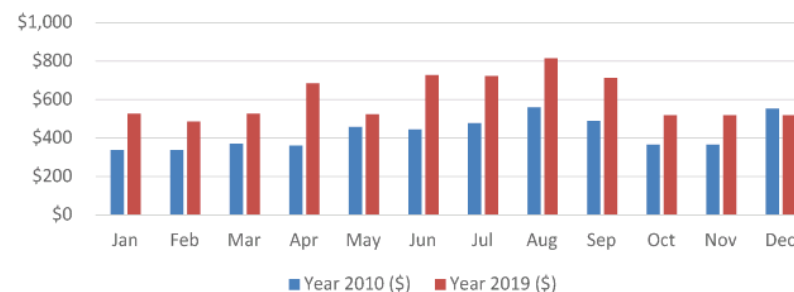
In an effort to stimulate growth in visitation, Qantas, in partnership with Tourism WA and Australia's North West introduced year-round special weekend fares on flights between Perth and Broome starting from \$179 one way. The new fares started in August 2018 and has recently been extended until August 2020. Broome International Airport has indicated, following the successful trials of scheduled flights between Singapore and Broome in 2018 and 2019, there is strong interest in resuming and expanding the number of scheduled flights, one the new terminal construction is completed in 2021.

There was significant trade and consumer marketing of the Broome destination and the flight specials in the lead up to the commencement which could have been instrumental in the 2017/18 recovery in inbound passenger numbers. Tourism operators in Broome also offered discounted rates and incentives.

Outside of the discounted Qantas weekend fares, there have been some dramatic increases in the cost of peak season flights over the 9 years from 2010 to 2019, with the cheapest available airfares (on a weekday) reaching \$815 one way in August 2019 and over \$700 in June, July and September. This is likely to have a serious impact on the value perception of Broome when compared to overseas travel and encourage price sensitive visitors to fly to Broome in the shoulder of off-season periods.¹⁰

Month	Year 2010 (\$)	Year 2019 (\$)	Change
Jan	\$339	\$527	\$188
Feb	\$339	\$486	\$147
Mar	\$370	\$527	\$156
Apr	\$361	\$686	\$325
May	\$458	\$523	\$66
Jun	\$446	\$728	\$282
Jul	\$477	\$724	\$247
Aug	\$560	\$815	\$255
Sep	\$489	\$714	\$224
Oct	\$366	\$519	\$153
Nov	\$366	\$519	\$153
Dec	\$553	\$519	-\$34
Average	\$427	\$607	\$180

Cost of Air Travel Broome - Perth



Profile of all visitors to Broome

Visitor summary¹¹

In the three years to December 2018 there was an annual average of 269,600 visitors to Broome staying 1,869,800 nights¹², which was a significant increase on the three years to December 2012 (the assumptions underpinning the 2014 Master Plan) where there was an annual average of 197,500 visitors to Broome staying 1,221,100 nights.¹³

The visitor nights were fairly evenly distributed between intrastate, interstate and international (53%, 34% and 14% respectively) which though more significantly skewed to the Intrastate (Perth) market, it is a more even mix than many destinations.

This mitigates some of the risk from specific events such as global economic conditions or downturns in domestic tourism.

The visitor nights were fairly evenly distributed between intrastate, interstate and international (43%, 36% and 21% respectively).

YE Dec 2016/17/18	Average Annual Visitors	%
Estimated Visitors		
Intrastate	142,700	53%
Interstate	92,500	34%
International	34,400	13%
Total	269,600	100%
Estimated Visitor Nights		
Intrastate	812,800	43%
Interstate	663,900	36%
International	393,000	21%
Total	1,869,800	100%
Average Length of Stay (Estimated Nights)		
Intrastate	5.7	-
Interstate	7.2	-
International	11.4	-
Total	6.9	-

Purpose of visit¹⁴

The predominant purpose of visit to Broome is holiday. Please note: Purpose of Visit is a multiple response question. Totals may not add up to 100%.

YE Dec 2016/17/18	Average Annual Visitors	%
Estimated Domestic Visitors		
Holiday	142,600	61%
Business	46,800	20%
Visiting friends and relatives	35,000	15%
Other	11,800	5%
Estimated International Visitors		
Holiday	27,000	79%
Visiting friends and relatives	2,000	6%
Business	2,000	6%
Other	4,100	12%

Top three visitor accommodation¹⁵

Caravan park accommodation has now risen up to be the second most popular accommodation chose for both domestic and international visitors to Broome.

YE Dec 2016/17/18	Av. Ann. Visitors	%
Estimated Domestic Visitors		
Hotel/resort/motel or motor Inn	124,100	53%
Caravan park or commercial campground	28,500	12%
Friends or relatives property	24,800	11%
Estimated International Visitors		
Hotel/resort/motel or motor Inn	11,100	32%
Caravan park or commercial campground	8,900	26%
Backpacker or hostel	6,300	18%

According to data published by the Kimberley Development Commission¹⁶ which was sourced from Tourism Research Australia, International visitors to Broome spent an average of \$64 per night and Domestic visitors spent an average of \$228 per night (based on a 4-year average to 2018).

The current demand analysis supports the earlier studies in the Roebuck Bay Mater Plan 2014 and provides caravan park developers, investors and operators with optimism for the outcomes of future development of Roebuck Bay caravan Park.

Design Rationale

This design rationale section is not intended to replace the design rationale included in the Roebuck Bay Caravan Park Redevelopment Master Plan (2014), other than for the specific areas detailed below. Rather it identifies areas of the previous master plan that can be improved, with the benefit of operational data, market intelligence, trends and a better understanding of consumer behaviour patterns.

The current and previous concept plans are constrained by existing infrastructure, buildings and vegetation. The option of demolishing existing buildings and clearing the site was explored since it would present an opportunity to improve the site layout and construct new buildings and infrastructure. However, the option could not be recommended due to the considerably higher cost of development, potential loss of established vegetation, short-term social and economic impacts on the town and the disruption to the permanent residents living at the site who could not be easily relocated elsewhere during a site demolition and clearing scenario.

Foremost in the conceptual deliberations is the clear understanding of the huge potential for this important site to provide affordable access to northwest coastal holiday accommodation for current and future generations of Western Australian families and visitors.

The flow-on benefits of high occupancy of the Roebuck Bay Caravan Park reach beyond the financial outcomes for the park operator and the Shire and include considerable social and economic benefits to the town, in particular local businesses.

Therefore, the site yield was an important consideration in the conceptual design. The need to retain a high number of caravan and camping sites is also important for equity of access, considering the loss of coastal caravan park sites to higher and better use.

The revised concept plan prepared for this addendum has not changed significantly from the 2014 Master Plan, where cabins, safari tents and backpackers' rooms were specifically designed to meet the current and future demands of the market. Caravan site sizes are designed to accommodate the larger self-contained caravans typically found travelling to the region. Rather than replicate the information here, we encourage the reader to reference the Design

Rationale section of the earlier report and the concept building drawings and plans contained therein.

Traffic engineering best-practice has been included in the proposed road layouts to ensure turning circles are adequate for larger towed units.

Some changes were required to accommodate the Town Beach foreshore redevelopment and Town Beach Jetty Projects, which will create a major attraction for the town. Other factors influencing the latest concept were the recent coastal erosion study and the proposal to construct a public coastal walkway, between the caravan park and the ocean.

The caravan and camping market is dynamic, with a reduction in demand for long-stay caravan sites and increased demand for tourist cabins evident over the last decade. Emerging market trends will dictate the future product mix at the caravan park. For example, a former 130 site, circa 1970, caravan park in Maine USA has recently reopened as the Terrimor Outdoor Resort¹⁷ "Glampground", with 64 luxury safari tents surrounding a lodge with bar and restaurant and upgraded recreational facilities. There is not a B-Y-O caravan or tent site at the property. Daily tariffs range from \$US220 - \$US315.

While the Roebuck Bay should, in the foreseeable future, be retained as a full mix caravan park, the caravan park lease should allow the operator to seek approval from the Shire to make justifiable modifications e.g. to add more cabins or other tourist accommodation or otherwise revise the product mix.

It is anticipated the concept plans may be revised during the development approval and construction design process, with input from the future developer/operator of the caravan park. However, the final design should be guided by this revised master plan as it considers the best outcomes for both the sustainability of the caravan park business and the community benefit.

The proposed product mix now includes a higher ratio of built tourist accommodation, in recognition of current market trends, which have cabins contributing more than 30% of caravan park revenues, compared to 47% for powered caravan sites. This has improved the projected occupancy for the caravan park, particularly in the low and shoulder seasons.

To maintain the maximum number of caravan and camping sites, tourist accommodation has been located on embankments created by the changing contour levels of the site. This provides guests occupying the high yielding cabins and safari tents with superior views, without creating visual barriers for other park users. The proposal to elevate the ocean-facing sides of the cabins and safari tents ensures spectacular views over Roebuck Bay.

While it may appear that cabins placed on the foreshore caravan sites would attract higher demand, we have noted that it is not the case at other locations. Placement of cabins in the foreshore sites would create an exclusivity zone and visual barrier which detracts from the harmony that exists between various user segments of the park.

Cabins

The proposed cabins detailed in the 2014 Master Plan are a design variation (for Broome location and environs) of a two-bedroom, self-contained, relocatable style utilised by many premier caravan parks throughout Australia. They are suitable for couples and families for overnight or short-term holidays.

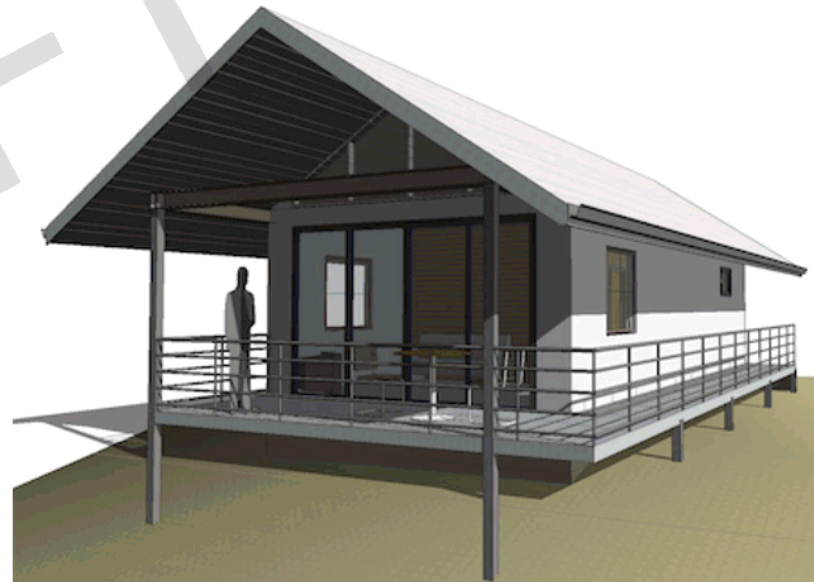
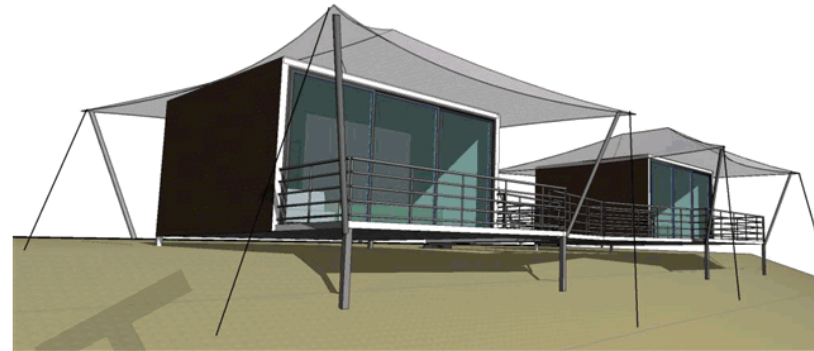
At the proposed cabin tariffs, ranging from \$160 to \$230 for two people (depending on season), they represent very good value when compared to those of many of the Broome hotels and resorts.

Safari Tents

The safari tents (glamping tents) designed for Roebuck Bay Caravan Park differ from the standard safari tents found in the North West and in other tourist locations. They are designed as permanent structures, which, unlike many other designs, do not need to be disassembled during the “wet” or cyclone season.

The structure is essentially an insulated cube, constructed on an elevated platform/deck. The tent has the lounge area and king-size bed overlooking an outdoor deck to the ocean views. A small kitchenette and ensuite bathroom are to the rear of the safari tent.

A tensioned tent canopy is stretched over and beyond the cube roof on splayed poles which are anchored to the ground. The tent canopy creates an impression of a tent, while the cube has all the comforts of a luxury hotel room.



Backpacker Rooms

For many overnight traveller singles or couples, spending money on hotel, motel, Airbnb, rooms or even caravan park cabins is not utilising their holiday budget wisely. Yet, the option of camping or staying in traditional backpacker lodges does not appear due to either the lack of creature comforts, or the density of accommodation and demographic of guests at backpacker lodges.

The idea of accessing small, comfortable, budget-priced rooms with shared facilities appeals to many budget-conscious holiday travellers or business travellers. Budget rooms such as sleeping pods are well accepted by a segment of travellers who do not see value for money in higher accommodation costs. The concept for the backpacker rooms at Roebuck bay is to install a small number of sleeping pods in an otherwise open-plan layouts, which shared kitchen and ablution facilities. The modular sleeping pods (2.2 metres x 2 metres for single travellers and 2.8 metres x 2 metres for couples) contain either a single or double bed, storage for luggage and a small refrigerator. Amenities are minimal to prevent comparison with to other accommodation at the caravan park i.e. no television etc.

A small communal lounge area is contained within the building.



Guests access their sleeping pods late in the afternoon and vacate early each day. Bookings are one day at a time and guests wishing to stay longer must rebook each day or in advance. It is suggested that a limit of two or three days apply.

Caravan Sites

The concept plan provides for large caravan sites (12 metres x 10 metres) across both the permanent and tourist areas of the park. This size allows for caravan of up to 10 metres in length (the majority of caravans are in the 5-6 metre range), an annex and a car parking space plus setbacks in accordance with the Caravan and Campgrounds Regulations 1997. Many of the permanent sites are constrained by existing trees and other vegetation. Sites are set outback-to-back, wherever possible, to allow four sites to share common water supply and sullage points and a 4-way power head.

Approximately eight caravan and camping sites have been lost between the current and 2014 site plans, due mainly to the encroachment of the public carpark to accommodate the foreshore redevelopment.

Ensuite Sites

A total of twelve caravan sites have been converted to ensuite sites in the latest concept, which will help maintain a high rating for the caravan park and meet the needs of another segment of the caravanning market. It is anticipated that the future developer/operator may wish to increase the ratio of ensuite caravan sites to standard caravan sites according to demand. The placement of ensuite sites on the property can also address issues of non-compliance with the regulations, in regard to distance of sites from ablutions, particularly in the South West corner of the site.

Camping Sites

Five powered camping sites (9 metres x 9 metres) have been provided in the revised concept plan, which is a reduction of eight sites from the previous plan, due to the Town Beach carpark enlargement requirements.

All of the 158 powered caravan sites have a dual use as camping sites. Most campers, especially those in campervans, camper trailers and family tents demand powered sites. Many family tents require similar area to caravan, with their annexes and awnings. Modern powerheads can have power supply to individual sites locked out by the park operator, in the event the occupants do not require power. Reservation systems can also adjust tariffs for alternative tariffs for single or multiple sites.

Permanent Sites

Currently there are 102 permanent sites allocated in the caravan park, although a number are unoccupied. Since the site investigation in 2013 for the previous master plan, the present operator has tidied the permanent site area and removed many of the illegal structures.

Permanent sites provide cash flow for the operator during low seasons as well as providing a housing resource for the residents. It is considered that a better ration of permanent sites to tourist sites will be achieved by natural attrition during the course of the redevelopment and restructuring of the park operations.

Therefore, the financial projections have been modelled on a reduction of 19 of the 103 permanent sites to approximately 83 permanent sites in the early stages of the project. The 19 sites will be converted to tourist caravan sites.

Onsite Caravans

The existing onsite caravans are not suitable for a high-quality caravan park and the concept plan has the disposal of the caravans and conversion of the sites to tourist caravan sites in stage 3 of the project.

The following table describes the proposed product mix changes over the four construction stages and the variance in sites and accommodation between the 2014 and current concept plans.

Proposed Development 2020	Stage 1	Stage 2	Stage 3	Stage 4	Total 2020	Total 2014	Change from 2014
Permanent Caravan Sites	102	-19	-	-	83	118	-35
Powered Caravan Sites	137	16	5	-	158	131	27
Powered Camp Sites	5	-	-	-	5	13	-8
Ensuite Caravan Sites	12	-	-	-	12		12
2brm Cabins	4	4	4	4	16	9	7
Onsite Caravans	5	-	-5	-	-	6	-6
Safari Tents Couples	4	2	-	-	6	11	-5
Backpacker Rooms	-	6	-	-	6	6	0
Total Units	269	9	4	4	286	294	-8

All other redevelopment is as per the 2014 Master Plan. The concept drawings for the redevelopment have been included in the appendix of this addendum.

Financial Evaluation

Readers should disregard the 'Financial Evaluation' section in the Roebuck Bay Caravan Park Redevelopment Master Plan May 2014 (pages 26-28) and replace it with the following section.

The financial estimates for the development have been remodelled in line with the changes to the design and accommodation product mix (as outlined in this addendum). This section of the provides an updated view of the financial justification for the re-development of the Roebuck Bay Caravan Park in Broome.

Proponents interested in the opportunity to Request to Tender, may use this analysis to assess the expected returns, financial risk and lifecycle costs associated with redeveloping and leasing the Roebuck Bay Caravan Park.

Approach

For comparability, this financial evaluation approach is consistent with overarching methodology used in the Roebuck Bay Caravan Park Redevelopment Master Plan May 2014 (the "Master Plan (May 2014)").

Key development viability measures have been calculated including:

- **Discounted Cash Flow Model (DCFM).** The DCFM model weighs typical revenue and cost streams associated with the Caravan Park development. The inputs used are based on the results of the quantity survey and revenue based on relevant demand and market drivers.
- **Net Present Value (NPV):** A financial analysis tool used to calculate the value of a project (in current terms) based on projected capital costs and future cash flows. Future cash flows are discounted back to the present based on a discount rate (7% used in this analysis based on recent WA Treasury Guidelines). The discounted cash flows are then compared to the cost of developing the project. If the NPV is greater than \$0, the project is deemed to have a positive viability and should be considered for development.
- **Internal Rate of Return (IRR):** A financial analysis tool used to compare the profitability of projects. The IRR is the discount rate that results in the NPV of the project equalling \$0. Recent intel sourced by Brighthouse indicates that an IRR of 10-15% is a benchmark rate to trigger investment by a private property developer.

Consideration of each of these factors is vital towards delivering a final development, which is balanced in terms of feasibility, ease of management and risk of returns.

Assumptions and inputs

The outputs of the financial modelling have been calculated in accordance with the assumptions and inputs below.

Assumptions

The financial analysis is based on the underlying assumptions outlined below and categorised to the extent that they vary from the assumptions in the Master Plan (May 2014).

No change in the following assumptions:

- Projected index measures for inflation and discounting, according to historical trends in the Consumer Price Index (CPI), Wage Price Index (WPI), Materials Price Index (MPI) and Land Price Index (LPI);
- The Internal rate of return (IRR) is calculated on the EBITDA;
- Project cash flows are assumed at the end of each period, taking a more conservative approach by understating NPV;
- Project evaluation is based on project cash flows after tax;
- Zero cost of land; and
- 15-year project life.

Notwithstanding these unchanged assumptions, their underlying values have been updated to more accurately reflect trends and forecasts known as at 2020 (for example, updates to reflect changes in CPI/WPI since 2014).

Changes to the following assumptions:

- Development to be funded by a 50:50 debt to equity ratio, with a 15-year loan term. The previous funding assumption of 100% equity has been amended to reflect a balanced source of funds; and
- Discount rate of 7% used in the calculation of NPV consistent with the WA Treasury Regional Project Evaluation guidelines (previously 10%).

Whilst the Shire intends to propose a 21-year lease (with option to extend for another 21 years), the 15-year modelling view is considered a reasonable proxy and reflective of the long-term nature of the project

Inputs

Details on key inputs to the modelling are described further below. All key inputs below have been updated since the Master Plan (May 2014), to account for changes to inflation, the design concept, demand drivers and recent market trends.

Most notably, an increase in demand is driven by the boost in tourism and visitation owing to the Town Beach Project conducted by the Shire of Broome. The Town Beach Project will build on these existing vibrance and attractions within Broome through a range of sub-projects (including construction of coastal walks, water park, children's playground, greenspaces, upgraded café, car parks and a fishing jetty), with a total estimated investment over \$24m. Inputs on tariffs and occupancy have been adjusted accordingly to account for these developments.

Product Accommodation Mix

Over a 4-stage development (previously 5 stages under the Master Plan (May 2014)), the overall accommodation product mix yields 286 units across 7 accommodation product types.

Product Accommodation Units

	Stage 1	Stage 2	Stage 3	Stage 4	Total Units
Permanent Caravan Sites	102	(19)	-	-	83
Powered Caravan Sites	137	16	5	-	158
Powered Camp Sites	5	-	-	-	5
Ensuite Caravan Sites	12	-	-	-	12
2brm Cabins	4	4	4	4	16
Onsite Caravans	5	-	(5)	-	-
Safari Tents Couples	4	2	-	-	6
Backpacker Rooms	-	6	-	-	6
Total Units	269	9	4	4	286

Stage 1 remains the major component of construction, involving development of 259 of the total 286 sites.

The first stage of the caravan park re-development is estimated to be operational by the beginning of year 2.

Capital Expenditure

The capital expenditure associated with the proposed development is summarised in the table below, based on a revised design concept. The two components of the capital expenditure are

1. The cost of the redevelopment of the caravan park; and
2. The proposed upfront opportunity fee of \$500,000, which is paid by the lessee to the Shire upon signing of the lease.

Capital expenditure (redevelopment) summary

	Stage 1	Stage 2	Stage 3	Stage 4	Total
Addendum (Feb 2020)	4,090,673	2,061,936	938,964	793,129	7,884,702
Master Plan (May 2014)	4,133,781	1,631,816	888,513	811,511	7,465,621

Compared to the Master Plan (May 2014) estimate, the capital costs of the redevelopment have increased by 5.6% (from \$7.5m to \$7.9m) primarily due to inflation. It should be noted that the impact of inflation over the ~ 6-year period has been partially offset by lower demand for construction projects in recent times, driving more competitive pricing in the market.

A more detailed breakdown of the capital expenditure components and is provided in the design rationale section. However, it is worthy of note that \$2.5 million of the estimated \$7.9 million capital expenditure for the redevelopment, comprises cost of construction and fit out of guest accommodation buildings.

Capital estimates have been developed based on the concept design. It is anticipated that through the course of developing detailed design, the private developer may achieve further design innovation and efficiencies.

The upfront opportunity fee of \$500,000 is capitalised and increases the developer/operator's capex to a total of \$8.4 million. For the purposes of this model the \$500,000 fee has been amortised over the first 21 years of the lease. If it were to be amortised over the proposed 42-year lease term the NPV and IRR would improve

Occupancy Rates

In Broome caravan park occupancy ranges from as high as 89.9% in the high season to as low as 10% in the low season.

The amount of variation in occupancy for hotels, motels and serviced apartments within Broome, however was found to be less volatile, ranging from 91.0% to 35.4%.

The assumed occupancy rates across each accommodation product type takes into account the:

- Lower volatility of occupancy from built accommodation (such as 2-bedroom cabins, safari tents, backpacker rooms and also permanent caravan sites);
- Variability in occupancy per accommodation type across off-shoulder/peak and off-peaks months;
- Greater demand for trendy and stylish accommodation (such as safari tents) which remains an untapped market in the Broome area; and
- Geographical competitive advantage Roebuck Bay Caravan Park maintains over other parks in the area, sustaining its ability to attract visitors above the market average in the region.

The proposed developments provide a diversified income stream over a mix of 7 accommodation types targeting a broad spectrum of traveller types across caravan sites, camp sites, backpacker rooms and cabins.

Compared to other caravan parks, the diversity of assets will enable Roebuck Bay Caravan Park to mitigate the risk and impact of any natural variability in occupancy.

table below indicates the average occupancy rates across all accommodation products by month.

Estimated Benchmark Occupancies

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Addendum (Feb 2019)	86%	86%	86%	35%	35%	33%	24%	24%	24%	53%	60%	76%
Master Plan (May 2014)	89%	89%	89%	22%	19%	22%	10%	10%	10%	51%	62%	79%

By comparison to the Master Plan (May 2014), there is a slight decrease in occupancy in off-peak period and increase in peak/shoulder months. The adjustments in occupancy rates align with the new proposed tariffs and demand

seasonality in the Broome based on actual occupancy data for the Roebuck Bay Caravan Park and the recent competitive landscape. This conservative approach does not account for the proposed increase in supply of tourist accommodation post redevelopment, which will yield higher occupancy than caravan and camping sites, particularly in the low and shoulder seasons.

The occupancy level during off-peak is justified by the lower end assumptions taken for the corresponding tariffs during the same period and the recent occupancy data from operational reports. A 3% year-on-year growth has been applied to occupancy rates, capped at an overall 10% growth (for permanent caravan sites) and 15% growth (for all other accommodation products).

Tariff Structure

The tariff structure used in the investment analysis is detailed below. Tariffs have set in line with the other parks in the region.

Proposed Caravan Park Site Tariffs

Type (\$/per night)	Ex GST			Inc GST [^]		
	Off-peak	Shoulder	Peak	Off-peak	Shoulder	Peak
Permanent Caravan	23.70	23.70	23.70	25.00	25.00	25.00
Powered Caravan Sites	36.36	45.45	50.00	40.00	50.00	55.00
Powered Camp Sites	22.73	36.36	40.91	25.00	40.00	45.00
Ensuite Caravan Sites	45.45	54.55	68.18	50.00	60.00	75.00
2brm Cabins	145.45	163.64	209.09	160.00	180.00	230.00
Safari Tents	145.45	163.64	209.09	160.00	180.00	230.00
Onsite Caravans Couples	66.35	75.83	85.31	70.00	80.00	90.00
Backpacker Rooms	54.55	68.18	72.73	60.00	75.00	80.00

[^] GST calculated as 10% for all accommodation types except for 'Permanent sites and Onsite Caravans' which is 5.5%. Rate based on a 2 person stay

The lower and upper end of tariffs reflects the ability attract a wide array of traveller types with varying accommodation appeals including Free Independent Travellers (FIT), group travellers, families, backpackers, and grey nomads.

The changes in tariffs compared to the estimates provided in the Master Plan (May 2014), account for inflation, as well as changes in consumer demand drivers. In recent accommodation projects across WA, Brighthouse has witnessed that price sensitivity in consumers is particularly low during peak periods.

Since Broome is an increasingly important tourist destination within Western Australia, which sees a diverse visitor profile, the proposed Caravan Park should

be designed to fulfil the role of a 'holiday park' rather than offering solely caravan accommodation.

A mix of higher revenue yielding accommodation is achieved through the addition of cabins, backpacker rooms and safari tents. Additionally, the development proposes accommodation which features coastal line views to justify even higher accommodation premiums.

Operating expenditure

Operating costs varies across the mix of accommodation products, with caravan and camp sites typically requiring greater expenditure by percentage of revenue in comparison to the 2-bedroom cabins, safari tents and backpacker rooms.

Operating expenditure includes costs such as wages, salaries, rent, repairs, utilities and advertising.

Operating costs (other than rent) have been calculated in line with industry benchmarks developed by IBIS for caravan park and accommodation style businesses and Brighthouse intel from similar caravan parks. Additionally, it has been validated against Roebuck Caravan Park's recent financial statements indicating actual operating costs.

Rent paid to the Shire for the opportunity to redevelop and operate Roebuck Bay Caravan Park consists of three components outlined in the table below. Only component number 2 and 3 have been included in operating expenditure. The first component has been capitalised in financial statements and subsequently amortised.

Rent Components

Component	Value	Payment terms
One-time opportunity fee	\$500,000	At commencement of lease
Variable component	7.5% of quarterly revenue	In arrears 30 days after the end of each quarter
Fixed component	\$12,500/month	Monthly in advance

Development Viability

The viability of any development will depend on a number of commercial factors. The two common financial indicators (NPV and IRR) used to assess the development viability of projects are summarised in the table below.

Commercial operators of caravan parks will usually work on a 15-year timeframe to assess the viability of a project with a 20-year timeframe also provided as an upper limit.

NPV and IRR

Project Summary	NPV	IRR
Discount Rate @ 5%	4,074,765	
Discount Rate @ 7%	2,494,676	11.4%
Discount Rate @ 9%	1,224,438	

The NPV of project cash flows is positive at discount rates of 5%, 7% and even 9%. The modelling suggests a \$2.5m NPV at a 7% discount rate.

The IRR is projected to be 11.4%, which is in the range of 10-15% sought by private developers.

These NPV and IRR calculations are considered conservative due to the assumption of 15-year project life (taken for the purposes of the modelling) by contrast to the proposed 21-year initial lease term. If the increasing trend in

Profit & Loss	Yr 1	Yr 5	Yr 10	Yr 15
Sales Revenue	2,331,727	3,580,169	4,364,944	5,190,150
EBITDA	782,515	1,288,407	1,580,917	1,887,220
EBITDA %	34%	36%	36%	36%
Depreciation	296,521	549,456	549,456	549,456
Net Interest	103,194	169,826	100,281	11,031
Operating Profit	382,799	569,125	931,180	1,326,733
Operating Profit %	16%	16%	21%	26%
Tax Expense	114,840	170,737	279,354	398,020
NPAT	267,959	398,387	651,826	928,713

revenue and NPV was extended over the 21-year period, the NPV values would increase significantly beyond \$2.5m.

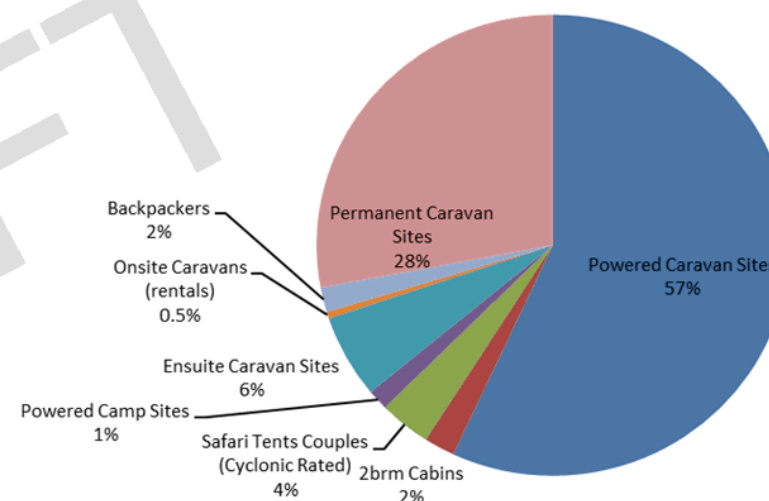
The financial evaluation in the Master Plan (May 2014) was provided without the benefit of actual operating data from the park operations. It indicated strong returns with an NPV of \$1,945,313 (at 10% discount rate) and IRR of 19%. On face value, it appears that the Master Plan (May 2014) development proposal is more commercially attractive than the proposal in this addendum.

However, readers should not rely on the 2014 calculations. Market conditions have changed since that evaluation was completed. There is no indication that the financial evaluation in the Master Plan (May 2014) could be achieved in the

current market, even if it was updated with the new assumptions/inputs in this analysis. The distribution of the NPV (when using a discount rate of 7%) is shown in the image below.

NPV Asset Valuation Distribution

When using a discount rate of 7%, Powered Caravan Sites contributes 57% NPV returns given it only accounts for 55% of the total number of accommodation units. Meanwhile Safari Tents contribute 4% to the NPV returns, whilst it only accounts for 2% of the total number of accommodation units.



Financial statement analysis

The following section describes and analyses the outputs of the financial statement obtained from the modelling. Refer to Appendix [2] for detailed financial statements.

Profit and loss

Revenue, EBITDA, operating profit and NPAT all improve throughout the life of the project and are well within the accepted minimum levels for a positive investment decision.

Over the 15-year assessment period, EBITDA averages a healthy 36%. Meanwhile, Operating Profit improves from 16% in year 5 to 26% in year 15, as interest expense and depreciation naturally tail off.

Most notably, operating profit is positive from year 1 (at \$383k) and steadily increases to \$570k in year 5 (i.e. the first of operation after the development has completed). The strategic approach behind the development allows the park to achieve positive returns even during the development phase itself (i.e. in the first 4 years) by:

- Staggering the development in a manner that allows existing accommodation to continue to operate and provide continuity in revenue;
- Focusing the development on aspects of the park which represent the greatest 'value for money' (includes untapping the value of having accommodation overlooking Roebuck Bay);
- Utilising existing accommodation assets to achieve the desired accommodation mix, with 19 Permanent Caravan Sites and 5 Onsite Caravan Sites being upgraded to 24 Powered Caravan Sites.
- Upgrading non-accommodation related amenities, ablutions and reception/common areas, to boost demand for occupancy without disrupting income streams

It should be noted, that the calculation of revenue in the model only includes tariffs (based on a 2 person stay). As a result, the revenue estimates are considered conservative as other potential revenue sources have not been taken into account. There are other secondary sources of revenue from on-site shops, hire equipment (e.g. tents, bikes), luxury amenities, gift shops or additional fees for guests staying with more than two people (charged per person).

Brighthouse expects the potential revenue uplift from these secondary sources to be significant. Previous projects have indicated that revenue from an on-site shop could be \$1-\$5 per occupied site per day, and charges for additional guests could be \$15 per adult/night or \$10 per child/night.

The impact of rent in the 15-year profit and loss statement is provided below. This has been calculated using the proposed fixed term fee, the variable rent components from the projected revenue and applying amortisation of the one-time opportunity fee over the lease term (21 years).

Rent P&L Impact

Component / \$	Yr 1	Yr 5	Yr 10	Yr 15
One-time fee	23,810	23,810	23,810	23,810
Variable	174,880	268,513	327,371	389,261
Fixed	150,000	168,826	195,716	226,888
Total	348,689	461,149	546,896	639,959
Rent % of operating costs	23%	20%	20%	19%

The portion of rent to overall operating costs (19% in year 15), is considered competitive and feasible for a private operator. It is within an acceptable range where market reports issued by IBIS world have suggested that rent related expenses typically comprise ~20% of operating costs.

Cashflow

Cashflow	Yr 1	Yr 5	Yr 10	Yr 15
EBITDA	782,515	1,288,407	1,580,917	1,887,220
Net Interest	103,194	169,826	100,281	11,031
Income Tax paid	114,840	170,737	279,354	398,020
Operating Cash Flow	564,481	947,844	1,201,282	1,478,169
Debt Repayment	97,221	245,428	314,972	404,223
Net Change in Cash	467,260	702,415	886,310	1,073,947
Closing Cash Balance	974,428	3,862,923	7,970,159	12,971,492

Operating Cash Flow and Closing Cash Balance both indicate strong cash flows from the project from year 1 until year 15. The growth in Operating Cash Flow over time is primarily driven by the increase in revenue as the development completes and occupancy grows, as well as the repayment of the debt balance over a 15-year period.

Balance Sheet

Balance Sheet	Yr 1	Yr 5	Yr 10	Yr 15
Cash at Bank	974,428	3,862,923	7,970,159	12,971,492
Non-Current Assets	4,294,152	6,058,704	3,311,422	564,141
Total Assets	5,268,580	9,921,627	11,281,581	13,535,632
Current Liabilities	48,100	78,033	96,994	117,054
Loan	2,427,650	3,681,792	2,252,951	419,235
Total Liabilities	2,475,750	3,759,824	2,349,944	536,289
Profit	267,959	398,387	651,826	928,713
Retained Earnings	-	1,151,829	3,668,224	7,459,044
Equity	2,792,830	6,161,802	8,931,636	12,999,343
Total Liabilities & Equity	5,268,580	9,921,627	11,281,581	13,535,632

Financial ratios

Key profitability and solvency ratios have been calculated in the table below. The table also includes the benchmark indicating the minimum threshold at which the ratio would be acceptable to a private developer in the accommodation sector.

Table – Financial Ratios

	Industry benchmark [^]	Yr 1	Yr 5	Yr 10	Yr 15
Profitability					
EBITDA Margin	> 23%	33.56%	35.99%	36.22%	36.36%
Net Profit After Tax Margin	>10%	11.49%	11.13%	14.93%	17.89%
Return on Assets (ROA)	>5%	6.46%	5.26%	6.50%	7.06%
Solvency					
Liabilities to Assets Ratio	<40%	46.99%	37.90%	20.83%	3.96%
Times Interest Earned	>2.5	4.71	4.35	10.29	121.27

[^] Based on Brighthouse industry intelligence and CSImarket benchmarks for the accommodation sector

All key profitability and solvency ratio meet or exceeds industry benchmarks. This indicate the park's ability to sustain attractive returns and meet debt obligations over the project period.

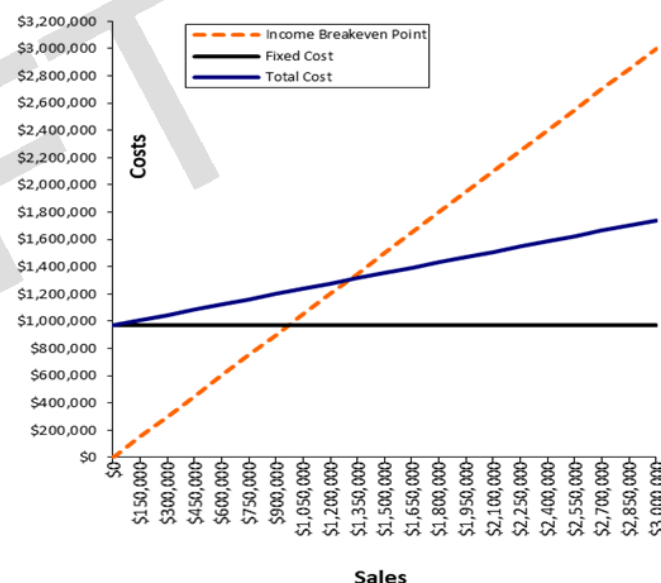
Whilst ratios can provide clues to the underlying conditions of a project that may not be apparent from an inspection of the individual components, a ratio itself

may not be meaningful unless viewed holistically with all relevant financial data. It is assumed the reader is familiar with standard financial ratios and terms.

Given the condition and state of the caravan park, it may have been ideal to totally redevelop the area, with new road layout and larger residential sites in a completely separate zone. However, the capital cost and returns for such a redevelopment is unlikely to meet investment thresholds.

Breakeven Analysis

Image – Breakeven analysis



In year 4, the projected breakeven point for the park is at \$1.3m revenue. There is high confidence that the park could achieve revenues well beyond the breakeven point given the conservatism around the revenue assumptions in the modelling[^]. Other indicators suggest that the park, in its current state today (before any development), is capable of achieving revenue greater than the break-even point.

[^] Whereby the calculation revenue has not included potential secondary sources of income such as on-site shops, hire equipment or additional headcount fees

Sensitivity Analysis

Brighthouse understands that general competition in the construction sector is brought about by a lack, or deferral of, major construction projects. These factors suggest that construction should be reasonably achieved within the modelled estimates. Notwithstanding this, the sensitivity analysis in this section tests the variability of key modelling inputs.

Sensitivity analysis is used to assess the impact of a change “the what if’s” in key model assumptions (both positive and negative) on the key outputs of the financial model. It is used to test the robustness of a model and identify how sensitive certain variables are to the output of the model. This section investigates the sensitivity of projected EBITDA and forecasted revenue against averaged expense, occupancy and capex ratios.

To test the sensitivity of projected EBITDA and revenue, the 15-year average of the following ratios will be varied by +/- 5% (up to a maximum of 15%):

- **% Expenses / Revenue:** to test the variability of cost to operate the development
- **% Occupancy:** to test the variability of demand from accommodation customers
- **% Capex / Revenue:** to test the variability of construction development costs
- **% Average Annual Revenue Growth:** to test the variability of tariff pricing and volumes

Scenarios were conducted to vary these ratios by +/-5% from a baseline. The baseline is the forecasted revenue and EBITDA figures as at year 4. Three sensitivity scenarios were conducted as outlined below.

The sensitivity analysis suggests that the park is expected to remain financially viable in the unexpected event of a severe industry downturn or a new competitive development opening up in the immediate area.

Scenario 1 – Varying % Expenses / Revenue and % Revenue Growth to assess impact on EBITDA

The sensitivity analysis below demonstrates that the “worst case” and “best case” scenario is expected to result in a forecasted EBITDA of \$647k and \$2.1m respectively.

EBITDA - projected [Revenue/Expense Sensitivity]									
		-15%	-10%	-5%	0%	5%	10%	15%	
Forecasted EBITDA									
		1,291,262	49%	54%	59%	64%	69%	74%	79%
-15%	-9.1%	1,569,769	1,415,957	1,262,145	1,108,333	954,521	800,709	646,897	
-10%	-4.1%	1,656,132	1,493,857	1,331,583	1,169,309	1,007,035	844,761	682,487	
-5%	0.9%	1,742,495	1,571,758	1,401,022	1,230,286	1,059,549	888,813	718,077	
0%	5.9%	1,828,858	1,649,659	1,470,461	1,291,262	1,112,064	932,865	753,667	
5%	10.9%	2,095,601	1,926,357	1,757,113	1,587,869	1,418,625	1,249,381	1,080,137	
10%	15.9%	2,264,844	2,095,601	1,926,357	1,757,113	1,587,869	1,418,625	1,249,381	
15%	20.9%	2,087,947	1,883,362	1,678,777	1,474,192	1,269,607	1,065,022	860,436	

Scenario 2 – Varying % Occupancy and % Revenue Growth to assess impact on forecasted revenue

The sensitivity analysis below demonstrates that the “worst case” and “best case” scenario is expected to result in a forecasted revenue of \$2.4m and \$4.4m respectively.

Revenue - projected [Revenue/Occupancy Sensitivity]									
		-15%	-10%	-5%	0%	5%	10%	15%	
Forecasted Revenue									
		3,384,877	52%	57%	62%	67%	72%	77%	82%
-15%	-9.1%	2,369,414	2,538,658	2,707,902	2,877,146	3,046,390	3,215,634	3,384,877	
-10%	-4.1%	2,538,658	2,707,902	2,877,146	3,046,390	3,215,634	3,384,877	3,554,121	
-5%	0.9%	2,707,902	2,877,146	3,046,390	3,215,634	3,384,877	3,554,121	3,723,365	
0%	5.9%	2,877,146	3,046,390	3,215,634	3,384,877	3,554,121	3,723,365	3,892,609	
5%	10.9%	3,046,390	3,215,634	3,384,877	3,554,121	3,723,365	3,892,609	4,061,853	
10%	15.9%	3,215,634	3,384,877	3,554,121	3,723,365	3,892,609	4,061,853	4,231,097	
15%	20.9%	3,384,877	3,554,121	3,723,365	3,892,609	4,061,853	4,231,097	4,400,341	

Scenario 3 – Varying % Capex / Revenue and % Revenue Growth to assess impact on forecasted revenue

The sensitivity analysis below demonstrates that the “worst case” and “best case” scenario is expected to result in a forecasted revenue of \$2.1m and \$4.1m respectively.

Revenue - projected [Revenue/Capex Sensitivity]									
		-15%	-10%	-5%	0%	5%	10%	15%	
Forecasted Revenue									
		3,068,083	0%	5%	10%	15%	20%	25%	30%
-15%	-9.1%	3,068,083	2,898,839	2,729,596	2,560,352	2,391,108	2,221,864	2,052,620	
-10%	-4.1%	3,237,327	3,068,083	2,898,839	2,729,596	2,560,352	2,391,108	2,221,864	
-5%	0.9%	3,406,571	3,237,327	3,068,083	2,898,839	2,729,596	2,560,352	2,391,108	
0%	5.9%	3,575,815	3,406,571	3,237,327	3,068,083	2,898,839	2,729,596	2,560,352	
5%	10.9%	3,745,059	3,575,815	3,406,571	3,237,327	3,068,083	2,898,839	2,729,596	
10%	15.9%	3,914,303	3,745,059	3,575,815	3,406,571	3,237,327	3,068,083	2,898,839	
15%	20.9%	4,083,547	3,914,303	3,745,059	3,575,815	3,406,571	3,237,327	3,068,083	

List of Appendices

1. Concept Drawings
2. Financial Projections
3. Town Beach Redevelopment Strategy

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⁶ <https://trafficmap.mainroads.wa.gov.au/map>

⁷ Australian Bureau of Statistics 8635555001DO001 Tourist Accommodation, Small Area Data, Western Australia, 4 Quarters to Jun 2010 Table 10 Caravan parks

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Appendix 1: Concept Drawings

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CONCEPT ISSUE
ISSUE DATE 01/05/14

ROEBUCK BAY CARAVAN PARK RE-DEVELOPMENT

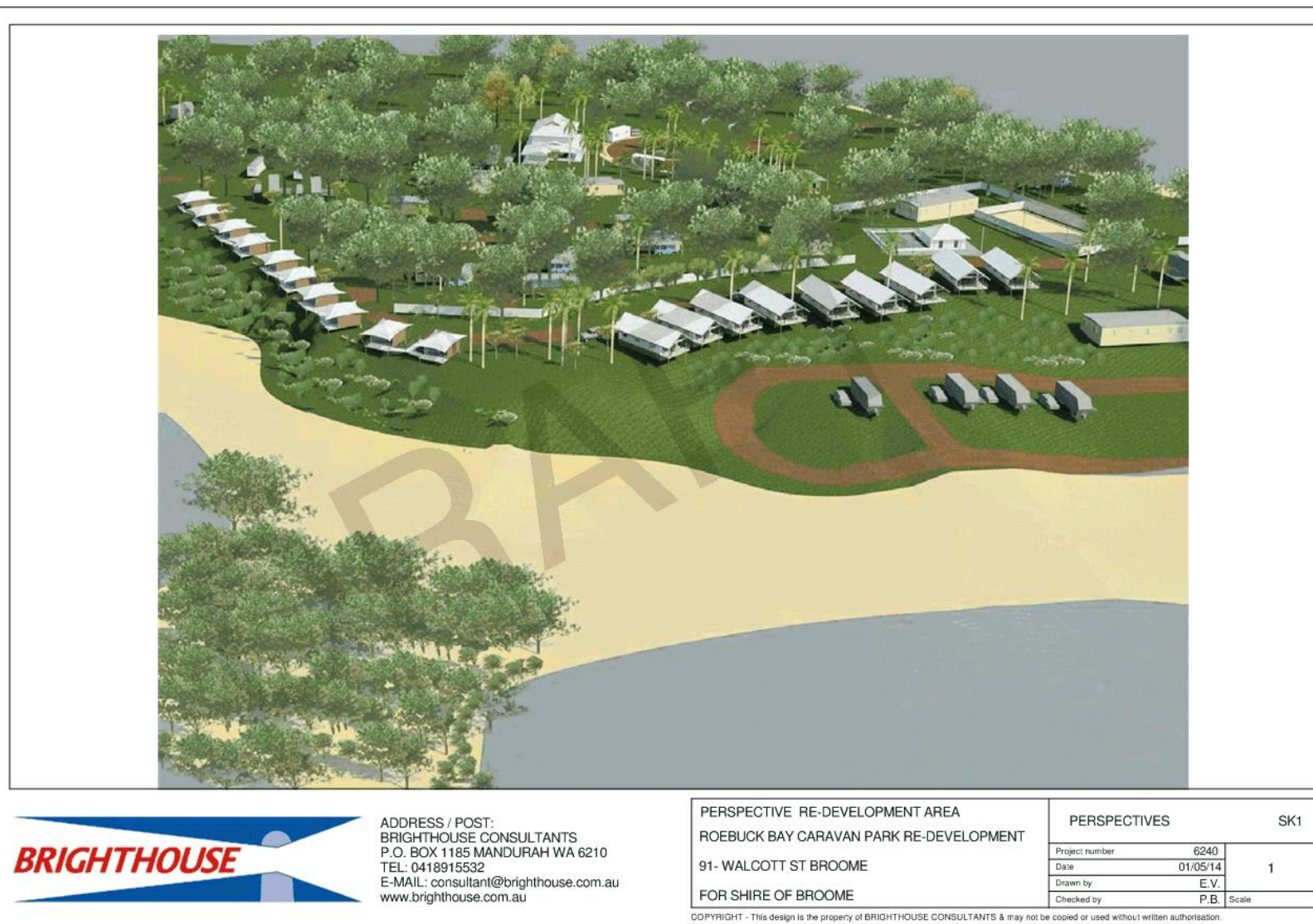
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FOR SHIRE OF BROOME



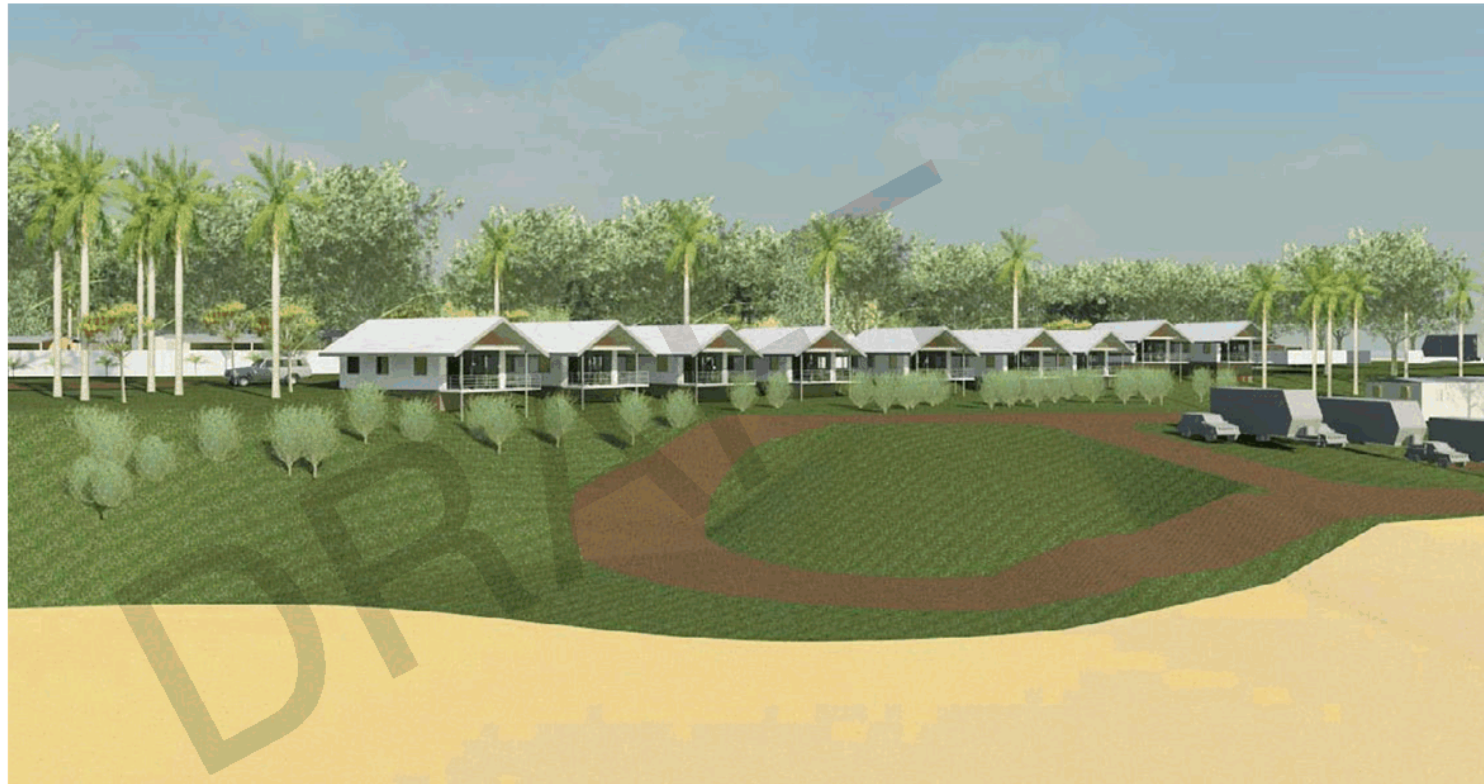
PREPARED BY BRIGHTHOUSE CONSULTANTS - MANDURAH - WESTERN AUSTRALIA - TEL 0418 915 532 E-MAIL: CONSULTANT@BRIGHTHOUSE.COM.AU

Roebuck Bay Caravan Park Master Plan – Brighthouse 2014





Roebuck Bay Caravan Park Master Plan – Brighthouse 2014



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CABIN ACCOMMODATION PERSPECTIVE
ROEBUCK BAY CARAVAN PARK RE-DEVELOPMENT
91- WALCOTT ST BROOME
FOR SHIRE OF BROOME

PERSPECTIVES		SK1
Project number	6240	2
Date	01/05/14	
Drawn by	E.V.	
Checked by	P.B.	
Scale		

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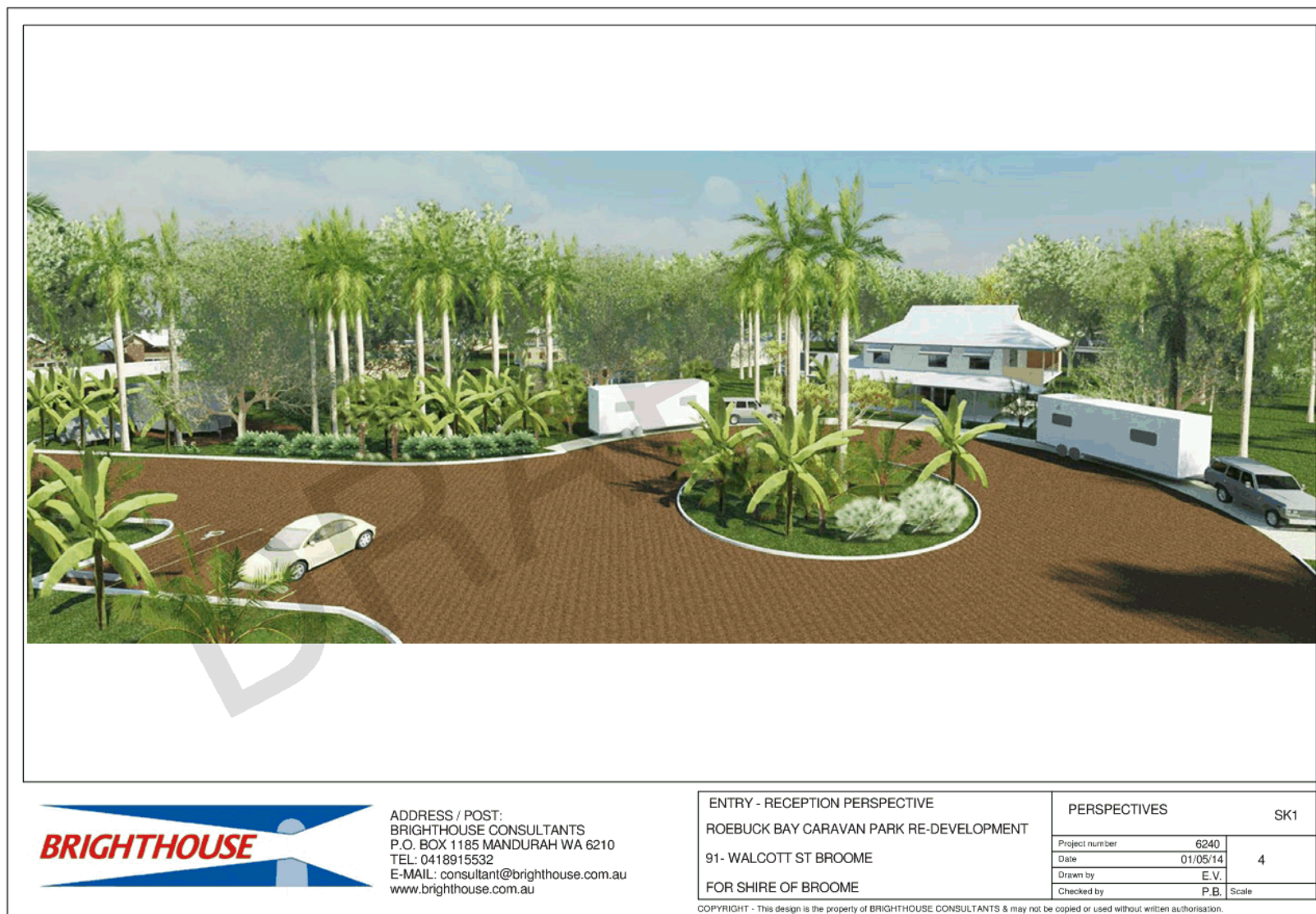
SAFARI TENT PERSPECTIVE
ROEBUCK BAY CARAVAN PARK RE-DEVELOPMENT
91- WALCOTT ST BROOME
FOR SHIRE OF BROOME

PERSPECTIVES		SK1
Project number	6240	3
Date	01/05/14	
Drawn by	E.V.	
Checked by	P.B.	

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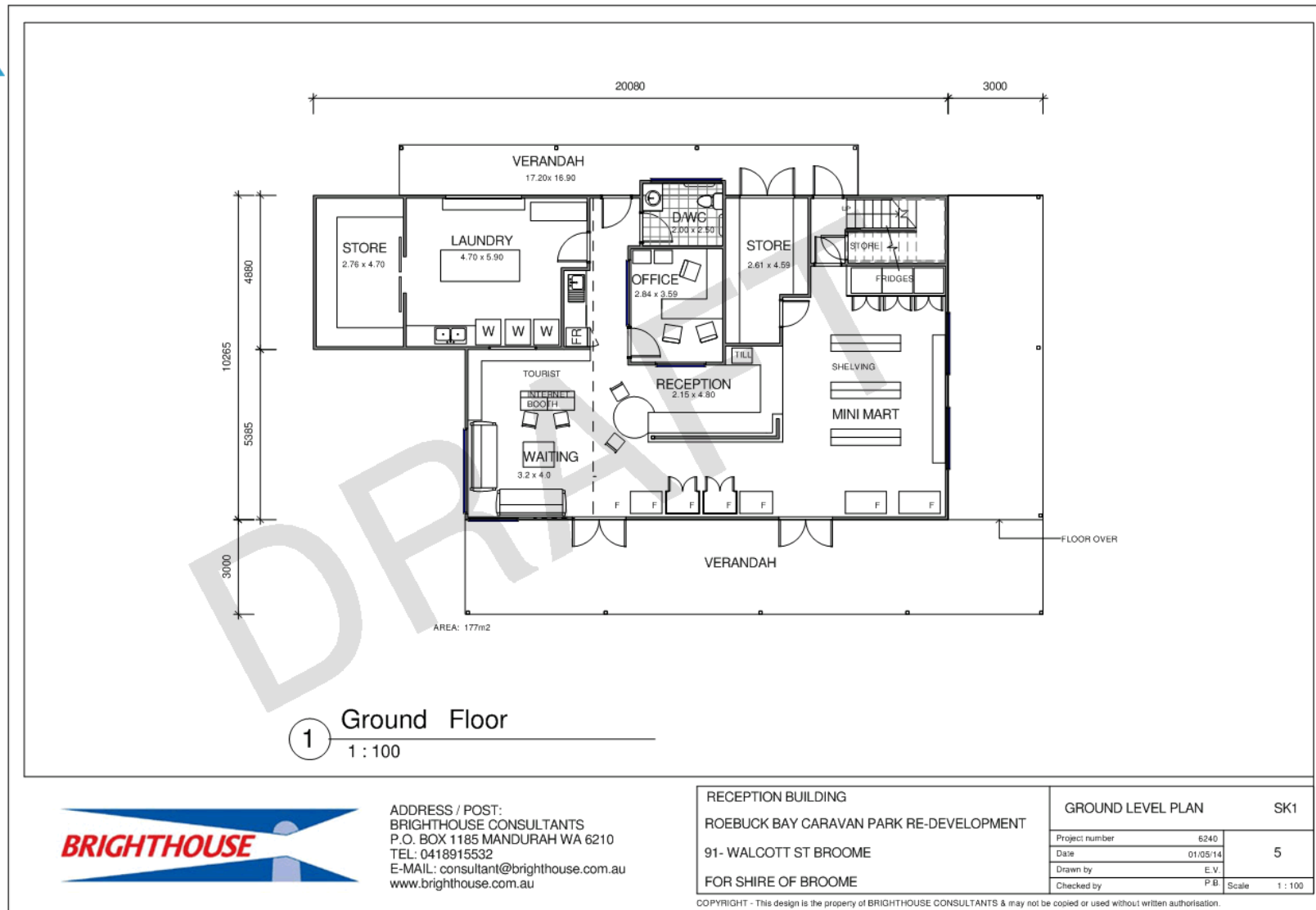


Roebuck Bay Caravan Park Master Plan – Brighthouse 2014

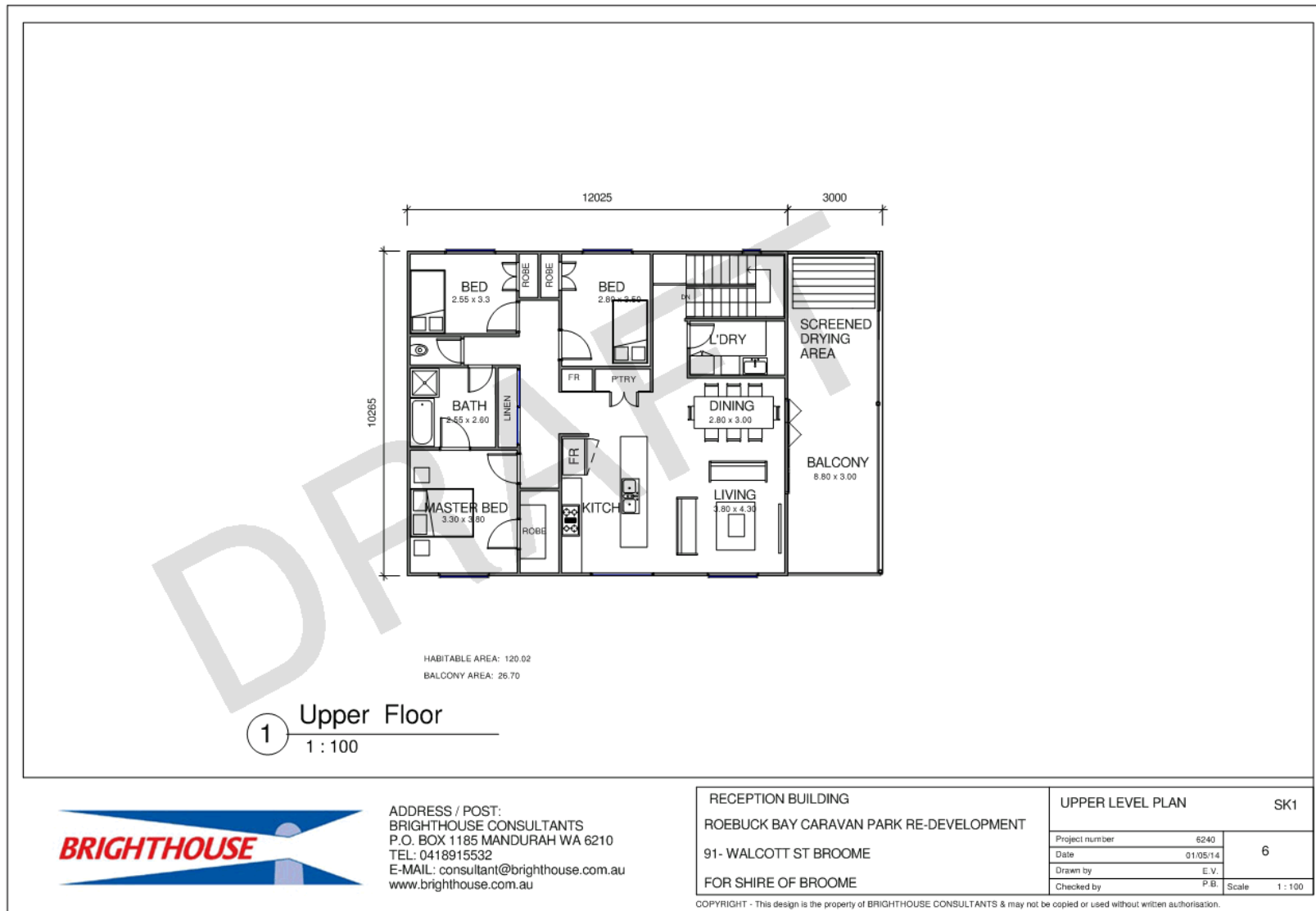


Roebuck Bay Caravan Park Master Plan – Brighthouse 2014





Roebuck Bay Caravan Park Master Plan – Brighthouse 2014



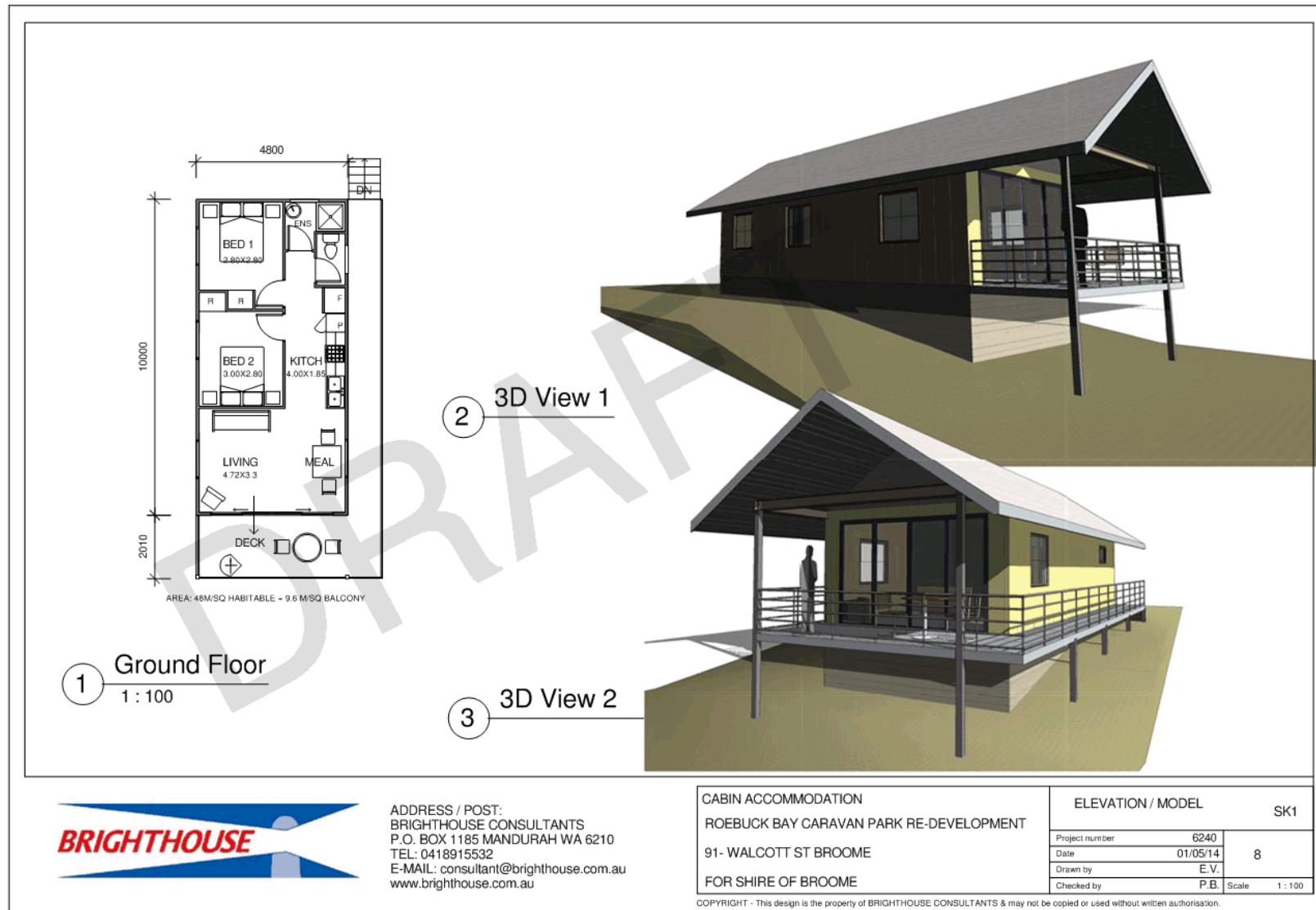
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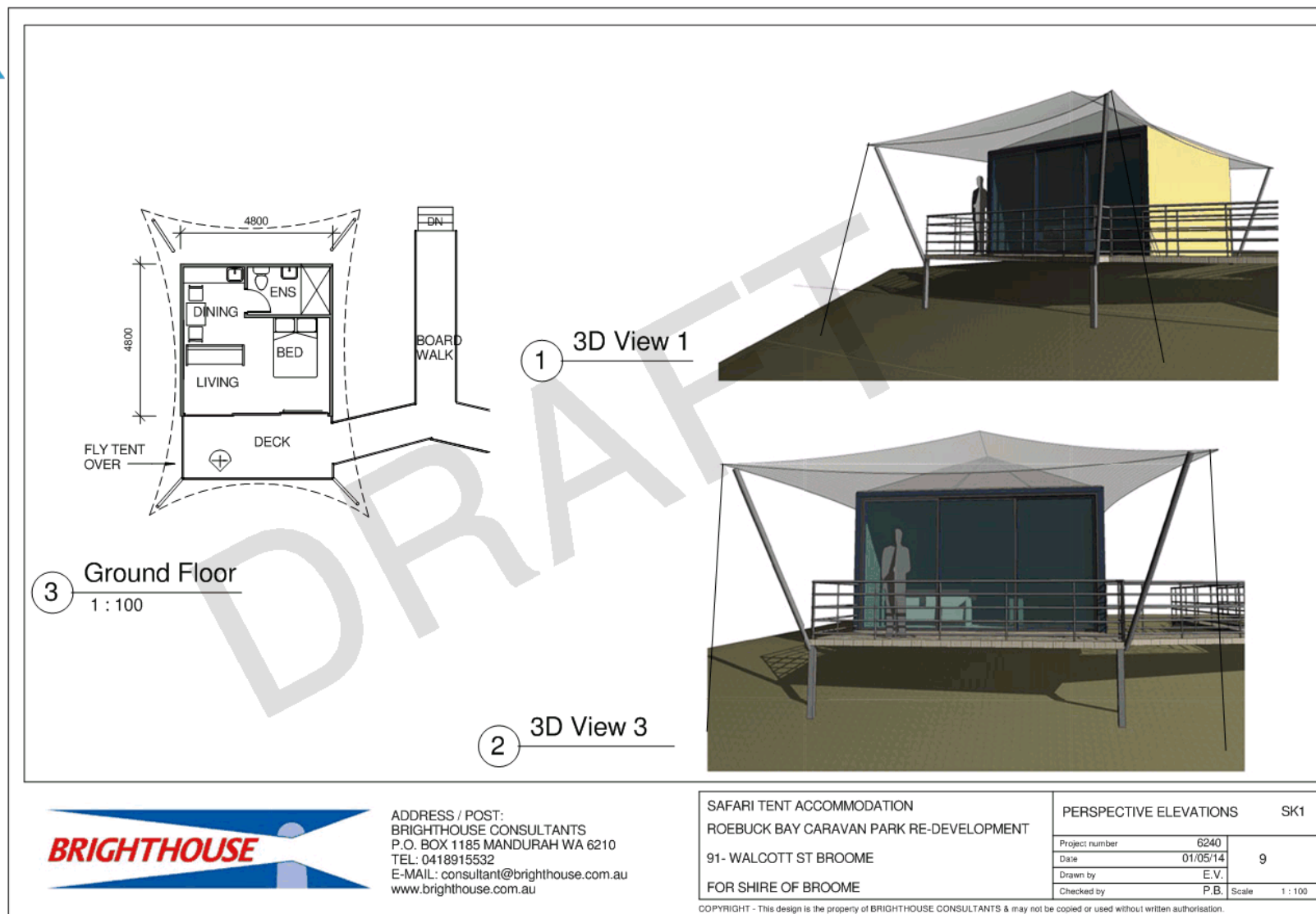


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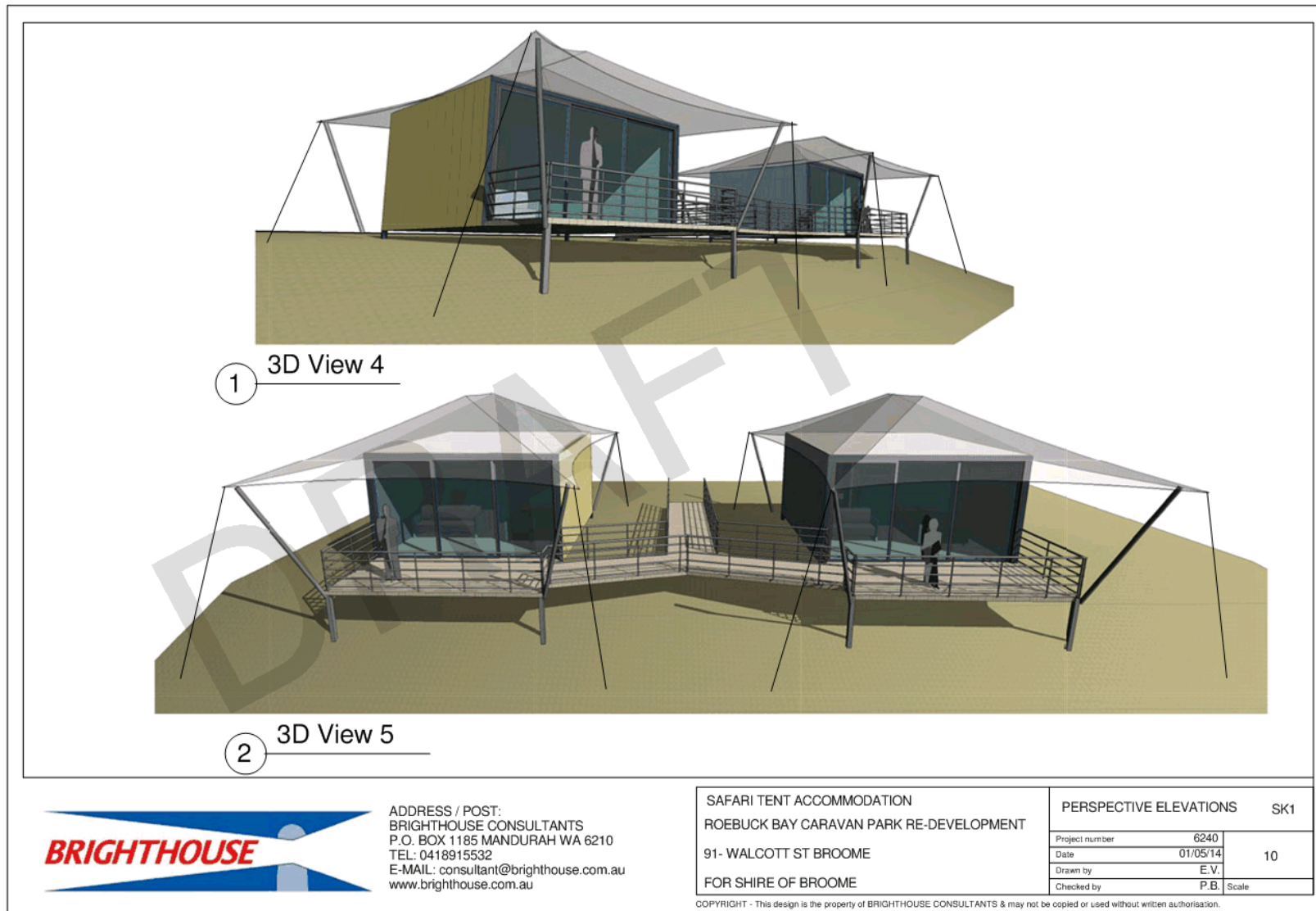


Roebuck Bay Caravan Park Master Plan – Brighthouse 2014



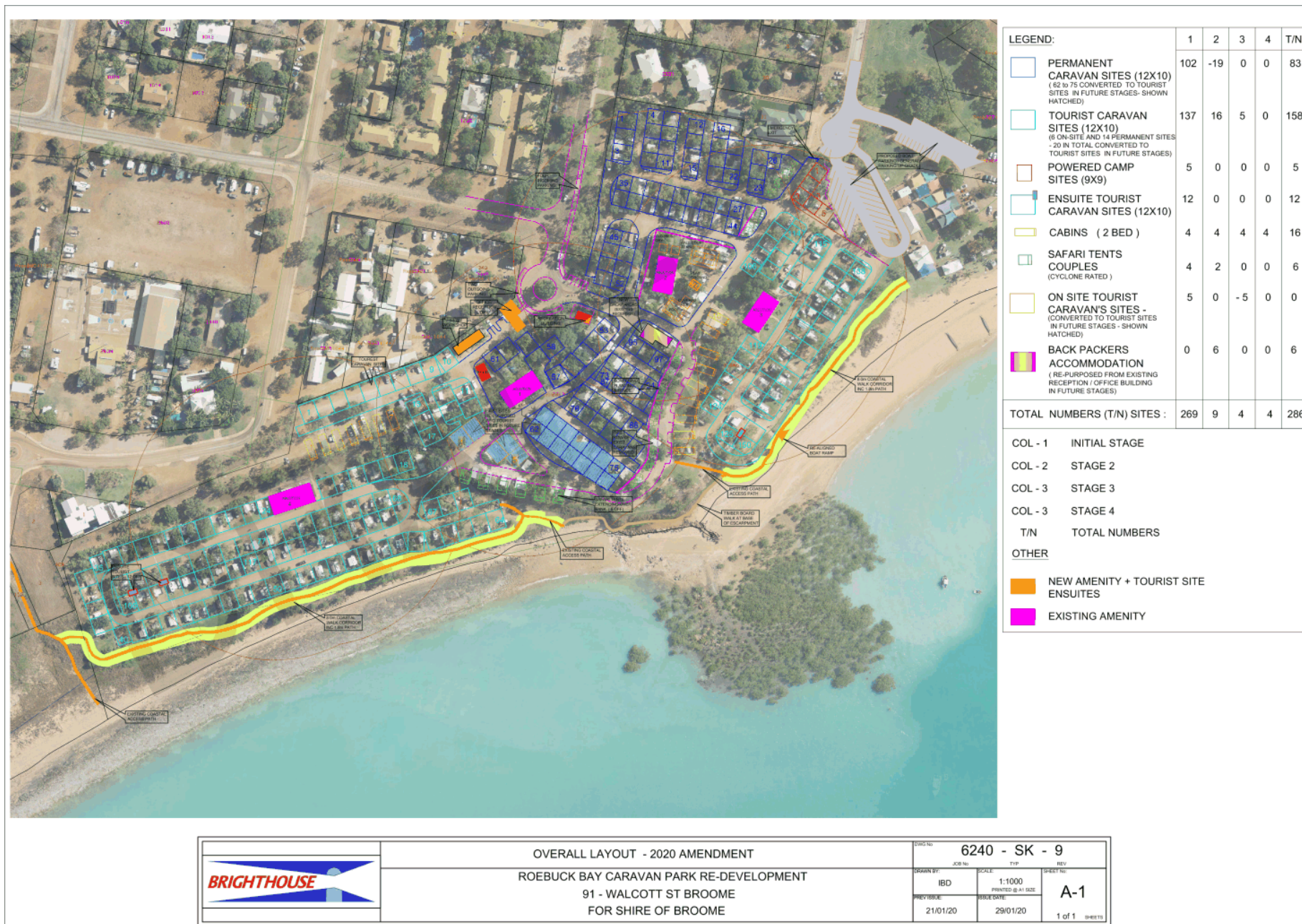


Roebuck Bay Caravan Park Master Plan – Brighthouse 2014



Roebuck Bay Caravan Park Master Plan – Brighthouse 2014





Appendix 2: Financial Projections

Budgeted - Profit and Loss	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12	Yr 13	Yr 14	Yr 15
Total Revenue	2,331,727	2,748,324	3,036,999	3,384,877	3,580,169	3,764,474	3,916,042	4,070,999	4,216,304	4,364,944	4,518,938	4,677,266	4,841,729	5,012,596	5,190,150
Total Operating Expenses	1,549,212	1,789,212	1,962,827	2,171,128	2,291,762	2,406,237	2,501,507	2,598,917	2,690,460	2,784,027	2,880,923	2,980,568	3,084,008	3,191,405	3,302,930
EBITDA	782,515	959,112	1,074,172	1,213,749	1,288,407	1,358,237	1,414,534	1,472,082	1,525,844	1,580,917	1,638,015	1,696,697	1,757,721	1,821,191	1,887,220
EBITDA % of Revenue	33.56%	34.90%	35.37%	35.86%	35.99%	36.08%	36.12%	36.16%	36.19%	36.22%	36.25%	36.28%	36.30%	36.33%	36.36%
Depreciation	296,521	433,983	496,581	549,456	549,456	549,456	549,456	549,456	549,456	549,456	549,456	549,456	549,456	549,456	549,456
Cumulative depreciation	296,521	730,505	1,227,086	1,776,542	2,325,998	2,875,455	3,424,911	3,974,367	4,523,824	5,073,280	5,622,736	6,172,192	6,721,649	7,271,105	7,820,561
Interest	103,194	153,637	170,595	180,110	169,826	157,269	144,070	130,196	115,612	100,281	84,167	67,228	49,422	30,705	11,031
Profit/(Loss)	382,799	371,491	406,996	484,183	569,125	651,512	721,008	792,430	860,776	931,180	1,004,392	1,080,013	1,158,842	1,241,030	1,326,733
Tax	114,840	111,447	122,099	145,255	170,737	195,454	216,302	237,729	258,233	279,354	301,318	324,004	347,653	372,309	398,020
Deferred Tax Applied	114,840	111,447	122,099	145,255	170,737	195,454	216,302	237,729	258,233	279,354	301,318	324,004	347,653	372,309	398,020
Net Profit after Tax (NPAT)	267,959	260,044	284,897	338,928	398,387	456,058	504,706	554,701	602,543	651,826	703,075	756,009	811,190	868,721	928,713

Budgeted - Cash Flow	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12	Yr 13	Yr 14	Yr 15
Opening cash balance	-	974,428	1,727,508	2,413,248	3,156,273	3,862,923	4,614,777	5,401,596	6,224,552	7,080,319	7,970,159	8,895,269	9,856,535	10,855,351	11,893,165
Net flow from operations (after GST)	367,374	773,766	1,003,611	1,171,719	1,348,953	1,443,560	1,523,018	1,604,618	1,682,434	1,762,509	1,845,745	1,931,668	2,021,203	2,114,518	2,211,787
Capital inflow	5,049,740	2,268,130	1,032,860	872,442	-	-	-	-	-	-	-	-	-	-	-
Total inflow	5,417,114	3,041,896	2,036,471	2,044,161	1,348,953	1,443,560	1,523,018	1,604,618	1,682,434	1,762,509	1,845,745	1,931,668	2,021,203	2,114,518	2,211,787
Capex	4,590,673	2,061,936	938,964	793,129	-	-	-	-	-	-	-	-	-	-	-
Debt Repayment	97,221	159,385	196,303	231,457	245,428	257,985	271,184	285,058	299,642	314,972	331,087	348,026	365,832	384,548	404,223
Company Taxes	114,840	111,447	122,099	145,255	170,737	195,454	216,302	237,729	258,233	279,354	301,318	324,004	347,653	372,309	398,020
GST remitted to ATO	(360,047)	(43,954)	93,365	131,295	226,137	238,268	248,713	258,874	268,793	278,343	288,229	298,373	308,903	319,846	331,219
Total outflow	4,442,687	2,288,815	1,350,731	1,301,136	642,303	691,706	736,199	781,662	826,668	872,670	920,634	970,403	1,022,388	1,076,703	1,133,461
Net flow	974,428	753,080	685,740	743,025	706,650	751,854	786,819	822,957	855,766	889,840	925,111	961,266	998,816	1,037,815	1,078,326
Closing cash balance	974,428	1,727,508	2,413,248	3,156,273	3,862,923	4,614,777	5,401,596	6,224,552	7,080,319	7,970,159	8,895,269	9,856,535	10,855,351	11,893,165	12,971,492

Balance Sheet	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12	Yr 13	Yr 14	Yr 15
Assets															
Current assets															
Cash at bank	974,428	1,727,508	2,413,248	3,156,273	3,862,923	4,614,777	5,401,596	6,224,552	7,080,319	7,970,159	8,895,269	9,856,535	10,855,351	11,893,165	12,971,492
Total current assets	974,428	1,727,508	2,413,248	3,156,273	3,862,923	4,614,777	5,401,596	6,224,552	7,080,319	7,970,159	8,895,269	9,856,535	10,855,351	11,893,165	12,971,492
Non-current assets															
Redevelopment at cost	4,590,673	6,652,609	7,591,573	8,384,702	8,384,702	8,384,702	8,384,702	8,384,702	8,384,702	8,384,702	8,384,702	8,384,702	8,384,702	8,384,702	8,384,702
Less depreciation	296,521	730,505	1,227,086	1,776,542	2,325,998	2,875,455	3,424,911	3,974,367	4,523,824	5,073,280	5,622,736	6,172,192	6,721,649	7,271,105	7,820,561
Deferred Tax Asset	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total non-current assets	4,294,152	5,922,104	6,364,487	6,608,160	6,058,704	5,509,247	4,959,791	4,410,335	3,860,878	3,311,422	2,761,966	2,212,510	1,663,053	1,113,597	564,141
Total assets	5,268,580	7,649,613	8,777,736	9,764,433	9,921,627	10,124,024	10,361,387	10,634,887	10,941,197	11,281,581	11,657,235	12,069,044	12,518,404	13,006,762	13,535,632
Liabilities															
GST payable to ATO	48,100	60,345	67,014	73,798	78,033	82,357	86,198	90,055	93,464	96,994	100,661	104,487	108,488	112,674	117,054
Total current liabilities	48,100	60,345	67,014	73,798	78,033	82,357	86,198	90,055	93,464	96,994	100,661	104,487	108,488	112,674	117,054
Non-current liabilities															
Loan	2,427,650	3,402,329	3,722,456	3,927,220	3,681,792	3,423,807	3,152,623	2,867,565	2,567,923	2,252,951	1,921,864	1,573,838	1,208,006	823,458	419,235
Total non-current liabilities	2,427,650	3,402,329	3,722,456	3,927,220	3,681,792	3,423,807	3,152,623	2,867,565	2,567,923	2,252,951	1,921,864	1,573,838	1,208,006	823,458	419,235
Total liabilities	2,475,750	3,462,674	3,789,470	4,001,018	3,759,824	3,506,164	3,238,821	2,957,620	2,661,387	2,349,944	2,022,524	1,678,324	1,316,494	936,132	536,289
Net assets	2,792,830	4,186,938	4,988,266	5,763,415	6,161,802	6,617,860	7,122,566	7,677,267	8,279,811	8,931,636	9,634,711	10,390,720	11,201,910	12,070,631	12,999,343

Appendix 3: Town Beach Redevelopment Strategy

DRAFT



INVESTING IN BROOME TOWN BEACH JETTY PROJECT

PROJECT BENEFITS – BUILDING OUR COMMUNITY



TOWN BEACH FORESHORE REDEVELOPMENT



STAGE 1

= \$9.8 MILLION, FULLY FUNDED:

- Seawall
- Extension of Hamersley St and additional parking
- Green Space Upgrade
- Water Park Expansion

STAGE 2

**JETTY CONSTRUCTION
= \$11.3 MILLION**

- Detailed designs complete
- \$1.6 million secured from WA Government
- \$4.26 million secured from the Shire of Broome
- Strong community support

STAGE 3

- Private Sector Investment at the Town Beach site

PRIVATE SECTOR INVESTMENT

The upgrade of the Town Beach Foreshore and the construction of a jetty will create a more attractive space and encourage private sector investment including:

1. Roebuck Bay Caravan Park Upgrade – estimated at \$9.1 million
2. Extension of trading hours at Town Beach Café and potential upgrade
3. Upgrade and redevelopment of Seaview Shopping Centre - \$4.7 million
4. Greater patronage and upgrade at the Broome Museum
5. Redevelopment of the Oaks Hotel
6. Attraction of new business opportunities to the area





The background of the slide is a collage of three images. The top left image shows a beach with palm trees and a red wooden structure. The top right image shows a coastal landscape with a blue body of water and a red building. The bottom right image shows a woman with a surprised expression, wearing a red top and a pearl necklace, with a sign for "MATSO'S BROOME BREWERY" in the background.

Roebuck Bay Caravan Park Redevelopment Master Plan

Shire of Broome
May 2014

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Executive Summary

Restoration opportunity

The Roebuck Bay Caravan Park represents a prime opportunity for the Shire of Broome to capitalise on a prime waterfront location to deliver an accommodation experience that enhances and reinforces the “Broome” brand as a premier destination for tourists to the north west of Western Australia. With Broome identified as a high priority area for development of additional caravan park facilities the Shire of Broome is in a first mover position to protect its tourism asset by developing the park and also to set the standard for parks in the region.

Currently the experience and amenities of the park are lacking compared to similar sites within Western Australia with numerous opportunities to improve, being:

- The caravan park does not provide a product that meets the current market, in particular quality, self-contained tourist accommodation.
- The first impressions for guests arriving at the site are poor, with an aged and cramped reception office located within the site and difficult to find.
- The layout does not take advantage of the water views that are a prime feature of the location.
- The ablution facilities, a key driver of customer experience and satisfaction, require upgrading to improve the aesthetics and layout and to meet regulations.
- A lack of recreational facilities that are expected in a modern caravan park such as recreation rooms, swimming pools and shared kitchen facilities.
- There are structures and setback/site sizes that are non-conforming with the Caravan Parks and Camping Grounds Regulations 1997.



Figure 1 - Permanent Spots, Roebuck Bay

Positioning for the future

The Concept Master Plan for the Roebuck Bay Caravan Park recommends the immediate redevelopment of the site to a “Holiday Park” through incorporation of self-contained accommodation options, revised layout and improved facilities. This will ensure the Shire of Broome meets the needs of current and future tourism and itinerant markets seeking quality accommodation options.

The proposed redevelopment will deliver positive economic returns, update current non-compliant facilities and provide improved accommodation options and amenities, whilst creating an iconic tourism asset for the Shire of Broome.

The key aspects of the redevelopment are:

- 1 Incorporation of self-contained Cabins and Safari Tents [Cyclone specification] along the ridge overlooking the bay to meet the increasing demand from drive/stay international and domestic tourists and reduce the seasonal impact of caravan and camping customers.

- 2 Improvement of existing facilities and layout to address current non-compliance with regulations of ablutions and setbacks/sizes of sites.
- 3 Enhanced amenities and facilities such as swimming pool, playground and kitchen to achieve higher star rating and associated yields from increased rates and occupancy.
- 4 Creation of separate lifestyle zones to reflect the different needs of short and long stay customers.
- 5 Utilisation of existing roads and infrastructure to minimise capital costs.
- 6 Maintenance and enhancement of the existing ambience through incorporation of view corridors to the water throughout the park, particularly from the entrance.
- 7 Development of modern reception and managers' office at the entrance to the park.
- 8 Separation of tourist and long stay sites into distinct zones.

The redevelopment of the park to provide a simple, relaxed and modern facility will enable the Shire of Broome to enhance the “Broome” experience for visitors and position the park as an integral tourism asset for the region.

Notwithstanding the proposed development of a new tourist caravan park at Sanctuary Road, Cable Beach, the Roebuck Bay Caravan Park retains its position as the number one caravan park location in Broome. The superb, absolute beach frontage and close proximity to Broome central town site ensures that it remains in high demand.

The proposed redevelopment of the caravan park will restore it being the caravan park of first choice in Broome.

Executive Summary



Figure 2 - Tourist sites at Palm Grove Caravan Park

Recommendations based on insight

A comprehensive review of visitor demand and accommodation supply was conducted to ensure the redevelopment met the needs of the market. The following outlines the key insights gathered from the Brighthouse research methodology:

Regional (North West)

- A shortage of self-contained, short stay accommodation with only 5.6% (460) being cabins/chalets.
- Reasonable supply of un/powered sites at 7102 or 88% of short stay accommodation.



Figure 3 - Superb coastal caravan park location, Roebuck Bay

Broome

- Strong growth in number of class one vehicles (cars and campervans) and class two [caravans and camper trailers] from 2008 to 2011 with a levelling off in 2012.
- Class one vehicles represent the majority of vehicles (71%) travelling through Broome compared to the 9% of class two vehicles.
- Visitors were more evenly distributed than other towns with intrastate, interstate and international (35%, 40% and 24% respectively) visitors comprising the 1.2M visitor nights. This mitigates the risk of an event locally, nationally or internationally affecting local tourism.
- Interstate and international visitors stayed (13% and 82% respectively) longer than intrastate visitors.
- Caravan accommodation is in the top three for international visitors to Broome, though not so for domestic visitors with the majority (62%) opting to stay in hotels, resorts, motels or motor inns. An indicator of the growing trend for drive/stay holidays.

- Couples and travelling alone are by far the most common composition for travel parties. The high number of visitors travelling alone indicates a need for pricing structures which make caravan parks an attractive option for solo travellers so they are discouraged from free camping.
- Broome has a trend for higher occupancy rates compared to the average for the NW region indicating a higher relative appeal for the town.

Iconic and integrated design

The key driver for the recommended design concept is to create an outstanding tourist facility, providing a unique, affordable, family holiday destination in harmony with the local community and location.

Specifically the design concept incorporates the following design themes:

- Retaining the current relaxed ambiance of the caravan park;
- Low impact development;
- Substantially retaining existing vegetation;
- Diversifying product mix to cater for a broader market;
- Maintaining affordability for families and budget travellers;
- Improving functionality and safety;
- Achieving compliance with applicable regulations;
- Creating better site utilisation;
- Upgrading communal amenities;
- Adding recreational facilities;
- Improving visual appeal; and
- Achieving greater occupancy and yield.

Executive Summary

The Holiday Park concept balances the design themes, best practice, visitor needs and future trends to define a caravan park that will attract significant tourist visitation, improve economic diversity, assist business development and create employment within the town.

Further to the summary of the key features above the following is a comprehensive list of the outcomes achieved by redeveloping the Holiday Park:

- Providing a product mix that is consistent with market demand in terms of accommodation type;
- Adding self-contained accommodation to the caravan park to improve financial sustainability and cater to a wider market;
- Providing consistency of site sizes in accordance with user trends;
- Allowing site separation in accordance with Regulations;
- Providing for co-location of long-stay and short-stay sites, on the property in separate zones;
- Attending to any inadequacies in below ground water, electrical and sewer services;
- Providing regulatory compliant roads and street lighting;
- Future-proofing the caravan park for emerging trends;
- Improving amenity of the caravan park by installing new guest amenities, including a swimming pool, children's playground, BBQ facilities, camp kitchen and recreation room;
- Upgrading ablution and guest laundry facilities to regulatory compliance and to reach the benchmark standard for 3.5 – 4 star rated caravan parks;
- Upgrading the reception office and placing it at a more appropriate location at the entrance to the caravan park;

- Building a new manager's residence near the reception office and recreation room to improve control and provide more convenience for managers;
- Grouping all administration facilities in the one location;
- Providing boom gates and fencing for guest security and protection of property.

Recommendations For Moving Forward

It is recommended that the Shire address the immediate shortfall of tourism accommodation, non compliant facilities through redevelopment of the Roebuck Bay Caravan Park and creates a tourism asset to meet the increasing demand for drive stay accommodation.

The redevelopment option proposed will improve yield and utilisation with minimal risk whilst providing affordable access to northwest coastal accommodation for generations to come.

Partnership with private enterprise

It is recommended the park is leased and redeveloped in conjunction with private enterprise to access expertise and minimise financial and operational risk. A number of options were reviewed for the development and management of the park. Leasing was selected as the preferred option as it:

- 1 Provides a lower financial and operational risk profile.
- 2 Enables faster implementation.
- 3 Gives the Shire an acceptable level of control to manage the development and quality of the asset.

A number of risks associated with leasing have been identified and reviewed in Table 2: Risk Summary for Management Structure Decision on page 30. Many of these risks can be managed or mitigated within the lease contract and management of the contract. Although a long term contract is required to ensure redevelopment costs are recovered by the lease it is suggested that the initial term and subsequent extension option periods be relatively short (e.g. 10 year with a number of 5 year options to a total term of 35 -50 years). This will provide the Shire of Broome with the option of assessing whether development and other conditions have been met in the preceding term, before agreeing to an extension of lease term under the option.

Executive Summary

Description	Stage 1	Stage 2	Stage 3	Stage 4
Cabins	6	3		
Safari Tent			5	6
Backpackers	6			
Managers House/ Reception	1			
Tennis Court		1		
Swimming Pool		1		
Playground		1		
Recreation Room	1			
Workshop	1			
Ablution Block 1 upgrade			1	
Ablution Block 2 upgrade				1
Ablution Block 3 upgrade	1			
Ablution Block 4 upgrade	1			
BBQ's		4		
Total Cost (\$)	4,133,781	1,631,816	888,513	811,511

The above schedule should be read in conjunction with the financial tables and Quantity Surveyors report in the Appendix.

Positive Returns

Financial modelling¹ of the redevelopment provides strong economic returns through both positive Net Present Value (NPV) and Internal Rates of Return (IRR) in excess of industry benchmarks.

It is proposed the redevelopment occurs over 5 stages with a total cost of \$7.06M. Stages are able to be deferred or merged according to requirements and demand. Financial modelling indicates a NPV and IRR for the total project of:

Lack of current support through state or federal funding grants require the council to enter into a development agreement with a private caravan park operator/ developer to access development capital and expertise. It is considered that the Shire of Broome would need to provide potential developers with lease rental assistance to help cover the cost of establishing services infrastructure, facilities and amenities at the site and make the redevelopment of the park viable.

Project Summary	NPV	IRR
Discount Rate @ 5%	\$4,445,856	
Discount Rate @ 10%	\$1,945,313	19%
Discount Rate @ 15%	\$597,585	

¹ See Financial Evaluation and Appendix 2: Financial Projections

Mission

To provide a framework for the redevelopment of the Roebuck Bay Caravan Park into a modern tourist and residential caravan park and accommodation facility that will provide sustainable benefits to the local community for generations to come.

Key Objectives

The key objectives for the redevelopment of Roebuck Bay Caravan Park are to:

- Maintain Broome as a key tourist destination for the caravanning and camping-based tourism sector by helping balance supply and demand;
- Enhance visitor satisfaction and create a positive image for the Shire of Broome through high quality facilities and superior service delivery;
- Provide a sustainable economic model that provides ongoing financial dividends to the Broome Community in the form of improved infrastructure and services;
- Achieve consistency with industry best practice in park design and operational procedures; and
- Expand the current product mix to appeal to a wider target market, improving occupancy and yield.

Methodology

The Shire of Broome engaged Brighthouse, a strategic consultancy, specialising in caravan and camping based tourism to prepare a Master Plan for the potential redevelopment of Roebuck Bay Caravan Park.

Brighthouse works extensively throughout regional Western Australia and has a good understanding and considerable experience in tourism development at a regional and local government area level. It understands the challenges facing regional destinations in WA as well as market trends and opportunities.

Sound economic, social and environmental values and best practice destination management planning must be the guiding principles for the Roebuck Bay Caravan Park redevelopment.

In order to establish the optimum product mix for the Roebuck Bay Caravan Park a detailed assessment of demand- supply of caravan and camping product was undertaken. The research data was collected from a number of sources, including the Australian Bureau of Statistics, Tourism Research Australia, Caravan and Recreational Industry Association and Caravan and Motorhome Clubs of Australia.

The research reference a variety of relevant publications, including:

- The Provision and Use and Regulation of Caravan Parks and Camping Grounds in Western Australia – Economics and Industry Parliamentary Standing Committee;
- Understanding the Caravan Industry in Western Australia;
- Research Report 2007;
- TWA and TRA Fact sheets and Snapshots;
- Business Case – Proposed Sanctuary Road Caravan Park;

- Potential Regional Caravan Park Developments in Regional WA – APTM;
- A Strategic Approach to Caravan and Camping Based Tourism in WA – Brighthouse 2012; and
- The Caravan and Camping Action Plan, Tourism WA 2014-2018.

The Master Plan approach recognises that the caravan park needs its own identity, reflecting the uniqueness of the destination and its community. The plan commits to delivering a tourism development proposal that is based on what sets the region apart and how this point of difference can be leveraged to attract visitors i.e. basing tourism development on the inherent attributes and strengths of the destination.

The proposed redevelopment concept is also highly visitor focused, applying an understanding of visitor markets, their needs and desires to match products and experiences with each target market segment.

The Master Plan identifies opportunities that can significantly improve the region's tourism offering as well as support more local initiatives.

With a strong understanding the realities of seasonal tourism demand in regional Western Australia, Brighthouse has undertaken a practical approach to the proposed redevelopment with the concept design, strategies and recommendations to ensure sustainable outcomes.

The importance of ensuring positive social and economic impacts for the local community and economy is at the forefront of the proposal. It is well recognised that for the caravan park redevelopment to be successful the community and local stakeholders need to buy-in and understand the benefits it can generate. Therefore, consultation is a cornerstone of the concept development.

Included in the Master Plan is a Social Impact Analysis and Service Impact Statement.

A high level cost analysis for the proposed development has been produced and verified by a reputable quantity surveying company, McGarry Associates Pty Ltd. Financial projections, based on the redevelopment are also included.

In the course of producing this master plan design for the redevelopment of the Roebuck Bay Caravan Park, Brighthouse utilised an online project management and collaboration process, which enabled the project group consisting of senior Shire personnel and the Brighthouse consultancy team to collaborate and review work in progress.

An initiation meeting was conducted at the Shire of Broome office and the Roebuck Bay Caravan Park Site. There was a subsequent meeting with the current Lessee of the caravan park, who fully cooperated with the site audit and inspection, providing confidential information on occupancy and yield.

The site audit and inspection, Shire meetings and consultation with the Lessee provided input to inform the development of the design concept.

Needs Analysis

Market Analysis - Broome & Australia's North West

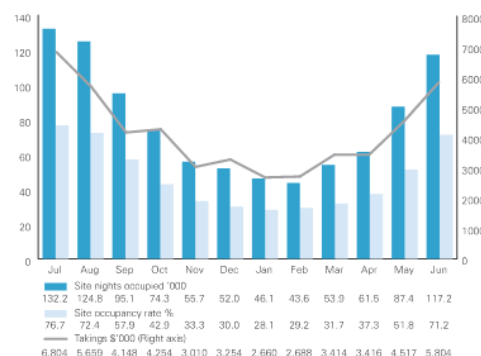
Current supply

The information in the following table is taken from The Brighthouse Report: A Strategic Approach to Caravan and Camping Tourism in Western Australia. The data is from June 2010, which is the latest available data from the Australian Bureau of Statistics and other sources, which have not been collected or reported since.

Caravan and/or camping locations	Count
Aboriginal Owned / Operated	18
Long stay Accommodation	1
Caravan Park and/or Campground	44
DEC	9
Main Roads Rest area Night	14
Nature Based Park	11
Other (Shire/ Unofficial/ Unauthorised)	35
Overflow	4
Roadhouse	7
Station	12
Transit Camp	2
Total	157
Dump Point	5
Main Roads Rest Area Day	11
Semi-Permanent Park Homes / On Site Vans / Storage	439

Site Type	Sites
Powered sites	3,407
Ensuite sites	199
Unpowered sites	3,695
Overflow sites	
Total Short Stay Caravan and Camping Sites	7,591
Onsite tourist vans, cabins, chalets, park homes	460
Other	30
Total Short Stay Capacity	8,081
Permanent Park Homes / onsite vans	1,688
Semi-Permanent Park Homes / On Site Vans / Storage	439
Total Long Term/ Long Stay Capacity	2,127
Total Capacity	10,208

Australia's North West - Caravan parks with 40 or more powered sites 2009/10 (Source: ABS)



Broome Market Analysis

Snapshot of Broome

The following snapshot is taken from The Brighthouse Report: A Strategic Approach to Caravan and Camping Tourism in Western Australia:

Local Government Area	Broome
Tourism Region: Australia's North West	
Priority (as per The Brighthouse Report: A Strategic Approach to Caravan and Camping Tourism in Western Australia)	Extreme
Average annual occupancy (ABS Tourist Accommodation, Small Area Data, Western Australia 12 months to June 2010)	42.9%
Peak Occupancy (ABS)	79.4%
Av takings per site night (ABS)	\$35.54
% of LGA population employed in caravan park (Australian Bureau Of Statistics - Table 5. Estimated Resident Population, Local Government Areas, Western Australia)	0.30%
International visitor nights in caravan park or commercial Campground (TRA)	79,000
Domestic visitor nights in caravan park or Campground (TRA)	218,000
% International visitor nights in caravan park or commercial campground	29.04%
% Domestic visitor nights in caravan park or campground	16.05%
Total caravan and camping visitors	38,000
Total caravan and camping visitor nights	297,000
Caravan and camping visitors as a % of total visitors	15.26%
Caravan and camping visitor nights as % total visitor nights	18.22%

Needs Analysis

Road Visitors to Broome - Traffic Counts¹

Caravan park visitors comprise both class 1 and class 2 vehicles. Class 1 includes people staying in tents, campervans and onsite accommodation. Class two are predominantly those towing caravans or camper trailers.

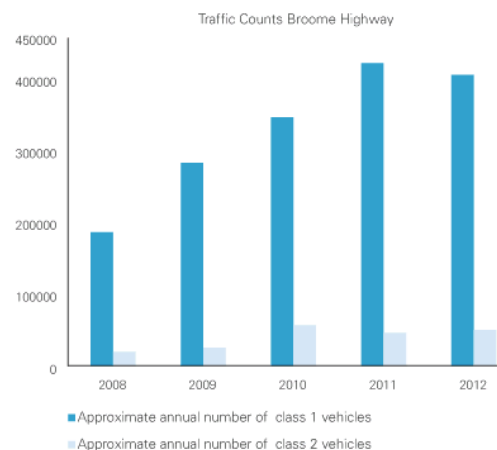
Data on Average Annual Daily Traffic (AADT) supplied by Main Roads – Derby. Extrapolated to an annual figure by multiplying by 365 and multiplying by percentage of class type.

The data above and chart below shows that there was strong growth in the number of class one vehicles travelling to Broome from 2008 to 2011 with a levelling off in 2012. This would have corresponded with the rise in the Australian dollar and the cost of fuel making many Asian destinations cheaper than drive holidays to long haul destinations such as Broome.

Class two vehicles (caravans, camper trailers etc.) followed a similar pattern though levelled off after 2010. These counts include residents travelling in and out of Broome as well as visitors so are more an indication of trends than actual visitation.

Data on Average Annual Daily Traffic (AADT)²

Year	Average annual daily traffic	% of daily traffic class 1	Approximate annual number of class 1 vehicles	% of daily traffic class 2	Approximate annual number of class 2 vehicles
2012	1539	71.81%	403,382	8.96%	50,331
2011	1501	76.64%	419,884	8.44%	46,240
2010	1297	72.77%	344,497	11.99%	56,761
2009	1330	58.01%	281,610	5.32%	25,826
2008	692	73.42%	185,444	7.98%	20,156



VEHICLE CLASSIFICATION SYSTEM AUSTRROADS	
CLASS	LIGHT VEHICLES
1	SHORT Car, Van, Wagon, 4WD, Utility, Bicycle, Motorcycle
2	SHORT - HEAVY Trailer, Camper, Boat

¹ Location H042 Broome Highway Daily Traffic counts

² Data on Average Annual Daily Traffic (AADT) supplied by Main Roads – Derby. Extrapolated to an annual figure by multiplying by 365 and multiplying by percentage of class type

Needs Analysis

Profiles of all visitors to Broome³

Visitor summary

In the three years to December 2012 there was an annual average of 197,500 visitors to Broome staying 1,221,100 nights.⁴ The visitor nights were fairly evenly distributed between intrastate, interstate and international (35%, 40% and 24% respectively) which is a more even mix than many destinations. This mitigates some of the risk from specific events such as global economic conditions or downturns in domestic tourism.

Broome LGA	YE Dec 2010/11/12 Average Annual Visitors	YE Dec 2010/11/12 %
Estimated Visitors		
Intrastate	82,700	42%
Interstate	83,700	42%
International	31,100	16%
Total	197,500	100%
Estimated Visitor Nights		
Intrastate	433,000	35%
Interstate	492,700	40%
International	295,400	24%
Total	1,221,100	100%
Average Length of Stay (Estimated Nights)		
Intrastate	5.2	-
Interstate	5.9	-
International	9.5	-
Total	6.2	-

Purpose of visit

The predominant purpose of visit to Broome is holiday or leisure. Please note: Purpose of Visit is a multiple response question. Totals may not add up to 100%.

Broome LGA	YE Dec 2010/11/12 Average Annual Visitors	YE Dec 2010/11/12 %
Estimated Domestic Visitors		
Holiday or leisure	104,300	63%
Business	30,000	18%
Visiting friends and relatives	23,000	14%
Other	9,000	5%
Estimated International Visitors		
Holiday or leisure	26,000	83%
Business	2,200	7%
Visiting friends and relatives	1,300	4%
Other	1,900	6%

³ Broome Overnight Visitor Fact Sheet Years Ending December 2010/11/12, Tourism Western Australia - Fact Sheet Sources: Tourism Research Australia - National Visitor Survey YE Dec 2010/11/12 Overnight Domestic Visitors Definition: Australian residents aged 15 years and over who spent at least one night away from home; Tourism Research Australia - International Visitor Survey YE Dec 2010/11/12 Overnight International Visitors Definition: International visitors aged 15 years and over who spent at least one night in the region; and Australian Bureau of Statistics - Survey of Tourist Accommodation Small Area Data, Western Australia, Catalogue number: 8635.5.55.001

⁴ Broome Overnight Visitor Fact Sheet Years Ending December 2010/11/12, Tourism Western Australia

Top three visitor accommodation

Caravan accommodation is in the top three for international visitors to Broome, though not so for domestic visitors. This may be linked to the duration of stay, though highlights the need for this type of accommodation availability for international visitors.

Please note this is a multiple response question. Totals may not add up to 100%.

Broome LGA	YE Dec 2010/11/12 Average Annual Visitors	YE Dec 2010/11/12 %
Estimated Domestic Visitors		
Hotel, resort, motel or motor Inn	102,300	62%
Friends or relatives property	19,300	12%
Rented house, apartment, flat or unit	12,300	7%
Estimated International Visitors		
Caravan	10,600	34%
Hotel, resort, motel, motor Inn	8,300	27%
Backpacker / hostel	8,200	26%

Needs Analysis

Travel party

Couples and travelling alone are by the most common composition for travel parties. The high number of visitors travelling alone indicates a need for pricing structures which make caravan parks and attractive option for solo travellers so they are discouraged from free camping.

Broome LGA	YE Dec 2010/11/12 Average Annual Visitors	YE Dec 2010/11/12 %
Estimated Domestic Visitors		
Adult Couple	70,300	42%
Travelling alone	28,700	17%
Family group - parent(s) and children	27,300	16%
Friends / relatives	27,000	16%
Other	13,300	8%
Total	166,300	100%
Estimated International Visitors		
Travelling Alone	16,500	53%
Adult couple	9,100	29%
Friends / relatives	3,600	12%
Family group - parent(s) and children	1,200	4%
Other	600	2%
Total	31,100	100%

Occupancy Rate

Hotels, Motels and Serviced Apartments with 15 or more rooms: Broome compared to caravan parks in the Australia's North West Tourism Region¹

Please note: Broome accommodation data 2012 and ANW regional caravan park data for 2009/10 due to the changes in tourism region boundaries and which statistics are collected 2011. It does give an indication of the seasonal distribution for Caravan Parks in the region as well as the relative appeal of Broome as a destination compared to the overall region as shown by the significantly higher occupancies.

Broome Hotels- 15+ rooms occupancy			
ANW Caravan Parks			
Jan-12	31.40%	Jan-10	28.10%
Feb-12	27.40%	Feb-10	29.20%
Mar-12	46.20%	Mar-10	31.70%
Apr-12	51.90%	Apr-10	37.00%
May-12	63.10%	May-10	51.00%
Jun-12	73.60%	Jun-10	71.00%
Jul-12	79.60%	Jul-09	76.70%
Aug-12	82.70%	Aug-09	72.40%
Sep-12	73.60%	Sep-09	57.00%
Oct-12	67.50%	Oct-09	42.90%
Nov-12	53.50%	Nov-09	33.30%
Dec-12	45.90%	Dec-09	30.00%
Annual Average	58.00%	Total/ Av	46.76%

¹ Australian Bureau of Statistics - Survey of Tourist Accommodation, Small Area Data, Western Australia.

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Top 5 Destinations - International visitors ²

	Caravan park or commercial Campground International Visitors					Caravan or camping by side of road, on private property, on crown land, or in a national park - International Visitors				
Year ending June	2007	2008	2009	2010	2011	2007	2008	2009	2010	2011
Carnarvon (S)	11,879	11,457	12,265	12,575	9,938	2,499	1,847	3,481	2,753	1,617
Augusta Margaret River (S)	9,615	10,246	10,508	10,342	8,678	1,559	1,048	2,107	1,605	2,140
Northampton (S)	9,414	9,063	9,268	8,685	8,608	2,189	1,488	3,090	1,770	1,534
Shark Bay (S)	12,587	10,918	13,815	13,324	8,472	2,064	2,149	2,796	1,997	1,791
*Broome (S)	12,176	13,238	10,710	9,869	8,053	4,045	2,055	3,223	2,222	2,336

Top 5 Destinations - International visitor nights

	Caravan park or commercial Campground International visitor nights					Caravan or camping by side of road, on private property, on crown land, or in a national park - International visitor nights				
Augusta Margaret River (S)	38,993	33,844	62,327	52,842	46,254	10,507	3,419	3,918	18,144	7,091
Carnarvon (S)	42,323	42,431	52,454	47,909	45,343	11,729	9,094	11,238	6,916	3,851
Perth (C) Remainder	86,893	52,116	22,229	34,570	36,245	28,443	7,056	9,214	8,380	8,661
Broome (S)	67,432	55,618	58,350	70,753	32,712	17,327	3,778	42,017	7,678	11,852
Port Hedland (T)	7,196	8,471	15,956	10,259	31,960	3,386	2,343	3,217	5,221	1,728

* Italic Text: Data with a sample size less than 40 is deemed unreliable and should be used with caution

² Tourism Research Australia 2011 (unpublished data).



Design Rationale

Brighthouse Design Concept

The key driver for the design concept is to create an outstanding tourist facility, providing a unique, affordable, family holiday destination in harmony with the local community and location.

The concept for the redevelopment is based upon:

- Retaining the current relaxed ambience of the caravan park;
- Low impact development;
- Substantially retaining existing vegetation;
- Diversifying product mix to cater for a broader market;
- Maintaining affordability for families and budget travellers;
- Improving functionality and safety;
- Achieving compliance with applicable regulations;
- Creating better site utilisation;
- Upgrading communal amenities;
- Adding recreational facilities;
- Improving visual appeal; and
- Achieving greater occupancy and yield.

The design strategy recognises the unique attributes of the location, its proximity to the central town site of Broome and Roebuck Bay. The caravan park is effectively an extension of the town site, negating the requirement for retail food and beverage facilities on site. The design retains existing landforms and some of the facility buildings, allowing a staged development over various sections of the park thus avoiding closure of the park for long periods during construction.

Roebuck Bay Caravan Park Master Plan – Brighthouse 2014

Design Rationale

The staging will be dictated by occupancy demand and capital availability. Due consideration has been given to identifying priorities and providing strategies to minimise impact to existing users and maintain revenue during construction.

A major element of the design is to ensure sustainability - economic, social and environmental.

Market research indicates a continuing growth for the caravanning and camping market, with an emerging trend toward drive-stay holidays utilising on-site tourist accommodation in caravan parks.

The proposed plan includes self-contained cabins and Safari Tents, positioned along the top of a ridge, overlooking Roebuck Bay.

The potential for the caravan park to attract significant tourist visitation, improve economic diversity, assist business development and create employment is constrained by the current site layout and the co-location of long-stay caravan park tenants on this prime tourism site.

Ideally, the caravan park would be totally redeveloped, with new road layout and larger residential sites in a completely separate zone.

However, The capital cost for such redevelopment would be hard to justify on return on investment criteria.

The existing belowground services appear to be adequate for the number of sites. Existing roads can be widened and resurfaced and facilities and amenities can be upgraded.

The separation of tourist and long stay sites into distinct zones has been achieved and will add to the appeal of the park and reduce the potential for conflict due to differing lifestyles of each group of park users. The tourist zones interface better with Roebuck Bay and the views.

The current lack of on-site recreation facilities has been addressed with the addition of a children's playground, and swimming pool. Strategically placed barbecue facilities near in the central ablution facilities area will engender social interaction between park users.

Roebuck Bay Caravan Park Master Plan – Brighthouse 2014

The unique ambience of the park is due in part to the existing vegetation on the site and its proximity to the water at Roebuck Bay.

The desire to substantially retain the trees presented a considerable challenge to retain the current site numbers, while achieving site sizes and setbacks in accordance with the caravan park regulations.

The revised site layout meets the needs of the present without compromising the ability of future generations to meet their own needs.

Where possible the design has incorporated view corridors to the water. An entry boulevard creates better linkages at the park entrance and provides vehicular and pedestrian access through the park from the entry to the water's edge.

The inclusion of self-contained cabins and safari tents in the product mix reduces the pressure on common ablution facilities. The cabins proposed are relocatable park cabins (defined as caravans under the legislation) so they can be constructed off-site and installed with minimal disruption to park operations.

Similarly, the safari tents will be self-contained and be of modular construction to cyclonic specification.

The redevelopment of the Roebuck Bay Caravan Park is an opportunity to partially redress the loss of coastal tourist caravan sites over the past two decades to higher and better use, long stay residential and resource accommodation with an iconic development that could become the benchmark for similar regional caravan park developments.

These sentiments were foremost in the conceptual deliberations. The design brief was formulated with a clear understanding of the huge potential for this important site to provide affordable access to northwest coastal holiday accommodation for future generations of Western Australian families and visitors.

Site Layout Concept

The design of the site layout for the caravan park is constrained by the existing vegetation and the layout of below ground services, which are adequate for the proposed number of sites and product mix.

However, the layout of the caravan park can be significantly improved under the proposed development scenarios.

The existing site layout is not entirely compliant with the Caravan and Camping Grounds Regulations and general benchmarks for 3.5 to 4 star rated caravan parks. The park also has a number of operational and potential safety issues. The issues include but not limited to:

- Low quality first impression Experience for guests;
- Inconsistent caravan and camping site sizes, which do not allow required separation of caravans and annexes on one site to the caravans and annexes on adjacent sites;
- Inadequate provision for parking vehicles on guest sites;
- Long-stay and short-stay sites not adequately separated;
- Insufficient separation of caravan sites from external road boundaries;
- Unauthorised and non-compliant structures to long-stay caravans;
- Poor quality road surfaces;
- Limited guest amenities (no swimming pool, children's playground etc.);
- No recreation room;
- Non-conforming disabled ablution facilities;

Design Rationale

- Poor presentation of ablutions - shower and toilet cubicle size and fixtures;
- Under-width internal roads;
- Inadequate signage;
- Lack of designated guest parking area;
- No camp kitchen and wash-up facility;
- Site sullage not entirely connected to mains sewer or with adequate disposal provision;
- Poor quality reception and manager's residence; and
- General appearance and site maintenance.



Figure 4: First impression on checking in to caravan park

A plan for the redevelopment of the Roebuck Bay Caravan Park evolved, following research and production of a detailed situational analysis and a full risk and issues assessment. The analysis identified the current market, competition and emerging trends and the logical staging of the proposed development.

The substantial investment required for the proposed caravan park dictates that the development proposal considers the future operations of the caravan park, beyond the lease term.

The concept for the redeveloped facility and proposed new site layout is based on:

- Taking advantage of the superb coastal location and ocean views;
- Providing a product mix that is consistent with market demand in term of accommodation type;
- Adding self-contained accommodation to the caravan park to improve financial sustainability and cater to a wider market;
- Providing consistency of site sizes in accordance with user trends;
- Allowing site separation in accordance with Regulations;
- Providing for co-location of long-stay and short-stay sites, on the property in separate zones;
- Attending to any inadequacies in below ground water, electrical and sewer services;
- Providing regulatory compliant roads and street lighting;
- Future-proofing the caravan park for emerging trends;
- Improving amenity of the caravan park by installing new guest amenities, including a swimming pool, children's playground, BBQ facilities, camp kitchen and recreation room;
- Upgrading ablution and guest laundry facilities to regulatory compliance and to reach the benchmark standard for 3.5 – 4 star-rated caravan parks;
- Upgrading the reception office and placing it at a more appropriate location at the entrance to the caravan park;
- Building a new manager's residence near the reception office and recreation room to improve control and provide more convenience for managers;

- Grouping all administration facilities in the one location;
- Providing boom gates and fencing for guest security and protection of property; and
- Minimising management and operational costs through sound design and proven operational procedures.

Caravan Sites

The caravan site layout is to be adjusted to accommodate compliant road widths and off road parking for guest vehicles. Some long-stay guests will need to be relocated to achieve these and other design considerations, such as separation of tourist and long stay sites, creating better visual aspects and view corridors and traffic movements.

The existing tourist caravan and camping sites zones near the oceanfront are generally compliant and will need only minor works, other than road works.

Camping Sites

It is proposed that some camping sites are powered sites to provide flexibility to use them for small campervans, camper trailers and tents. The sites are proposed at 7 x 6 metres, which allows for proper separation between sites. Guests with larger campervans, camper trailers and oversize family tents will be accommodated on standard caravan sites.

Accommodation Buildings

The full utilisation of limited land area at the Ocean View Caravan Park site necessitates consideration of all the various components available in the caravan and camping product mix. Tourist on-site accommodation has increased from 12% to 20% of the total caravan park revenues over the past 5 years and is still a growth segment of the market. Tourist accommodation is important to the viability of the Roebuck Bay Caravan Park in the longer term and will help define the caravan park's sustainability.

Design Rationale

It is proposed that two types of accommodation are provided at the caravan park to cater for travellers and long-stay guests that do not have their own recreational vehicle or tent. Both the permanent safari tents and cabins proposed are consistent with those installed in 4.5 star holiday parks in Western Australia and in other States.



Figure 5: Typical Self Contained Cabin Accommodation in a modern park

The accommodation is equal by comparison to the award winning caravan parks at Cape Leveque, Middleton Beach, Mandalay and Beachlands Holiday Parks in Western Australia.

The installation of accommodation is critical to the financial sustainability of the Ocean View Caravan Park, which suffers from seasonality of the caravan and camping site users. Therefore, it is essential that higher income-producing products be introduced into the accommodation mix.

For sustainability in Broome's climate, it is important that very high-energy ratings are attained for all built form. Modular construction offers significant advantages over alternative types of construction for an equivalent cost and energy ratings in excess of 6 stars have been achieved.

Modular construction also offers enormous construction time saving, an important consideration where construction will occur in an operating facility and completion needs to be within short time spans between the cyclonic weather and peak occupancy season.

There are several recent developments in Australia's north-west region that have effectively utilised this relatively new form of construction in Western Australia for quality accommodation units.

Modular construction utilises pre-finished components, which are containerised and delivered to the site. A wide variety of external treatments are available, so that the Broome vernacular can be accommodated.

Holiday Cabins

From the revenue-earning potential, the ideal location for the cabins is along the ridge between the top and lower sections of the caravan park, facing the oceanfront. Guests pay a premium for such locations. Even if differential tariffs were applied to the prime caravan sites to increase the revenue from the best locations, the revenue earned from cabins will be far higher.



Figure 6: Spacious 2 bedroom cabin accommodation

The proposed cabins are classified as caravans under Part 1 (4 (1)) of the Caravan and Camping Grounds Regulations 1997 and are therefore, approved for short occupancy.

There are constraints to building cabins and other built form on the oceanfront due to the potential for flooding from tide and storm surge. The proposed location avoids those issues.

The cabins indicated in the plans are standard type installed throughout the higher rated caravan parks the industry. They should not be confused with mining camp style structures.

The cabins conform to the appropriate BCA code for cyclonic regions and they can achieve high energy-efficiency ratings and are suitable for short-stay and longer stay occupancy.

All cabins are designated as 2 bedroom plans. However, a proportion of the cabins could be constructed as a 1-bedroom plan to reduce the capital investment and to reduce the tariff to single guests or couples. Unfortunately, that course of action will have a corresponding effect on revenue.

Cabins are built off-site and transported to the site. Generally, installation is only two or three days.

The revenue potential from the cabins far exceeds the income generated from sites and generally over a longer period of the year.

Safari Tents

The Safari Tents proposed for the redevelopment are similar and an alternative to self-contained cabins. They cater for a growing demand for "glamping" or luxury camping. The cyclonic rated safari tents are described in the Appendix drawings.

Design Rationale

Reception Office and In-house Laundry

The existing reception office is small, and not functional for a caravan park of the size of Roebuck Bay. It is poorly located, as guests must enter well into the site to access the reception.

There is no internal waiting area and the appearance leaves much to be desired. The manager's residence is attached to the office and has poor separation from it.



Figure 7: Proposed location for new reception office

There is advice that the building has asbestos issues. In short it is past its use-by date.

A new modern reception office is proposed to be located at the entry to the caravan park, visitors will be able to park tow vehicles and hitched caravans in an improved slip lane in Walcott Street, at the entrance of the park. This will vastly improve visibility of the caravan park reception and amenity. Visitor car parking will be provided opposite the reception office, outside the proposed boom gate.

There will be desk and counter space for two booking terminals to cater for busy periods. A comfortable waiting area will be provided in a tastefully furnished reception area.

Space for machine vending of water and cool drinks will be provided and essential guest supplies (toiletries etc.) will be displayed near the reception desk.



A tourist information area will also be provided and perhaps an Internet café.

The concept is to provide a welcoming first impression to the caravan park.

Ablution Buildings

The existing ablution blocks appear to be structurally sound but show signs of age and are non-compliant with the Regulations in certain aspects, so are in need of refurbishment.

The existing ablution blocks provide the required site coverage (90 metres from any site) and are capable of accommodating the required number of toilet fixtures, hand basins and showers.

Provision will be made for a chemical toilet dump point, better guest laundry facilities and more disabled facilities.

It is recommended that modular cubicles replace the internal walls and built-in cubicles, to save space and modernise the facilities. The external walls should be tiles to 1.8 metres height, rendered above that height and the roof painted to modernise appearance.

Internal floors and walls are to be tiled. All plumbing and fixtures will be replaced.



Figure 8: Quality Ablutions Example

Amenities

New guest amenities are proposed that will ensure compliance with caravan and camping grounds regulations and improve the user experience.

The proposed amenities are consistent with the amenities provided in caravan parks that achieve 4 - 4.5 star rating. This rating is recommended to ensure a higher-level occupancy and yield for the caravan park.

The new amenities are a recreation room, camper's kitchen, swimming pool, children's playground and BBQs.



Figure 9: Camp Kitchen example

Development Staging

The proposed staging of the redevelopment is outlined in the site plan and Quantity Surveyor's report attached as Appendix 1. The staging will be influenced by budgetary constraints and consumer demand and may be further segmented or have various stages combined.

Development Schedule

The redevelopment project may be divided into multiple stages as indicated on the following tables. Where it is practical and economically feasible to combine the proposed stages, there will be a reduction in construction costs, especially from mobilisation and demobilisation and through economies of scale.

A Staging Site plan is included in the drawing set attached to this document as Appendix 1.

Roebuck Bay Caravan Park Master Plan – Brighthouse 2014

Design Rationale

Stage 1

Infrastructure	Quantity	Cost per Unit	Total	Comment
Cabins	6	\$118,202	\$709,212	Cabins will provide a diversity of product mix and drive growth.
Backpackers	6	\$17,319	\$103,914	Targeting an existing and growing market segment
Managers House/ Reception	1	\$345,081	\$345,081	Major focus for the redevelopment to improve both the amenity, traffic flow and create an entrance to the park.
Recreation Room	1	\$71,357	\$71,357	Providing a much needed recreational space.
Workshop	1	\$79,320	\$79,320	Required as the existing shed is to be demolished to open up the coastal views.
Office/Laundry	1	\$269,567	\$269,567	Annex to Manager's House/Reception Building
Ablution Block 3	1	\$148,980	\$148,980	Much needed upgrade to meet customer expectations.
Ablution Block 4	1	\$182,382	\$182,382	Much needed upgrade to meet customer expectations.
Preliminaries/Design costs	1	\$455,418	\$455,418	Includes all architectural, and engineering drawings for civils, electrics and hydraulics
Mobilisation	1	\$175,161	\$175,161	Costs allocated for the mobilisation of contractors plant and equipment, accommodation, meals
Road Upgrades	1	\$750,811	\$750,811	Necessary to improve drainage, retain compliance and reduce ongoing repair costs to roads
Civils (including electrical and hydraulics reticulation)	1	\$572,494	\$572,494	All earthworks required on site
Fencing	1	\$71,354	\$71,354	Required to provide better amenity and separation of the tourist product from the residential sites
Signage and Landscaping	1	\$175,000	\$175,000	Landscaping required to soften the amenity of the fencing and to beautify areas surrounding the tourism product. Signage upgrade required to provide guest navigation around the park.
Communications	1	\$15,000	\$15,000	Cost allowance for reticulation of communications (coaxial cable etc)
Fire Hose Reels	1	\$8,730	\$8,730	Upgrade and increase of fire hose reels required for compliance
TOTAL			\$4,133,781	

Design Rationale

Stage 2

Infrastructure	Quantity	Cost per Unit	Total	Comment
Cabins	3	\$118,202	\$354,606	Cabins will provide a diversity of product mix and drive revenue growth.
Tennis Court	1	\$122,500	\$122,500	Additional recreation facilities installed to ensure park remains current with market demands and trends.
Swimming Pool	1	\$348,875	\$348,875	Installed to ensure park remains current with market demands and trends.
Barbeques	4	\$11,000	\$44,000	Increase in quality and number of barbeques provides greater access for guests
Playground	1	\$17,386	\$17,386	Installed to ensure park remains current with market demands and trends.
Preliminaries	1	\$179,777	\$179,777	Includes all architectural, and engineering drawings for civils, electrics and hydraulics
Mobilisation	1	\$69,145	\$69,145	Costs allocated for the mobilisation of contractors plant and equipment, accommodation, meals
Road Upgrades	1	\$202,507	\$202,507	Necessary to improve drainage, retain compliance and reduce ongoing repair costs to roads
Civils (including electrical and hydraulics reticulation)	1	\$195,752	\$141,146	All earthworks required on site
Fencing	1	\$101,054	\$101,054	Required to provide better amenity and separation of the tourist product from the residential sites
Signage and Landscaping	1	\$40,000	\$40,000	Landscaping required to soften the amenity of the fencing and to beautify areas surrounding the tourism product. Signage upgrade required to provide guests seamless navigation around the park.
Communications	1	\$5,000	\$5,000	Cost allowance for reticulation of communications (Coaxial cable etc)
Fire Hose Reels	1	\$5,820	\$5,820	Upgrade and increase of fire hose reels required for compliance
TOTAL			\$1,631,816	

Design Rationale

Stage 3

Infrastructure	Quantity	Cost per Unit	Total	Comment
Safari Tents	5	\$80,750	\$403,750	New tourism product installed to meet market demands and trends and provide greater yield for operator.
Ablution Block 1	1	\$148,820	\$148,820	Much needed upgrade to meet customer expectations.
Preliminaries	1	\$97,877	\$97,877	Includes all architectural, and engineering drawings for civils, electrics and hydraulics
Mobilisation	1	\$37,649	\$37,649	Costs allocated for the mobilisation of contractors plant and equipment, accommodation, meals
Road Upgrades	1	\$134,588	\$134,588	Necessary to improve drainage, retain compliance and reduce ongoing repair costs to roads
Civils (including electrical and hydraulics reticulation)	1	\$42,909	\$42,909	All earthworks required on site
Signage and Landscaping	1	\$20,000	\$20,000	Landscaping required to soften the amenity of the fencing and to beautify areas surrounding the tourism product. Signage upgrade required to provide guests seamless navigation around the park.
Fire Hose Reels	1	\$2,910	\$2,910	Upgrade and increase of fire hose reels required for compliance
TOTAL			\$888,513	

Design Rationale

Stage 4

Infrastructure	Quantity	Cost per Unit	Total	Comment
Safari Tents	6	\$80,750	\$484,500	Leading edge tourism product installed to meet market demands and trends and provide greater yield for operator.
Ablution Block 2	1	\$152,117	\$152,117	Much needed upgrade to meet customer expectations.
Preliminaries	1	\$89,404	\$89,404	Includes all architectural, and engineering drawings for civils, electrics and hydraulics.
Mobilisation	1	\$34,386	\$34,386	Costs allocated for the mobilisation of contractors plant and equipment, accommodation, meals.
Civils (including electrical and hydraulics reticulation)	1	\$44,702	\$44,702	All earthworks required on site.
Signage and Landscaping	1	\$5,742	\$5,742	Landscaping required to soften the amenity of the fencing and to beautify areas surrounding the tourism product. Signage upgrade required to provide guests seamless navigation around the park.
Fire Hose Reels	1	\$2,910	\$2,910	Upgrade and increase of fire hose reels required for compliance.
TOTAL			\$811,511	

Social Evaluation Statement

This section identifies and evaluates the social impacts of the project on the community. The social impacts have been identified from a community wellbeing frame of reference, where each impact falls under a sphere of influence on community wellbeing. The magnitude of each impact has been measured according to a risk-likelihood framework.

Background

Based on the 2011 Census (Place of Enumeration¹), 19,782 people were residing in Broome, which is considerably larger than the 14,175 estimated resident population (as per ABS). The discrepancy (5,607 people) means that Broome's population, on census night, had approximately 5,607 transient people in the region. This increase in population is due to tourists and transient workers, which together with the permanent resident population form Broome's total service population.

The tourism sector in Broome is highly seasonal. While any given tourist or a transient worker may not be in the area for an extended period of time, the cumulative impact of both tourists and transient workers needs to be taken into consideration because on an annual basis, these groups utilise local infrastructure and amenities, including roads, airports, retail premises and accommodation. This increase in demand on infrastructure and amenities can create both positive and negative social impacts for the local community.

Currently, the insufficient Caravan Park accommodation in Broome is translating into a direct negative social impact for the Broome Community. This is due to many caravan and camping visitors who visit Broome during the high season are unable to access accommodation in any of Broome's Caravan Parks. As a result, these visitors are electing to camp on the streets, or on Broome's Cable Beach front, in either camping trailers or caravans. The

¹ Place of enumeration refers to a person's location on Census night, which may not be their place of residence or place of work.

increase in the 'street stayer' population has resulted in an increase in littering and vandalism, which draws away from Broome's natural amenity and negatively impacts on community cohesiveness.

For the purpose of this assessment, the 'street stayer' population falls into three categories, including

- 1 **Domestic Vacationers** who generally find an out-of-the-way location for a single night but could potentially increase their length of stay if more formal Caravan Park accommodation were made available;
- 2 **International Vacationers** who occupy car parks and other public spaces in prominent locations, most of these are intent on free camping and would be unlikely to take advantage of additional accommodation; and
- 3 **Indigenous itinerants** who use improvised shelter or tents and are unlikely to take advantage of additional accommodation.

Social Evaluation

Approach

Social impact assessments of caravan parks are based on broader social impact guidelines for tourism accommodation projects defined by the Australian Bureau of Statistics and Tourism WA. These social impact assessments are benchmarked against so-called "Community wellbeing" criteria.

"Community Wellbeing" refers to how satisfied people in a community are with the quality of their life, how well they perceive that their basic needs for shelter, food, water and health care are met, as well as their higher-order needs for liberty, equality, loving relationships, and self-actualisation (Clarke, et. al. 2006). Due to the large range of factors that can potentially influence wellbeing, its measurement requires value judgments be made regarding which aspects of life should be considered as

most important (ABS, 2001).

A project is assessed upon how its development might impact each of the criteria of community wellbeing, either positively or negatively.

The ABS (2001) and Tourism WA have identified the following spheres of influence for community wellbeing, which have been utilised in this assessment:

- Family and Community;
- Health;
- Education and Training;
- Work; and
- Housing.

The development and operation of additional Caravan Park facilities has the potential to impact on the wellbeing of the precinct's community and residents (as per the above spheres). These impacts can be traced back to a number of key drivers from which all impacts are generated. These key drivers include:

- Employment creation (with associated incomes);
- Increased tourism, tourism expenditure and business attraction;
- A reduction in 'street stayer' numbers; and
- A number of flow-on effects, potentially leading to an increase in local resident population and business activity.

While the above drivers are seen to be beneficial for Broome, the development and operation of a Caravan Park has the potential to generate some negative drivers, including:

- Increased seasonality of tourism visitation; and
- Community disturbance associated with construction.

Social Evaluation Statement

Potential Impact

Family & Community

Impacts

Construction

Disturbance and disruption to the community from the construction phase of the Caravan Park has the potential to negatively impact on family and community cohesiveness. This negative impact is expected to be bought on by the additional noise and impact on flow of traffic as part of the construction phase. The negative impact is expected to be minor however, and since it relates specifically to the construction phase of the Caravan Park development, the timeframe of impact is expected to be short-term.

Operations

Currently, Broome has four overflow sites, which are made available for caravan visitors during the high season when occupancy rates in established parks reach high levels. It is important to note that these overflow sites have not been designed for the purposes of accommodating caravans or campers. The overflow sites have a high amount of street exposure and some of the overflow sites are in close proximity to residential areas.

It is anticipated that the provision of additional Caravan Park sites in Broome will move a number of visitors from the Caravan Park overflow areas to the new site capacity at the Roebuck Bay Caravan during the high season. The reduction in utilisation of the overflow sites, particularly those near residential accommodation, will improve community aesthetics and pride in the local area.

This benefit assumes there is a permanent reduction in the utilisation of overflow sites once the new Caravan Park establishment becomes available. This is unlikely to be fully realised considering the extremely high occupancy rates of existing sites in the high season and the potential for increased demand from visitors who would typically have been pushed out of the market. However, it is recognised that the provision of an additional Caravan Park establishment will result in some reduction in the utilisation of overflow sites.

Residents located close to the overflow sites are likely to experience a greater positive impact from the relocation of visitors to established Caravan Sites, although these positive effects have the potential to be experienced community-wide. Additionally, caravan and camping visitors to Broome, who would have previously been forced to stay in an overflow site, are likely to experience Broome in a more positive light if they are able to attain accommodation in an established park which has appropriate facilities, amenity and is in closer proximity to key tourist attractions.

Additionally the additional accommodation capacity supplied by the proposed Caravan Park is likely to reduce the amount of visitor demand currently deferring away from Broome. The reduction in deferred visitor demand will increase the number of domestic and international visitors who can be accommodated in Broome. An increase in visitation would assist in raising the profile and regional identity of Broome, lifting the community's sense of pride and further enhancing community cohesiveness in terms of support and contribution. The increase in the number of people visiting the region also acts to increase opportunities for socialisation between Broome locals and visitors which has potential positive impacts on community wellbeing.

Health

Impacts

Construction

The construction phase of the redevelopment of the Caravan Park has the potential to cause only a relatively minor disturbance and disruption to the local community, and lead to some (minor) negative health impacts. There is potential for construction activity to lead to physical injury through worker related accidents. Best practice construction management will be assumed to be in place, and as such the risk of serious injury is very low if not negligible.

Construction activity is also likely to result in additional noise pollution. It is likely any noise pollution generated by this activity will be within accepted construction standards, however, there is still potential for this to disturb and cause stress for some local residents. These negative impacts are expected to be very minor, and since they relate to only the construction phase, the timeframe of their impact is expected to be short-term.

Operations

Currently in Broome, there are a large number of caravans utilising street parking and overflow areas as a result of insufficient Caravan Park capacity during the high season. The large number of 'street stayers' and high overflow site usage during the peak season is likely to cause local residents a minor degree of distress and irritation.

Social Evaluation Statement

Education and Training

Impacts

Construction

It is possible the construction phase may encourage a small increase in education and training, as construction activities of the Caravan Park would require employment of technical and trade skilled workers. While the majority of skilled workers will likely be sourced from the existing skilled labour pool, construction activities may provide some opportunities for apprenticeships and other similar training activities. The construction phase associated with the Caravan Park is therefore likely to have only a minor and limited benefit on education and training of residents within the region.

Operations

The Caravan Park has the potential to deliver additional employment based training through the delivery of additional jobs and the demand for skills, which these jobs will generate. This phase is likely to offer a greater amount of education and training benefit for the local community in comparison to the construction phase, as it is assumed that a greater proportion of employment needed to serve the post-construction phase will be sourced from the local community.

Work

Impacts

Construction

From a direct employment perspective, there is additional employment associated with both the construction and post-construction phase of implementing the Caravan Park. However, it is worth noting a portion of this demand is likely to be satisfied by workers who reside outside of Broome.

Operations

Upon completion of the construction phase it has been estimated that the Caravan Park will attract additional tourism visitation and expenditure activity to the region. This new expenditure will also generate additional demand for goods and services locally, generating further employment. Those jobs generated from additional tourism visitation and expenditure will more likely draw from and be retained within the region's catchment in comparison to those employed during the construction phase.

Generation of additional jobs will increase the number of jobs available in the region and see a greater proportion of local residents having the opportunity to work within the area, in which they reside.

It is noted however that there is likely to be only a small increase in the number of workers employed in Broome due to the construction and operation of the proposed Caravan Park site, therefore these impacts are likely to be relatively minor.

Housing

Impacts

Operations

The Caravan Park will attract additional tourism visitation during its operational phase. This new expenditure will also generate additional demand for goods and services locally, generating further employment. The additional jobs created will drive demand for housing in the form of rental or purchases.

However, it is worth noting that the proposed Caravan Park development will include a provision of permanent sites. The availability of these sites will increase the total supply of long-term accommodation within Broome and may facilitate a reduction in the cost of housing.

Social Evaluation Statement

Total Social Impact

A summary of the impacts according to each sphere of influence is presented in the table below. The impacts are segregated into either the construction or operational phase of developing the Caravan Park.

Table - Social Impact Summary

Sphere of Influence	Frame of Reference	Mechanism / Driver	Impact		Likelihood	Consequence
			Construction Phase	Operational Phase		
Family and Community	Will the Caravan Park impact on families and the community's social interaction, networking and cohesiveness?	Decrease in the number of visitors in Caravan Park overflow areas	N/A	Improved sense of community pride from reduction of 'street stayers'	Unlikely	Minor
		Increased tourism attraction/ decreased deferred demand during the operational phase of the Caravan Park	N/A	Raised profile and regional identity of Broome through increased tourism attraction	Possible	Minor
		Disturbance and disruption driven by the construction activity during development of the Caravan Park	Negative impact on family and community cohesiveness from construction activity	N/A	Possible	Minor
Health	Will the Caravan Park impact on individuals' physical or mental health?	"Street stayers" and associated congestion and litter	N/A	Greater visual amenity and health in populated areas as a result of their diversion to an actual caravan park	Likely	Major
		Physical injury from work-related accidents associated with the construction phase of the Caravan Park	Potential work-related injuries	N/A	Unlikely	Major
		Noise pollution associated with the construction phase of the Caravan Park	Potential mental health/stress related illnesses for local residents from construction activity	N/A	Possible	Minor

Social Evaluation Statement

Sphere of Influence	Frame of Reference	Mechanism / Driver	Impact		Likelihood	Consequence
			Construction Phase	Operational Phase		
Education and Training	Will the Caravan Park impact on demand/ access to education and training?	Employment of local residents which offer on-job training during the construction phase of the Caravan Park	Increase in education and training for local residents	N/A	Possible	Minor
		Employment of local residents which offer on-job training during the operational phase of the Caravan Park	N/A	Increase in education and training for local residents	Likely	Moderate
Work	Will the Caravan Park provide financially or emotionally gainful opportunities for work?	Employment of local residents during the construction phase of the Caravan Park	Demand for construction based employment positions during the construction phase and subsequent improvements in local work travel distances	N/A	Possible	Minor
		Employment of local residents during the operational phase of the Caravan Park	N/A	Demand for tourism industry related employment positions during the operational phase and subsequent improvements in local work travel distances	Likely	Moderate
Housing	Will the Caravan Park impact on the quality and availability of accommodation?	Provision of permanent accommodation sites increasing long-term accommodation supply	N/A	Increase in long-term accommodation supply to act towards relieving prices	Possible	Major

Source: Brighthouse

Key Findings

Redevelopment of the Caravan Park is likely to introduce some minor negative social impacts to the Broome community, the most obvious of which is the possibility of additional noise pollution during the construction phase.

However, these negative impacts are considered minor in relation to the medium to long-term positive impacts that will arise during the operational phase. Such benefits include, reduced anti-social behaviour, increased community cohesion and increased local employment opportunities.

Prima facie assessment highlights the development and operation of the Caravan Park is likely to have a net positive social impact on the local Broome community with minimal (beneficial or adverse) effect on the broader Western Australia community.

Financial Evaluation

This section provides an evaluation of the financial justification for the re-development of the Roebuck Bay Caravan Park in Broome. The financial justification assesses the financial risk, as well as total lifecycle costs and revenues of the development.

Approach

A Discounted Cash Flow Model (DCFM) was used to conduct the financial assessment. The DCFM model weighs typical revenue and cost streams associated with the Caravan Park development. The inputs used are based on the results of the quantity survey carried out as part of this business case preparation.

Since Broome is an increasingly important tourist destination within Western Australia, which sees a diverse visitor profile, the proposed Caravan Park should be designed to fulfil the role of a 'holiday park' rather than offering solely caravan accommodation.

An establishment of this type will offer a wide range of accommodation site options and facilities, which allows diversification away from being dependant on solely caravan travellers.

The development has an opportunity to fulfil the role a premier park in a unique coastal location. Additionally, the provision of cabins and safari tents add high revenue accommodation to the overall product mix.

The DCFM measures the Net Present Value (NPV), Internal Rate of Return (IRR) and variability of returns as measured by the coefficient of variation of net cash flows inter-year. Consideration of each of these factors is vital towards delivering a final development, which is balanced in terms of feasibility, ease of management and risk of returns.

Essentially, the financial analysis of the proposal has been predicted upon the underlying assumptions, itemised as follows;

Assumptions

- Projected index measures for inflation and discounting, according to historical trends in the Consumer Price Index (CPI), Wage Price Index (WPI), Materials Price Index (MPI) and Land Price Index (LPI);
- The Internal rate of return (IRR) is calculated on the EBITDA;
- The proposal assumes the development is fully funded by equity investment;
- Project cash flows are assumed at the end of each period, which tends to understate net present value (NPV);
- Project evaluation is based on project cash flows after tax;
- Zero cost of land; and
- 15-year project life.

Assumed Occupancy Rates

The amount of variation in occupancy for caravan specific accommodation in Broome is expected to be high. In Broome caravan park occupancy ranges from as high as 89.9% in the high season to as low as 10% in the low season.

The amount of variation in occupancy for hotels, motels and serviced apartments within Broome however, was found to be less volatile, ranging from 91.0% to 35.4%.

With permanent accommodation assumed to have even less occupancy volatility, the variation of cash flows for a Caravan Park offering only Caravan accommodation would be much higher than a Caravan Park with a diversified income stream offering a mix of Caravan accommodation, Cabins, Units, or other forms of permanent accommodation.

Table - Estimated Benchmark Occupancies

Jul	Aug	Sep	Oct	Nov	Dec
89%	89%	89%	22%	19%	22%
Jan	Feb	Mar	Apr	May	Jun
10%	10%	10%	51%	62%	79%

Assumed Tariff Structure

The tariff structure used in the investment analysis is detailed below. Tariffs have set in line with the other parks in the region.

Table - Proposed Caravan Park Site Tariffs

ASSUMED TARIFFS	Ex GST		INC GST	
Type (rate per room or site per night 1-2 pax)	Std	Peak	Std	Peak
Reserved Holiday Sites	\$17.26	\$17.26	\$18.21	\$18.21
Powered Caravan Sites	\$33.64	\$44.55	\$37.00	\$49.00
Camping Sites	\$30.91	\$43.64	\$34.00	\$48.00
On Site Vans/ Cabins	\$68.18	\$81.82	\$75.00	\$90.00
Cabins	\$122.73	\$154.55	\$135.00	\$170.00
Safari Tent	\$109.09	\$136.36	\$120.00	\$150.00
Backpackers	\$50.00	\$50.00	\$55.00	\$55.00

Financial Evaluation

General Assessment

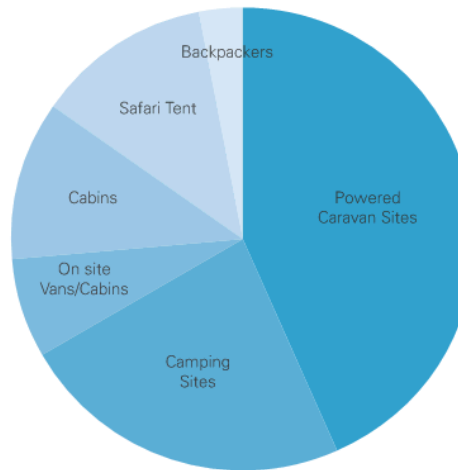
The total redevelopment comprises 5 stages, however stage 1 of the redevelopment, is the major component of construction, adding to the current nominal total of 325 sites.

The first stage of the caravan park re-development is estimated to be operational by the beginning of year 2. The first year being construction, the total development cost has been estimated at \$7,062,869. Stage 1 redevelopment and construction costs are estimated to be \$5,063,894.

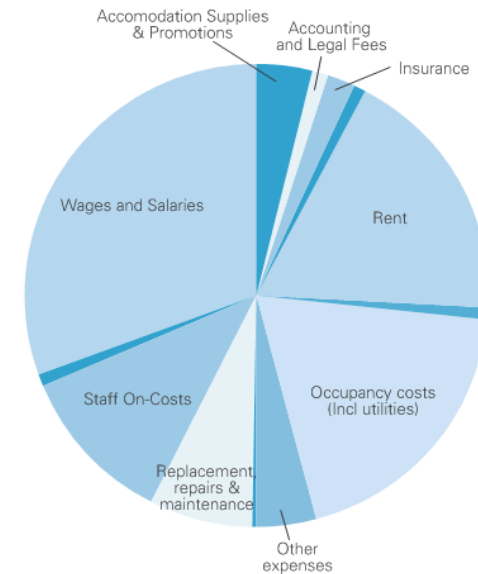
As shown in the chart below, powered caravan sites constitute nearly half of all revenue. However cabins and safari tents are by far the highest margin products.

The breakdown of average expenses by item is shown below. The key expense items are in line with industry benchmarks determined by Ibis.

Source of Accommodation Revenue



Share of Expenses



Financial Evaluation

Profit and Loss

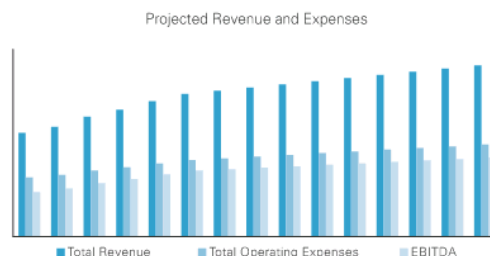
Across the 15 year investment evaluation period of the park, EBITDA as a percentage is very stable ranging from 43% to 46.4%. Operating Budgets have been projected over a 15 year term, to give a more complete assessment of the viability of the project. The model shows a net profit after tax from the second year (first year is primarily development).

The EBITDA per cent of net tangible assets is 8.07 per cent from year 2 onwards, dropping to 6.17 per cent during the second stage of development and levelling off at 7.98% from year 6 onwards.

Profit and losses results are shown in periodic stages in the table and across the 15 year investment evaluation period in the graph below.

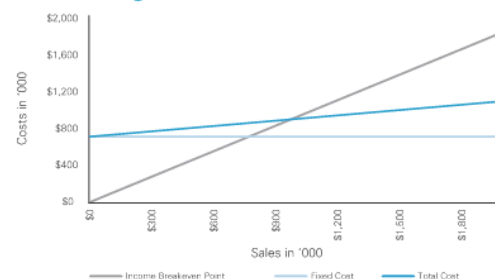
Revenue, EBITDA, operating profit and NPAT all improve throughout the life of the project and are well within the accepted minimum levels for a positive investment decision.

Profit & Loss	Yr 1	Yr 5	Yr 10	Yr 15
Sales Revenue	1,952,114	2,543,886	2,918,649	3,216,470
EBITDA	840,324	1,172,190	1,350,555	1,485,770
Depreciation	0	307,409	307,409	307,409
Operating Profit	840,324	864,781	1,043,146	1,178,361
Tax Expense	252,097	259,434	312,944	353,508
NPAT	588,227	605,347	730,202	824,853



Breakeven Analysis

The projected breakeven point for the park is at 900,000 revenue, which indicates the park should remain financially viable in the unexpected event of a severe industry downturn or a new competitive development opening up in the immediate area. Additionally with revenue expected to be at a minimum of \$1,900,000 in year one of operations, the gap between break even and projected minimum revenue is high.



Development Viability

The viability of any eventual development will depend on any number of commercial factors. Two common financial indicators used to assess the development viability of projects, and form part of the investment decision making process, include:

- **Net Present Value (NPV):** A financial analysis tool used to calculate the value of a project (in current terms) based on projected capital costs and future cash flows. Future cash flows are discounted back to the present based on a discount rate (usually about 12-15% for caravan park developments). The discounted cash flows are then compared to the cost of developing the project. If the NPV is greater than \$0, the project is deemed to have a positive viability and should be considered for development.
- **Internal Rate of Return (IRR):** A financial analysis tool used to compare the profitability of projects. The IRR is the discount rate that results in the NPV of the project equalling \$0. An IRR of 12-15% is a benchmark rate to trigger investment by a private property developer.

Commercial operators of caravan parks will usually work on a 15 year timeframe to assess the viability of a project with a 20 year timeframe also provided as an upper limit.

Project Summary	NPV	IRR*
Discount Rate @ 5%	4,445,856	19%
Discount Rate @ 10%	1,945,313	
Discount Rate @ 15%	597,858	

The NPV of project cash flows is positive at discount rates of 5%, 10% and even 15%. This is a good result when compared to caravan park investment benchmarks as defined by IBIS and CRC, which usually assess viability at a maximum 10% discount rate. Hence the NPV of all future cash-flows is deemed positive at even high discount rates; while the IRR is projected to be 19%, which is significantly above the required 12-15% by private developers.

Management Options Selecting the Most Appropriate Management Structure:

The purpose of this section is to consider the advantages and disadvantages of various park management structures for the Principal (Shire of Broome). The advantages and disadvantages and the perceived risks of four management options are compared and contrasted in this analysis. They are:

- 1 Leasing to a third party;
- 2 Contract management;
- 3 Direct shire management; and
- 4 Management rights.

A summary of the advantages and disadvantages of each of the four options is detailed in table 1 below, whilst a detailed explanation of the advantages and disadvantages of each management structure follows in the main body of the report.

The risks of each management option have been adapted to the five-stage risk assessment process in order to identify and manage identified management risks. These risks relate to the operational phase of the Caravan Park, and are specific to each management structure.

What follows in table 2 below is a summary of the risk assessment of each of the four management options.

Table 1: Management Options – Advantages and Disadvantages

Management Option	Advantages	Disadvantage
Lease Agreement	<ul style="list-style-type: none"> • Low financial commitment to operations; • Reduce risk; • Financial return; • Development controls; and • Quality of ongoing facilities. 	<ul style="list-style-type: none"> • Loss of profits; • Potential damage to The Principal brand if poorly managed; • Loss of control over management practices; and • Loss of control over development standards.
Contract Management	<ul style="list-style-type: none"> • Better operational standards and legal compliance; • Better range of potential managers; • Minimal direct operations management for The Principal; • Market price; • The Principal brand standards maintained; • Contractor control allows decisions to be made quickly and easily; • Simplified chain of command; and • Managers act as owners. 	<ul style="list-style-type: none"> • Need for a detailed management contract; and • Somewhat less control in comparison to direct employment of staff.
Direct Principal Management	<ul style="list-style-type: none"> • Potentially greater return from operations; and • Quick to implement. 	<ul style="list-style-type: none"> • Current lack of expertise; • Departure from core business; • Cumbersome chain of command; • Mismatch between awards; • Recruitment barriers; and • Lack of support outside of office hours.
Management Rights	<ul style="list-style-type: none"> • Manager has the incentive to improve park revenue • Removes day-to-day operational responsibilities from The Principal • “Arms-length” arrangement whereby The Principal is not necessarily blamed for unpopular decisions (e.g. tariff increases) 	<ul style="list-style-type: none"> • Lower financial return to The Principal; • Loss of control over management practices and potential for manager to not maintain park and avoid their necessary share of operating expenditure; • Fixed term contract making it hard to replace management; and • Potential damage to The Principal brand if poorly managed.

Management Options Selecting the Most Appropriate Management Structure:

Table 2: Risk Summary for Management Structure Decision

Decision	Risk	Rating	Response
Lease Agreement	Failure to secure a suitable lessee for the development	High	Monitor
	Caravan park is operated with poor management standards	High	Treat
	Development is undertaken with poor development standards	Moderate	Treat
	Default of operator and inability to pay lease 'rental' payments	High	Monitor
	Failure by lessee to engage qualified and experienced personnel for the operation of the caravan park	Moderate	Monitor
Contract Management	Failure to secure a qualified and experienced manager for operation of the development	High	Monitor
	Development is operated with poor management standards	Moderate	Treat
	Development is undertaken with poor development standards	Moderate	Treat
	Contract manager fails to secure experienced and qualified operations personnel	High	Treat
Direct Management	Caravan park is operated with poor management standards	High	Treat
	Development is undertaken with poor development standards	High	Treat
	Failure to achieve required return on investment due to inexperience	High	Treat
	Impacts on The Principal brand	High	Treat
Management Rights	Failure to attract experienced and qualified manager due to scale	High	Monitor
	Development is undertaken with poor development standards	High	Monitor
	Development is undertaken with poor development standards	High	Monitor
	Failure by lessee to engage qualified and experienced personnel for the operation of the caravan park	High	Monitor
	Default of operator and inability to pay outgoings payments	High	Monitor
	Impacts on The Principals brand	High	Monitor

Management Options Selecting the Most Appropriate Management Structure:

Decision: Lease Agreement

In the case of a lease agreement as a management option, The Principal makes the decision to lease their caravan parks and camping grounds to private enterprise. This can either be done as a combined development/management lease, or purely for the ongoing operational management. The Principal would advertise via the tender process for expressions of interest for the operation and ongoing development of one or more of its accommodation and caravan park operations.

Advantages

A leasehold arrangement has various benefits over other management arrangements. These include:

Low Financial Commitment

Leasing the parks would relieve The Principal of the financial and administrative burden of running a "tourism business" which is widely considered as being outside of the core responsibilities of the organisation.

Reduce Risk

Leasing relieves The Principal of legislative, financial and occupational health and safety responsibilities on the caravan park.

Financial Return

A lease allows The Principal to obtain an immediate financial return from the leasing of the parks in the form of the lease 'rental' payment.

Development Controls

The Principal can control the type of development of the park through conditions within the lease document.

Quality of Ongoing Facilities

The Principal can ensure the standard of the parks facilities and infrastructure is maintained through injection of private capital in future years (a condition of the lease).

Disadvantages

In addition to the many benefits of a lease agreement, there are also some issues that may arise from this type of arrangement. These include:

Loss of Profits

By leasing the park, the potential lease 'rental' is almost always less than the potential profits that could be generated if the park remains in The Principal control.

Loss of Control over Management Practices

Leasehold arrangements mean loss of a degree of control over the development and operation of the accommodation and caravan parks. This is why a detailed Business/Management Plan needs to be written into the lease agreement, to attempt to maintain some control over the way the park will be presented.

Loss of Control over Development Standards

Leasing a park to private enterprise means the council loses control over the standard of development of the park (other than those contained within building regulations). This is why these stipulations need to be clearly made in the lease agreement so that lessees are aware that failure to maintain the standard of the park could result in them forfeiting their lease.

Operational Risks

Failure to secure a management body for operation of the development

There are a risk that upon finalisation of the development, that there will be inadequate interest by potential lessees for the Caravan Park.

Risk likelihood: Possible

Risk consequence: Major

Risk rating: High

Risk response: Monitor – The Principal will need to remain flexible with the conditions of the terms of its management option. The management option should have a fair compromise between the needs of the organisation and tourists, as well as the lessee that will potentially act as an operator.

Property is operated to poor management standards

There is a risk that under a lease structure, the development is operated to poor management standards. This risk has a greater possibility of occurrence than under a contract management structure that is awarded to a professional tourist park contract manager.

Risk likelihood: Possible

Risk consequence: Major

Risk rating: Moderate

Risk response: Treat – the lease agreement contract should have its terms for management standards outlined so as to avoid poor management standards. The term of the agreement and exit clauses should be included in the contract.

Management Options Selecting the Most Appropriate Management Structure:

Default of operator and inability to pay lease 'rental' payments or fulfil contractual obligations

Faced with high operational costs (labour and utilities for example)

Risk likelihood: Possible

Risk consequence: Major

Risk rating: High

Risk response: Monitor – The Principal should remain vigilant in ensuring that the operator adheres to the lease agreement. Employment of the right management practices will help minimise the risk that the operator will not be able to fulfil contractual obligations of lease rental payments.

Failure to secure required employment base for operation of the development

There is a risk that the lessee of the Caravan Park will not be able to employ the required amount of staff (either appropriately skilled or positioned to be trained within the accommodation and hospitality services industry). This risk is seen as unlikely, however, as the Caravan Park will have a relatively low employment base requirement and the development will not be restricted to drawing from only the local community pool for its staffing requirement.

Risk likelihood: Unlikely

Risk consequence: Major

Risk rating: Moderate

Risk response: Monitor – the operator should act to encourage and facilitate the employment of appropriate staff to fulfil the employment base requirement of the development.

Decision: Contract Management Structure

Contract Management or the appointment of "contractors" to manage caravan parks and camping grounds within caravan parks and the tourist accommodation sector arose through property owners trying to contain spiralling labour costs.

There are a growing number of professional management companies offering their services to Local and State Government agencies and the private sector which operate caravan parks and camping grounds.

Many of these companies manage multiple parks enabling them to achieve economies of scale on things like marketing and administration as well as negotiate cheaper bulk rates on utilities, supplies etc.

Unfortunately, there are very few experienced and qualified contract managers in Western Australia apart from those who exclusively operate as managers of syndicated or investor-owned properties. Many Contract Managers operating caravan parks in the Eastern States operate as a hybrid between contract management and management rights operators. Those contract managers cannot effectively operate in Western Australia with small numbers on properties.

Advantages

Whether choosing a small management team or a larger 'corporate' management company, contract management has a variety of benefits for The Principal. These benefits include:

Legal Compliance

This arrangement ensures the relationship with The Principal is that of a contractor and not of employee. This helps negate the risk of litigation from operational personnel regarding matters of overtime and working conditions.

Better Range of Potential Managers

This arrangement allows for the appointment of industry qualified management teams or corporate management companies with the right skills to make the park a success. The selection process is not hampered by recruitment policies designed for internal positions.

Takes the Burden Away from The Principal

Management contractors assume the role of handling all operational matters. This frees up The Principal to manage the marketing and event creation to its potential market, thereby improving occupancy and yield.

Market Price

The market, through the tender process, determines the cost to The Principal of this service. Awards that were not written for the specific needs and requirements of the caravan park industry do not determine prices.

Standards Maintained

Standards and procedures that are required are set out in the contract documents. Supervision of the contract by a responsible caravan parks project manager will ensure that these standards are met.

Control

Contractors have far more control over the business than direct operational managers so therefore decisions can be made more easily.

Simplified Chain of Command

The administration within The Principal structure is simplified. (The cumbersome chain of command is broken)

Ownership

The park customers perceive the contract managers as "the owners of the business". They are then more likely to resolve any issues they have at the time rather than writing a letter of complaint to The Principal later on.

Management Options Selecting the Most Appropriate Management Structure:

Disadvantages

Whilst this form of management arrangement has a number of advantages, it still has some issues. These issues include:

Specific Management Contract

This form of management requires a detailed management contract, specific to each caravan park operation. These can take time to get right.

Less Control

Contract management provides lesser direct involvement in caravan park operational matters by less reduction of control, than exists through leasing the property to a third party or entering into a management rights arrangement. It retains most of the operational control without the operations burden and is only slightly less onerous, from a loss of control perspective than the direct employment of staff.

Operational Risks

The operational risks associated with contract management are similar to those of direct management by The Principal. Importantly however, the supplementation of the direct operational management personnel with an experienced and qualified tourism, hospitality operator in a strategic overseer role introduces many of the advantages on leasing and management rights operating options, without loss of control.

Contract management of The Principal properties is the most favoured option due to dominant objectives of the caravan parks business being customer satisfaction and protection of The Principals brand. The leasing and management rights options are generally predicated on return on investment and capital growth being the primary business drivers.

Failure to secure a management body for operation of the development

There is a risk that upon finalisation of The Principal; acquisitions and developments, that there will be inadequate interest by potential contract managers in the position.

Risk likelihood: Possible

Risk consequence: Major

Risk rating: High

Risk response: Monitor – The Principal will need to be fair and equitable with the conditions of the terms of its contract management option. The contract management option should ensure that the needs of The Principal are met, whilst allowing the contract manager to benefit from the positive growth of the business.

Development is operated to poor management standards

There is a risk that under a contract management structure, the development is operated to poor management standards. This risk is less likely under the contract management structure if awarded to a professional contract park management operator.

Risk likelihood: Unlikely

Risk consequence: Major

Risk rating: Moderate

Risk response: Treat – the lease agreement contract should have its terms for management standards highly detailed so as to avoid poor management standards. The term and of the agreement and exit clauses should be included in the contract.

Default of operator and inability to fulfil contractual obligations

The Principal and the contract manager do not properly establish the risk/reward balance in the contract management agreement resulting in poor performance.

Risk likelihood: Unlikely especially if run by a professional management company.

Risk consequence: Major

Risk rating: Moderate

Risk response: Monitor – The Principal should develop a contract management methodology that establishes the vision for the organization and the desired outcomes and work with the preferred contract manager to enshrine the requirements in a mutually fair and equitable agreement.

Management Options Selecting the Most Appropriate Management Structure:

Due to the nature of the contract management arrangement, whereby the contract manager passes all revenue to The Principal and only commits The Principal to approved operational expenditure (over and agreed level), there is virtually no likelihood of financial default by the contract manager.

Failure to secure required employment base for operation of the development

There is a risk that the operator of the Caravan Park will not be able to employ the required amount of staff (either appropriately skilled or positioned to be trained within the accommodation and hospitality services industry). This risk is seen as unlikely, however, as the Caravan Park will have a relatively low employment base requirement and the development will not be restricted to drawing from only the local community pool for its staffing requirement.

The appointed contract manager will have demonstrated that it has successfully operated caravan parks in Western Australia

Risk likelihood: Unlikely

Risk consequence: Major

Risk rating: Moderate

Risk response: Monitor – the operator should act to encourage and facilitate the employment of appropriate staff to fulfil the employment base requirement of the caravan park operations.

Decision: Direct (Employee) Management

The way that most State and local government agency and the private sector run caravan parks and camping grounds in Western Australia has been through leases or direct management. For local government the direct management model enables the sharing of resources i.e. gardening, maintenance staff and financial management.

The private sector is made up predominantly of owner operators and groups owning and operating parks under a direct internal management structure.

For the latter ownership and operating model (into which The Principal would fall), there is a necessity to engage and maintain rare hospitality management skill and personnel with experience and expertise in operating modern caravan parks. This has presented a challenge for many of the groups and the quality of the user experience at their parks is defined by how well they have acquitted the recruitment of quality personnel.

Advantages

Movement of Staff

The system is flexible in allowing the movement of staff from one caravan park or department to another.

Quick to Implement

The system is simple in that there is no need for a tender process, or lengthy contract documents.

Disadvantages

This arrangement has proven to have many issues over the years and the majority of caravan parks in Australia have moved away from this style of management. These issues include:

Chain of Command

The chain of command becomes “cumbersome” when important operational decisions need to be made about the caravan parks. I.e. Delegation is not always provided at the “coalface” of the business.

Adherence to Awards

Many industrial awards are not geared to the tourism industry. The long hours needed to run a successful caravan park would incur large overtime costs making the operation of many parks unviable financially.

Recruitment Barriers

Staff recruitment policy within a corporate structure can sometimes make it difficult to access external candidates. Examples are recruitment policies that request inappropriate qualifications for applicants for specific caravan park positions.

Standard Office Hours

Corporate office hours are not compatible with the seven-day week, 24-hour day, call-out basis of the accommodation industry. Access to support from contractors and support staff (e.g. IT support) are often not available outside of standard business hours.

Management Options Selecting the Most Appropriate Management Structure:

Operational Risks

Caravan park is operated with poor management standards

Like the lease agreement/contract management structure, there is a risk that the development is operated with poor management standards. This risk is seen as being more likely under The Principal structure, due to the lack of industry knowledge.

Risk likelihood: Possible

Risk consequence: Major

Risk rating: High

Risk response: Monitor – The Principal will need to maintain strict management over the operations, employing management staff with adequate knowledge and skill in operating similar properties.

Development is undertaken with poor development standards

Like the lease agreement/contract management structure, there is a risk that the new development is undertaken with poor development standards. This risk is seen as being more likely under The Principal structure due to the lack of industry knowledge.

Risk likelihood: Possible

Risk consequence: Major

Risk rating: High

Risk response: Monitor – The Principal will need to maintain strict management over the development, employing consultants and managers with adequate knowledge and skill in operating developments of similar type.

Failure to secure required employment base for operation of the development

There is a risk that The Principal will not be able to employ the required amount of staff (either appropriately skilled or positioned to be trained within the accommodation and hospitality services industry).

Under the direct management structure, this risk is seen as more likely than under the lease agreement/contract management structure as The Principal would typically run recruitment through its own recruitment policy, making it more difficult to access suitably qualified and experienced.

Risk likelihood: Possible

Risk consequence: Major

Risk rating: High

Risk response: Monitor – The Principal should seek outside assistance to encourage and facilitate the employment of appropriate staff to fulfil the employment base requirement for the caravan parks.

The Principal culture barriers to development

The competing expectations of the wider caravanning and camping market sector, which seeks quality experiences at a minimal cost and The Principal, which is driven in part to maintaining an adequate return on investment, may potentially cause conflicts in establishing the operational model (tariffs, service delivery). This is less of an issue for external operational management options.

Risk likelihood: Possible

Risk consequence: Major

Risk rating: High

Risk response: Monitor – The Principal will need to remain vigilant in managing market and stakeholder expectations under this management option.

Decision: Management Rights

Management rights may be structured in a variety of ways. They are similar to leases, in that the caravan park owner releases over the control of the caravan park, with conditions, to a third party for a defined term., which is generally a lesser term than for a lease. The holders bid for the rights to share in the park's revenue, from which it pays operating expenses.

Advantages

A management rights arrangement is often utilised for holiday resorts, where the ownership structure is such that there is a higher requirement for external operational management e.g. property ownership syndication.

It has various benefits over other management arrangements. These include:

Shared financial commitment

Establishing a management rights agreement for the parks would relieve The Principal of the financial and administrative burden of running a "tourism accommodation and hospitality business" which is widely considered as being outside of the core responsibilities of the organisation.

Reduce Risk

Management right relieves The Principal of many legislative, financial and occupational health and safety responsibilities on the caravan park.

Financial Return

Management rights may provide The Principal with an immediate financial return from the sale of the rights. While there is potential for operational costs to be better scrutinized and minimized, there is an offset in the sharing of revenue.

Management Options Selecting the Most Appropriate Management Structure:

Development Controls

The Principal may be able to establish some control the type of development of the park through conditions within the rights agreement document. However, many owners' rights are subjugated by management rights agreements.

Quality of Ongoing Facilities

The Principal may ensure the standard of the parks facilities and infrastructure is maintained through their injection of private capital in future years (a condition of the rights). Otherwise, development is by agreement of the parties to the rights agreement.

Disadvantages

In addition to the many benefits of a rights agreement, there are also some issues that may arise from this type of arrangement. These include:

Reduction in Profits

By entering into a rights agreement for its caravan parks, the revenue is shared with the rights operator and will result in lower profits that could be generated if the park remains in The Principal control through direct or contract management.

Loss of Control over Management Practices

Rights arrangements may mean loss of control over the development and operation of the accommodation and caravan parks. It is possible include some operational guidelines in the rights agreement, although overly prescriptive agreement will deter many suitable rights candidates.

Loss of Control over Development Standards

Rights agreements transfer much of the control of the caravan park properties to the rights holder. Rights holders are primarily driven by profit and will not agree to development proposals or operational changes that could impact their bottom line.

There is a concern that rights arrangements may prevent property owners from realising the long-term value of the asset through redevelopment, because of the rights operator's need for profit generation within the term of the agreement.

Operational Risks

Failure to secure a suitable rights manager.

There is a risk that upon finalisation of the acquisition or development, that there will be insufficient interest by potential rights managers for the Caravan Parks. As this management option is not common for caravan parks in Western Australia, this is a distinct possibility.

Risk likelihood: Possible

Risk consequence: Major

Risk rating: High

Risk response: Monitor – The Principal should investigate the efficacy of Eastern States Rights Managers operating a (initially) small number of parks in Western Australia and the likely cost.

Property is operated to poor management standards

There is a risk that under a rights structure, the development is operated to poor management standards. This risk has a greater possibility of occurrence than under a contract management structure that is awarded to a professional tourist park contract manager. There is less flexibility afforded to the rights management model (similar to lease).

Risk likelihood: Possible

Risk consequence: Major

Risk rating: Moderate

Risk response: Treat – the lease agreement contract should have its terms for management standards outlined so as to avoid poor management standards. The term of the agreement and exit clauses should be included in the contract.

Summary - Management Options

Default of operator and inability to pay rights management payments or fulfil contractual obligations

Rights management presents the greatest risk of financial default by the operator to the property owner of all of the management options. It requires the owner to place a great deal of faith in the integrity of the rights operator to handle revenue and expenditure appropriately. There are fewer controls on rights managers compared with contract managers.

Risk likelihood: Possible

Risk consequence: Major

Risk rating: High

Risk response: Monitor – The Principal should remain vigilant in ensuring that the operator adheres to a well-constructed rights agreement in the delivery of operational management.

Failure to secure required employment base for operation of the development

There is a risk that the rights manager of the Caravan Park will not be able to employ the required amount of appropriately skilled staff. This risk is seen as unlikely, and technically the rights manager is responsible for the staffing requirement. However it presents a potential risk to quality service delivery, over which The Principal can exert little control.

Risk likelihood: Unlikely

Risk consequence: Major

Risk rating: Moderate

Risk response: Monitor – the operator should act to encourage and facilitate the employment of appropriate staff to fulfil the employment base requirement of the development.

For the proposed Caravan Park, the main options appear to be:

- Lease;
- Contract Management; and
- Rights Agreement

If State or Local Government undertook the development, the latter two options may be considered in addition to the Lease option. However, if the recommended option of extending the opportunity to a third party, private sector developer operator were adopted, a Lease is the only practical option.

Implementation Strategy

Up until two years ago, the general outlook was that important tourism infrastructure projects were likely candidates for federal grant funding, including Tourism Infrastructure Regional Development Fund (TIRF) grants and Western Australia's Royalty for Regions (RfR) grant funding, including the Country Local Government Fund and other RfR initiatives.

Since that time the funding climate has moved significantly and many projects, which would have been funded under the earlier schemes are no longer eligible. However, the Western Australian Government's \$34.4 million funding of the Caravan and Camping Action Plan may potentially be a source of funding for this project and similar initiatives.

With the Federal and Western Australian State budgets muted as being necessarily constrained, the availability and source of funding grants for tourism projects is fluid and evaluation of the potential funding opportunities will be made in that climate.

Therefore, it is probable that the Shire of Broome will need to enter into a development arrangement with a private caravan park developer/operator in order to achieve the desired outcomes.

The redevelopment of the Roebuck Bay Caravan Park should be afforded the highest priority if the potential tourism benefits to local community are to be realised.

In its present condition of most of the buildings on the caravan park, roadways and non-conforming and unattractive permanent structures reflects poorly on the Shire of Broome as the owners of the property and the Lessee as operators.

The lack of quality accommodation is a forgone opportunity to attract high yield visitors, and extend the shoulder seasons.

It is considered that the Shire of Broome would need to provide potential developers with lease rental assistance, in to help cover the cost of establishing services infrastructure, facilities and amenities at the site and make the much-needed redevelopment of the park viable.

APPENDIX

- 1 Concept Drawings
- 2 Financial Projections
- 3 Quantity Surveyor's Report

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APPENDIX 1 - Concept Drawings



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CONCEPT ISSUE
ISSUE DATE 01/05/14

ROEBUCK BAY CARAVAN PARK RE-DEVELOPMENT

91 - WALCOTT ST BROOME
FOR SHIRE OF BROOME



PREPARED BY BRIGHTHOUSE CONSULTANTS - MANDURAH - WESTERN AUSTRALIA - TEL 0418 915 532 E-MAIL: CONSULTANT@BRIGHTHOUSE.COM.AU

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PERSPECTIVE RE-DEVELOPMENT AREA
ROEBUCK BAY CARAVAN PARK RE-DEVELOPMENT
91- WALCOTT ST BROOME
FOR SHIRE OF BROOME

PERSPECTIVES		SK1
Project number	6240	1
Date	01/05/14	
Drawn by	E.V.	
Checked by	P.B.	
Scale		

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CABIN ACCOMMODATION PERSPECTIVE
ROEBUCK BAY CARAVAN PARK RE-DEVELOPMENT
91 - WALCOTT ST BROOME
FOR SHIRE OF BROOME

PERSPECTIVES		SK1
Project number	6240	2
Date	01/05/14	
Drawn by	E.V.	
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Scale		

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SAFARI TENT PERSPECTIVE
ROEBUCK BAY CARAVAN PARK RE-DEVELOPMENT
91- WALCOTT ST BROOME
FOR SHIRE OF BROOME

PERSPECTIVES		SK1
Project number	6240	3
Date	01/05/14	
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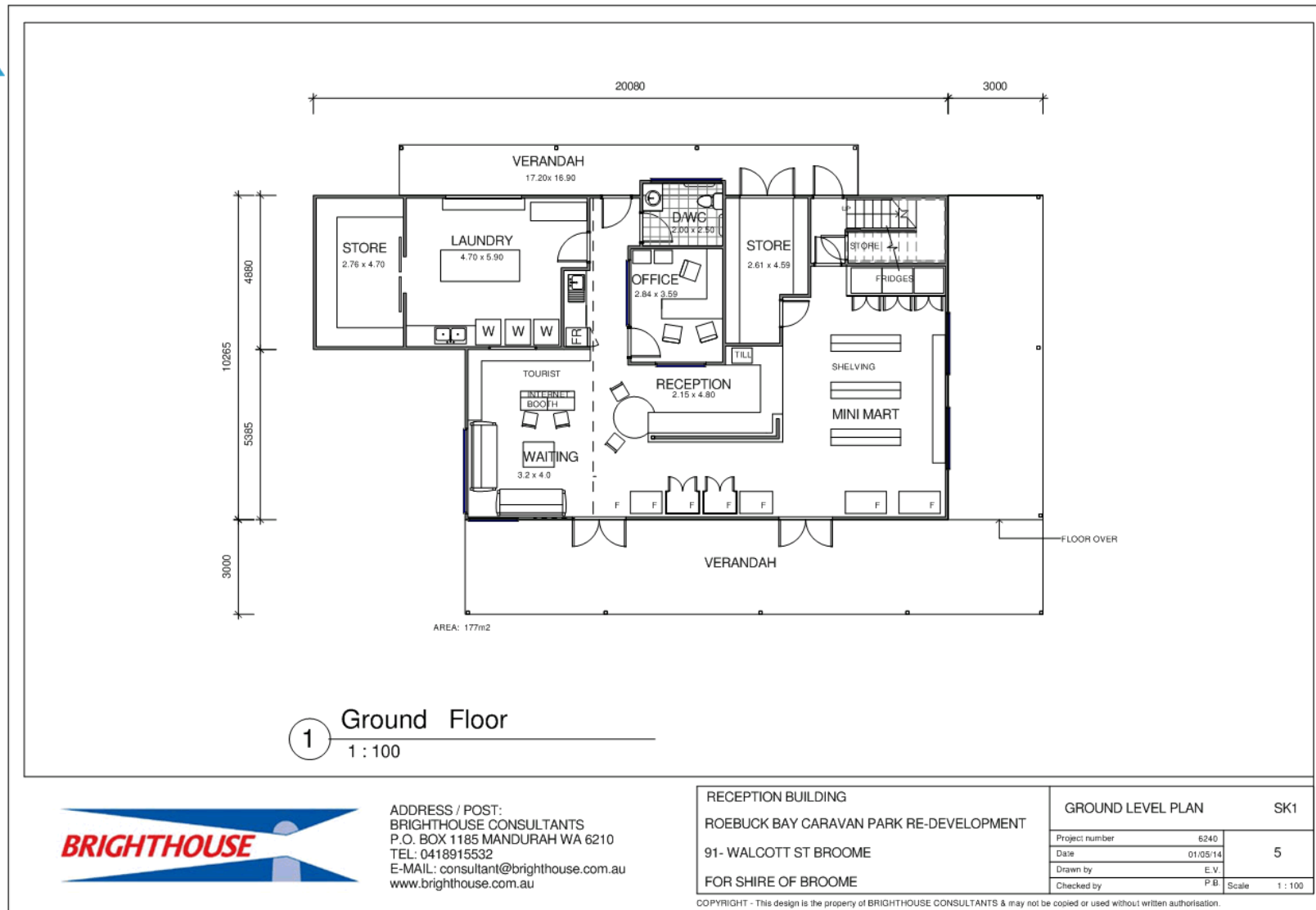
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ROEBUCK BAY CARAVAN PARK RE-DEVELOPMENT
91- WALCOTT ST BROOME
FOR SHIRE OF BROOME

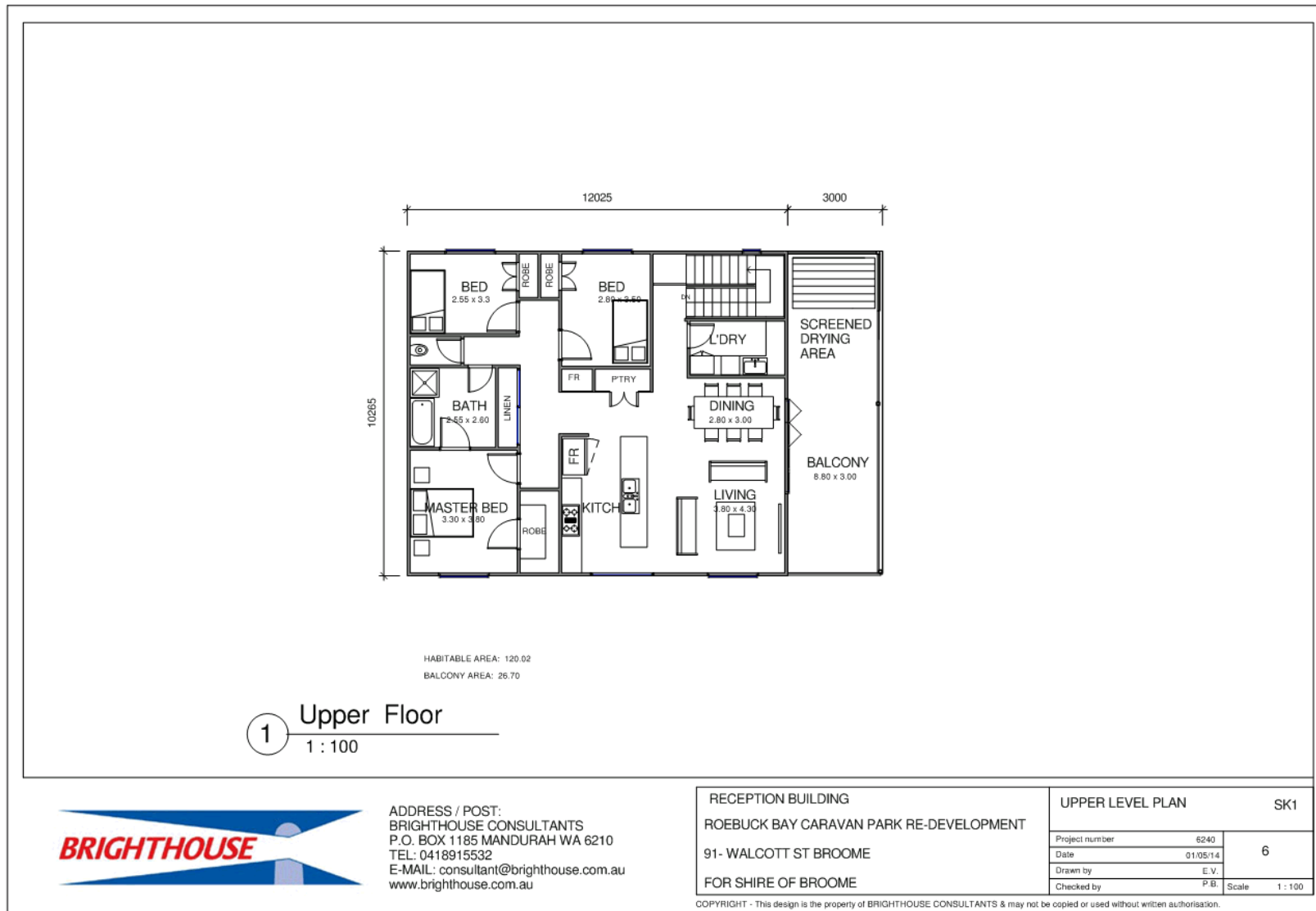
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Date	01/05/14	
Drawn by	E.V.	
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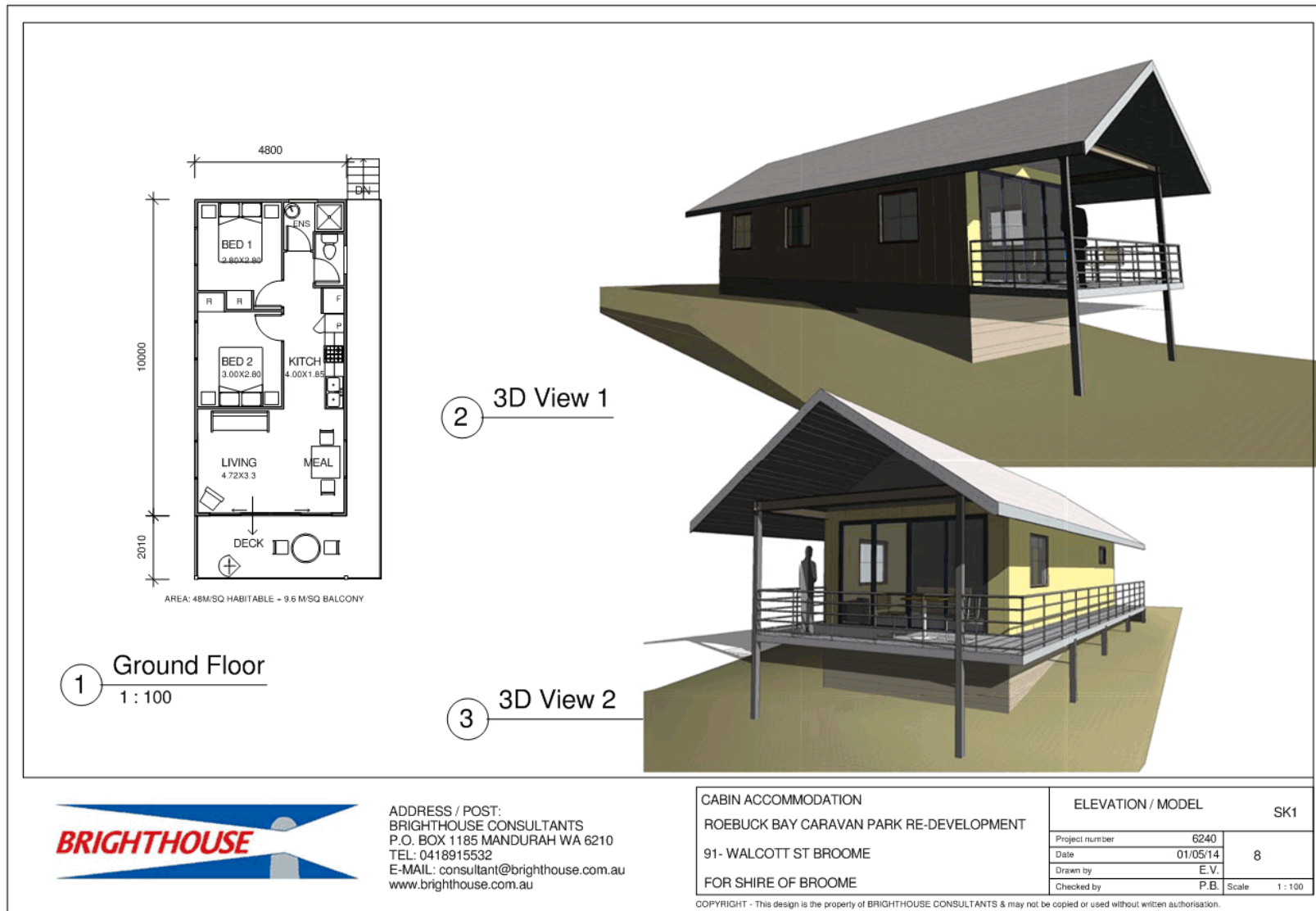
RECEPTION BUILDING
ROEBUCK BAY CARAVAN PARK RE-DEVELOPMENT
91- WALCOTT ST BROOME
FOR SHIRE OF BROOME

ELEVATIONS / MODEL		SK1
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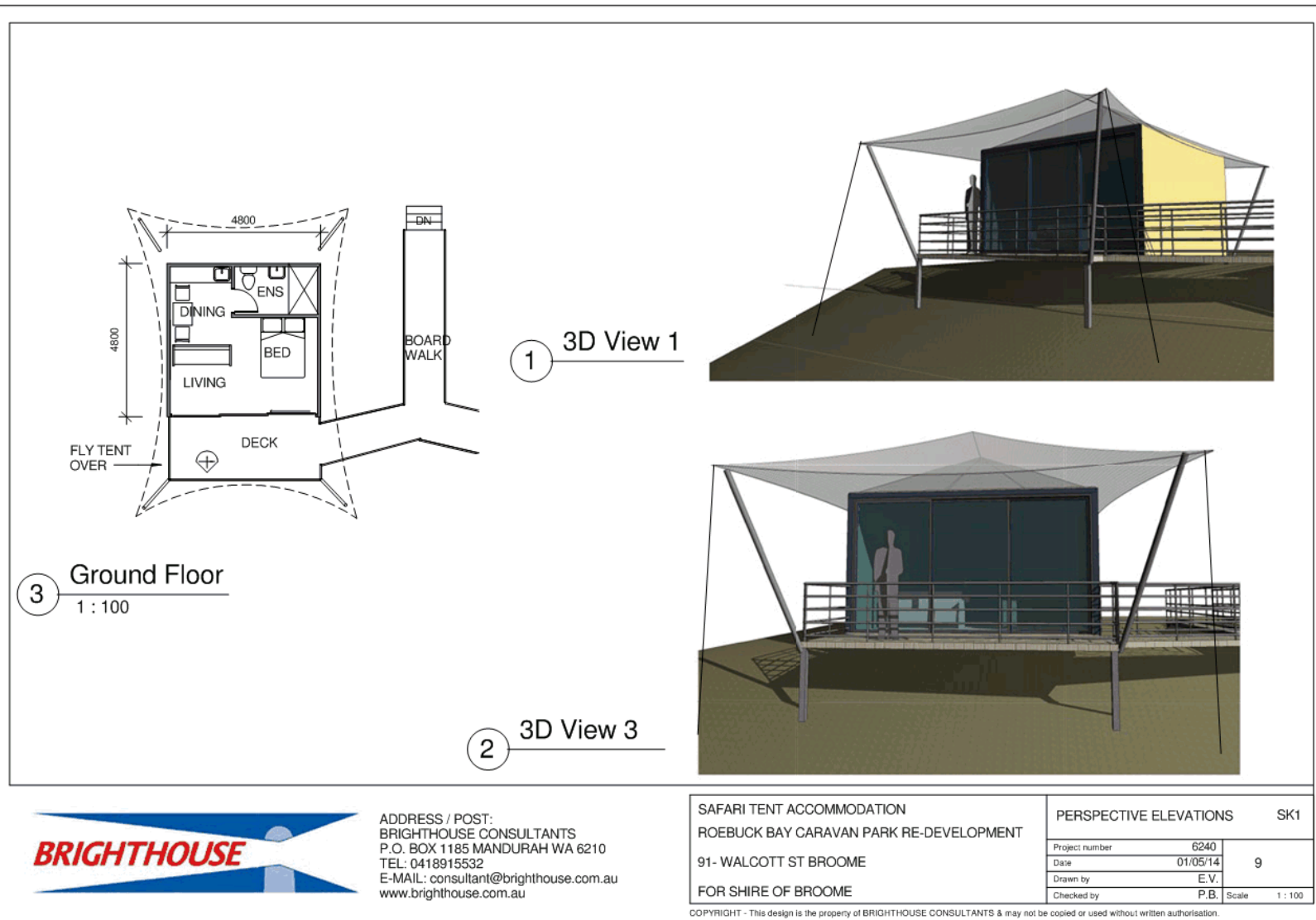


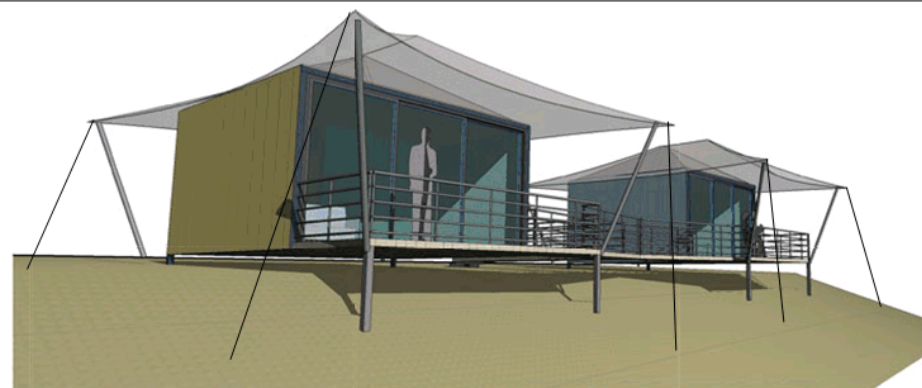
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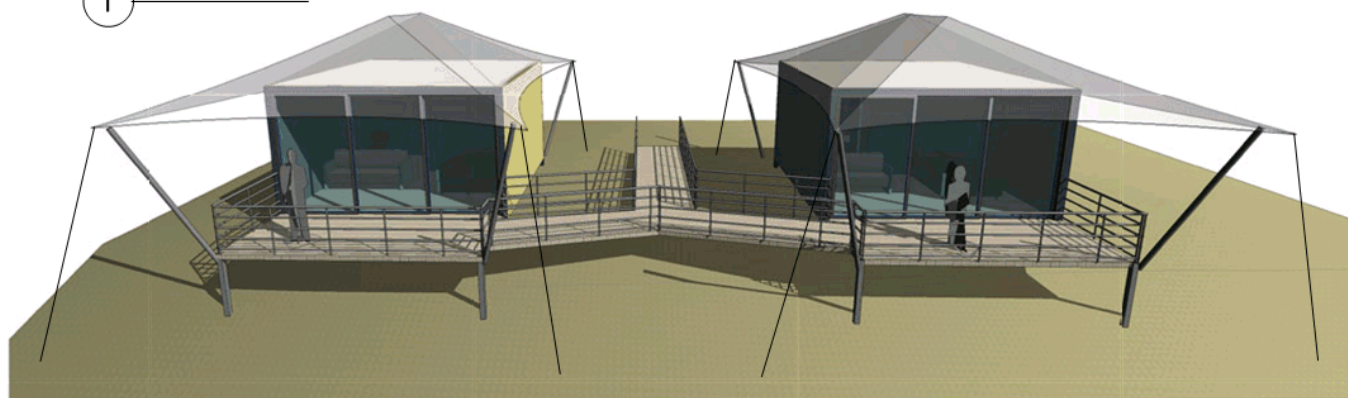
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1 3D View 4



2 3D View 5



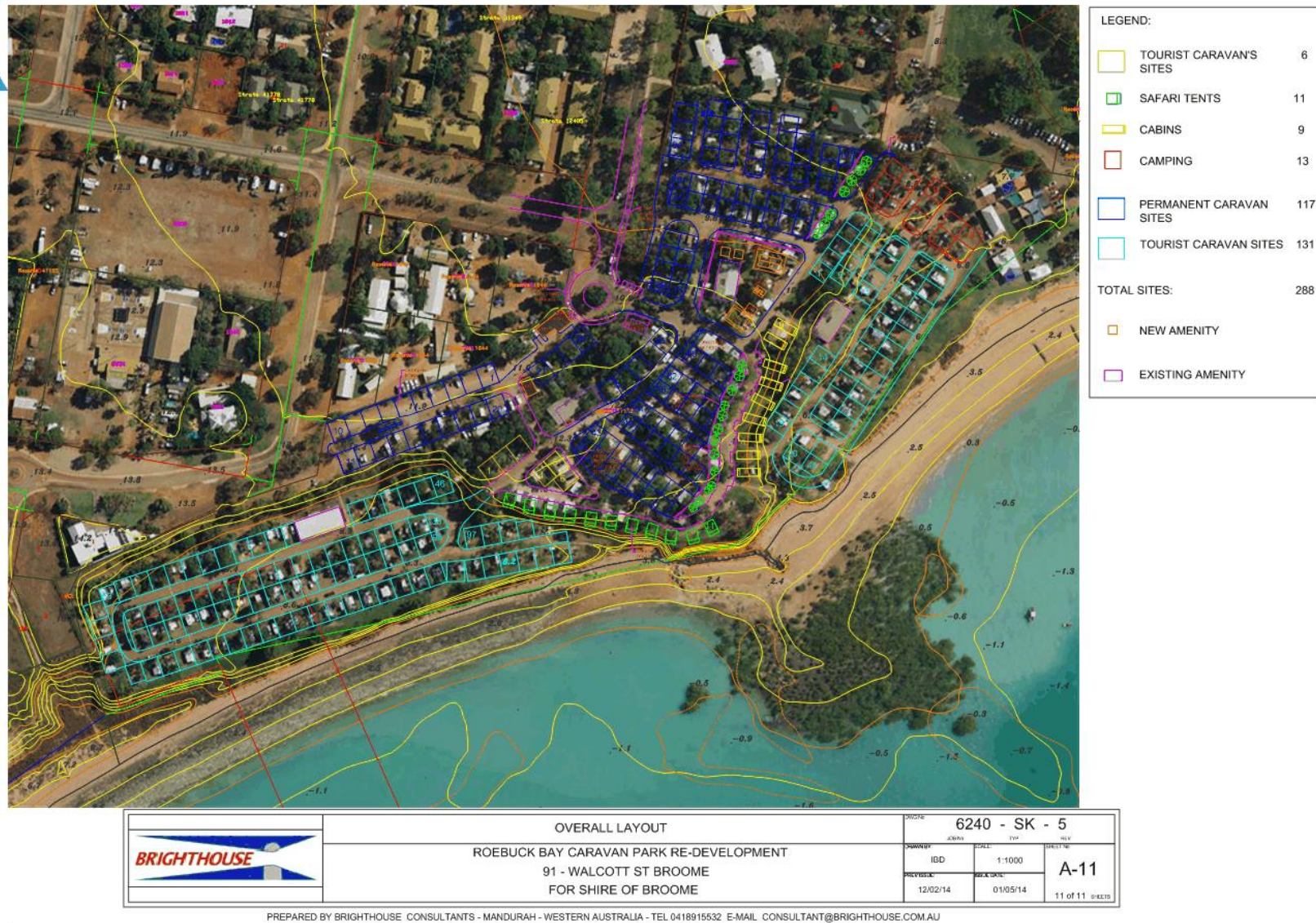
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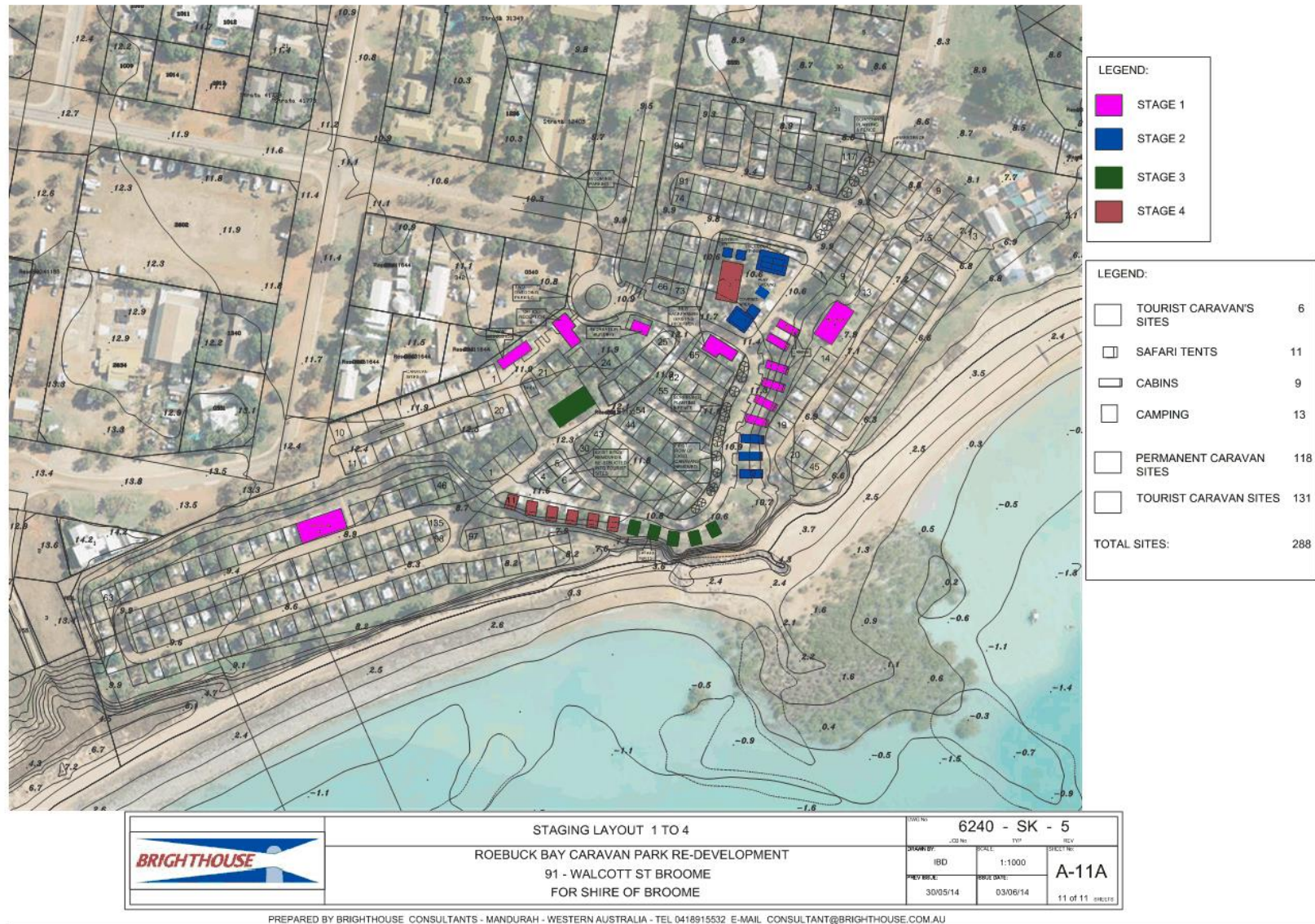
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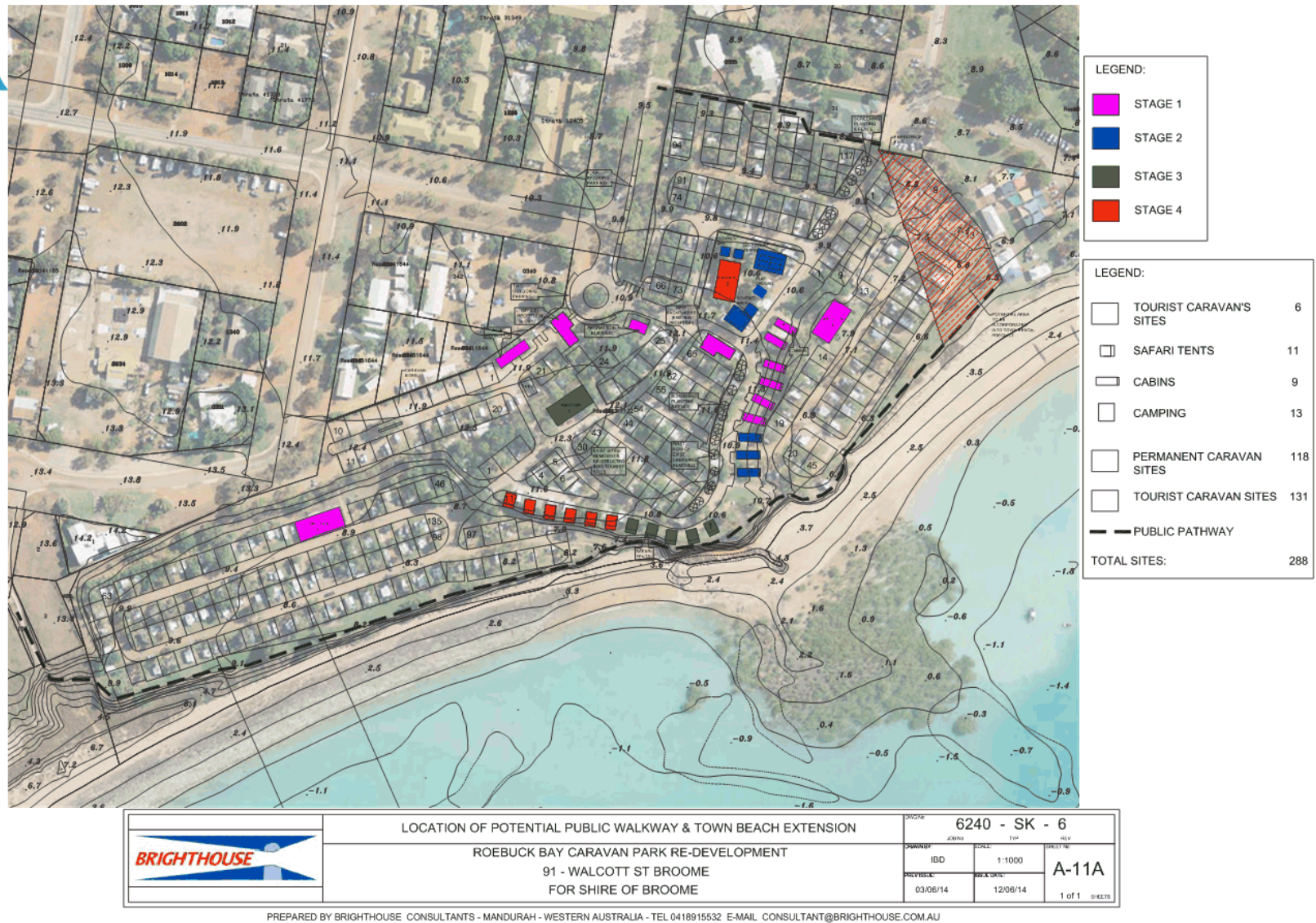


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APPENDIX 2 - Financial Projections

P&L BUDGET PROJECTIONS	Stage 1-2 Only														
	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12	Yr 13	Yr 14	Yr 15
Number of guest nights	75,469	76,146	77,324	76,993	76,729	76,391	76,391	76,391	76,391	76,391	76,391	76,391	76,391	76,391	76,391
Income															
Reserved Holiday Sites	737,088	755,516	773,943	792,370	810,797	829,224	847,652	866,079	884,506	902,933	921,360	939,788	958,215	976,642	995,069
Long Stay Sites - Temporary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Powered Caravan Sites	714,924	732,797	750,670	768,543	786,416	804,290	822,163	840,036	857,909	875,782	893,655	911,528	929,401	947,274	965,147
Ensuite Caravan Sites	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drive Thru Sites	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Camping Sites	376,797	386,217	395,637	405,057	414,477	423,897	433,317	442,736	452,156	461,576	470,996	480,416	489,836	499,256	508,676
1 Bedroom Apartment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2 Bedroom Apartment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3 Bedroom Cabin	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
On Site Vans/Cabins	123,305	126,387	129,470	132,552	135,635	138,718	141,800	144,883	147,965	151,048	154,131	157,213	160,296	163,378	166,461
Cabins	-	44,812	128,693	131,757	134,822	137,886	140,950	144,014	147,078	150,142	153,206	156,270	159,335	162,399	165,463
Deluxe Cabin (spa)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Duplex Unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Triplex Unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dormitory Room	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Safari Tent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dome Tent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Backpackers	-	17,343	49,619	50,800	51,982	53,163	54,344	55,526	56,707	57,889	59,070	60,251	61,433	62,614	63,796
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Accommodation Income	1,952,114	2,063,071	2,228,032	2,281,080	2,334,128	2,387,177	2,440,225	2,493,273	2,546,322	2,599,370	2,652,419	2,705,467	2,758,515	2,811,564	2,864,612
Total Operating Income	1,952,114	2,063,071	2,228,032	2,281,080	2,334,128	2,387,177	2,440,225	2,493,273	2,546,322	2,599,370	2,652,419	2,705,467	2,758,515	2,811,564	2,864,612
Total Income	1,952,114	2,063,071	2,228,032	2,281,080	2,334,128	2,387,177	2,440,225	2,493,273	2,546,322	2,599,370	2,652,419	2,705,467	2,758,515	2,811,564	2,864,612
Total cost of sales	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GROSS PROFIT	1,952,114	2,063,071	2,228,032	2,281,080	2,334,128	2,387,177	2,440,225	2,493,273	2,546,322	2,599,370	2,652,419	2,705,467	2,758,515	2,811,564	2,864,612
GP%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Expenses															
Accommodation Supplies & Promotions	40,214	42,499	45,897	46,990	48,083	49,176	50,269	51,361	52,454	53,547	54,640	55,733	56,825	57,918	59,011
Accounting and Legal Fees	14,641	15,473	16,710	17,108	17,506	17,904	18,302	18,700	19,097	19,495	19,893	20,291	20,689	21,087	21,485
Insurance	24,206	25,582	27,628	28,285	28,943	29,601	30,259	30,917	31,574	32,232	32,890	33,548	34,206	34,863	35,521
Marketing	9,761	10,315	11,140	11,405	11,671	11,936	12,201	12,466	12,732	12,997	13,262	13,527	13,793	14,058	14,323
Rent	254,421	254,421	254,421	254,421	254,421	260,782	267,142	273,503	279,863	286,224	292,584	298,945	305,305	311,666	318,026
Motor vehicle expenses	13,665	14,441	15,596	15,968	16,339	16,710	17,082	17,453	17,824	18,196	18,567	18,938	19,310	19,681	20,052
Occupancy costs (incl utilities)	195,211	206,307	222,803	228,108	233,413	238,718	244,023	249,327	254,632	259,937	265,242	270,547	275,852	281,156	286,461
Other expenses	40,214	42,499	45,897	46,990	48,083	49,176	50,269	51,361	52,454	53,547	54,640	55,733	56,825	57,918	59,011
Print, post and stationary	4,295	4,539	4,902	5,018	5,135	5,252	5,368	5,485	5,602	5,719	5,835	5,952	6,069	6,185	6,302
Replacement, repairs & maintenance	69,105	73,033	78,872	80,750	82,628	84,506	86,384	88,262	90,140	92,018	93,896	95,774	97,651	99,529	101,407
Staff On-Costs	114,199	120,690	130,340	133,443	136,547	139,650	142,753	145,856	148,960	152,063	155,166	158,270	161,373	164,476	167,580
Telephone, internet and fax	19,521	20,631	22,280	22,811	23,341	23,872	24,402	24,933	25,463	25,994	26,524	27,055	27,585	28,116	28,646
Wages and salaries	312,338	330,091	356,485	364,973	373,461	381,948	390,436	398,924	407,411	415,899	424,387	432,875	441,362	449,850	458,338
Total Operating Expense	1,111,789	1,160,522	1,232,972	1,256,271	1,279,570	1,309,230	1,338,889	1,368,548	1,398,208	1,427,867	1,457,526	1,487,186	1,516,845	1,546,504	1,576,164
Earnings before dep., amort, int	840,324	902,549	995,059	1,024,809	1,054,558	1,077,947	1,101,336	1,124,725	1,148,114	1,171,503	1,194,892	1,218,281	1,241,670	1,265,059	1,288,448
Depreciation	-	102,981	91,000	147,333	216,388	216,388	216,388	216,388	216,388	216,388	216,388	216,388	216,388	216,388	216,388
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Profit/(loss)	840,324	799,568	904,059	877,475	838,170	861,559	884,948	908,337	931,726	955,115	978,504	1,001,893	1,025,282	1,048,671	1,072,060
Company Tax Rate	252,097	239,870	271,218	263,243	251,451	258,468	265,485	272,501	279,518	286,535	293,551	300,568	307,585	314,601	321,618
Net Profit After Tax (NPAT)	588,227	559,698	632,841	614,233	586,719	603,092	619,464	635,836	652,208	668,581	684,953	701,325	717,698	734,070	750,442

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P&L BUDGET PROJECTIONS	Stage 1-3 Only														
	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12	Yr 13	Yr 14	Yr 15
Number of guest nights	75,469	76,146	77,529	77,678	77,412	77,071	77,071	77,071	77,071	77,071	77,071	77,071	77,071	77,071	77,071
Income															
Reserved Holiday Sites	737,088	755,516	773,943	792,370	810,797	829,224	847,652	866,079	884,506	902,933	921,360	939,788	958,215	976,642	995,069
Long Stay Sites - Temporary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Powered Caravan Sites	714,924	732,797	750,670	768,543	786,416	804,290	822,163	840,036	857,909	875,782	893,655	911,528	929,401	947,274	965,147
Ensuite Caravan Sites	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drive Thru Sites	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Camping Sites	376,797	386,217	395,637	405,057	414,477	423,897	433,317	442,736	452,156	461,576	470,996	480,416	489,836	499,256	508,676
1 Bedroom Apartment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2 Bedroom Apartment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3 Bedroom Cabin	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
On Site Vans/Cabins	123,305	126,387	129,470	132,552	135,635	138,718	141,800	144,883	147,965	151,048	154,131	157,213	160,296	163,378	166,461
Cabins	-	44,812	151,646	197,636	202,232	206,828	211,425	216,021	220,617	225,213	229,809	234,406	239,002	243,598	248,194
Deluxe Cabin (spa)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Duplex Unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Triplex Unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dormitory Room	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Safari Tent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dome Tent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Backpackers	-	17,343	49,619	50,800	51,982	53,163	54,344	55,526	56,707	57,889	59,070	60,251	61,433	62,614	63,796
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Accommodation Income	1,952,114	2,063,071	2,250,984	2,346,959	2,401,539	2,456,119	2,510,700	2,565,280	2,619,861	2,674,441	2,729,022	2,783,602	2,838,182	2,892,763	2,947,343
Total Operating Income	1,952,114	2,063,071	2,250,984	2,346,959	2,401,539	2,456,119	2,510,700	2,565,280	2,619,861	2,674,441	2,729,022	2,783,602	2,838,182	2,892,763	2,947,343
Total Income	1,952,114	2,063,071	2,250,984	2,346,959	2,401,539	2,456,119	2,510,700	2,565,280	2,619,861	2,674,441	2,729,022	2,783,602	2,838,182	2,892,763	2,947,343
Total cost of sales	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GROSS PROFIT	1,952,114	2,063,071	2,250,984	2,346,959	2,401,539	2,456,119	2,510,700	2,565,280	2,619,861	2,674,441	2,729,022	2,783,602	2,838,182	2,892,763	2,947,343
GP%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Expenses															
Accommodation Supplies & Promotions	40,214	42,499	46,370	48,347	49,472	50,596	51,720	52,845	53,969	55,093	56,218	57,342	58,467	59,591	60,715
Accounting and Legal Fees	14,641	15,473	16,882	17,602	18,012	18,421	18,830	19,240	19,649	20,058	20,468	20,877	21,286	21,696	22,105
Insurance	24,206	25,582	27,912	29,102	29,779	30,456	31,133	31,809	32,486	33,163	33,840	34,517	35,193	35,870	36,547
Marketing	9,761	10,315	11,255	11,735	12,008	12,281	12,553	12,826	13,099	13,372	13,645	13,918	14,191	14,464	14,737
Rent	254,421	254,421	254,421	254,421	254,421	260,782	267,142	273,503	279,863	286,224	292,584	298,945	305,305	311,666	318,026
Motor vehicle expenses	13,665	14,441	15,757	16,429	16,811	17,193	17,575	17,957	18,339	18,721	19,103	19,485	19,867	20,249	20,631
Occupancy costs (incl utilities)	195,211	206,307	225,098	234,696	240,154	245,612	251,070	256,528	261,986	267,444	272,902	278,360	283,818	289,276	294,734
Other expenses	40,214	42,499	46,370	48,347	49,472	50,596	51,720	52,845	53,969	55,093	56,218	57,342	58,467	59,591	60,715
Print, post and stationary	4,295	4,539	4,952	5,163	5,283	5,403	5,524	5,644	5,764	5,884	6,004	6,124	6,244	6,364	6,484
Replacement, repairs & maintenance	69,105	73,033	79,685	83,082	85,014	86,947	88,879	90,811	92,743	94,675	96,607	98,540	100,472	102,404	104,336
Staff On-Costs	114,199	120,690	131,683	137,297	140,490	143,683	146,876	150,069	153,262	156,455	159,648	162,841	166,034	169,227	172,420
Telephone, internet and fax	19,521	20,631	22,510	23,470	24,015	24,561	25,107	25,653	26,199	26,744	27,290	27,836	28,382	28,928	29,473
Wages and salaries	312,338	330,091	360,157	375,513	384,246	392,979	401,712	410,445	419,178	427,911	436,643	445,376	454,109	462,842	471,575
Total Operating Expense	1,111,789	1,160,522	1,243,053	1,285,205	1,309,177	1,339,509	1,369,841	1,400,174	1,430,506	1,460,838	1,491,170	1,521,503	1,551,835	1,582,167	1,612,499
Earnings before dep., amort, int	840,324	902,549	1,007,931	1,061,753	1,092,362	1,116,610	1,140,858	1,165,107	1,189,355	1,213,603	1,237,851	1,262,099	1,286,348	1,310,596	1,334,844
Depreciation	-	102,981	285,430	238,354	307,409	307,409	307,409	307,409	307,409	307,409	307,409	307,409	307,409	307,409	307,409
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Profit/(loss)	840,324	799,568	722,501	823,399	784,953	809,201	833,449	857,698	881,946	906,194	930,442	954,690	978,939	1,003,187	1,027,435
Company Tax Rate	252,097	239,870	216,750	247,020	235,486	242,760	250,035	257,309	264,584	271,858	279,133	286,407	293,682	300,956	308,230
Net Profit After Tax (NPAT)	588,227	559,698	505,751	576,379	549,467	566,441	583,415	600,388	617,362	634,336	651,310	668,283	685,257	702,231	719,204

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P&L BUDGET PROJECTIONS	Stage 1-4 Only														
	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12	Yr 13	Yr 14	Yr 15
Number of guest nights	75,469	76,146	77,529	78,129	78,550	78,205	78,205	78,205	78,205	78,205	78,205	78,205	78,205	78,205	78,205
Income															
Reserved Holiday Sites	737,088	755,516	773,943	792,370	810,797	829,224	847,652	866,079	884,506	902,933	921,360	939,788	958,215	976,642	995,069
Long Stay Sites - Temporary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Powered Caravan Sites	714,924	732,797	750,670	768,543	786,416	804,290	822,163	840,036	857,909	875,782	893,655	911,528	929,401	947,274	965,147
Ensuite Caravan Sites	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drive Thru Sites	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Camping Sites	376,797	386,217	395,637	405,057	414,477	423,897	433,317	442,736	452,156	461,576	470,996	480,416	489,836	499,256	508,676
1 Bedroom Apartment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2 Bedroom Apartment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3 Bedroom Cabin	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
On Site Vans/Cabins	123,305	126,387	129,470	132,552	135,635	138,718	141,800	144,883	147,965	151,048	154,131	157,213	160,296	163,378	166,461
Cabins	-	44,812	151,646	197,636	202,232	206,828	211,425	216,021	220,617	225,213	229,809	234,406	239,002	243,598	248,194
Deluxe Cabin (spa)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Duplex Unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Triplex Unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dormitory Room	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Safari Tent	-	-	-	36,510	99,677	101,942	104,207	106,473	108,738	111,003	113,269	115,534	117,800	120,065	122,330
Dome Tent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Backpackers	-	17,343	49,619	50,800	51,982	53,163	54,344	55,526	56,707	57,889	59,070	60,251	61,433	62,614	63,796
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Accommodation Income	1,952,114	2,063,071	2,250,984	2,383,469	2,501,216	2,558,061	2,614,907	2,671,753	2,728,599	2,785,445	2,842,290	2,899,136	2,955,982	3,012,828	3,069,674
Total Operating Income	1,952,114	2,063,071	2,250,984	2,383,469	2,501,216	2,558,061	2,614,907	2,671,753	2,728,599	2,785,445	2,842,290	2,899,136	2,955,982	3,012,828	3,069,674
Total Income	1,952,114	2,063,071	2,250,984	2,383,469	2,501,216	2,558,061	2,614,907	2,671,753	2,728,599	2,785,445	2,842,290	2,899,136	2,955,982	3,012,828	3,069,674
Total cost of sales	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GROSS PROFIT	1,952,114	2,063,071	2,250,984	2,383,469	2,501,216	2,558,061	2,614,907	2,671,753	2,728,599	2,785,445	2,842,290	2,899,136	2,955,982	3,012,828	3,069,674
GP%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Expenses															
Accommodation Supplies & Promotions	40,214	42,499	46,370	49,099	51,525	52,696	53,867	55,038	56,209	57,380	58,551	59,722	60,893	62,064	63,235
Accounting and Legal Fees	14,641	15,473	16,882	17,876	18,759	19,185	19,612	20,038	20,464	20,891	21,317	21,744	22,170	22,596	23,023
Insurance	24,206	25,582	27,912	29,555	31,015	31,720	32,425	33,130	33,835	34,540	35,244	35,949	36,654	37,359	38,064
Marketing	9,761	10,315	11,255	11,917	12,506	12,790	13,075	13,359	13,643	13,927	14,211	14,496	14,780	15,064	15,348
Rent	254,421	254,421	254,421	254,421	254,421	260,782	267,142	273,503	279,863	286,224	292,584	298,945	305,305	311,666	318,026
Motor vehicle expenses	13,665	14,441	15,757	16,684	17,509	17,906	18,304	18,702	19,100	19,498	19,896	20,294	20,692	21,090	21,488
Occupancy costs (incl utilities)	195,211	206,307	225,098	238,347	250,122	255,806	261,491	267,175	272,860	278,544	284,229	289,914	295,598	301,283	306,967
Other expenses	40,214	42,499	46,370	49,099	51,525	52,696	53,867	55,038	56,209	57,380	58,551	59,722	60,893	62,064	63,235
Print, post and stationary	4,295	4,539	4,952	5,244	5,503	5,628	5,753	5,878	6,003	6,128	6,253	6,378	6,503	6,628	6,753
Replacement, repairs & maintenance	69,105	73,033	79,685	84,375	88,543	90,555	92,568	94,580	96,592	98,605	100,617	102,629	104,642	106,654	108,666
Staff On-Costs	114,199	120,690	131,683	139,433	146,321	149,647	152,972	156,298	159,623	162,949	166,274	169,599	172,925	176,250	179,576
Telephone, internet and fax	19,521	20,631	22,510	23,835	25,012	25,581	26,149	26,718	27,286	27,854	28,423	28,991	29,560	30,128	30,697
Wages and salaries	312,338	330,091	360,157	381,355	400,194	409,290	418,385	427,480	436,576	445,671	454,766	463,862	472,957	482,052	491,148
Total Operating Expense	1,111,789	1,160,522	1,243,053	1,301,240	1,352,955	1,384,282	1,415,609	1,446,936	1,478,264	1,509,591	1,540,918	1,572,245	1,603,572	1,634,900	1,666,227
Earnings before dep., amort, int	840,324	902,549	1,007,931	1,082,228	1,148,261	1,173,779	1,199,298	1,224,816	1,250,335	1,275,854	1,301,372	1,326,891	1,352,409	1,377,928	1,403,447
Depreciation	-	102,981	285,430	238,354	340,409	307,409	307,409	307,409	307,409	307,409	307,409	307,409	307,409	307,409	307,409
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Profit/(loss)	840,324	799,568	722,501	843,874	840,852	866,370	891,889	917,408	942,926	968,445	993,963	1,019,482	1,045,001	1,070,519	1,096,038
Company Tax Rate	252,097	239,870	216,750	253,162	252,256	259,911	267,567	275,222	282,878	290,533	298,189	305,845	313,500	321,156	328,811
Net Profit After Tax (NPAT)	588,227	559,698	505,751	590,712	588,596	606,459	624,322	642,185	660,048	677,911	695,774	713,637	731,500	749,363	767,226

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Roebuck Bay Caravan Park Master Plan – Brighthouse 2014

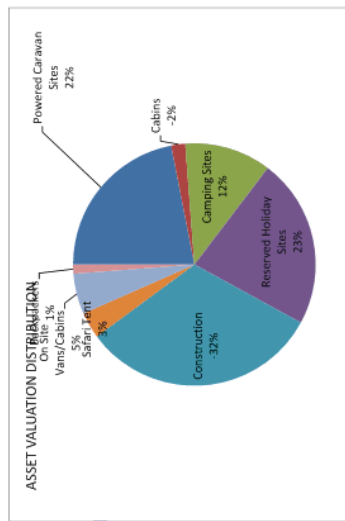
P&L BUDGET PROJECTIONS	Stage 1-5 Only														
	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12	Yr 13	Yr 14	Yr 15
Number of guest nights	75,469	76,146	77,529	78,129	78,958	79,565	79,565	79,565	79,565	79,565	79,565	79,565	79,565	79,565	79,565
Income															
Reserved Holiday Sites	737,088	755,516	773,943	792,370	810,797	829,224	847,652	866,079	884,506	902,933	921,360	939,788	958,215	976,642	995,069
Long Stay Sites - Temporary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Powered Caravan Sites	714,924	732,797	750,670	768,543	786,416	804,290	822,163	840,036	857,909	875,782	893,655	911,528	929,401	947,274	965,147
Ensuite Caravan Sites	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drive Thru Sites	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Camping Sites	376,797	386,217	395,637	405,057	414,477	423,897	433,317	442,736	452,156	461,576	470,996	480,416	489,836	499,256	508,676
1 Bedroom Apartment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2 Bedroom Apartment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3 Bedroom Cabin	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
On Site Vans/Cabins	123,305	126,387	129,470	132,552	135,635	138,718	141,800	144,883	147,965	151,048	154,131	157,213	160,296	163,378	166,461
Cabins	-	44,812	151,646	197,636	202,232	206,828	211,425	216,021	220,617	225,213	229,809	234,406	239,002	243,598	248,194
Deluxe Cabin (spa)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Duplex Unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Triplex Unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dormitory Room	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Safari Tent	-	-	-	36,510	142,347	224,272	229,256	234,240	239,224	244,207	249,191	254,175	259,159	264,143	269,127
Dome Tent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Backpackers	-	17,343	49,619	50,800	51,982	53,163	54,344	55,526	56,707	57,889	59,070	60,251	61,433	62,614	63,796
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Accommodation Income	1,952,114	2,063,071	2,250,984	2,383,469	2,543,886	2,680,392	2,739,956	2,799,520	2,859,084	2,918,649	2,978,213	3,037,777	3,097,341	3,156,906	3,216,470
Total Operating Income	1,952,114	2,063,071	2,250,984	2,383,469	2,543,886	2,680,392	2,739,956	2,799,520	2,859,084	2,918,649	2,978,213	3,037,777	3,097,341	3,156,906	3,216,470
Total Income	1,952,114	2,063,071	2,250,984	2,383,469	2,543,886	2,680,392	2,739,956	2,799,520	2,859,084	2,918,649	2,978,213	3,037,777	3,097,341	3,156,906	3,216,470
Total cost of sales	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GROSS PROFIT	1,952,114	2,063,071	2,250,984	2,383,469	2,543,886	2,680,392	2,739,956	2,799,520	2,859,084	2,918,649	2,978,213	3,037,777	3,097,341	3,156,906	3,216,470
GP%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Expenses															
Accommodation Supplies & Promotions	40,214	42,499	46,370	49,099	52,404	55,216	56,443	57,670	58,897	60,124	61,351	62,578	63,805	65,032	66,259
Accounting and Legal Fees	14,641	15,473	16,882	17,876	19,079	20,103	20,550	20,996	21,443	21,890	22,337	22,783	23,230	23,677	24,124
Insurance	24,206	25,582	27,912	29,555	31,544	33,237	33,975	34,714	35,453	36,191	36,930	37,668	38,407	39,146	39,884
Marketing	9,761	10,315	11,255	11,917	12,719	13,402	13,700	13,998	14,295	14,593	14,891	15,189	15,487	15,785	16,082
Rent	254,421	254,421	254,421	254,421	254,421	260,782	267,142	273,503	279,863	286,224	292,584	298,945	305,305	311,666	318,026
Motor vehicle expenses	13,665	14,441	15,757	16,684	17,807	18,763	19,180	19,597	20,014	20,431	20,847	21,264	21,681	22,098	22,515
Occupancy costs (incl utilities)	195,211	206,307	225,098	238,347	254,389	268,039	273,996	279,952	285,908	291,865	297,821	303,778	309,734	315,691	321,647
Other expenses	40,214	42,499	46,370	49,099	52,404	55,216	56,443	57,670	58,897	60,124	61,351	62,578	63,805	65,032	66,259
Print, post and stationary	4,295	4,539	4,952	5,244	5,597	5,897	6,028	6,159	6,290	6,421	6,552	6,683	6,814	6,945	7,076
Replacement, repairs & maintenance	69,105	73,033	79,685	84,375	90,054	94,886	96,994	99,103	101,212	103,320	105,429	107,537	109,646	111,754	113,863
Staff On-Costs	114,199	120,690	131,683	139,433	148,817	156,803	160,287	163,772	167,256	170,741	174,225	177,710	181,194	184,679	188,163
Telephone, internet and fax	19,521	20,631	22,510	23,835	25,439	26,804	27,400	27,995	28,591	29,186	29,782	30,378	30,973	31,569	32,165
Wages and salaries	312,338	330,091	360,157	381,355	407,022	428,863	438,393	447,923	457,453	466,984	476,514	486,044	495,575	505,105	514,635
Total Operating Expense	1,111,789	1,160,522	1,243,053	1,301,240	1,371,696	1,438,010	1,470,531	1,503,052	1,535,573	1,568,094	1,600,615	1,633,136	1,665,658	1,698,179	1,730,700
Earnings before dep., amort, int	840,324	902,549	1,007,931	1,082,228	1,172,190	1,242,382	1,269,425	1,296,468	1,323,511	1,350,555	1,377,598	1,404,641	1,431,684	1,458,727	1,485,770
Depreciation	-	102,981	285,430	238,354	307,409	307,409	307,409	307,409	307,409	307,409	307,409	307,409	307,409	307,409	307,409
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Profit/(loss)	840,324	799,568	722,501	843,874	864,781	934,973	962,016	989,059	1,016,102	1,043,146	1,070,189	1,097,232	1,124,275	1,151,318	1,178,361
Company Tax Rate	252,097	239,870	216,750	253,162	259,434	280,492	288,605	296,718	304,831	312,944	321,057	329,170	337,282	345,395	353,508
Net Profit After Tax (NPAT)	588,227	559,698	505,751	590,712	605,347	654,481	673,411	692,342	711,272	730,202	749,132	768,062	786,992	805,923	824,853

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INVESTMENT SUMMARY - ALL STAGES

Project Assets/ Liabilities at Year 1

	Assets	Liabilities	Net
Project Caravan Sites	1,545,277	(Year 1)	na
Cabins	-167,089	(Year 1)	na
Camping Sites	1,038,161	(Year 1)	na
Reserved Holiday Sites	2,030,845	(Year 1)	na
Construction	-2,867,040	(Year 1)	na
Safari Tent	314,813	(Year 1)	na
Powered Caravan Sites	1,038,161	(Year 1)	na
Buildings	108,027	(Year 1)	na
Total Year 1	2,933,825		

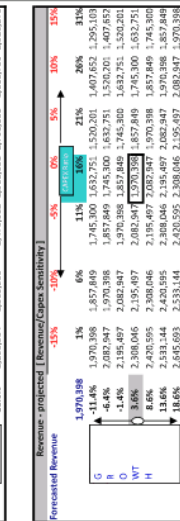
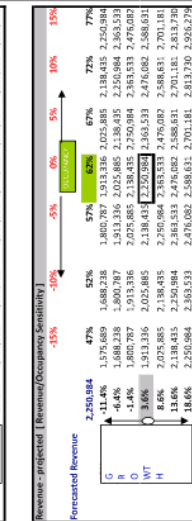


Project Summary

	NPV	IRR*
Discount Rate @ 5%	4,000,000	18%
Discount Rate @ 10%	2,727,420	16%

Sensitivity Projections

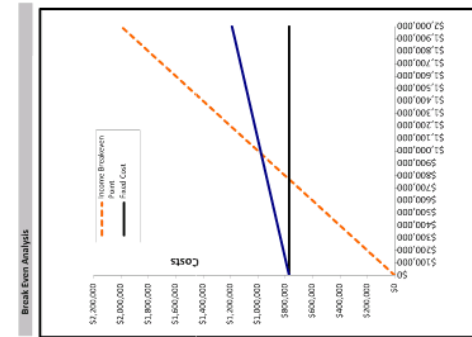
	NPV	IRR*
Historic Revenue	2,250,884	16%
Historic Expenses	54,286	16%
EBITDA Projected	1,110,786	16%
Occupancy Ratio	62%	16%
Project Capex Ratio	2,250,884	16%
CAPEX Projected Revenue	1,270,358	16%



	Yr-1	Yr-5	Yr-10	Yr-15
Profit & Loss				
Sales Revenue	1,592,114	2,543,886	3,918,649	3,216,770
Commissions	0	0	0	0
EBITDA	840,324	1,172,190	1,350,555	1,485,770
Depreciation	0	0	0	0
EBIT	840,324	1,172,190	1,350,555	1,485,770
Net Interest	0	0	0	0
Operating Profit	840,324	1,172,190	1,350,555	1,485,770
Tax Expense	252,097	275,362	274,990	379,125
NPAT	588,227	896,828	1,075,564	1,106,645
Capital Inflow	0	811,511	0	0
Debt Repayment	0	0	0	0
Net Change in Cash	588,227	896,828	1,075,564	1,106,645
Closing Cash Balance	621,656	5,908,309	11,244,130	16,851,480

	Yr-1	Yr-5	Yr-10	Yr-15
Balance Sheet				
Cash At Bank	621,656	5,908,309	11,244,130	16,851,480
Non Current Assets	0	7,601,782	5,354,177	4,048,471
Total Assets	621,656	13,510,091	16,598,307	20,899,951
Current Liabilities	31,429	759,658	882,959	1,086,274
Long Term Liabilities	0	0	0	0
Total Liabilities	31,429	759,658	882,959	1,086,274
Profit	588,227	525,845	641,643	884,624
Retained Earnings	0	2,165,034	5,013,551	8,864,150
Equity	588,227	11,453,772	14,410,087	18,511,767
Total Liabilities & Equity	621,656	13,510,091	16,598,307	20,899,951

	Yr-1	Yr-5	Yr-10	Yr-15
Ratios				
Profitability	0.00%	6.73%	2.68%	1.89%
EBITDA Margin	48.75%	46.08%	46.27%	46.19%
Return on Net Assets [RONA]	#####	7.86%	13.64%	28.61%
Return on equity [ROE]	100.00%	4.88%	4.55%	4.90%
Return on assets [ROA]	94.62%	4.11%	3.95%	4.33%
Solvency	5.38%	5.62%	5.32%	5.20%
Liabilities to Assets Ratio	5.00%	5.62%	5.32%	5.20%
Debt to Equity	2793.48%	172.39%	170.87%	153%



FINANCIAL SUMMARY		Stage 1-5 Only														
Budgeted - Profit and Loss		Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12	Yr 13	Yr 14	Yr 15
Total Revenue		1,952,114	2,063,071	2,250,984	2,383,469	2,543,886	2,680,392	2,739,956	2,799,520	2,859,084	2,918,649	2,978,213	3,037,777	3,097,341	3,156,906	3,216,470
Total Operating Expenses		1,111,789	1,160,522	1,243,053	1,301,240	1,371,696	1,438,010	1,470,531	1,503,052	1,535,573	1,568,094	1,600,615	1,633,136	1,665,658	1,698,179	1,730,700
EBITDA		840,324	902,549	1,007,931	1,082,228	1,172,190	1,242,382	1,269,425	1,296,468	1,323,511	1,350,555	1,377,598	1,404,641	1,431,684	1,458,727	1,485,770
EBITDA % of Revenue		43%	44%	45%	45%	46%	46%	46%	46%	46%	46%	46%	46%	46%	46%	46%
Depreciation		-	102,981	285,430	238,354	307,409	307,409	307,409	307,409	307,409	307,409	307,409	307,409	307,409	307,409	307,409
Cumulative depreciation		-	102,981	388,411	626,765	934,174	1,241,583	1,548,992	1,856,401	2,163,810	2,471,219	2,778,628	3,086,037	3,393,446	3,700,855	4,008,264
Profit/(Loss)		840,324	799,568	722,501	843,874	864,781	934,973	962,016	989,059	1,016,102	1,043,146	1,070,189	1,097,232	1,124,275	1,151,318	1,178,361
Tax		252,097	239,870	216,750	253,162	259,434	280,492	288,605	296,718	304,831	312,944	321,057	329,170	337,282	345,395	353,508
Deferred Tax Applied		252,097	239,870	216,750	253,162	259,434	280,492	288,605	296,718	304,831	312,944	321,057	329,170	337,282	345,395	353,508
Net Profit after Tax (NPAT)		588,227	559,698	505,751	590,712	605,347	654,481	673,411	692,342	711,272	730,202	749,132	768,062	786,992	805,923	824,853
Return on Investment			-4.9%	-9.6%	16.8%	2.5%	8.1%	2.9%	2.8%	2.7%	2.7%	2.6%	2.5%	2.5%		
Opening balance		-	-	4,396,533	6,132,066	7,077,053	7,940,143	7,940,143	7,940,143	7,940,143	7,940,143	7,940,143	7,940,143	7,940,143	7,940,143	7,940,143
Additional Equity		-	4,396,533	1,735,533	944,986	863,090	-	-	-	-	-	-	-	-	-	-
EBITDA operating		840,324	902,549	1,007,931	1,082,228	1,172,190	1,242,382	1,269,425	1,296,468	1,323,511	1,350,555	1,377,598	1,404,641	1,431,684	1,458,727	1,485,770
EBITDA % of net tangible assets		0.00%	20.53%	16.44%	15.29%	14.76%	15.65%	15.99%	16.33%	16.67%	17.01%	17.35%	17.69%	18.03%	18.37%	18.71%
Budgeted - Cash Flow		Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12	Yr 13	Yr 14	Yr 15
Opening cash balance		-	621,656	2,234,819	3,506,483	4,566,561	5,696,172	6,676,489	7,678,913	8,703,444	9,750,081	10,818,825	11,909,676	13,022,634	14,157,698	15,314,869
Net flow from operations (after GST)		933,842	1,003,884	1,123,080	1,206,873	1,308,508	1,387,872	1,418,091	1,448,311	1,478,531	1,508,750	1,538,970	1,569,190	1,599,409	1,629,629	1,659,849
Capital inflow		-	4,396,533	1,735,533	944,986	863,090	-	-	-	-	-	-	-	-	-	-
Total inflow		933,842	5,400,417	2,858,614	2,151,860	2,171,598	1,387,872	1,418,091	1,448,311	1,478,531	1,508,750	1,538,970	1,569,190	1,599,409	1,629,629	1,659,849
Capex		-	3,757,992	1,483,469	807,739	737,737	-	-	-	-	-	-	-	-	-	-
Company Tax Rate		252,097	239,870	216,750	253,162	259,434	280,492	288,605	296,718	304,831	312,944	321,057	329,170	337,282	345,395	353,508
GST remitted to ATO		60,088	(210,608)	(113,270)	30,881	44,815	127,063	127,063	127,063	127,063	127,063	127,063	127,063	127,063	127,063	127,063
Total outflow		312,185	3,787,254	1,586,950	1,091,782	1,041,987	407,555	415,667	423,780	431,893	440,006	448,119	456,232	464,345	472,458	480,571
Net flow		621,656	1,613,162	1,271,664	1,060,078	1,129,611	980,317	1,002,424	1,024,531	1,046,637	1,068,744	1,090,851	1,112,958	1,135,064	1,157,171	1,179,278
Closing cash balance		621,656	2,234,819	3,506,483	4,566,561	5,696,172	6,676,489	7,678,913	8,703,444	9,750,081	10,818,825	11,909,676	13,022,634	14,157,698	15,314,869	16,494,147
Forecast Statement of Financial		Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12	Yr 13	Yr 14	Yr 15
Assets		537,470	553,715	569,960	586,205	602,450	617,764	633,077	651,315	675,403	690,717	706,030	721,343	736,656	751,970	767,283
Current assets																
Cash at bank		621,656	2,234,819	3,506,483	4,566,561	5,696,172	6,676,489	7,678,913	8,703,444	9,750,081	10,818,825	11,909,676	13,022,634	14,157,698	15,314,869	16,494,147
Total current assets		621,656	2,234,819	3,506,483	4,566,561	5,696,172	6,676,489	7,678,913	8,703,444	9,750,081	10,818,825	11,909,676	13,022,634	14,157,698	15,314,869	16,494,147
Non-current assets																
Redevelopment at cost		-	4,396,533	6,132,066	7,077,053	7,940,143	7,940,143	7,940,143	7,940,143	7,940,143	7,940,143	7,940,143	7,940,143	7,940,143	7,940,143	7,940,143
Less depreciation		-	102,981	388,411	626,765	934,174	1,241,583	1,548,992	1,856,401	2,163,810	2,471,219	2,778,628	3,086,037	3,393,446	3,700,855	4,008,264
Deferred Tax Asset		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total non-current assets		-	4,293,552	5,743,655	6,450,287	7,005,969	6,698,560	6,391,151	6,083,742	5,776,333	5,468,924	5,161,515	4,854,106	4,546,697	4,239,288	3,931,879
Total assets		621,656	6,528,371	9,250,139	11,016,848	12,702,141	13,375,049	14,070,064	14,787,185	15,526,414	16,287,749	17,071,191	17,876,740	18,704,395	19,554,157	20,426,026
Liabilities																
GST payable to ATO		33,429	345,372	573,792	667,556	759,058	777,485	799,089	823,869	851,825	882,959	917,269	954,755	995,418	1,039,258	1,086,274
Total current liabilities		33,429	345,372	573,792	667,556	759,058	777,485	799,089	823,869	851,825	882,959	917,269	954,755	995,418	1,039,258	1,086,274
Non-current liabilities																
Loan		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total non-current liabilities		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total liabilities		33,429	345,372	573,792	667,556	759,058	777,485	799,089	823,869	851,825	882,959	917,269	954,755	995,418	1,039,258	1,086,274
Net assets		588,227	6,182,998	8,676,347	10,349,292	11,943,083	12,597,564	13,270,975	13,963,317	14,674,588	15,404,790	16,153,922	16,921,985	17,708,977	18,514,900	19,339,752
Equity																
Opening retained earnings		-	588,227	1,147,925	1,653,676	2,244,387	2,849,734	3,504,215	4,177,627	4,869,968	5,581,240	6,311,442	7,060,574	7,828,636	8,615,629	9,421,551
Current year profit		588,227	559,698	505,751	590,712	605,347	654,481	673,411	692,342	711,272	730,202	749,132	768,062	786,992	805,923	824,853
Other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Additional Equity		-	4,396,533	6,132,066	7,077,053	7,940,143	7,940,143	7,940,143	7,940,143	7,940,143	7,940,143	7,940,143	7,940,143	7,940,143	7,940,143	7,940,143
Equity		588,227	5,544,458	7,785,742	9,321,440	10,789,877	11,444,358	12,117,770	12,810,111	13,521,383	14,251,585	15,000,717	15,768,779	16,555,772	17,361,694	18,186,547

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APPENDIX 3 - Quantity Surveyor's Report



Roebuck Bay Caravan Park Master Plan – Brighthouse 2014

Roebuck Bay Caravan Park Master Plan – Brighthouse 2014




mcgarry associates

ROEBUCK BAY TOURIST PARK
Schematic Design Stage Estimate

for
Brighthouse Consultants

02nd May 2014



McGarry Associates
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East Perth 6004
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Preliminary Estimate for Lancelin Caravan Park

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Appendix A – Preliminary Estimate

2 May 2014

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Preliminary Estimate for Lancelin Caravan Park

1. Executive Summary

Brighthouse Consultants engaged McGarry Associates Pty Ltd (MGA) to prepare the Schematic Design Stage Estimate (Preliminary Estimate) for the proposed re-development of Roebuck Bay Tourist Park.

This project is currently at Schematic Design Stage and has an Estimated Gross Project Commitment of \$7,677,410 as summarised in the table below.

PROJECT COST AREAS – STAGE 1		Elemental Cost
1	Site Works Subtotal (CE to XL)	\$1,253,350
2	Building Works Subtotal (SB to AC)	\$1,897,577
3	External Services Subtotal (XK to XS)	\$529,154
4	Proportion of Preliminaries	\$368,008
5	Proportion of Profit	\$184,004
6	Professional Fees	\$110,402
7	Contingency	\$276,007
ESTIMATED GROSS PROJECT COMMITMENT		\$4,618,502

PROJECT COST AREAS – STAGE 2		Elemental Cost
1	Site Works Subtotal (CE to XL)	\$876,324
2	Building Works Subtotal (SB to AC)	\$364,428
3	External Services Subtotal (XK to XS)	\$142,143
4	Proportion of Preliminaries	\$138,290
5	Proportion of Profit	\$69,145
6	Professional Fees	\$41,487
7	Contingency	\$103,717
ESTIMATED GROSS PROJECT COMMITMENT		\$1,735,534

PROJECT COST AREAS – STAGE 3		Elemental Cost
1	Site Works Subtotal (CE to XL)	\$408,371
2	Building Works Subtotal (SB to AC)	\$163,886
3	External Services Subtotal (XK to XS)	\$34,503
4	Proportion of Preliminaries	\$60,676
5	Proportion of Profit	\$30,338
6	Professional Fees	\$18,203
7	Contingency	\$45,507
ESTIMATED GROSS PROJECT COMMITMENT		\$761,484





Preliminary Estimate for Lancelin Caravan Park

PROJECT COST AREAS – STAGE 4		Elemental Cost
1	Site Works Subtotal (CE to XL)	\$245,742
2	Building Works Subtotal (SB to AC)	\$170,196
3	External Services Subtotal (XK to XS)	\$31,783
4	Proportion of Preliminaries	\$44,772
5	Proportion of Profit	\$22,386
6	Professional Fees	\$13,432
7	Contingency	\$33,579
ESTIMATED GROSS PROJECT COMMITMENT		\$561,890

Escalation has been excluded from the estimate

2. Introduction

Brighthouse Consultants engaged McGarry Associates Pty Ltd (MGA) for the preparation of Schematic Design Stage Estimate for the proposed re-development of Roebuck Bay Tourist Park.

Brighthouse Consultants have themselves been engaged as the Principal Consultant for the project by Tourism WA and they will be acting as the coordinating consultant for the project duration.

3. Brief

Under this commission, MGA were required to carry out an estimate based on the information provided by Brighthouse Consultants at the following project stages;

- Preliminary Estimate (Schematic Design)

4. Methodology

4.1 Preliminary Estimate

MGA provided a preliminary estimate that identifies the Estimated Total Commitment. This was carried out using the information provided from the Consultant.

Quantities were extracted and separately itemised (where possible and available) within the estimate and appropriate rates and prices applied.

Current market prices for specialised work items have been obtained. Other rates and prices used either sourced from Consultants, similar historical projects or from published rates and pricing books such as Rawlinson's Price Guide.

Contingency and fees were calculated based on consideration of the percentage completeness of the design documents and the proposed tender return date.



5. Assumptions / Clarifications

The following assumptions have been made to complete the project estimate:

Stage 1

- Project will be awarded to one main contractor
- Allowance of \$25,000 has been included for entry statement
- Allowance of \$150,000 has been included for landscaping works
- Provisional sum of \$50,000 has been allowed for discharge of stormwater

Stage 2

- Project will be awarded to one main contractor
- Allowance \$40,000 has been included for landscaping works
- Provisional sum of \$20,000 has been allowed for discharge of stormwater

Stage 3

- Project will be awarded to one main contractor
- Allowance \$20,000 has been included for landscaping works
- Provisional sum of \$10,000 has been allowed for discharge of stormwater

Stage 4

- Project will be awarded to one main contractor
- Allowance \$5,000 has been included for landscaping works
- Provisional sum of \$5,000 has been allowed for discharge of stormwater

6. Inclusions

The following items have been included within the project estimate:

- Contractors preliminaries has been included @ 10%
- Contractors profit margin has been included @ 5%
- Allowance for Professional fees has been included @ 3%
- Allowance for an overall construction contingency of 7.5%

7. Exclusions

The following have been excluded from the estimate and report:

- Escalation cost
- GST



Preliminary Estimate for Lancelin Caravan Park

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8. Information Used

The following information has been used in the preparation of this estimate;

- Consultants Documents
 - Scope of Works Document Brighthouse Consultants
- Drawings
 - Architects Drawings: 6240-Roebuck-Sk5
 - Architects Drawings Attachment 2 RBCP Layout Plan

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Preliminary Estimate for Lancelin Caravan Park

APPENDIX A


Detailed Estimate

DRAFT



2 May 2014

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 mcgarry associates Quantity Surveyors & Construction Cost Consultants				
ROEBUCK BAY CARAVAN PARK				
PRELIMINARY ESTIMATE - STAGE 4				
MGA14001	Indicative cost (Initialisation Stage)	<input type="checkbox"/>	Cost Plan Date	20-Feb-14
	Adjusted Indicative cost (Concept Design)	<input type="checkbox"/>		
	Preliminary Estimate (Schematic Design)	<input checked="" type="checkbox"/>		
	Limit of Cost Estimate (Design Development)	<input type="checkbox"/>		
	Tender Estimate (Tender Documentation)	<input type="checkbox"/>		
PROJECT	ROEBUCK BAY CARAVAN PARK			
Location	PRELIMINARY ESTIMATE - STAGE 4			
BUILDING COST PLANS				
	Building	GFA (M2)	GFA Rate	Elemental Cost
11	6 Safari Tents	216		
Total GFA & Total Building Cost (Ex Site Works/ Services)		216		
Code	A/QS Element	GFA Rate	Elemental Cost	
CE	Centralized Energy System	\$0	\$0	
AR	Alterations and Renovations	\$0	\$0	
XP	Site Preparation	\$3	\$742	
XR	Roads, Footpaths and Paved Areas	\$0	\$0	
XN	Boundary Walls, Fencing and Gates	\$0	\$0	
XB	Outbuildings and Covered Ways	\$0	\$0	
MM	Miscellaneous Works	\$1,111	\$240,000	
XL	Landscaping and Improvements	\$23	\$5,000	
Site Works Subtotal (CE to XL)		\$1,138	\$245,742	
SB	Substructure	\$84	\$18,079	
MB	Modular Buildings	\$704	\$152,117	
MU	Modular Complexing	\$0	\$0	
AC	Air-conditioning	\$0	\$0	
Building Works Subtotal (CE to XL)		\$788	\$170,196	
XK	Stormwater Drainage	\$23	\$5,000	
XD	Sewer Drainage	\$0	\$0	
XW	Water Supply	\$47	\$10,050	
XG	Gas	\$0	\$0	
XF	Fire Protection	\$13	\$2,910	
XE	Electric Light and Power	\$64	\$13,823	
XC	Communications	\$0	\$0	
XS	Special Services	\$0	\$0	
External Services Subtotal (XK to XS)		\$147	\$31,783	
TOTAL DIRECT CONSTRUCTION COST			\$447,721	
F&A	Flights and Accommodation	\$0	\$0	
PR	Proportion of Preliminaries	10%	\$44,772	
PP	Proportion of Profit	5%	\$22,386	
FF	Professional Fees	3%	\$13,432	
YY	Contingency	7.5%	\$33,579	
GRAND TOTAL PROJECT COST		\$2,601	\$561,890	



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		<u>SITE PREPARATION</u>				
		<u>Notes</u>				
		Note No.1				
		The following construction sequence is provided for information and pricing purposes only. The tenderer shall review and confirm the suitability or submit alternative proposals and prices if required. Construction sequence and temporary stability remain the tenderers responsibility.				
		<u>EXTERNAL WORKS</u>				
		<u>GENERALLY</u>				
		Generally				
1	XP	Allow for inspection of the site and ascertaining the nature of the ground as specified	Item	1		0.00
2	XP	Allow for Foundation Certification as specified and in accordance with structural drawings	Item	1		0.00
3	XP	Allow for monitoring of vibration and noise emissions provisions to the site for the currency of the contract	Item	1		0.00
4	XP	Allow for dust and wind borne material control provisions to the site for the currency of the contract	Item	1		0.00
5	XP	Allow for complying with all Acts, By-laws, Regulations, and paying all bonds, fees and costs relating to this section of the works	Item	1		0.00
6	XP	Allow for testing as specified	Item	1		0.00
7	XP	Allow for keeping excavation free from water and provide adequate means of disposing of such water as specified	Item	1		0.00
8	XP	Establish the position of all existing services before commencing any excavations and arrange for disconnection and/ or maintaining all services as required and specified	Item	1		0.00





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
9	XP	Establish and verify the position of all existing site boundaries, existing survey points, land survey pegs or marks before commencing any earthworks operations and maintain markers	Item	1		0.00
		SITE PREPARATION				
		GROUNDWORKS				
		Excavation				
		Surface Excavation to Reduce Levels and disposal of surplus (Stock piled; spread and levelled)				
10	XR	Clear site and remove debris	Ha	0.02	1,350.00	29.16
11	XR	Excavate to remove vegetable soil average 200mm deep and remove from site - safari tents area	m2	216.00	3.30	712.80
		Preparation of Hardstanding Areas				
12	XR	Supply and install Wintergreen grass to Caravan sites	m2	0	13.00	0.00
		TOTAL FOR SITE PREPARATION				741.96



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		MODULAR BUILDINGS				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Refurbishment to Ablution Block 2				
1		Demolish existing partitioning	Item	1	2,000.00	2,000.00
2		Re-screed floor and tile	m2	223	20.00	4,464.73
3		Tile walls to 1.8m	m2	40	105.00	4,200.00
4		Install modular partitioning	m2	44	310.00	13,640.00
5		Re-chase plumbing	Item	1	10,000.00	10,000.00
6		Replace fixtures ie. pans, basins (in long bench vanity with mirrors), hardware	No	24	2,000.00	48,000.00
7		Showers	No	12	750.00	9,000.00
8		Remove roof	m2	223	20.00	4,464.73
9		Install new pitched roof to raise ceiling height	m2	223	200.00	44,647.33
10		Install 3 phase extractors with common ducting	No	1	1,500.00	1,500.00
11		Render internally above 1.8m tiles and render entire external	m2	120	40.00	4,800.00
12		Painting	m2	120	20.00	2,400.00
13		Allowance for electrical works	Item	1	3,000.00	3,000.00

Lancelin Caravan Park

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MB Modular Buildings





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		TOTAL FOR Modular Buildings				152,116.80



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		SUBSTRUCTURE				
		SUBSTRUCTURE				
		Notes				
		Note No.1				
		The following construction sequence is provided for information and pricing purposes only. The tenderer shall review and confirm the suitability or submit alternative proposals and prices if required. Construction sequence and temporary stability remain the tenderers responsibility.				
		Foundation Excavations to the following structures, Safari Tents (no removal off site)				
1	SB	Safari Tents - allow for concrete slab	m2	216.00	75.00	16,200.00
2	SB	Provide termite control and management system with full complete barrier of protection of the building to underside of slabs, external perimeter including walls in contact with the ground, design joints, bond breaker, saw cuts, penetrations etc. as specified and in accordance with the approved manufacturers written instruction for the whole project	m2	216.00	8.70	1,879.20
####						
		TOTAL FOR SUBSTRUCTURE				18,079.20





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		MISCELLANEOUS ITEMS				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Supply and Installation of Miscellaneous Structures and Services				
1	MISC	Supply and install safari tents	No	6	40,000.00	240,000.00
		TOTAL FOR Miscellaneous Structures and Services				240,000.00



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		BOUNDARY WALLS, FENCING AND GATES				
		Notes				
		Note No.1				
		The following construction sequence is provided for information and pricing purposes only. The tenderer shall review and confirm the suitability or submit alternative proposals and prices if required. Construction sequence and temporary stability remain the tenderers responsibility.				
		EXTERNAL WORKS				
		Fences				
1	XN	PVC coated chainlink fence in treated pine poles to boundary	m	0	90.75	0.00
		Gates				
		Electrically operated 6m wide Boom Gates				
2	XN	6m wide Boom gates as supplied by Or approved equal	No	0	2,772.00	0.00
		TOTAL FOR BOUNDARY WALLS, FENCING AND GATES				0.00





mcgarry associates

Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		Roads, Footpaths Paved Area				
		Notes				
		Note No.1				
		The following construction sequence is provided for information and pricing purposes only. The tenderer shall review and confirm the suitability or submit alternative proposals and prices if required. Construction sequence and temporary stability remain the tenderers responsibility.				
		EXTERNAL WORKS				
		GROUNDWORKS				
		EXTERIOR ELEMENTS				
		Roadworks including Carpark				
		Surface Preparation				
1	XR	Clear and level subgrade	m2	0.00	2.85	0.00
2	XR	Subgrade compaction to asphalt area	m2	0.00	2.52	0.00
3	XR	25mm asphalt	m2	0.00	32.00	0.00
		Concrete Kerbs, Gutters, Etc.				
		Kerb including excavation, disposal of surplus excavated material, backfill, compaction, formwork, curing, contraction joints at 2.5 m intervals expansion joints at 5m intervals				
4	XR	Flush Kerb (FK) - to road and car park	m	0	75.00	0.00
		Line marking				
		Apply nominally 70 mm wide line marking for car parking spaces nominated on drawings; Paint System: Dulux Roadmaster WB2, spray applied to manufacturers written recommendations; (Assume 177 car bays x 5.5m)				
5	XR	Line marking allowance	Item	0	4,000.00	0.00

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XR Roads, Footpaths&Paved Area

Roebuck Bay Caravan Park Master Plan - Brighthouse 2014



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
6	XR	Road signs				
		Road sign to AS 1742 comprising 5mm aluminium plate sign, 55 dia galvanised steel post and 600 x 600 x 600mm concrete foundation including excavation and all sundries				
6	XR	Signage allowance	Item	0	1,000.00	0.00
7	XR	Wheel stops				
		Concrete wheel stop complete including fixing to pavement with 2 x 20 diameter spikes 500mm long, driven into ground				
7	XR	2000mm long to parking	No	0	250.00	0.00
TOTAL FOR ROADS, FOOTPATHS AND PAVED AREAS						0.00





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		LANDSCAPING AND IMPROVEMENTS				
		PROVISIONAL SUMS				
		The following Provisional Sums shall be expended or deducted in whole or in part as directed by the Superintendent.				
		Allow to include the following Provisional Sum, together with any associated priced profit and attendance, in the Tender Sum:				
1	XL	Include the Provisional Sum for Landscaping and Improvements	Item	1	5,000.00	5,000.00
	XL	Add for profit				Included
	XL	Add for attendance				Included
2	XL	Include the Provisional Sum for Signage	Item	0	5,000.00	0.00
	XL	Add for profit				Included
	XL	Add for attendance				Included
		TOTAL FOR LANDSCAPING AND IMPROVEMENTS				5,000.00

Roebuck Bay Caravan Park Master Plan – Brighthouse 2014

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XL Landscaping & Improvements



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		<u>EXTERNAL SERVICES</u>				
		EXTERNAL SEWER DRAINAGE				
		<u>Notes</u>				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.3				
		Contractor to allow for any items not listed below which are required for the supply, installation, testing and operational maintenance of the sewer system together with all associated works, to provide a fully operational installation in accordance with the Specification and related drawings				
		Note No.4				
		The scope of the works includes for sewer drainage system including pipe runs, manholes, interceptor etc.				
		DRAINAGE				
		Pipework				
		In trench; uPVC pipe, fittings and jointing; laid to falls in trench including excavation, supporting sides of excavations, bedding, backfilling with sand and compacting and removal of surplus material				
		Sewer reticulation within the site				

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XD Sewer Drainage





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
1	XD	150mm dia PVC in 1200mm deep trench	m	0	110.00	0.00
2	XD	100mm dia PVC in 1200mm deep trench (provisional qty)	m	0	84.00	0.00
3	XD	Sewer manholes 900x900x1200mm deep	No	0	3,530.00	0.00
5	XD	Connection to chalets and ensuite	No	0	500.00	0.00
	XD	Connection to buildings	No	0	750.00	0.00
	XD	Connection to main line	Item	0	5,000.00	0.00
TOTAL FOR EXTERNAL SEWER DRAINAGE						0.00



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		EXTERNAL SERVICES				
		EXTERNAL STORMWATER DRAINAGE				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		The scope of the works includes for overland flood stormwater drainage and therefore pipe runs, gullies, manholes etc. will not be required.				
		PROVISIONAL SUMS				
		The following Provisional Sums shall be expended or deducted in whole or in part as directed by the Superintendent.				
		Allow to include the following Provisional Sum, together with any associated priced profit and attendance, in the Tender Sum:				
1	XL	Include the Provisional Sum for discharge into existing stormwater	Item	1	5,000.00	5,000.00
	XL	Add for profit				
	XL	Add for attendance				Included
		TOTAL FOR EXTERNAL STORMWATER DRAINAGE				5,000.00





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		INTERNAL SERVICES				
		AIR CONDITIONING				
		MECHANICAL INSTALLATIONS				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Note No.3				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.4				
		Contractor to allow for any items not listed below which are required for the supply, installation, testing and operational maintenance of the Services together with all associated works, to provide a fully operational installation in accordance with the Specification and related drawings				
		Note No.5				
		The scope of the works includes for everything inside each module to the riser connection point to be included in modular contractor cost with risers and connection to each module by onsite contractor. All testing and commissioning by on site contractor.				

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AC Air Conditioning



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		Generally				
1	AC	Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation.	Item	1		
2	AC	Allow for work to be carried out in accordance with the appropriate By-Laws and Regulations: Water Corporation's By-Laws, Alinta Gas Association Installation Code AG601-1992, Building Code of Australia, the National Plumbing and Drainage Code AS3500, the regulations of the Local Authorities and to the satisfaction of the Project Manager	Item	1		
3	AC	Allow to obtain the following Certificates/ Notices as appropriate: W.C.W.A 'Certificate of Completion', Alinta Gas 'Notice of Compliance' and the Fire Brigades' Certificate of Occupancy	Item	1		
4	AC	Allow for testing and commissioning of all installations to modular units	Item	0	12,500.00	0.00
5	AC	Allow for colour coding, service, identification and cleaning of all installations	Item	1		
6	AC	Allow for uncoiling of copper pipework located in roof void of a modular units at Manager's House and 3 No Chalets and connecting to AC unit mounted on the wall; connect and commission.	No.	0	231.66	0.00
		Builders work in connection with services				
7		All builders work shown on the Drawings and/or specified, either implicitly or explicitly, as required by the mechanical installation and not otherwise included	Item	1		Inc
TOTAL FOR AIR CONDITIONING						0.00





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		EXTERNAL SERVICES				
		EXTERNAL WATER SUPPLY				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Note No.3				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.4				
		Contractor to allow for any items not listed below which are required for the supply, installation, testing and operational maintenance of the Services together with all associated works, to provide a fully operational installation in accordance with the Specification and related drawings				
		Note No.5				
		The scope of the works includes for the hydraulic systems to be installed to external services. All testing and commissioning by on site contractor.				
		Generally				
1	XW	Allow for preparing and submitting all necessary 'as-built' drawings and diagrams and operating manuals for each installation	Item	1		

Lancelin Caravan Park

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XW Water Supply



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
2	XW	Allow for co-ordinating with all relevant government and local authority having authority or responsibility over the works	Item	1		
3	XW	Allow for service and maintenance during warranty and defects liability periods	Item	1		
4	XW	Allow for testing and commissioning all installations and providing copies of all test certificates	Item	1		
		HYDRAULICS				
		Pipework				
		Generally				
5	XW	laid in ground; (inclusive of all necessary excavation and backfilling)	m	1		
6	XW	embedded in concrete, floor screeds and similar items	Item	1		
7	XW	fittings; including all bends, junctions, inspection bends, inspection junctions, expansion joints, reducers and similar fittings	Item	1		
8	XW	specially designed brackets, or hangers	Item	1		
9	XW	connections up to 1m long, traps, cocks and similar items	Item	1		
10	XW	special connections between piping of different materials	Item	1		
11	XW	special connections between piping and fixtures, appliances or equipment	Item	1		
12	XW	special joints including isolated joints differing from those in the description of the piping	Item	1		
		Installation of Meters				
		Generally				
13	XW	80mm dia PVC in 1200mm deep trench	m	0	192.00	0.00
14	XW	50mm dia PVC in 1200mm deep trench (provisional qty)	m	50	111.00	5,550.00
15	XW	Connection to chalets and ensuite	No	0	375.00	0.00

Lancelin Caravan Park

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XW Water Supply





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
16	XW	Connection to safari tents site	No	6	750.00	4,500.00
17	XW	Connection to main line	Item	0	3,750.00	0.00
TOTAL FOR EXTERNAL WATER SUPPLY						10,050.00



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		EXTERNAL SERVICES				
		EXTERNAL FIRE SERVICES				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Note No.5				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.3				
		Contractor to allow for the supply, installation, testing and operational maintenance of the Services together with all associated works, to cover the whole as per Specification and related drawings				
		Note No.4				
		The scope of the works includes for the hydraulic systems to be installed to external services. All testing and commissioning by on site contractor.				
		Generally				
1	XF	Allow for preparing and submitting all necessary 'as-built' drawings and diagrams and operating manuals for each installation	Item	1		

Lancelin Caravan Park

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XF Fire Protection





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
2	XF	Allow for providing servicing and maintenance manuals	Item	1		
3	XF	Allow for all general attendance in connection with the fire protection installation	Item	1		
4	XF	Allow for co-ordinating with all relevant government and local authority having authority or responsibility over the works	Item	1		
5	XF	Allow for service and maintenance during warranty and defects liability periods	Item	1		
6	XF	Allow for testing and commissioning all installations and providing copies of all test certificates	Item	1		
		HYDRAULICS				
		Pipework; new fire mains and all accessories and associated equipment; all as per Australian Standards and as detailed				
		Generally				
7	XF	laid in ground (including all necessary excavation and backfilling)	m	1		
		Connection to mains				
		Generally				
8	XF	Locate and connect new fire service fire tank fill line to existing fire service supply line as specification and drawings	Item	1		
		Installation of Meters				
		Generally				
9	XF	Installation of meters as specification and drawings	Item	1		
		Cocks, Valves, Etc.				
		Generally				
10	XF	valves	Item	1		
11	XF	similar items to above	Item	1		

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XF Fire Protection



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		Pits/ trenches				
		Generally				
12	XF	Hose reel- 19mm dia 36m long	No	1	1,275.00	1,275.00
13	XF	Hydrant points	No	1	1,635.00	1,635.00
		Fire Pump and Water storage Tanks				
		Tanks				
14	XF	Supply and install new fire tanks (2 No) and all accessories and associated equipment; all as per Australian Standards and as detailed	No	1		
15	XF	Supply and install pump package including pumpsets and all accessories and associated equipment; all as per Australian Standards and as detailed	Item	1		
16	XF	Supply and install new Fire Brigade Booster complete with lockable cabinet and all accessories and associated equipment; all as per Australian Standards and as detailed	Item	1		
TOTAL FOR EXTERNAL FIRE PROTECTION						2,910.00





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		EXTERNAL SERVICES				
		EXTERNAL ELECTRIC LIGHT AND POWER				
		<u>Notes</u>				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Note No.3				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.4				
		Contractor to allow for the supply, installation, testing and operational maintenance of the Services together with all associated works, to cover the whole as per Specification and related drawings				
		Note No.5				
		The scope of the works includes for the light and power to be installed to external areas. All testing and commissioning by on site contractor.				
		Generally				
1	XE	Allow for preparing and submitting all necessary 'as-built' drawings and diagrams and operating manuals for each installation	Item	1		

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XE Electric Light and Power



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
2	XE	Allow for providing servicing and maintenance manuals	Item	1		
3	XE	Allow for service and maintenance during warranty and defects liability periods	Item	1		
4	XE	Allow for testing and commissioning all installations and providing copies of all test certificates	Item	1		
		ELECTRICAL INSTALLATIONS				
		Mains Connection				
		Generally				
5	XE	underground	Item	1	0.00	0.00
		Generators, Major Equipment				
		Generally				
6	XE	generators; 185kVA backup generator	Item	1	0.00	0.00
7	XE	motors	Item	1		
8	XE	transformers	Item	1		
9	XE	similar items	Item	1		
		Switchgear				
		Generally				
10	XE	switchgear including fixing, supports, connection to mains, metering and all spare capacity required	Item	1		
		Conduits				
		Generally				
11	XE	fixed to building faces	Item	1		
12	XE	special boxes	Item	1		
13	XE	laid in trench	Item	1		

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XE Electric Light and Power





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
14	XE	fittings Identification Generally	Item	1		
15	XE	marking conduits, cables, equipment, switches and similar items with colour bands, tags, plates, badges and the like	Item	1		
16	XE	cable route markers Pits/ trenching Generally	Item	1		
17	XE	pits - allowed 435x435x530mm deep concrete pit for each building	No	3	1,530.00	4,590.00
18	XE	trenches	m	0		
19	XE	Builders work in connection with services	item	1		
20	XE	Allow for all builder's work in connection including but not limited to:	Item	1		
21	XE	2 hour fire rated enclosure to substation	Item	1		
	XE	Caravan Sites				
22	XE	Dual power head for caravan sites	No	2	1,212.00	2,424.00
23	XE	4way power head for caravan sites	No	1	1,809.00	1,809.00
		Buildings				
24	XE	Connection to safari tents	No	0	1,875.00	0.00
25	XE	Main switchboard allowance - medium buildings	No	0	4,500.00	0.00
		PROVISIONAL SUMS				
		The following Provisional Sums shall be expended or deducted in whole or in part as directed by the Superintendent.				



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
26	XE	Include the Provisional Sum for Power/ Telstra reticulation	Item	1	5,000.00	5,000.00
27	XE	Add for profit	Item			
28	XE	Add for attendance	Item			Included
TOTAL FOR EXTERNAL ELECTRIC LIGHT AND POWER						13,823.00





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		EXTERNAL SERVICES				
		EXTERNAL COMMUNICATIONS				
		<u>Notes</u>				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Note No.3				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.4				
		Contractor to allow for the supply, installation, testing and operational maintenance of the Services together with all associated works, to cover the whole as per Specification and related drawings				
		Note No.5				
		The scope of the works includes for the external communications to be installed to external areas. All testing and commissioning by on site contractor.				
		Generally				
1	XC	Allow for preparing and submitting all necessary 'as-built' drawings and diagrams and operating manuals for each installation	Item	1		

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XC Communications



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
2	XC	Allow for providing servicing and maintenance manuals	Item	1		
3	XC	Allow to protect the entire installation during construction including removing protection materials upon completion and making good as required	Item	1		
4	XC	Allow for service and maintenance during warranty and defects liability periods	Item	1		
5	XC	Allow for testing and commissioning all installations and providing copies of all test certificates	Item	1		
		ELECTRICAL INSTALLATIONS				
		Mains Connection				
		Generally				
6	XC	underground	Item	1		
		Cable Carriers				
		Conduits				
		Generally				
7	XC	fixed to building faces	Item	1		
8	XC	special boxes	Item	1		
9	XC	laid in trench	Item	1		
10	XC	fittings	Item	1		
		Identification				
		Generally				
11	XC	marking conduits, cables, equipment, switches and similar items with colour bands, tags, plates, badges and the like	Item	1		
		Pits/ trenches				
		Generally				

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XC Communications






Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
12	XC	pits	No	0		
13	XC	trenches (included in external power and light)	m	0		
		Work Covered By Other Sections in Connection With Electrical Installations				
		Generally				
14	XC	Work Covered By Other Sections in Connection With Electrical Installations	Item	0	5,000.00	0.00
TOTAL FOR EXTERNAL COMMUNICATIONS						0.00

14.4X4.2 Transportable building (60.48m2)

Footing cost

Precast Concrete footings	8 No.	587.25	4698
Fixing details	8 No.	180.9	1447.2
Concrete slab to verandah	3 m3	1500	4752
			10897.2
			180.1786 m2

 mcgarry associates Quantity Surveyors & Construction Cost Consultants				
ROEBUCK BAY CARAVAN PARK				
PRELIMINARY ESTIMATE - STAGE 3				
MGA14001	Indicative cost (Initialisation Stage) Adjusted Indicative cost (Concept Design) Preliminary Estimate (Schematic Design) Limit of Cost Estimate (Design Development) Tender Estimate (Tender Documentation)	Tick one box <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Cost Plan Date	20-Feb-14
PROJECT	ROEBUCK BAY CARAVAN PARK			
Location	PRELIMINARY ESTIMATE - STAGE 3			
BUILDING COST PLANS				
	Building	GFA (M2)	GFA Rate	Elemental Cost
11	5 Safari Tents	180.00		
Total GFA & Total Building Cost (Ex Site Works/ Services)		180		
Code	A/QS Element	GFA Rate	Elemental Cost	
CE	Centralized Energy System	\$0	\$0	
AR	Alterations and Renovations	\$0	\$0	
XP	Site Preparation	\$389	\$70,019	
XR	Roads, Footpaths and Paved Areas	\$658	\$118,352	
XN	Boundary Walls, Fencing and Gates	\$0	\$0	
XB	Outbuildings and Covered Ways	\$0	\$0	
MM	Miscellaneous Works	\$1,111	\$200,000	
XL	Landscaping and Improvements	\$111	\$20,000	
Site Works Subtotal (CE to XL)		\$2,269	\$408,371	
SB	Substructure	\$84	\$15,066	
MB	Modular Buildings	\$827	\$148,820	
MU	Modular Complexing	\$0	\$0	
AC	Airconditioning	\$0	\$0	
Building Works Subtotal (CE to XL)		\$910	\$163,886	
XK	Stormwater Drainage	\$56	\$10,000	
XD	Sewer Drainage	\$0	\$0	
XW	Water Supply	\$52	\$9,300	
XG	Gas	\$0	\$0	
XF	Fire Protection	\$16	\$2,910	
XE	Electric Light and Power	\$68	\$12,293	
XC	Communications	\$0	\$0	
XS	Special Services	\$0	\$0	
External Services Subtotal (XK to XS)		\$192	\$34,503	
TOTAL DIRECT CONSTRUCTION COST			\$606,760	
F&A	Flights and Accommodation	\$0	\$0	
PR	Proportion of Preliminaries	10%	\$60,676	
PP	Proportion of Profit	5%	\$30,338	
FF	Professional Fees	3%	\$18,203	
YY	Contingency	7.5%	\$45,507	
GRAND TOTAL PROJECT COST		\$4,230	\$761,484	



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		<u>SITE PREPARATION</u>				
		<u>Notes</u>				
		Note No.1				
		The following construction sequence is provided for information and pricing purposes only. The tenderer shall review and confirm the suitability or submit alternative proposals and prices if required. Construction sequence and temporary stability remain the tenderers responsibility.				
		<u>EXTERNAL WORKS</u>				
		<u>GENERALLY</u>				
		Generally				
1	XP	Allow for inspection of the site and ascertaining the nature of the ground as specified	Item	1		0.00
2	XP	Allow for Foundation Certification as specified and in accordance with structural drawings	Item	1		0.00
3	XP	Allow for monitoring of vibration and noise emissions provisions to the site for the currency of the contract	Item	1		0.00
4	XP	Allow for dust and wind borne material control provisions to the site for the currency of the contract	Item	1		0.00
5	XP	Allow for complying with all Acts, By-laws, Regulations, and paying all bonds, fees and costs relating to this section of the works	Item	1		0.00
6	XP	Allow for testing as specified	Item	1		0.00
7	XP	Allow for keeping excavation free from water and provide adequate means of disposing of such water as specified	Item	1		0.00
8	XP	Establish the position of all existing services before commencing any excavations and arrange for disconnection and/ or maintaining all services as required and specified	Item	1		0.00





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Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
9	XP	Establish and verify the position of all existing site boundaries, existing survey points, land survey pegs or marks before commencing any earthworks operations and maintain markers	Item	1		0.00
		SITE PREPARATION				
		GROUNDWORKS				
		Demolition				
10		Relocate long stay van sites allowance	Item	1	10,000.00	10,000.00
		Excavation				
		Surface Excavation to Reduce Levels and disposal of surplus (Stock piled; spread and levelled)				
11	XR	Clear site and remove debris	Ha	4	1,350.00	5,641.65
12	XR	Excavate to remove vegetable soil average 200mm deep and remove from site - safari tent area	m3	180	3.30	594.00
		Preparation of Hardstanding Areas				
13	XR	Supply and install Kikuyu grass to Caravan sites	m2	4179	12.87	53,783.73
		TOTAL FOR SITE PREPARATION				70,019.38



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		SUBSTRUCTURE				
		SUBSTRUCTURE				
		Notes				
		Note No.1				
		The following construction sequence is provided for information and pricing purposes only. The tenderer shall review and confirm the suitability or submit alternative proposals and prices if required. Construction sequence and temporary stability remain the tenderers responsibility.				
		Foundation Excavations to the following structures, Safari Tents (no removal off site)				
1	SB	Safari Tents - allow for concrete slab	m2	180.00	75.00	13,500.00
2	SB	Provide termite control and management system with full complete barrier of protection of the building to underside of slabs, external perimeter including walls in contact with the ground, design joints, bond breaker, saw cuts, penetrations etc. as specified and in accordance with the approved manufacturers written instruction for the whole project	m2	180.00	8.70	1,566.00
		TOTAL FOR SUBSTRUCTURE				15,066.00





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		MODULAR BUILDINGS				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Refurbishment to Ablution Block 1				
1		Demolish existing partitioning	Item	1	2,000.00	2,000.00
2		Re-screed floor and tile	m2	210	20.00	4,190.00
3		Tile walls to 1.8m	m2	40	105.00	4,200.00
4		Install modular partitioning	m2	44	310.00	13,640.00
5		Re-chase plumbing	Item	1	10,000.00	10,000.00
6		Replace fixtures ie. pans, basins (in long bench vanity with mirrors), hardware	No	24	2,000.00	48,000.00
7		Showers	No	12	750.00	9,000.00
8		Remove roof	m2	210	20.00	4,190.00
9		Install new pitched roof to raise ceiling height	m2	210	200.00	41,900.00
10		Install 3 phase extractors with common ducting	No	1	1,500.00	1,500.00
11		Render internally above 1.8m tiles and render entire external	m2	120	40.00	4,800.00
12		Painting	m2	120	20.00	2,400.00
13		Allowance for electrical works	Item	1	3,000.00	3,000.00

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MB Modular Buildings



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		TOTAL FOR Modular Buildings				148,820.00





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		MISCELLANEOUS ITEMS				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Supply and Installation of Miscellaneous Structures and Services				
1	MISC	Supply and install safari tents	No	5	40,000.00	200,000.00
		TOTAL FOR Miscellaneous Structures and Services				200,000.00



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		BOUNDARY WALLS, FENCING AND GATES				
		Notes				
		Note No.1				
		The following construction sequence is provided for information and pricing purposes only. The tenderer shall review and confirm the suitability or submit alternative proposals and prices if required. Construction sequence and temporary stability remain the tenderers responsibility.				
		EXTERNAL WORKS				
		Fences				
1	XN	PVC coated chainlink fence in treated pine poles to boundary	m	305	90.75	27,678.75
		Gates				
		Electrically operated 6m wide Boom Gates				
2	XN	6m wide Boom gates as supplied by Or approved equal	No	1	1,848.00	1,848.00
3	XN	Double gate	No	0	2,200.00	0.00
		Block Retaining Wall				
4	XL	Construct 2m high Limestone rock pinching at 45 degree batter	m2	0	110.00	0.00
		TOTAL FOR BOUNDARY WALLS, FENCING AND GATES				29,526.75





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Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		Roads, Footpaths&Paved Area				
		Notes				
		Note No.1				
		The following construction sequence is provided for information and pricing purposes only. The tenderer shall review and confirm the suitability or submit alternative proposals and prices if required. Construction sequence and temporary stability remain the tenderers responsibility.				
		EXTERNAL WORKS				
		GROUNDWORKS				
		EXTERIOR ELEMENTS				
		Roadworks including Carpark				
		Surface Preparation				
1	XR	Clear and level subgrade	m2	1818.00	2.85	5,181.30
2	XR	Subgrade compaction to asphalt area	m2	1818.00	2.52	4,581.36
3	XR	25mm asphalt	m2	1818.00	32.00	58,176.00
		Concrete Kerbs, Gutters, Etc.				
		Kerb including excavation, disposal of surplus excavated material, backfill, compaction, formwork, curing, contraction joints at 2.5 m intervals expansion joints at 5m intervals				
4	XR	Flush Kerb (FK) - to road and car park	m	606.00	79.89	48,413.34
		Line marking				
		Apply nominally 70 mm wide line marking for car parking spaces nominated on drawings; Paint System: Dulux Roadmaster WB2, spray applied to manufacturers written recommendations; (Assume 177 car bays x 5.5m)				
5	XR	Line amrking allowance	Item	1	1,000.00	1,000.00

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XR Roads, Footpaths&Paved Area

Roebuck Bay Caravan Park Master Plan - Brighthouse 2014



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		Road signs				
		Road sign to AS 1742 comprising 5mm aluminium plate sign, 55 dia galvanised steel post and 600 x 600 x 600mm concrete foundation including excavation and all sundries				
6	XR	Sinnage allowance	Item	1	1,000.00	1,000.00
		Wheel stops				
		Concrete wheel stop complete including fixing to pavement with 2 x 20 diameter spikes 500mm long, driven into ground				
7	XR	2000mm long to parking	No	0	250.00	0.00
TOTAL FOR ROADS, FOOTPATHS AND PAVED AREAS						118,352.00





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		LANDSCAPING AND IMPROVEMENTS				
		PROVISIONAL SUMS				
		The following Provisional Sums shall be expended or deducted in whole or in part as directed by the Superintendent.				
		Allow to include the following Provisional Sum, together with any associated priced profit and attendance, in the Tender Sum:				
1	XL	Include the Provisional Sum for Landscaping and Improvements	Item	1	20,000.00	20,000.00
	XL	Add for profit				Included
	XL	Add for attendance				Included
2	XL	Include the Provisional Sum for Signage	Item	0	5,000.00	0.00
	XL	Add for profit				Included
	XL	Add for attendance				Included
		TOTAL FOR LANDSCAPING AND IMPROVEMENTS				20,000.00

Roebuck Bay Caravan Park Master Plan – Brighthouse 2014

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XL Landscaping & Improvements



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		<u>EXTERNAL SERVICES</u>				
		EXTERNAL SEWER DRAINAGE				
		<u>Notes</u>				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.3				
		Contractor to allow for any items not listed below which are required for the supply, installation, testing and operational maintenance of the sewer system together with all associated works, to provide a fully operational installation in accordance with the Specification and related drawings				
		Note No.4				
		The scope of the works includes for sewer drainage system including pipe runs, manholes, interceptor etc.				
		DRAINAGE				
		Pipework				
		In trench; uPVC pipe, fittings and jointing; laid to falls in trench including excavation, supporting sides of excavations, bedding, backfilling with sand and compacting and removal of surplus material				
		Sewer reticulation within the site				



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XD Sewer Drainage





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
1	XD	150mm dia PVC in 1200mm deep trench	m	0	110.00	0.00
2	XD	100mm dia PVC in 1200mm deep trench (provisional qty)	m	0	84.00	0.00
3	XD	Sewer manholes 900x900x1200mm deep	No	0	3,530.00	0.00
5	XD	Connection to chalets and ensuite	No	0	500.00	0.00
	XD	Connection to buildings	No	0	750.00	0.00
	XD	Connection to main line	Item	0	5,000.00	0.00
TOTAL FOR EXTERNAL SEWER DRAINAGE						0.00



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		EXTERNAL SERVICES				
		EXTERNAL STORMWATER DRAINAGE				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		The scope of the works includes for overland flood stormwater drainage and therefore pipe runs, gullies, manholes etc. will not be required.				
		PROVISIONAL SUMS				
		The following Provisional Sums shall be expended or deducted in whole or in part as directed by the Superintendent.				
		Allow to include the following Provisional Sum, together with any associated priced profit and attendance, in the Tender Sum:				
1	XL	Include the Provisional Sum for discharge into existing stormwater	Item	1	10,000.00	10,000.00
	XL	Add for profit				
	XL	Add for attendance				Included
		TOTAL FOR EXTERNAL STORMWATER DRAINAGE				10,000.00





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		INTERNAL SERVICES				
		AIR CONDITIONING				
		MECHANICAL INSTALLATIONS				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Note No.3				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.4				
		Contractor to allow for any items not listed below which are required for the supply, installation, testing and operational maintenance of the Services together with all associated works, to provide a fully operational installation in accordance with the Specification and related drawings				
		Note No.5				
		The scope of the works includes for everything inside each module to the riser connection point to be included in modular contractor cost with risers and connection to each module by onsite contractor. All testing and commissioning by on site contractor.				



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		Generally				
1	AC	Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation.	Item	1		
2	AC	Allow for work to be carried out in accordance with the appropriate By-Laws and Regulations: Water Corporation's By-Laws, Alinta Gas Association Installation Code AG601-1992, Building Code of Australia, the National Plumbing and Drainage Code AS3500, the regulations of the Local Authorities and to the satisfaction of the Project Manager	Item	1		
3	AC	Allow to obtain the following Certificates/ Notices as appropriate: W.C.W.A 'Certificate of Completion', Alinta Gas 'Notice of Compliance' and the Fire Brigades' Certificate of Occupancy	Item	1		
4	AC	Allow for testing and commissioning of all installations to modular units	Item	0	12,500.00	0.00
5	AC	Allow for colour coding, service, identification and cleaning of all installations	Item	1		
6	AC	Allow for uncoiling of copper pipework located in roof void of a modular units at Manager's House and 3 No Chalets and connecting to AC unit mounted on the wall; connect and commission.	No.	0	231.66	0.00
		Builders work in connection with services				
7		All builders work shown on the Drawings and/or specified, either implicitly or explicitly, as required by the mechanical installation and not otherwise included	Item	1		Inc
TOTAL FOR AIR CONDITIONING						0.00





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		EXTERNAL SERVICES				
		EXTERNAL WATER SUPPLY				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Note No.3				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.4				
		Contractor to allow for any items not listed below which are required for the supply, installation, testing and operational maintenance of the Services together with all associated works, to provide a fully operational installation in accordance with the Specification and related drawings				
		Note No.5				
		The scope of the works includes for the hydraulic systems to be installed to external services. All testing and commissioning by on site contractor.				
		Generally				
1	XW	Allow for preparing and submitting all necessary 'as-built' drawings and diagrams and operating manuals for each installation	Item	1		

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XW Water Supply



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
2	XW	Allow for co-ordinating with all relevant government and local authority having authority or responsibility over the works	Item	1		
3	XW	Allow for service and maintenance during warranty and defects liability periods	Item	1		
4	XW	Allow for testing and commissioning all installations and providing copies of all test certificates	Item	1		
		HYDRAULICS				
		Pipework				
		Generally				
5	XW	laid in ground; (inclusive of all necessary excavation and backfilling)	m	1		
6	XW	embedded in concrete, floor screeds and similar items	Item	1		
7	XW	fittings; including all bends, junctions, inspection bends, inspection junctions, expansion joints, reducers and similar fittings	Item	1		
8	XW	specially designed brackets, or hangers	Item	1		
9	XW	connections up to 1m long, traps, cocks and similar items	Item	1		
10	XW	special connections between piping of different materials	Item	1		
11	XW	special connections between piping and fixtures, appliances or equipment	Item	1		
12	XW	special joints including isolated joints differing from those in the description of the piping	Item	1		
		Installation of Meters				
		Generally				
13	XW	80mm dia PVC in 1200mm deep trench	m	0	192.00	0.00
14	XW	50mm dia PVC in 1200mm deep trench (provisional qty)	m	50	111.00	5,550.00
15	XW	Connection to chalets and ensuite	No	0	375.00	0.00

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XW Water Supply





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
16	XW	Connection to safari tents site	No	5	750.00	3,750.00
17	XW	Connection to main line	Item	0	3,750.00	0.00
TOTAL FOR EXTERNAL WATER SUPPLY						9,300.00



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		EXTERNAL SERVICES				
		EXTERNAL FIRE SERVICES				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Note No.5				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.3				
		Contractor to allow for the supply, installation, testing and operational maintenance of the Services together with all associated works, to cover the whole as per Specification and related drawings				
		Note No.4				
		The scope of the works includes for the hydraulic systems to be installed to external services. All testing and commissioning by on site contractor.				
		Generally				
1	XF	Allow for preparing and submitting all necessary 'as-built' drawings and diagrams and operating manuals for each installation	Item	1		

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XF Fire Protection





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
2	XF	Allow for providing servicing and maintenance manuals	Item	1		
3	XF	Allow for all general attendance in connection with the fire protection installation	Item	1		
4	XF	Allow for co-ordinating with all relevant government and local authority having authority or responsibility over the works	Item	1		
5	XF	Allow for service and maintenance during warranty and defects liability periods	Item	1		
6	XF	Allow for testing and commissioning all installations and providing copies of all test certificates	Item	1		
		HYDRAULICS				
		Pipework; new fire mains and all accessories and associated equipment; all as per Australian Standards and as detailed				
		Generally				
7	XF	laid in ground (including all necessary excavation and backfilling)	m	1		
		Connection to mains				
		Generally				
8	XF	Locate and connect new fire service fire tank fill line to existing fire service supply line as specification and drawings	Item	1		
		Installation of Meters				
		Generally				
9	XF	Installation of meters as specification and drawings	Item	1		
		Cocks, Valves, Etc.				
		Generally				
10	XF	valves	Item	1		
11	XF	similar items to above	Item	1		

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XF Fire Protection

Roebuck Bay Caravan Park Master Plan – Brighthouse 2014



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		Pits/ trenches				
		Generally				
12	XF	Hose reel- 19mm dia 36m long	No	1	1,275.00	1,275.00
13	XF	Hydrant points	No	1	1,635.00	1,635.00
		Fire Pump and Water storage Tanks				
		Tanks				
14	XF	Supply and install new fire tanks (2 No) and all accessories and associated equipment; all as per Australian Standards and as detailed	No	1		
15	XF	Supply and install pump package including pumpsets and all accessories and associated equipment; all as per Australian Standards and as detailed	Item	1		
16	XF	Supply and install new Fire Brigade Booster complete with lockable cabinet and all accessories and associated equipment; all as per Australian Standards and as detailed	Item	1		
TOTAL FOR EXTERNAL FIRE PROTECTION						2,910.00





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		EXTERNAL SERVICES				
		EXTERNAL ELECTRIC LIGHT AND POWER				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Note No.3				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.4				
		Contractor to allow for the supply, installation, testing and operational maintenance of the Services together with all associated works, to cover the whole as per Specification and related drawings				
		Note No.5				
		The scope of the works includes for the light and power to be installed to external areas. All testing and commissioning by on site contractor.				
		Generally				
1	XE	Allow for preparing and submitting all necessary 'as-built' drawings and diagrams and operating manuals for each installation	Item	1		

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XE Electric Light and Power



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
2	XE	Allow for providing servicing and maintenance manuals	Item	1		
3	XE	Allow for service and maintenance during warranty and defects liability periods	Item	1		
4	XE	Allow for testing and commissioning all installations and providing copies of all test certificates	Item	1		
		ELECTRICAL INSTALLATIONS				
		Mains Connection				
		Generally				
5	XE	underground	Item	1		
		Generators, Major Equipment				
		Generally				
6	XE	generators; 185kVA backup generator	Item	1		
7	XE	motors	Item	1		
8	XE	transformers	Item	1		
9	XE	similar items	Item	1		
		Switchgear				
		Generally				
10	XE	switchgear including fixing, supports, connection to mains, metering and all spare capacity required	Item	1		
		Conduits				
		Generally				
11	XE	fixed to building faces	Item	1		
12	XE	special boxes	Item	1		
13	XE	laid in trench	Item	1		

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XE Electric Light and Power





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
14	XE	fittings Identification Generally	Item	1		
15	XE	marking conduits, cables, equipment, switches and similar items with colour bands, tags, plates, badges and the like	Item	1		
16	XE	cable route markers Pits/ trenching Generally	Item	1		
17	XE	pits - allowed 435x435x530mm deep concrete pit for each building	No	3	1,020.00	3,060.00
18	XE	trenches	m	0		
19	XE	Builders work in connection with services	item	1		
20	XE	Allow for all builder's work in connection including but not limited to:	Item	1		
21	XE	2 hour fire rated enclosure to substation	Item	1		
	XE	Caravan Sites				
22	XE	Dual power head for caravan sites	No	2	1,212.00	2,424.00
23	XE	4way power head for caravan sites	No	1	1,809.00	1,809.00
		Buildings				
24	XE	Connection to Safari Tents	No	0	1,875.00	0.00
25	XE	Main switchboard allowance - medium buildings	No	0	4,500.00	0.00
		PROVISIONAL SUMS				
		The following Provisional Sums shall be expended or deducted in whole or in part as directed by the Superintendent.				



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
26	XE	Include the Provisional Sum for Power/ Telstra reticulation	Item	1	5,000.00	5,000.00
27	XE	Add for profit	Item			
28	XE	Add for attendance	Item			Included
TOTAL FOR EXTERNAL ELECTRIC LIGHT AND POWER						12,293.00





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		EXTERNAL SERVICES				
		EXTERNAL COMMUNICATIONS				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Note No.3				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.4				
		Contractor to allow for the supply, installation, testing and operational maintenance of the Services together with all associated works, to cover the whole as per Specification and related drawings				
		Note No.5				
		The scope of the works includes for the external communications to be installed to external areas. All testing and commissioning by on site contractor.				
		Generally				
1	XC	Allow for preparing and submitting all necessary 'as-built' drawings and diagrams and operating manuals for each installation	Item	1		

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XC Communications



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
2	XC	Allow for providing servicing and maintenance manuals	Item	1		
3	XC	Allow to protect the entire installation during construction including removing protection materials upon completion and making good as required	Item	1		
4	XC	Allow for service and maintenance during warranty and defects liability periods	Item	1		
5	XC	Allow for testing and commissioning all installations and providing copies of all test certificates	Item	1		
		ELECTRICAL INSTALLATIONS				
		Mains Connection				
		Generally				
6	XC	underground	Item	1		
		Cable Carriers				
		Conduits				
		Generally				
7	XC	fixed to building faces	Item	1		
8	XC	special boxes	Item	1		
9	XC	laid in trench	Item	1		
10	XC	fittings	Item	1		
		Identification				
		Generally				
11	XC	marking conduits, cables, equipment, switches and similar items with colour bands, tags, plates, badges and the like	Item	1		
		Pits/ trenches				
		Generally				

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XC Communications






Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
12	XC	pits	No	0		
13	XC	trenches (included in external power and light)	m	0		
		Work Covered By Other Sections in Connection With Electrical Installations				
		Generally				
14	XC	Work Covered By Other Sections in Connection With Electrical Installations	Item	0	5,000.00	0.00
TOTAL FOR EXTERNAL COMMUNICATIONS						0.00

14.4X4.2 Transportable building (60.48m2)

Footing cost

Precast Concrete footings	8 No.	587.25	4698
Fixing details	8 No.	180.9	1447.2
Concrete slab to verandah	3 m3	1500	4752
			10897.2
			180.1786 m2



 mcgarry associates Quantity Surveyors & Construction Cost Consultants				
ROEBUCK BAY CARAVAN PARK				
PRELIMINARY ESTIMATE - STAGE 2				
MGA14001	Indicative cost (Initialisation Stage)	<input type="checkbox"/>	Cost Plan Date	26-Feb-14
	Adjusted Indicative cost (Concept Design)	<input type="checkbox"/>		
	Preliminary Estimate (Schematic Design)	<input checked="" type="checkbox"/>		
	Limit of Cost Estimate (Design Development)	<input type="checkbox"/>		
	Tender Estimate (Tender Documentation)	<input type="checkbox"/>		
PROJECT	ROEBUCK BAY CARAVAN PARK			
Location	PRELIMINARY ESTIMATE - STAGE 2			
BUILDING COST PLANS				
	Building	GFA (M2)	GFA Rate	Elemental Cost
1	3 Cabin	167		
Total GFA & Total Building Cost (Ex Site Works/ Services)		167		
Code	A/QS Element	GFA Rate	Elemental Cost	
CE	Centralized Energy System	\$0	\$0	
AR	Alterations and Renovations	\$0	\$0	
XP	Site Preparation	\$65	\$10,876	
XR	Roads, Footpaths and Paved Areas	\$1,145	\$191,631	
XN	Boundary Walls, Fencing and Gates	\$604	\$101,054	
XB	Outbuildings and Covered Ways	\$0	\$0	
MM	Miscellaneous Works	\$3,183	\$532,762	
XL	Landscaping and Improvements	\$239	\$40,000	
Site Works Subtotal (CE to XL)		\$5,235	\$876,324	
SB	Substructure	\$234	\$39,159	
MB	Modular Buildings	\$1,792	\$300,000	
MU	Modular Complexing	\$143	\$23,880	
AC	Air-conditioning	\$8	\$1,390	
Building Works Subtotal (CE to XL)		\$2,177	\$364,429	
XK	Stormwater Drainage	\$119	\$20,000	
XD	Sewer Drainage	\$120	\$20,025	
XW	Water Supply	\$80	\$13,350	
XG	Gas	\$0	\$0	
XF	Fire Protection	\$35	\$5,820	
XE	Electric Light and Power	\$466	\$77,948	
XC	Communications	\$30	\$5,000	
XS	Special Services	\$0	\$0	
External Services Subtotal (XK to XS)		\$849	\$142,143	
TOTAL DIRECT CONSTRUCTION COST			\$1,382,895	
F&A	Flights and Accommodation	\$0	\$0	
PR	Proportion of Preliminaries	10%	\$138,290	
PP	Proportion of Profit	5%	\$69,145	
FF	Professional Fees	3%	\$41,487	
YY	Contingency	7.5%	\$103,717	
GRAND TOTAL PROJECT COST		\$10,368	\$1,735,534	



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		<u>SITE PREPARATION</u>				
		<u>Notes</u>				
		Note No.1				
		The following construction sequence is provided for information and pricing purposes only. The tenderer shall review and confirm the suitability or submit alternative proposals and prices if required. Construction sequence and temporary stability remain the tenderers responsibility.				
		<u>EXTERNAL WORKS</u>				
		<u>GENERALLY</u>				
		Generally				
1	XP	Allow for inspection of the site and ascertaining the nature of the ground as specified	Item	1		0.00
2	XP	Allow for Foundation Certification as specified and in accordance with structural drawings	Item	1		0.00
3	XP	Allow for monitoring of vibration and noise emissions provisions to the site for the currency of the contract	Item	1		0.00
4	XP	Allow for dust and wind borne material control provisions to the site for the currency of the contract	Item	1		0.00
5	XP	Allow for complying with all Acts, By-laws, Regulations, and paying all bonds, fees and costs relating to this section of the works	Item	1		0.00
6	XP	Allow for testing as specified	Item	1		0.00
7	XP	Allow for keeping excavation free from water and provide adequate means of disposing of such water as specified	Item	1		0.00
8	XP	Establish the position of all existing services before commencing any excavations and arrange for disconnection and/ or maintaining all services as required and specified	Item	1		0.00





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Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
9	XP	Establish and verify the position of all existing site boundaries, existing survey points, land survey pegs or marks before commencing any earthworks operations and maintain markers	Item	1		0.00
		SITE PREPARATION				
		GROUNDWORKS				
		Demolition				
10		Relocate long stay van sites allowance	Item	1	10,000.00	10,000.00
		Excavation				
		Surface Excavation to Reduce Levels and disposal of surplus (Stock piled; spread and levelled)				
11	XR	Clear site and remove debris	Ha	0.2	1,350.00	324.00
12	XR	Excavate to remove vegetable soil average 200mm deep and remove from site - building and cabin areas	m3	167	3.30	552.42
		Preparation of Hardstanding Areas				
13	XR	Supply and install Wintergreen grass to Caravan sites	m2	0	13.00	0.00
		TOTAL FOR SITE PREPARATION				10,876.42



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		SUBSTRUCTURE				
		SUBSTRUCTURE				
		Notes				
		Note No.1				
		The following construction sequence is provided for information and pricing purposes only. The tenderer shall review and confirm the suitability or submit alternative proposals and prices if required. Construction sequence and temporary stability remain the tenderers responsibility.				
		Foundation Excavations to the following structures, 3 Cabins (no removal off site)				
1	SB	3 Cabins	m2	167	225.22	37,702.37
2	SB	Provide termite control and management system with full complete barrier of protection of the building to underside of slabs, external perimeter including walls in contact with the ground, design joints, bond breaker, saw cuts, penetrations etc. as specified and in accordance with the approved manufacturers written instruction for the whole project	m2	167	8.70	1,456.38
		TOTAL FOR SUBSTRUCTURE				39,158.75





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		MODULAR BUILDINGS				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Supply of Modular Buildings				
1	MB	Supply of fully finished Modular Building to be utilised as Cabins	No	3	100,000.00	300,000.00
		TOTAL FOR Modular Buildings				300,000.00



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		MODULAR COMPLEXING				
		Notes				
		Note No.1				
		The following construction sequence is provided for information and pricing purposes only. The tenderer shall review and confirm the suitability or submit alternative proposals and prices if required. Construction sequence and temporary stability remain the tenderers responsibility.				
		Transport Units				
1		Cabins	Item	3	3,000.00	9,000.00
		Placing units				
		3 Cabins				
2		6 man crew	Hrs	60	90.00	5,400.00
3		Crane Operator	Hrs	12	90.00	1,080.00
4		100t crane	Hrs	12	400.00	4,800.00
		Unpacking and placing equipment				
5		2 man crew - 10 hr day/each	Hrs	20	180.00	3,600.00





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		TOTAL FOR MODULAR COMPLEXING				23,880.00



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		MISCELLANEOUS ITEMS				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Supply and Installation of Miscellaneous Structures and Services				
1	MISC	Supply and Installation of 20 x 10m pool, as per drawings.	Item	1	312,500.00	312,500.00
2	MISC	Paving around pool	m2	125	75.00	9,375.00
3	MISC	Pool fencing	m	90	300.00	27,000.00
4	MISC	Supply and Installation of Half-Court Tennis Courts, as per drawings. Rate to include finish as specified and construction of fence	No	2	61,250.00	122,500.00
5	MISC	Supply and Installation of Children's Playground, as per drawings.	Item	1	17,386.50	17,386.50
6	MISC	Supply and Installation of BBQ facilities, as per drawings.	No	4	9,750.00	39,000.00
7	MISC	Supply and Install 5x5m sail shade to BBQ	No	1	5,000.00	5,000.00
		TOTAL FOR Miscellaneous Structures and Services				532,761.50





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Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		BOUNDARY WALLS, FENCING AND GATES				
		Notes				
		Note No.1				
		The following construction sequence is provided for information and pricing purposes only. The tenderer shall review and confirm the suitability or submit alternative proposals and prices if required. Construction sequence and temporary stability remain the tenderers responsibility.				
		EXTERNAL WORKS				
		Fences				
1	XN	PVC coated chainlink fence in treated pine poles to boundary	m	859	90.75	77,954.25
		Gates				
		Electrically operated 6m wide Boom Gates				
2	XN	6m wide Boom gates as supplied by Or approved equal	No	0	2,772.00	0.00
3	XN	Double gate to boat parking	No	7	3,300.00	23,100.00
		TOTAL FOR BOUNDARY WALLS, FENCING AND GATES				101,054.25

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XNBoundary Walls, Fencing&Gates



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		Roads, Footpaths Paved Area				
		Notes				
		Note No.1				
		The following construction sequence is provided for information and pricing purposes only. The tenderer shall review and confirm the suitability or submit alternative proposals and prices if required. Construction sequence and temporary stability remain the tenderers responsibility.				
		EXTERNAL WORKS				
		GROUNDWORKS				
		EXTERIOR ELEMENTS				
		Roadworks including Carpark				
		Surface Preparation				
1	XR	Clear and level subgrade	m2	2850.00	2.85	8,122.50
2	XR	Subgrade compaction to asphalt area	m2	2850.00	2.52	7,182.00
3	XR	25mm asphalt	m2	2850.00	32.00	91,200.00
		Concrete Kerbs, Gutters, Etc.				
		Kerb including excavation, disposal of surplus excavated material, backfill, compaction, formwork, curing, contraction joints at 2.5 m intervals expansion joints at 5m intervals				
4	XR	Flush Kerb (FK) - to road and car park	m	1028.00	79.89	82,126.92
		Line marking				
		Apply nominally 70 mm wide line marking for car parking spaces nominated on drawings; Paint System: Dulux Roadmaster WB2, spray applied to manufacturers written recommendations; (Assume 177 car bays x 5.5m)				
5	XR	Line marking allowance	Item	1	2,000.00	2,000.00





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Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		Road signs				
		Road sign to AS 1742 comprising 5mm aluminium plate sign, 55 dia galvanised steel post and 600 x 600 x 600mm concrete foundation including excavation and all sundries				
6	XR	Signage allowance	Item	1	1,000.00	1,000.00
####						
		TOTAL FOR ROADS, FOOTPATHS AND PAVED AREAS				191,631.42



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		LANDSCAPING AND IMPROVEMENTS				
		PROVISIONAL SUMS				
		The following Provisional Sums shall be expended or deducted in whole or in part as directed by the Superintendent.				
		Allow to include the following Provisional Sum, together with any associated priced profit and attendance, in the Tender Sum:				
1	XL	Include the Provisional Sum for Landscaping and Improvements	Item	1	40,000.00	40,000.00
	XL	Add for profit				Included
	XL	Add for attendance				Included
2	XL	Include the Provisional Sum for Signage	Item	0	5,000.00	0.00
	XL	Add for profit				Included
	XL	Add for attendance				Included
		TOTAL FOR LANDSCAPING AND IMPROVEMENTS				40,000.00





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		EXTERNAL SERVICES				
		EXTERNAL SEWER DRAINAGE				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.3				
		Contractor to allow for any items not listed below which are required for the supply, installation, testing and operational maintenance of the sewer system together with all associated works, to provide a fully operational installation in accordance with the Specification and related drawings				
		Note No.4				
		The scope of the works includes for sewer drainage system including pipe runs, manholes, interceptor etc.				
		DRAINAGE				
		Pipework				
		In trench; uPVC pipe, fittings and jointing; laid to falls in trench including excavation, supporting sides of excavations, bedding, backfilling with sand and compacting and removal of surplus material				
		Sewer reticulation within the site				

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XD Sewer Drainage



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
1	XD	150mm dia PVC in 1200mm deep trench	m	0	165.00	0.00
2	XD	100mm dia PVC in 1200mm deep trench (provisional qty)	m	15	126.00	1,890.00
3	XD	Sewer manholes 900x900x1200mm deep	No	3	5,295.00	15,885.00
4	XD	Connection to Cabins	No	3	750.00	2,250.00
5	XD	Connection to main line	Item	0	6,000.00	0.00
TOTAL FOR EXTERNAL SEWER DRAINAGE						20,025.00





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		EXTERNAL SERVICES				
		EXTERNAL STORMWATER DRAINAGE				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		The scope of the works includes for overland flood stormwater drainage and therefore pipe runs, gullies, manholes etc. will not be required.				
		PROVISIONAL SUMS				
		The following Provisional Sums shall be expended or deducted in whole or in part as directed by the Superintendent.				
		Allow to include the following Provisional Sum, together with any associated priced profit and attendance, in the Tender Sum:				
1	XL	Include the Provisional Sum for discharge into existing stormwater	Item	1	20,000.00	20,000.00
	XL	Add for profit				
	XL	Add for attendance				Included
		TOTAL FOR EXTERNAL STORMWATER DRAINAGE				20,000.00

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XK Stormwater Drainage



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		INTERNAL SERVICES				
		AIR CONDITIONING				
		MECHANICAL INSTALLATIONS				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Note No.3				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.4				
		Contractor to allow for any items not listed below which are required for the supply, installation, testing and operational maintenance of the Services together with all associated works, to provide a fully operational installation in accordance with the Specification and related drawings				
		Note No.5				
		The scope of the works includes for everything inside each module to the riser connection point to be included in modular contractor cost with risers and connection to each module by onsite contractor. All testing and commissioning by on site contractor.				





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		Generally				
1	AC	Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation.	Item	1		
2	AC	Allow for work to be carried out in accordance with the appropriate By-Laws and Regulations: Water Corporation's By-Laws, Alinta Gas Association Installation Code AG601-1992, Building Code of Australia, the National Plumbing and Drainage Code AS3500, the regulations of the Local Authorities and to the satisfaction of the Project Manager	Item	1		
3	AC	Allow to obtain the following Certificates/ Notices as appropriate: W.C.W.A 'Certificate of Completion', Alinta Gas 'Notice of Compliance' and the Fire Brigades' Certificate of Occupancy	Item	1		
4	AC	Allow for testing and commissioning of all installations to modular units	Item	0	12,500.00	0.00
5	AC	Allow for colour coding, service, identification and cleaning of all installations	Item	1		
6	AC	Allow for uncoiling of copper pipework located in roof void of a modular units at Manager's House and 3 Cabins and connecting to AC unit mounted on the wall; connect and commission.	No.	4	347.49	1,389.96
		Builders work in connection with services				
7		All builders work shown on the Drawings and/or specified, either implicitly or explicitly, as required by the mechanical installation and not otherwise included	Item	1		Inc
TOTAL FOR AIR CONDITIONING						1,389.96



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		<u>EXTERNAL SERVICES</u>				
		EXTERNAL WATER SUPPLY				
		<u>Notes</u>				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Note No.3				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.4				
		Contractor to allow for any items not listed below which are required for the supply, installation, testing and operational maintenance of the Services together with all associated works, to provide a fully operational installation in accordance with the Specification and related drawings				
		Note No.5				
		The scope of the works includes for the hydraulic systems to be installed to external services. All testing and commissioning by on site contractor.				
		Generally				
1	XW	Allow for preparing and submitting all necessary 'as-built' drawings and diagrams and operating manuals for each installation	Item	1		

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XW Water Supply





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
2	XW	Allow for co-ordinating with all relevant government and local authority having authority or responsibility over the works	Item	1		
3	XW	Allow for service and maintenance during warranty and defects liability periods	Item	1		
4	XW	Allow for testing and commissioning all installations and providing copies of all test certificates	Item	1		
		HYDRAULICS				
		Pipework				
		Generally				
5	XW	laid in ground; (inclusive of all necessary excavation and backfilling)	m	1		
6	XW	embedded in concrete, floor screeds and similar items	Item	1		
7	XW	fittings; including all bends, junctions, inspection bends, inspection junctions, expansion joints, reducers and similar fittings	Item	1		
8	XW	specially designed brackets, or hangers	Item	1		
9	XW	connections up to 1m long, traps, cocks and similar items	Item	1		
10	XW	special connections between piping of different materials	Item	1		
11	XW	special connections between piping and fixtures, appliances or equipment	Item	1		
12	XW	special joints including isolated joints differing from those in the description of the piping	Item	1		
		Installation of Meters				
		Generally				
13	XW	80mm dia PVC in 1200mm deep trench	m	0	192.00	0.00
14	XW	50mm dia PVC in 1200mm deep trench (provisional qty)	m	100	111.00	11,100.00
15	XW	Connection to Cabins	No	3	750.00	2,250.00

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XW Water Supply

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Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
16	XW	Connection to main line	Item	0	3,750.00	0.00
TOTAL FOR EXTERNAL WATER SUPPLY						13,350.00





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		EXTERNAL SERVICES				
		EXTERNAL FIRE SERVICES				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Note No.5				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.3				
		Contractor to allow for the supply, installation, testing and operational maintenance of the Services together with all associated works, to cover the whole as per Specification and related drawings				
		Note No.4				
		The scope of the works includes for the hydraulic systems to be installed to external services. All testing and commissioning by on site contractor.				
		Generally				
1	XF	Allow for preparing and submitting all necessary 'as-built' drawings and diagrams and operating manuals for each installation	Item	1		



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
2	XF	Allow for providing servicing and maintenance manuals	Item	1		
3	XF	Allow for all general attendance in connection with the fire protection installation	Item	1		
4	XF	Allow for co-ordinating with all relevant government and local authority having authority or responsibility over the works	Item	1		
5	XF	Allow for service and maintenance during warranty and defects liability periods	Item	1		
6	XF	Allow for testing and commissioning all installations and providing copies of all test certificates	Item	1		
		HYDRAULICS				
		Pipework; new fire mains and all accessories and associated equipment; all as per Australian Standards and as detailed				
		Generally				
7	XF	laid in ground (including all necessary excavation and backfilling)	m	1		
		Connection to mains				
		Generally				
8	XF	Locate and connect new fire service fire tank fill line to existing fire service supply line as specification and drawings	Item	1		
		Installation of Meters				
		Generally				
9	XF	Installation of meters as specification and drawings	Item	1		
		Cocks, Valves, Etc.				
		Generally				
10	XF	valves	Item	1		
11	XF	similar items to above	Item	1		

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XF Fire Protection





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		Pits/ trenches				
		Generally				
12	XF	Hose reel- 19mm dia 36m long	No	2	1,275.00	2,550.00
13	XF	Hydrant points	No	2	1,635.00	3,270.00
		Fire Pump and Water storage Tanks				
		Tanks				
14	XF	Supply and install new fire tanks (2 No) and all accessories and associated equipment; all as per Australian Standards and as detailed	No	1		
15	XF	Supply and install pump package including pumpsets and all accessories and associated equipment; all as per Australian Standards and as detailed	Item	1		
16	XF	Supply and install new Fire Brigade Booster complete with lockable cabinet and all accessories and associated equipment; all as per Australian Standards and as detailed	Item	1		
TOTAL FOR EXTERNAL FIRE PROTECTION						5,820.00

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XF Fire Protection



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		EXTERNAL SERVICES				
		EXTERNAL ELECTRIC LIGHT AND POWER				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Note No.3				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.4				
		Contractor to allow for the supply, installation, testing and operational maintenance of the Services together with all associated works, to cover the whole as per Specification and related drawings				
		Note No.5				
		The scope of the works includes for the light and power to be installed to external areas. All testing and commissioning by on site contractor.				
		Generally				
1	XE	Allow for preparing and submitting all necessary 'as-built' drawings and diagrams and operating manuals for each installation	Item	1		

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XE Electric Light and Power





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
2	XE	Allow for providing servicing and maintenance manuals	Item	1		
3	XE	Allow for service and maintenance during warranty and defects liability periods	Item	1		
4	XE	Allow for testing and commissioning all installations and providing copies of all test certificates	Item	1		
		ELECTRICAL INSTALLATIONS				
		Mains Connection				
		Generally				
5	XE	underground	Item	1	0.00	0.00
		Generators, Major Equipment				
		Generally				
6	XE	generators; 185kVA backup generator	Item	1	0.00	0.00
7	XE	motors	Item	1		
8	XE	transformers	Item	1		
9	XE	similar items	Item	1		
		Switchgear				
		Generally				
10	XE	switchgear including fixing, supports, connection to mains, metering and all spare capacity required	Item	1		
		Conduits				
		Generally				
11	XE	fixed to building faces	Item	1		
12	XE	special boxes	Item	1		
13	XE	laid in trench	Item	1		

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XE Electric Light and Power

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Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
14	XE	fittings Identification Generally	Item	1		
15	XE	marking conduits, cables, equipment, switches and similar items with colour bands, tags, plates, badges and the like	Item	1		
16	XE	cable route markers Pits/ trenching Generally	Item	1		
17	XE	pits - allowed 435x435x530mm deep concrete pit for each building	No	3	1,530.00	4,590.00
18	XE	trenches	m	0		
19	XE	Builders work in connection with services	item	1		
20	XE	Allow for all builder's work in connection including but not limited to:	Item	1		
21	XE	2 hour fire rated enclosure to substation	Item	1		
	XE	Caravan Sites				
22	XE	Dual power head for caravan sites	No	2	1,212.00	2,424.00
23	XE	4way power head for caravan sites	No	1	1,809.00	1,809.00
		Buildings				
24	XE	Connection to Cabins	No	3	1,875.00	5,625.00
25	XE	Main switchboard allowance - medium buildings	No	3	4,500.00	13,500.00
		PROVISIONAL SUMS				
		The following Provisional Sums shall be expended or deducted in whole or in part as directed by the Superintendent.				





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
26	XE	Include the Provisional Sum for Power/ Telstra reticulation	Item	1	50,000.00	50,000.00
27	XE	Add for profit	Item			
28	XE	Add for attendance	Item			Included
TOTAL FOR EXTERNAL ELECTRIC LIGHT AND POWER						77,948.00

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XE Electric Light and Power



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		EXTERNAL SERVICES				
		EXTERNAL COMMUNICATIONS				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Note No.3				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.4				
		Contractor to allow for the supply, installation, testing and operational maintenance of the Services together with all associated works, to cover the whole as per Specification and related drawings				
		Note No.5				
		The scope of the works includes for the external communications to be installed to external areas. All testing and commissioning by on site contractor.				
		Generally				
1	XC	Allow for preparing and submitting all necessary 'as-built' drawings and diagrams and operating manuals for each installation	Item	1		





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
2	XC	Allow for providing servicing and maintenance manuals	Item	1		
3	XC	Allow to protect the entire installation during construction including removing protection materials upon completion and making good as required	Item	1		
4	XC	Allow for service and maintenance during warranty and defects liability periods	Item	1		
5	XC	Allow for testing and commissioning all installations and providing copies of all test certificates	Item	1		
		ELECTRICAL INSTALLATIONS				
		Mains Connection				
		Generally				
6	XC	underground	Item	1		
		Cable Carriers				
		Conduits				
		Generally				
7	XC	fixed to building faces	Item	1		
8	XC	special boxes	Item	1		
9	XC	laid in trench	Item	1		
10	XC	fittings	Item	1		
		Identification				
		Generally				
11	XC	marking conduits, cables, equipment, switches and similar items with colour bands, tags, plates, badges and the like	Item	1		
		Pits/ trenches				
		Generally				

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XC Communications

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Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
12	XC	pits	No	0		
13	XC	trenches (included in external power and light)	m	0		
		Work Covered By Other Sections in Connection With Electrical Installations				
		Generally				
14	XC	Work Covered By Other Sections in Connection With Electrical Installations	Item	1	5,000.00	5,000.00
TOTAL FOR EXTERNAL COMMUNICATIONS						5,000.00






14.4X4.2 Transportable building (60.48m2)

Footing cost

Precast Concrete footings	8 No.	587.25	4698
Fixing details	8 No.	180.9	1447.2
Concrete slab to verandah	3 m3	1500	4752
			10897.2
			180.1786 m2

 mcgarry associates Quantity Surveyors & Construction Cost Consultants				
ROEBUCK BAY CARAVAN PARK				
PRELIMINARY ESTIMATE - STAGE 1				
MGA14001	Indicative cost (Initialisation Stage) Adjusted Indicative cost (Concept Design) Preliminary Estimate (Schematic Design) <input checked="" type="checkbox"/> Limit of Cost Estimate (Design Development) Tender Estimate (Tender Documentation)	Tick one box <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Cost Plan Date 26-Feb-14	
PROJECT	ROEBUCK BAY CARAVAN PARK			
Location	PRELIMINARY ESTIMATE - STAGE 1			
BUILDING COST PLANS				
	Building	GFA (M2)	GFA Rate	Elemental Cost
1	3x2 Managers House	134		
3	Reception/Laundry Building	307		
4	Recreation Block	65		
5	6 Cabins	335		
6	Backpackers 6 birth Building	92		
Total GFA & Total Building Cost (Ex Site Works/ Services)		933		
Code	AIQS Element	GFA Rate	Elemental Cost	
CE	Centralized Energy System	\$0	\$0	
AR	Alterations and Renovations	\$0	\$0	
XP	Site Preparation	\$263	\$245,220	
XR	Roads, Footpaths and Paved Areas	\$731	\$682,456	
XN	Boundary Walls, Fencing and Gates	\$76	\$71,354	
XB	Outbuildings and Covered Ways	\$85	\$79,320	
MM	Miscellaneous Works	\$27	\$25,000	
XL	Landscaping and Improvements	\$161	\$150,000	
Site Works Subtotal (CE to XL)		\$1,343	\$1,253,350	
SB	Substructure	\$232	\$216,897	
MB	Modular Buildings	\$1,702	\$1,588,437	
MU	Modular Complexing	\$96	\$89,810	
AC	Air-conditioning	\$3	\$2,432	
Building Works Subtotal (CE to XL)		\$2,033	\$1,897,577	
XK	Stormwater Drainage	\$54	\$50,000	
XD	Sewer Drainage	\$105	\$98,250	
XW	Water Supply	\$139	\$129,450	
XG	Gas	\$0	\$0	
XF	Fire Protection	\$9	\$8,730	
XE	Electric Light and Power	\$244	\$227,724	
XC	Communications	\$16	\$15,000	
XS	Special Services	\$0	\$0	
External Services Subtotal (XK to XS)		\$567	\$529,154	
TOTAL DIRECT CONSTRUCTION COST			\$3,680,081	
F&A	Flights and Accommodation	\$0	\$0	
PR	Proportion of Preliminaries	10%	\$368,008	
PP	Proportion of Profit	5%	\$184,004	
FF	Professional Fees	3%	\$110,402	
YY	Contingency	7.5%	\$276,006	
GRAND TOTAL PROJECT COST		\$4,949	\$4,618,502	





mcgarry associates

Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		<u>SITE PREPARATION</u>				
		<u>Notes</u>				
		Note No.1				
		The following construction sequence is provided for information and pricing purposes only. The tenderer shall review and confirm the suitability or submit alternative proposals and prices if required. Construction sequence and temporary stability remain the tenderers responsibility.				
		EXTERNAL WORKS				
		GENERALLY				
		Generally				
1	XP	Allow for inspection of the site and ascertaining the nature of the ground as specified	Item	1		0.00
2	XP	Allow for Foundation Certification as specified and in accordance with structural drawings	Item	1		0.00
3	XP	Allow for monitoring of vibration and noise emissions provisions to the site for the currency of the contract	Item	1		0.00
4	XP	Allow for dust and wind borne material control provisions to the site for the currency of the contract	Item	1		0.00
5	XP	Allow for complying with all Acts, By-laws, Regulations, and paying all bonds, fees and costs relating to this section of the works	Item	1		0.00
6	XP	Allow for testing as specified	Item	1		0.00
7	XP	Allow for keeping excavation free from water and provide adequate means of disposing of such water as specified	Item	1		0.00
8	XP	Establish the position of all existing services before commencing any excavations and arrange for disconnection and/ or maintaining all services as required and specified	Item	1		0.00



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
9	XP	Establish and verify the position of all existing site boundaries, existing survey points, land survey pegs or marks before commencing any earthworks operations and maintain markers	Item	1		0.00
		SITE PREPARATION				
		GROUNDWORKS				
		Demolition				
10		Demolish and remove existing shed	Item	1	2,000.00	2,000.00
11		Demolish and remove office/managers residence	Item	1	20,000.00	20,000.00
12		Relocate long stay van sites allowance	Item	1	25,000.00	25,000.00
		Excavation				
		Surface Excavation to Reduce Levels and disposal of surplus (Stock piled; spread and levelled)				
13	XR	Clear site and remove debris	Ha	2	1,350.00	2,025.68
14	XR	Excavate to remove vegetable soil average 200mm deep and remove from site - building and cabin areas	m3	933	3.30	3,079.56
		Preparation of Hardstanding Areas				
15	XR	Supply and install Wintergreen grass to Caravan sites	m2	15005	12.87	193,114.35
		TOTAL FOR SITE PREPARATION				245,219.59





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		SUBSTRUCTURE				
		SUBSTRUCTURE				
		Notes				
		Note No.1				
		The following construction sequence is provided for information and pricing purposes only. The tenderer shall review and confirm the suitability or submit alternative proposals and prices if required. Construction sequence and temporary stability remain the tenderers responsibility.				
		Foundation Excavations to the following structures, Managers House, Yard Shed, Reception/Shop, Recreation, Cabins, Backpackers Building (no removal off site)				
1	SB	Managers House	m2	134	225.22	30,116.85
2	SB	Recreation Block	m2	65	225.22	14,639.51
3	SB	Reception/shop	m2	307	225.22	69,206.59
4	SB	6 Cabins	m2	335	225.22	75,404.73
5	SB	Backpackers 6 berth Building	m2	92	225.22	20,810.63
6	SB	Provide termite control and management system with full complete barrier of protection of the building to underside of slabs, external perimeter including walls in contact with the ground, design joints, bond breaker, saw cuts, penetrations etc. as specified and in accordance with the approved manufacturers written instruction for the whole project	m2	933	7.20	6,719.04
		TOTAL FOR SUBSTRUCTURE				216,897.34



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		MODULAR BUILDINGS				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Supply of Modular Buildings				
1	MB	Supply and Installation of 3x2 fully finished and furnished Modular Construction House to be utilised as Manager's House	Item	1	265,000.00	265,000.00
2	MB	Supply of fully finished Modular Building to be utilised as Recreation Block	Item	1	54,843.75	54,843.75
3	MB	Supply of fully finished Modular Building to be utilised as Reception/Laundry	Item	1	259,267.50	259,267.50
4	MB	Supply of fully finished Modular Building to be utilised as Cabins	No	6	100,000.00	600,000.00
5	MB	Supply of fully finished Modular Building to be utilised as Backpackers Building	No	1	77,962.50	77,962.50
		Refurbishment to Ablution Block 3				
6		Demolish existing partitioning	Item	1	2,000.00	2,000.00
7		Re-screed floor and tile	m2	210	20.00	4,203.37
8		Tile walls to 1.8m	m2	40	105.00	4,200.00
9		Install modular partitioning	m2	44	310.00	13,640.00
10		Re-chase plumbing	Item	1	10,000.00	10,000.00
11		Replace fixtures ie. pans, basins (in long bench vanity with mirrors), hardware	No	24	2,000.00	48,000.00
12		Showers	No	12	750.00	9,000.00

Lancelin Caravan Park

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MB Modular Buildings





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
13		Remove roof	m2	210	20.00	4,203.37
14		Install new pitched roof to raise ceiling height	m2	210	200.00	42,033.65
15		Install 3 phase extractors with common ducting	No	1	1,500.00	1,500.00
16		Render internally above 1.8m tiles and render entire external	m2	120	40.00	4,800.00
17		Painting	m2	120	20.00	2,400.00
18		Allowance for electrical works	Item	1	3,000.00	3,000.00
Refurbishment to Ablution Block 4						
19		Demolish existing partitioning	Item	1	2,000.00	2,000.00
20		Re-screed floor and tile	m2	287	20.00	5,736.91
21		Tile walls to 1.8m	m2	40	105.00	4,200.00
22		Install modular partitioning	m2	44	310.00	13,640.00
23		Re-chase plumbing	Item	1	10,000.00	10,000.00
24		Replace fixtures ie. pans, basins (in long bench vanity with mirrors), hardware	No	30	2,000.00	60,000.00
25		Showers	No	16	750.00	12,000.00
26		Remove roof	m2	287	20.00	5,736.91
27		Install new pitched roof to raise ceiling height	m2	287	200.00	57,369.12
28		Install 3 phase extractors with common ducting	No	1	1,500.00	1,500.00
29		Render internally above 1.8m tiles and render entire external	m2	120	40.00	4,800.00
30		Painting	m2	120	20.00	2,400.00
31		Allowance for electrical works	Item	1	3,000.00	3,000.00

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MB Modular Buildings



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		TOTAL FOR Modular Buildings				1,588,437.07



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MB Modular Buildings





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		MODULAR COMPLEXING				
		Notes				
		Note No.1				
		The following construction sequence is provided for information and pricing purposes only. The tenderer shall review and confirm the suitability or submit alternative proposals and prices if required. Construction sequence and temporary stability remain the tenderers responsibility.				
		Transport Units				
1		Managers House Building - 23.0x11.73m	Item	1	5,000.00	5,000.00
2		Recreation Block - 10.0x6.5	Item	1	3,000.00	3,000.00
3		Reception/Laundry Building	Item	1	3,000.00	3,000.00
4		Cabin buildings	Item	6	3,000.00	18,000.00
5		Backpackers 6 birth building	Item	1	3,000.00	3,000.00
		Placing units				
		Managers House - 23.0x11.73m				
6		6 man crew	Hrs	30	90.00	2,700.00
7		Crane Operator	Hrs	5	100.00	500.00
8		100t crane	Hrs	5	400.00	2,000.00
		Recreation Block - 10.0x6.5				
9		6 man crew	Hrs	20	90.00	1,800.00
10		Crane Operator	Hrs	4	100.00	400.00
11		100t crane	Hrs	4	400.00	1,600.00
		6 Cabins				
12		6 man crew	Hrs	120	90.00	10,800.00
13		Crane Operator	Hrs	24	90.00	2,160.00
14		100t crane	Hrs	24	400.00	9,600.00
		Reception/Laundry Building				
15		6 man crew	Hrs	60	90.00	5,400.00
16		Crane Operator	Hrs	10	90.00	900.00
17		100t crane	Hrs	10	400.00	4,000.00

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MU Modular Complexing

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Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
18		Backpackers Building				
		6 man crew	Hrs	30	90.00	2,700.00
19		Crane Operator	Hrs	5	90.00	450.00
20		100t crane	Hrs	5	400.00	2,000.00
		Unpacking and placing equipment				
21		2 man crew - 10 hr day/each	Hrs	60	180.00	10,800.00
		TOTAL FOR MODULAR COMPLEXING				89,810.00





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
1	XP	<u>OUTBUILDINGS AND COVERED WAYS</u>				
		<u>Notes</u>				
		Note No.1				
		The following construction sequence is provided for information and pricing purposes only. The tenderer shall review and confirm the suitability or submit alternative proposals and prices if required. Construction sequence and temporary stability remain the tenderers responsibility.				
		EXTERNAL WORKS				
		Supply and Install 12x8m colourbond shed	Item	1	79,320.00	79,320.00
TOTAL FOR OUTBUILDINGS AND COVERED WAYS						79,320.00



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		MISCELLANEOUS ITEMS				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Supply and Installation of Miscellaneous Structures and Services				
1	MISC	Supply and Installation of entry statement.	No	1	25,000.00	25,000.00
		TOTAL FOR Miscellaneous Structures and Services				25,000.00





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Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		BOUNDARY WALLS, FENCING AND GATES				
		Notes				
		Note No.1				
		The following construction sequence is provided for information and pricing purposes only. The tenderer shall review and confirm the suitability or submit alternative proposals and prices if required. Construction sequence and temporary stability remain the tenderers responsibility.				
		EXTERNAL WORKS				
		Fences				
1	XN	PVC coated chainlink fence in treated pine poles to boundary	m	683	90.75	61,982.25
		Gates				
		Electrically operated 6m wide Boom Gates				
2	XN	6m wide Boom gates as supplied by Or approved equal	No	1	2,772.00	2,772.00
3	XN	Double gate	No	2	3,300.00	6,600.00
		TOTAL FOR BOUNDARY WALLS, FENCING AND GATES				71,354.25



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		Roads, Footpaths Paved Area				
		Notes				
		Note No.1				
		The following construction sequence is provided for information and pricing purposes only. The tenderer shall review and confirm the suitability or submit alternative proposals and prices if required. Construction sequence and temporary stability remain the tenderers responsibility.				
		EXTERNAL WORKS				
		GROUNDWORKS				
		EXTERIOR ELEMENTS				
		Roadworks including Incoming/outgoing parking and car parking bays.				
		Surface Preparation				
1	XR	Clear and level subgrade	m2	10473.00	2.85	29,848.05
2	XR	Subgrade compaction to asphalt area	m2	10473.00	2.52	26,391.96
3	XR	25mm asphalt	m2	10473.00	32.00	335,136.00
		Concrete Kerbs, Gutters, Etc.				
		Kerb including excavation, disposal of surplus excavated material, backfill, compaction, formwork, curing, contraction joints at 2.5 m intervals expansion joints at 5m intervals				
4	XR	Flush Kerb (FK) - to road and car park	m	3498.00	79.89	279,455.22
		Line marking				
		Apply nominally 70 mm wide line marking for car parking spaces nominated on drawings; Paint System: Dulux Roadmaster WB2, spray applied to manufacturers written recommendations; (Assume 177 car bays x 5.5m)				





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Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
5	XR	Line marking allowance	Item	1	4,000.00	4,000.00
		Road signs				
		Road sign to AS 1742 comprising 5mm aluminium plate sign, 55 dia galvanised steel post and 600 x 600 x 600mm concrete foundation including excavation and all sundries				
6	XR	Signage allowance	Item	1	5,000.00	5,000.00
		Wheel stops				
		Concrete wheel stop complete including fixing to pavement with 2 x 20 diameter spikes 500mm long, driven into ground				
7	XR	2000mm long to parking	No	7	375.00	2,625.00
TOTAL FOR ROADS, FOOTPATHS AND PAVED AREAS						682,456.23

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XR Roads, Footpaths&Paved Area



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		LANDSCAPING AND IMPROVEMENTS				
		PROVISIONAL SUMS				
		The following Provisional Sums shall be expended or deducted in whole or in part as directed by the Superintendent.				
		Allow to include the following Provisional Sum, together with any associated priced profit and attendance, in the Tender Sum:				
1	XL	Include the Provisional Sum for Landscaping and Improvements	Item	1	150,000.00	150,000.00
	XL	Add for profit				Included
	XL	Add for attendance				Included
2	XL	Include the Provisional Sum for Signage	Item	0	5,000.00	0.00
	XL	Add for profit				Included
	XL	Add for attendance				Included
		TOTAL FOR LANDSCAPING AND IMPROVEMENTS				150,000.00





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		EXTERNAL SERVICES				
		EXTERNAL SEWER DRAINAGE				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.3				
		Contractor to allow for any items not listed below which are required for the supply, installation, testing and operational maintenance of the sewer system together with all associated works, to provide a fully operational installation in accordance with the Specification and related drawings				
		Note No.4				
		The scope of the works includes for sewer drainage system including pipe runs, manholes, interceptor etc.				
		DRAINAGE				
		Pipework				
		In trench; uPVC pipe, fittings and jointing; laid to falls in trench including excavation, supporting sides of excavations, bedding, backfilling with sand and compacting and removal of surplus material				
1	XD	Upgrade sludge and water point	No	45	280.00	12,600.00
		Sewer reticulation within the site				

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XD Sewer Drainage



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
2	XD	150mm dia PVC in 1200mm deep trench (PS qty)	m	50	165.00	8,250.00
3	XD	100mm dia PVC in 1200mm deep trench (PS qty)	m	75	126.00	9,450.00
4	XD	Sewer manholes 900x900x1200mm deep	No	10	5,295.00	52,950.00
5	XD	Connection to Cabins	No	6	750.00	4,500.00
6	XD	Connection to buildings	No	4	1,125.00	4,500.00
7	XD	Connection to main line	Item	1	6,000.00	6,000.00
TOTAL FOR EXTERNAL SEWER DRAINAGE						98,250.00



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XD Sewer Drainage





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		EXTERNAL SERVICES				
		EXTERNAL STORMWATER DRAINAGE				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		The scope of the works includes for overland flood stormwater drainage and therefore pipe runs, gullies, manholes etc. will not be required.				
		PROVISIONAL SUMS				
		The following Provisional Sums shall be expended or deducted in whole or in part as directed by the Superintendent.				
		Allow to include the following Provisional Sum, together with any associated priced profit and attendance, in the Tender Sum:				
1	XL	Include the Provisional Sum for discharge into existing open culvert	Item	1	50,000.00	50,000.00
	XL	Add for profit				
	XL	Add for attendance				Included
		TOTAL FOR EXTERNAL STORMWATER DRAINAGE				50,000.00

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XK Stormwater Drainage



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		INTERNAL SERVICES				
		AIR CONDITIONING				
		MECHANICAL INSTALLATIONS				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Note No.3				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.4				
		Contractor to allow for any items not listed below which are required for the supply, installation, testing and operational maintenance of the Services together with all associated works, to provide a fully operational installation in accordance with the Specification and related drawings				
		Note No.5				
		The scope of the works includes for everything inside each module to the riser connection point to be included in modular contractor cost with risers and connection to each module by onsite contractor. All testing and commissioning by on site contractor.				





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		Generally				
1	AC	Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation.	Item	1		
2	AC	Allow for work to be carried out in accordance with the appropriate By-Laws and Regulations: Water Corporation's By-Laws, Alinta Gas Association Installation Code AG601-1992, Building Code of Australia, the National Plumbing and Drainage Code AS3500, the regulations of the Local Authorities and to the satisfaction of the Project Manager	Item	1		
3	AC	Allow to obtain the following Certificates/ Notices as appropriate: W.C.W.A 'Certificate of Completion', Alinta Gas 'Notice of Compliance' and the Fire Brigades' Certificate of Occupancy	Item	1		
4	AC	Allow for testing and commissioning of all installations to modular units	Item	0	12,500.00	0.00
5	AC	Allow for colour coding, service, identification and cleaning of all installations	Item	1		
6	AC	Allow for uncoiling of copper pipework located in roof void of a modular units at Manager's House and 6 No Chalets and connecting to AC unit mounted on the wall; connect and commission.	No.	7	347.49	2,432.43
		Builders work in connection with services				
7		All builders work shown on the Drawings and/or specified, either implicitly or explicitly, as required by the mechanical installation and not otherwise included	Item	1		Inc
TOTAL FOR AIR CONDITIONING						2,432.43

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Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		<u>EXTERNAL SERVICES</u>				
		EXTERNAL WATER SUPPLY				
		<u>Notes</u>				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Note No.3				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.4				
		Contractor to allow for any items not listed below which are required for the supply, installation, testing and operational maintenance of the Services together with all associated works, to provide a fully operational installation in accordance with the Specification and related drawings				
		Note No.5				
		The scope of the works includes for the hydraulic systems to be installed to external services. All testing and commissioning by on site contractor.				
		Generally				
1	XW	Allow for preparing and submitting all necessary 'as-built' drawings and diagrams and operating manuals for each installation	Item	1		

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XW Water Supply





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
2	XW	Allow for co-ordinating with all relevant government and local authority having authority or responsibility over the works	Item	1		
3	XW	Allow for service and maintenance during warranty and defects liability periods	Item	1		
4	XW	Allow for testing and commissioning all installations and providing copies of all test certificates	Item	1		
		HYDRAULICS				
		Pipework				
		Generally				
5	XW	laid in ground; (inclusive of all necessary excavation and backfilling)	m	1		
6	XW	embedded in concrete, floor screeds and similar items	Item	1		
7	XW	fittings; including all bends, junctions, inspection bends, inspection junctions, expansion joints, reducers and similar fittings	Item	1		
8	XW	specially designed brackets, or hangers	Item	1		
9	XW	connections up to 1m long, traps, cocks and similar items	Item	1		
10	XW	special connections between piping of different materials	Item	1		
11	XW	special connections between piping and fixtures, appliances or equipment	Item	1		
12	XW	special joints including isolated joints differing from those in the description of the piping	Item	1		
		Installation of Meters				
		Generally				
13	XW	80mm dia PVC in 1200mm deep trench (provisional qty)	m	500	192.00	96,000.00
14	XW	50mm dia PVC in 1200mm deep trench (provisional qty)	m	200	111.00	22,200.00

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XW Water Supply

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Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
15	XW	Connection to buildings	No	10	750.00	7,500.00
16	XW	Connection to main line	Item	1	3,750.00	3,750.00
TOTAL FOR EXTERNAL WATER SUPPLY						129,450.00





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Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		EXTERNAL SERVICES				
		EXTERNAL FIRE SERVICES				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Note No.5				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.3				
		Contractor to allow for the supply, installation, testing and operational maintenance of the Services together with all associated works, to cover the whole as per Specification and related drawings				
		Note No.4				
		The scope of the works includes for the hydraulic systems to be installed to external services. All testing and commissioning by on site contractor.				
		Generally				
1	XF	Allow for preparing and submitting all necessary 'as-built' drawings and diagrams and operating manuals for each installation	Item	1		

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XF Fire Protection



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
2	XF	Allow for providing servicing and maintenance manuals	Item	1		
3	XF	Allow for all general attendance in connection with the fire protection installation	Item	1		
4	XF	Allow for co-ordinating with all relevant government and local authority having authority or responsibility over the works	Item	1		
5	XF	Allow for service and maintenance during warranty and defects liability periods	Item	1		
6	XF	Allow for testing and commissioning all installations and providing copies of all test certificates	Item	1		
		HYDRAULICS				
		Pipework; new fire mains and all accessories and associated equipment; all as per Australian Standards and as detailed				
		Generally				
7	XF	laid in ground (including all necessary excavation and backfilling)	m	1		
		Connection to mains				
		Generally				
8	XF	Locate and connect new fire service fire tank fill line to existing fire service supply line as specification and drawings	Item	1		
		Installation of Meters				
		Generally				
9	XF	Installation of meters as specification and drawings	Item	1		
		Cocks, Valves, Etc.				
		Generally				
10	XF	valves	Item	1		
11	XF	similar items to above	Item	1		

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XF Fire Protection





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		Pits/ trenches				
		Generally				
12	XF	Hose reel- 19mm dia 36m long	No	3	1,275.00	3,825.00
13	XF	Hydrant points	No	3	1,635.00	4,905.00
		Fire Pump and Water storage Tanks				
		Tanks				
14	XF	Supply and install new fire tanks (2 No) and all accessories and associated equipment; all as per Australian Standards and as detailed	No	1		
15	XF	Supply and install pump package including pumpsets and all accessories and associated equipment; all as per Australian Standards and as detailed	Item	1		
16	XF	Supply and install new Fire Brigade Booster complete with lockable cabinet and all accessories and associated equipment; all as per Australian Standards and as detailed	Item	1		
TOTAL FOR EXTERNAL FIRE PROTECTION						8,730.00

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XF Fire Protection



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		EXTERNAL SERVICES				
		EXTERNAL ELECTRIC LIGHT AND POWER				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Note No.3				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.4				
		Contractor to allow for the supply, installation, testing and operational maintenance of the Services together with all associated works, to cover the whole as per Specification and related drawings				
		Note No.5				
		The scope of the works includes for the light and power to be installed to external areas. All testing and commissioning by on site contractor.				
		Generally				
1	XE	Allow for preparing and submitting all necessary 'as-built' drawings and diagrams and operating manuals for each installation	Item	1		

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XE Electric Light and Power





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
2	XE	Allow for providing servicing and maintenance manuals	Item	1		
3	XE	Allow for service and maintenance during warranty and defects liability periods	Item	1		
4	XE	Allow for testing and commissioning all installations and providing copies of all test certificates	Item	1		
		ELECTRICAL INSTALLATIONS				
		Mains Connection				
		Generally				
5	XE	underground	Item	1	0.00	0.00
		Generators, Major Equipment				
		Generally				
6	XE	generators; 185kVA backup generator	Item	1	0.00	0.00
7	XE	motors	Item	1		
8	XE	transformers	Item	1		
9	XE	similar items	Item	1		
		Switchgear				
		Generally				
10	XE	switchgear including fixing, supports, connection to mains, metering and all spare capacity required	Item	1		
		Conduits				
		Generally				
11	XE	fixed to building faces	Item	1		
12	XE	special boxes	Item	1		
13	XE	laid in trench	Item	1		

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XE Electric Light and Power

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Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
14	XE	fittings Identification Generally	Item	1		
15	XE	marking conduits, cables, equipment, switches and similar items with colour bands, tags, plates, badges and the like	Item	1		
16	XE	cable route markers Pits/ trenching Generally	Item	1		
17	XE	pits - allowed 435x435x530mm deep concrete pit for each building	No	10	1,530.00	15,300.00
18	XE	trenches	m	0		
19	XE	Builders work in connection with services	item	1		
20	XE	Allow for all builder's work in connection including but not limited to:	Item	1		
21	XE	2 hour fire rated enclosure to substation	Item	1		
		Caravan Sites				
22	XE	Dual power head for caravan sites	No	2	1,212.00	2,424.00
23	XE	4way power head for caravan sites	No	0	1,809.00	0.00
		Buildings				
24	XE	Connection to Managers House	No	1	1,875.00	1,875.00
25	XE	Connection to Ablution block	No	0	1,875.00	0.00
26	XE	Connection to Recreation building	No	1	1,875.00	1,875.00
27	XE	Connection to Cabins	No	6	1,875.00	11,250.00
28	XE	Main switchboard allowance - medium buildings	No	10	4,500.00	45,000.00

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XE Electric Light and Power





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		PROVISIONAL SUMS				
		The following Provisional Sums shall be expended or deducted in whole or in part as directed by the Superintendent.				
29	XE	Include the Provisional Sum for Power/ Telstra reticulation	Item	1	150,000.00	150,000.00
30	XE	Add for profit	Item			
31	XE	Add for attendance	Item			Included
		TOTAL FOR EXTERNAL ELECTRIC LIGHT AND POWER				227,724.00



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
		EXTERNAL SERVICES				
		EXTERNAL COMMUNICATIONS				
		Notes				
		Note No.1				
		This trade has NOT been measured in accordance with the Australian Standard Method of Measurement of Building Works. The Contractor shall price the following items with careful attention to the Drawings and Specification to appreciate the exact nature and extent of the Works.				
		Note No.2				
		Contractor to allow for full compliance with the Quality Management requirements of the Specification				
		Note No.3				
		Contractor to allow for the provision of 'as built' drawings, operating and maintenance manuals and all other required documentation. Price to be broken down as following items.				
		Note No.4				
		Contractor to allow for the supply, installation, testing and operational maintenance of the Services together with all associated works, to cover the whole as per Specification and related drawings				
		Note No.5				
		The scope of the works includes for the external communications to be installed to external areas. All testing and commissioning by on site contractor.				
		Generally				
1	XC	Allow for preparing and submitting all necessary 'as-built' drawings and diagrams and operating manuals for each installation	Item	1		

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XC Communications





Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
2	XC	Allow for providing servicing and maintenance manuals	Item	1		
3	XC	Allow to protect the entire installation during construction including removing protection materials upon completion and making good as required	Item	1		
4	XC	Allow for service and maintenance during warranty and defects liability periods	Item	1		
5	XC	Allow for testing and commissioning all installations and providing copies of all test certificates	Item	1		
		ELECTRICAL INSTALLATIONS				
		Mains Connection				
		Generally				
6	XC	underground	Item	1		
		Cable Carriers				
		Conduits				
		Generally				
7	XC	fixed to building faces	Item	1		
8	XC	special boxes	Item	1		
9	XC	laid in trench	Item	1		
10	XC	fittings	Item	1		
		Identification				
		Generally				
11	XC	marking conduits, cables, equipment, switches and similar items with colour bands, tags, plates, badges and the like	Item	1		
		Pits/ trenches				
		Generally				

Lancelin Caravan Park

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XC Communications

Roebuck Bay Caravan Park Master Plan – Brighthouse 2014



Item	Code	Description	Unit	Qty	Rate (\$AUD)	Price (\$AUD)
12	XC	pits	No	0		
13	XC	trenches (included in external power and light)	m	0		
		Work Covered By Other Sections in Connection With Electrical Installations				
		Generally				
14	XC	Work Covered By Other Sections in Connection With Electrical Installations	Item	1	15,000.00	15,000.00
TOTAL FOR EXTERNAL COMMUNICATIONS						15,000.00



Lancelin Caravan Park

Page 33 of 34

XC Communications



14.4X4.2 Transportable building (60.48m2)

Footing cost

Precast Concrete footings	8 No.	587.25	4698
Fixing details	8 No.	180.9	1447.2
Concrete slab to verandah	3 m3	1500	4752
			10897.2
			180.1786 m2

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**Business Plan - Major Land Transaction
Roebuck Bay Caravan Park
Section 3.59 of the Local Government Act 1995**

1) Business Plan Objectives

This Business Plan has been prepared for the lease and redevelopment of:

- Roebuck Bay Caravan Park (Crown Title 3164/464 otherwise known as portion of Lot 555 on Plan 77711)

The Business Plan is designed to:

- a) Inform the public with respect to the Shire of Broome's proposal to undertake a 'Major Land Transaction' of the above sites;
- b) Provide the opportunity for the public to make submissions regarding the Business Plan and the proposed disposal of this property; and
- c) Satisfy the requirements of Section 3.59 of the Local Government Act 1995

2) Background

Roebuck Bay Caravan Park is located at 91 Walcott Street, Broome. The site zoned Special Use Site, Caravan Park, comprises of approximately 7.4643ha, and is ideally situated on the Roebuck Bay foreshore. Offering absolute beach frontage and proximity to the Broome central town site, it represents a premier tourism opportunity.

Currently vested to the Shire of Broome under Management Order 31340 administered under the Land Administration Act 1997(LAA) the Site forms part of the parcel identified under Crown Title 3164/464 otherwise known as portion of Lot 555 on Plan 77711. The purpose set out on the Management Order is for Caravan Park, Café, Recreation, Drainage, Historical and Cultural Display only.

The Roebuck Bay Caravan Park was operated by long term tenants, with the lease expiring in December 2017. Prior to the expiry the Shire of Broome went out to tender RFT17-01 for Lease and Redevelopment of the Roebuck Bay Caravan Park. All tenders were rejected and after consideration of available options, a second tender was issued RFT17-03 for a short-term management lease of Roebuck Caravan Park.

RFT17-03 was awarded to Discovery Holiday Parks Pty Limited ("Discovery") and a short-term lease was entered for a term of 2 years and 10 months from the 13 December 2017 to 12 October 2020.

The Shire of Broome in partnership with Lotterywest and the Western Australian State Government have invested significant funding in upgrading the foreshore. Creating an inclusive space that brings together people of all ages, cultures and abilities, boosting tourism and the economy while preserving Broome's history, indigenous culture and unique environment.

The staged project includes:

Stage 1:

- Construction of a sea wall to prevent coastal cliff erosion, coastal shared footpath and grassed terraced seating – (complete)
- Redevelopment and expansion of the parkland space including the creation of a nature playground, youth precinct and market space – (complete)
- Expansion of the existing water playground – (commencing)
- Construction of an internal road network (extension to Hamersley Street), boat trailer parking and internal carparking – (complete)
- Construction of a new ablution facility servicing the Catalina's Boat Parking, parkland and market space – (complete)

Stage 2:

- Construction and upgrade of the existing groyne – (commenced)
- Construction of an all access jetty (120-metre-long x 4-metre-wide)
- Upgrade of existing green space areas including Lion's Park, Pioneer Cemetery and grassed area in front of Town Beach Café

Roebuck Bay Caravan Park requires upgrades to bring it up to a four/five-star standard facility and capitalise on its exceptional coastal location. Redevelopment costs are estimated at \$8.4 million. Brighthouse Consulting were engaged by the Shire of Broome in 2013 to develop a Masterplan for the site. They were reengaged in October 2019 to update the Masterplan, which will guide the tender process for a long-term lease and redevelopment of the site.

The Shire of Broome is seeking to enter a long-term lease of the caravan park to attract a quality tenant with financial resources to upgrade the facility. This will ensure stability of rental income for the Shire and longevity of tenure for the tenant to support their investment program.

3) Legislative Requirements

Section 3.59 of the Local Government Act 1995 details the process governing 'Commercial Enterprises' by local governments, including 'Major Land Transactions'.

A 'Major Land Transaction' is defined by the Act to be a land transaction that not exempt under the Act, and where the total value of:

- a) The consideration under the transaction; and
- b) Anything done by the local government for achieving the purposes of the transaction, is more, or is worth more, than \$2 million.

Before entering into a 'Major Land Transaction', the Shire is required to prepare a Business Plan that includes an overall assessment of the land transactions including:

- Expected effect on the provision of services and facilities by the Shire;

- Expected effect on other persons providing services and facilities in the region;
- Expected financial effect on the Shire;
- Expected effect on the Shire's Plan for the future;
- The ability of the Shire to manage the performance of the transaction; and
- Any other matter prescribed for the purposes of the subsection.

4) Assessment of Major Land Transaction

a) Expected effect on the provision of services and facilities by the Shire;

Roebuck Bay Caravan Park requires upgrade and redevelopment to meet the standards expected from a 4/5-star facility. Redevelopment costs are estimated at \$8.4 million.

The redevelopment of Roebuck Bay Caravan Park will realise the following key objectives:

- i) Maintain Broome as a key tourist destination for the caravanning and camping-based tourism sector by helping balance supply and demand
- ii) Enhance visitor satisfaction and create a positive image for the Shire of Broome through high quality facilities and superior customer service
- iii) Provide sustainable economic model that provides ongoing financial dividends to the Broome Community in the form of improved infrastructure and services
- iv) Achieve consistency with industry best practice in park design and operational procedures; and
- v) Expand the current product mix to appeal to a wider target market, improving occupancy and yield.
- vi) Provide funding to support and maintain the significant improvements to the Town Beach Foreshore and Water Park

b) Expected effect on other persons providing services and facilities in the region;

The following permanent caravan parks are located within the Shire of Broome municipality:

- vii) Broome Vacation Village Caravan Park
- viii) RAC Cable Beach Caravan Park
- ix) Tarangau Caravan Park
- x) Cable Beach Caravan Park
- xi) Broome Caravan Park
- xii) Broome's Gateway Accommodation (outside of town)
- xiii) Overflow facilities are provided by the PCYC, the Broome Pistol Club and the Seventh Day Adventists, Mango Campground

Business Plan – Major Land Transaction, Roebuck Bay Caravan Park

The Roebuck Bay Caravan Park, has been operating in Broome for over 25 Years and therefore, has been a constant provider in the market.

In addition, a significant other number of businesses including tourism operators, cafes, restaurants, vehicle workshops, cinemas and food retailers derive a large proportion of their income from caravan park visitors. It is hoped that an upgrade of the Park will help to boost visitor numbers to the town overall leading to increased visitor spend in several sectors.

c) Expected financial effect on the Shire;

The Shire of Broome currently budget \$500,000 per annum for the rental income of Roebuck Bay Caravan Park.

The Shire of Broome will advertise the lease and redevelopment of the Roebuck Bay Caravan Park as a public tender for a 21 year period with an option for an additional 21 years.

In preparing this Business Plan Brighthouse Consulting were engaged by the Shire of Broome to update the 2014 Roebuck Bay Caravan Park Master Plan. The updated Master Plan estimates the following financial effect on the Shire for the length of the lease:

Capital Investment	
Approximately \$8.4 million excluding GST over a 5-year period	
Rent / Lease Fees	
One-time opportunity fee	\$500,000 excluding GST at the commencement of the lease
Variable component	7.5% of quarterly revenue
Fixed component	\$12,500 per month plus CPI

d) Expected effect on the Shire's Plan for the future;

In accordance with this provision, the Shire of Broome has developed the Strategic Community Plan 2019 - 2029 (SCP) that articulates the vision for the Shire and outlines key roles and functions that the Shire will be undertaking to help make that Vision a reality.

The following are a list of the goals and outcomes relevant to this proposal:

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.

Participation in recreational activity and leisure activities for Broome and the North West.

Our Place Goal – Help to protect the natural 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.

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 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.

e) The ability of the Shire to manage the performance of the transaction; and

The management of this proposal is within the resources and capacity of the Shire of Broome. The Shire has been leasing the Caravan Park successfully for a period of in excess of twenty years and has the appropriate systems and staff in place.

Western Australian Local Government Association (WALGA) will be engaged to assist with procurement services for the tender process.

<http://www.broome.wa.gov.au/files/assets/public/about/publications-amp-reports/strategic-amp-corporate-plans/final-broome-scp-2019-2029-as-adopted-by-council-13-december-2018.pdf>

5) Business Plan Advertising and Submissions

Section 3.59 of the Local Government Act 1995 requires the Shire of Broome to give a state-wide and local public notice of the Major Land Transaction inviting public submissions for a minimum period of six weeks.

Business Plan – Major Land Transaction, Roebuck Bay Caravan Park

A notice advertising this Business Plan and seeking public submissions will be placed in the West Australian and Broome Advertiser. The Business Plan will be available to view at www.broome.wa.gov.au or in hard copy at the Shire Administration Office, 27 Weld Street Broome WA.

Submissions are to be addressed to:

Chief Executive Officer

Shire of Broome

Business Plan, Major Land Transaction Roebuck Bay Caravan Park

shire@broome.wa.gov.au



Business Plan - Major Land Transaction
Town Beach Café
Section 3.59 of the Local Government Act 1995

1) Business Plan Objectives

This Business Plan has been prepared for the lease and redevelopment of:

- Town Beach Café (Reserve 31340, being Lot 555 on Deposited Plan 77711 on Crown Land Title Volume LR3164 Folio 464)

The Business Plan is designed to:

- a) Inform the public with respect to the Shire of Broome's proposal to undertake a 'Major Land Transaction' of the above sites;
- b) Provide the opportunity for the public to make submissions regarding the Business Plan and the proposed disposal of this property; and
- c) Satisfy the requirements of Section 3.59 of the Local Government Act 1995

2) Background

Town Beach Café is located on Robinson Street Broome, Western Australia. The current café site is 187 square metres and offers absolute beach frontage. This location presents a premier business opportunity.

The site is currently vested to the Shire of Broome under Management Order 31340 administered under the Land Administration Act 1997(LAA) the Site forms part of the parcel identified under Crown Title 3164/464 otherwise known as portion of Lot 555 on Plan 77711. The purpose set out on the Management Order is for Caravan Park, Café, Recreation, Drainage, Historical and Cultural Display only.

Town Beach Café is currently being operated under a short-term lease which expires on the 12 October 2020.

The Shire of Broome in partnership with Lotterywest and the Western Australian State Government have invested significant funding in upgrading the Town Beach Foreshore. Creating an inclusive space that brings together people of all ages, cultures and abilities, boosting tourism and the economy while preserving Broome's history, indigenous culture and unique environment.

The staged project includes:

Stage 1:

- Construction of a sea wall to prevent coastal cliff erosion, coastal shared footpath and grassed terraced seating – (complete)
- Redevelopment and expansion of the parkland space including the creation of a nature playground, youth precinct and market space – (complete)
- Expansion of the existing water playground – (commenced)
- Construction of an internal road network (extension to Hamersley Street), boat trailer parking and internal carparking – (complete)
- Construction of a new ablution facility servicing the Catalina's Boat Parking, parkland and market space – (complete)

Stage 2:

- Construction and upgrade of the existing groyne – (commenced)
- Construction of an all access jetty (120-metre-long x 4-metre-wide)
- Upgrade of existing green space areas including Lion's Park, Pioneer Cemetery and grassed area in front of Town Beach Café

The Shire of Broome is seeking to enter a long-term lease for the management and redevelopment of the Town Beach Café. Taking advantage of the Town Beach Foreshore upgrades the Shire is looking to have the café redeveloped into larger, modern, high quality space that can operate year-round. A long-term lease will ensure stability of rental income for the Shire and longevity of tenure for the tenant.

3) Legislative Requirements

Section 3.59 of the Local Government Act 1995 details the process governing 'Commercial Enterprises' by local governments, including 'Major Land Transactions'.

A 'Major Land Transaction' is defined by the Act to be a land transaction that not exempt under the Act, and where the total value of:

- a) The consideration under the transaction; and
- b) Anything done by the local government for achieving the purposes of the transaction, is more, or is worth more, than \$2 million.

Before entering into a 'Major Land Transaction', the Shire is required to prepare a Business Plan that includes an overall assessment of the land transactions including:

- Expected effect on the provision of services and facilities by the Shire;
- Expected effect on other persons providing services and facilities in the region;
- Expected financial effect on the Shire;
- Expected effect on the Shire's Plan for the future;
- The ability of the Shire to manage the performance of the transaction; and
- Any other matter prescribed for the purposes of the subsection.

4) Assessment of Major Land Transaction

a) Expected effect on the provision of services and facilities by the Shire;

Town Beach Café has been operating in Broome for over 27 years and therefore has been a constant provider in the market.

The café is located directly on the waterfront and offers a unique dining experience for locals and tourists to Broome. The café is also directly adjacent to the Roebuck Bay Caravan Park and provides a service to guests.

The Shire of Broome has invested significant funding in upgrading the Town Beach Foreshore. It is anticipated more visitors will be drawn to the site to utilise the new facilities.

The Shire would like to see the café upgraded to cater for increased visitor numbers and offer a year-round service. It is anticipated that during the upgrade the Town Beach Café footprint will be increased in size.

b) Expected effect on other persons providing services and facilities in the region;

Town Beach Café has been operating in Broome for over 27 years and therefore, has been a constant provider in the market.

There are several cafes and restaurants located in the Shire of Broome municipality. Cafes and restaurants located within a 1 km radius of Town Beach Café include:

1. Matso's Broome Brewery
2. Broome Pantry and Lottery Centre
3. Captain Murphy's Bar and Bistro
4. Mecure Broome
5. Oaks Broome
6. Former restaurant located at Seaview Shopping Centre

c) Expected financial effect on the Shire;

The existing Town Beach Café footprint is 187 metres square (including the alfresco space). The Shire of Broome receives \$52,360 per annum excluding GST for this property. This figure is subject to annual CPI increases.

The Shire of Broome is seeking to increase the footprint and quality of the café. This is likely to see an increased rental return.

Costs for the redevelopment / expansion are estimated between \$1 million - \$2 million, depending on the final design and size.

The Shire of Broome will look to partner with the private sector through a lease agreement to redevelop and manage the café. Capital investment by the successful lessee is likely to see a discounted rent for a portion of the lease agreement.

The Shire of Broome will seek a valuation report through an independent company for the property prior to entering into a lease agreement.

d) Expected effect on the Shire's Plan for the future;

In accordance with this provision, the Shire of Broome has developed the Strategic Community Plan 2019 - 2029 (SCP) that articulates the

vision for the Shire and outlines key roles and functions that the Shire will be undertaking to help make that Vision a reality.

The following are a list of the goals and outcomes relevant to this proposal:

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.

Participation in recreational and leisure activities for Broome and the North West.

Our Place Goal – Help to protect the natural 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.

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 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.

e) The ability of the Shire to manage the performance of the transaction; and

The management of this proposal is within the resources and capacity of the Shire of Broome. The Shire has been leasing Town Beach Café successfully for over 27 years and has the appropriate systems and staff in place.

Western Australian Local Government Association (WALGA) will be engaged to assist with procurement services for the tender process.

Business Plan – Major Land Transaction, Town Beach Café

<http://www.broome.wa.gov.au/files/assets/public/about/publications-amp-reports/strategic-amp-corporate-plans/final-broome-scp-2019-2029-as-adopted-by-council-13-december-2018.pdf>

5) Business Plan Advertising and Submissions

Section 3.59 of the Local Government Act 1995 requires the Shire of Broome to give a state-wide and local public notice of the Major Land Transaction inviting public submissions for a minimum period of six weeks.

A notice advertising this Business Plan and seeking public submissions will be placed in the West Australian and Broome Advertiser. The Business Plan will be available to view at www.broome.wa.gov.au or in hard copy at the Shire Administration Office, 27 Weld Street Broome WA.

Submissions are to be addressed to:

Chief Executive Officer

Shire of Broome

Business Plan, Major Land Transaction Town Beach Café

shire@broome.wa.gov.au

9.2.3 DEVELOPMENT APPLICATION 2020/9 - AMENDMENT TO DEVELOPMENT APPROVAL FOR SHOWROOM, VERGE CAR PARKING AND EXTENSION TO TERM OF APPROVAL

LOCATION/ADDRESS:	95 Guy Street, Broome
APPLICANT:	Mint Design and Build
FILE:	GUY-1/95
AUTHOR:	Coordinator Planning Services
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Development and Community
DISCLOSURE OF INTEREST:	Nil

SUMMARY: The Shire has received an application from Mint Design and Build seeking an amendment to Development Approval 2017/123, and an extension to the term of approval.

2017/123 was previously determined by Council for approval relating to verge car parking. The amendment application has been referred to Council for determination as it includes changes to the verge car parking layout previously approved by Council.

The application has been assessed against the Shire's Local Planning Scheme No 6 and Local Planning Policies. This report recommends the application be approved.

BACKGROUND

Previous Considerations

OMC 13 April 2004 Item 9.2.4
 OMC 27 November 2014 Item 9.2.6
 OMC 22 February 2018 Item 9.2.4

Background

Council has, on multiple occasions, considered the provision of verge car parking in association with 95 Guy Street, Broome. Whilst each consideration included a different layout, each layout featured 90-degree parking within the verge car parking concept.

Site and Surrounds

Lot 50 (No 95) Guy Street, Broome is a 6,253sqm property, zoned Light and Service Industry, under Local Planning Scheme No 6 (**LPS6**). The site is currently developed with a 667sqm workshop, 153sqm automotive parts retail floor-space, 180sqm car detailing/painting workshop and an 80sqm staff amenities building (refer **Attachment No. 1**).

Development Approval 2017/123 was approved by Council at the OMC on 22 February 2018 for a 435sqm showroom and car parking and vehicle manoeuvring areas and included verge parking (refer **Attachment No. 2**). As the development approval was not substantially commenced within two years and as modifications to the 2017 approval were proposed, the applicant has now made an application for an amendment to the development approval.

Proposal

The application to amend Development Approval 2017/123 proposes the following changes:

1. Extension of the term of approval to commence and complete works;
2. Extension of the proposed showroom from 435sqm to 490sqm by:
 - a) Reducing the building footprint and inclusion of a mezzanine floor; and
 - b) Reducing the height and some minor modification to setbacks; and
3. Verge car parking changes to facilitate engineering requirements for functionality and safety, including:
 - a) Modification to location to facilitate entry and exit to car parking area via existing crossovers. All properties impacted are in the same ownership;
 - b) One-way vehicle movements through verge parking; and
 - c) Alteration to parking layout including alteration to 90-degree parking.

The matter has been referred to Council for determination as Shire officer's do not have delegation to approve off-site car parking.

COMMENT

Approval 2017/123 was conditional upon non-mountable kerbing being installed to ensure vehicles accessing the parking used the designated crossovers as opposed to being able to access at any point along Guy Street. This was due to high traffic volumes and traffic speed along Guy Street.

In preparing the detailed engineering drawings for the verge car parking design, the 90-degree parking configuration resulted in non-compliant vehicle movements. These movements included some out-of-lane movements which created a potential safety issue.

The applicant has provided updated verge parking drawings proposing angled parking to address the engineering compliance issues raised above (refer **Attachment No. 3**). The revised verge layout provides twenty (20) car and four (4) motor cycle parking bays. This is an increase of one (1) car and four (4) motor cycle parking bays from the previously approved concept.

The updated drawings have been reviewed by the Shire's Infrastructure section and are deemed acceptable. A standard condition of approval is recommended to be incorporated outlining the detailed engineering plans required.

Other changes being proposed have been assessed against Council's planning framework, including Local Planning Scheme No 6 and relevant Local Planning Policies, and found to be compliant.

It is therefore recommended Council approve the amendment to the Development Application with all the conditions of the current approval remaining valid (refer **Attachment No 2**).

CONSULTATION

In accordance with Local Planning Policy 5.14 – Public Consultation, the application was deemed to be Level A – No consultation.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

68. (2) The local government may determine an application for development approval by
- (a) granting development approval without conditions; or
 - (b) granting development approval with conditions; or
 - (c) refusing to grant development approval.

Local Planning Scheme No.6

POLICY IMPLICATIONS

Local Planning Policy 5.6 – Parking, Clause 3.4 states:

Any parking bays which are required as a condition of development approval and cannot be provided on-site may, at Council's discretion, be developed in a portion of the abutting road verge or a nearby property. If approved, it is the applicant's responsibility to design and construct the parking bays in accordance with the Shire's 'Guidelines for Construction or Reinstatement'.

Approval will require the use of discretion to enable part of the off-site verge car parking to be in front of a neighbouring property to the development site, currently in the same ownership.

FINANCIAL IMPLICATIONS

Costs, including construction and maintenance, attributed to the parking will be met by the applicant.

RISK

There is some risk additional modifications may be necessary during detailed engineering design to achieve compliant movements.

STRATEGIC IMPLICATIONS

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

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:

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

VOTING REQUIREMENTS

Simple Majority

REPORT RECOMMENDATION:

That Council:

1. Approves Development Application 2020/9 to amend Development Approval

2017/123 as follows:

- (a) Extend the Term of Approval to commence and complete works by two years;
 - (b) Approve amended plans and supersedes all previously approved plans.
2. Notifies the applicant of Council's decision in accordance with Local Planning Policy 5.9 – Development Approvals – Amendments, Extensions to Term of Approval and Requests for Further Information.

The Chairperson advised that officers had circulated an alternative recommendation following consultation with Council prior to the meeting.

COUNCIL RESOLUTION:

(COUNCIL MOTION)

Minute No. C/0520/011

Moved: Cr B Rudeforth

Seconded: Cr H Tracey

That Council:

1. Approves Development Application 2020/9 to amend Development Approval 2017/123 as follows:
 - (a) Extend the Term of Approval to commence and complete works by two years;
 - (b) Approve amended plans and supersedes all previously approved plans; and
 - (c) Amends condition 4 of Development Approval 2017/123 to:
 - i. Prior to the occupation of the development a deed of agreement is to be prepared and executed between the owners of 95 Guy Street and 97 Guy Street and the Shire, under which;
 - ii. The owner is responsible for the maintenance of the car parking and landscaping within the road verge immediately adjacent to the owner's property;
 - iii. The owner indemnifies the Shire over any claim arising from the improvements in the road verge immediately adjacent to the owner's property and agrees to take out and maintain public liability insurance for a minimum amount of \$10 million for any one claim; and
 - iv. The deed of agreement is to be prepared at the owners' costs and is to permit the Shire to lodge a caveat against the Certificate of Title's to the land parcels to secure the performance of the obligations of the deed.
2. Council advises the applicant in approving the verge parking that 16 of the parking bays immediately adjacent to 95 Guy Street are attributed to development on that property, and 4 parking bays and 4 motorcycle bays immediately adjacent to 97 Guy Street are attributed to development on that property.
3. Notifies the applicant of Council's decision in accordance with Local Planning Policy 5.9 – Development Approvals – Amendments, Extensions to Term of Approval and Requests for Further Information.

CARRIED UNANIMOUSLY 8/0

Reason: For functionality and safety purposes the proposed car parking construction extends to the front of 97 Guy Street. Considering both properties are currently owned by the same party, Council requested that it be made clear that car parking bays will be attributed to the property that they are directly in front of, satisfying the current parking

requirements under the Shire of Broome Local Planning Scheme. Given that the parking bays required for the development of 95 Guy Street are satisfied through the onsite parking combined with the verge parking directly in front that property approval has been granted.

Attachments

1. Attachment 1 - Location Plan
2. Attachment 2 - Development Approval 2017/123
3. Attachment 3 - Proposed Plans Including Amendments



Location Plan – 95 Guy Street, Broome

Planning and Development Act 2005

SHIRE OF BROOME

**NOTICE OF DETERMINATION ON APPLICATION FOR DEVELOPMENT
APPROVAL NO: 2017/123**

PROPERTY: Lot 50, No. 95 GUY STREET BROOME WA 6725

OWNERS	WARREN EDWARD &	OWNERS	PO BOX 112
NAME:	CHARMAIN JASMINE	ADDRESS:	BROOME WA 6725
	MINSHULL		

APPLICATION RECEIVED ON: 18/12/2017

DESCRIPTION OF PROPOSED DEVELOPMENT:	CONSTRUCTION OF CAR PARKING BAYS, SHOWROOM AND WAREHOUSE
---	---

That the application for development approval for CONSTRUCTION OF CAR PARKING BAYS, SHOWROOM AND WAREHOUSE at Lot 50, No. 95 GUY STREET BROOME WA 6725 is APPROVED, subject to compliance with the following conditions:

CONDITIONS

1. Development must be carried out in compliance with the plans and documentation listed below and endorsed with the Council's stamp, except where amended by other conditions of this approval.

Plans & Specifications

P1, (Site Plans & Elevations), & P2, P3, P4, (Floor Plans & Elevations), as received by the Shire on 18 December 2017.

2. Prior to any construction or works commencing on site, the applicant must prepare and submit the following plans for the approval of the Shire of Broome:
 - a. A detailed engineering plan for all car parking and works (including footpaths, structures and crossovers) within the adjacent road reserve;
 - i. ii. A storm water drainage plan designed and documented by a practising Civil Engineer;
 - ii. iii. A landscaping plan detailing landscaping of the lot and car parking areas within the adjoining road reserve.
3. Prior to the occupation of the development, the applicant is to complete the following works and therein maintain to the satisfaction of the Shire of Broome:
 - a. Construct the car parking bays on site and within the adjacent road verge in accordance with the approved engineering plan and storm water drainage plan.
 - b. Construct the crossover in accordance with the approved engineering plan.
 - c. Install the landscaping in accordance with the approved landscaping plan.

4. Prior to the occupation of the development a deed of agreement is to be prepared and executed at the owner's cost between the owner and the Shire, under which:
 - a. The owner is responsible for the maintenance of the car parking and landscaping within the road verge; and
 - b. The owner indemnifies the Shire over any claim arising from the improvements in the road verge and agrees to take out and maintain public liability insurance for a minimum amount of \$10 million for any one claim.
 - i. The deed of agreement is to permit the Shire to lodge a caveat against the Certificate of Title to the land to secure the performance of the obligations of the deed.
5. Car parking bays and areas designated for landscaping, both within the boundaries of the lot and road reserve, shall not be used for the storage, display or selling of any goods or vehicles whatsoever. Car parking bays shown on the approved plans must be kept available at all times for customer/employee parking and cannot be used for vehicle storage.

ADVICE NOTES

- a) This approval does not permit the use of the land and or any building or undertaking of development unless all conditions have been and continue to be complied with. You are advised of the need to comply with the requirements of the following other legislation:
 - a. The Western Australian Building Act 2011 which requires a Building Permit to be obtained from the Shire before any work commences on site; and
 - b. Health Act 1911 and Department requirements in respect to the development and use of the premises.
- b) Please note the above is not an exhaustive list of legislation and you may be required to comply with other relevant legislation.
- c) If the development the subject of this approval is not substantially commenced within two (2) years from the date of this letter, the approval shall lapse and be of no further effect. Where an approval has lapsed, development is prohibited without further approval being obtained.
- d) With regard to Condition 2) above, the engineering plan for parking and works (footpaths, structures, parking and crossovers) must be prepared in accordance with the Guidelines for the Construction of Carparking within the Shire of Broome Road Reserves.
- e) The granting of this Development Approval is not a clearance that there are no Aboriginal Heritage Sites on the land nor is it an approval under Section 18 of the Aboriginal Heritage Act, in the event that there is an Aboriginal Heritage Site on the land. The land owner will need to make enquiry and application to the Department of Aboriginal Affairs in this regard.
- f) The development must be connected to the Water Corporations sewer and water.
- g) With regard to Condition 2) the engineering plan must show a minimum 300mm clearance from the edge of footpaths to any solid obstruction.
- h) With regard to Condition 2) above, the landscaping plan must be drawn to an appropriate scale and show the following:

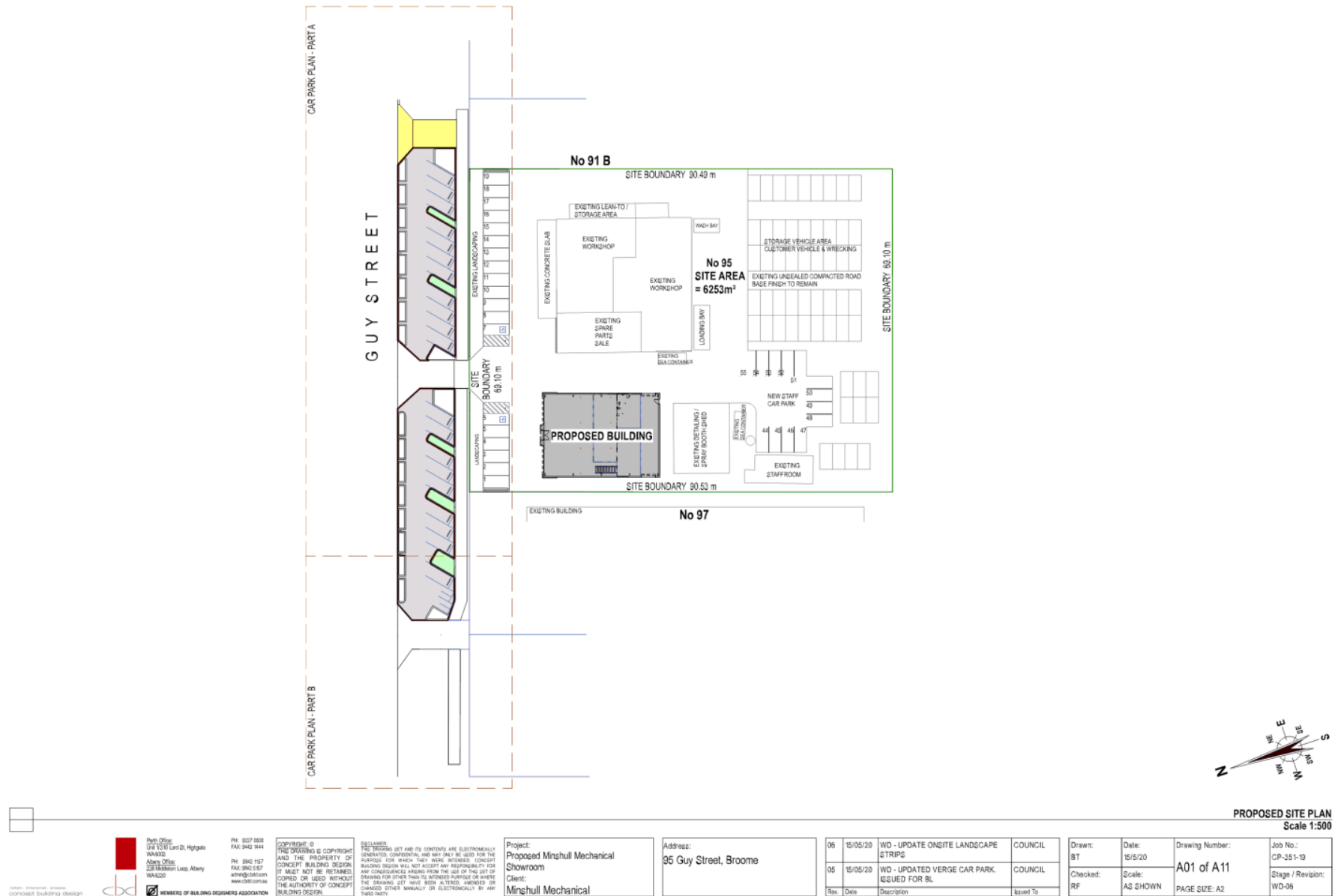
- i) The location and type of new trees and shrubs (including an estimate of ultimate girth and canopy sizes demonstrating capacity to provide shading of parking areas) that are proposed to be installed as part of landscaping;
- j) Those areas that are to be reticulated or irrigated;
- k) A minimum area of landscaping 1 metre wide to be installed and a minimum area of 1sqm around proposed tree trunks to be kept clear of impervious material.

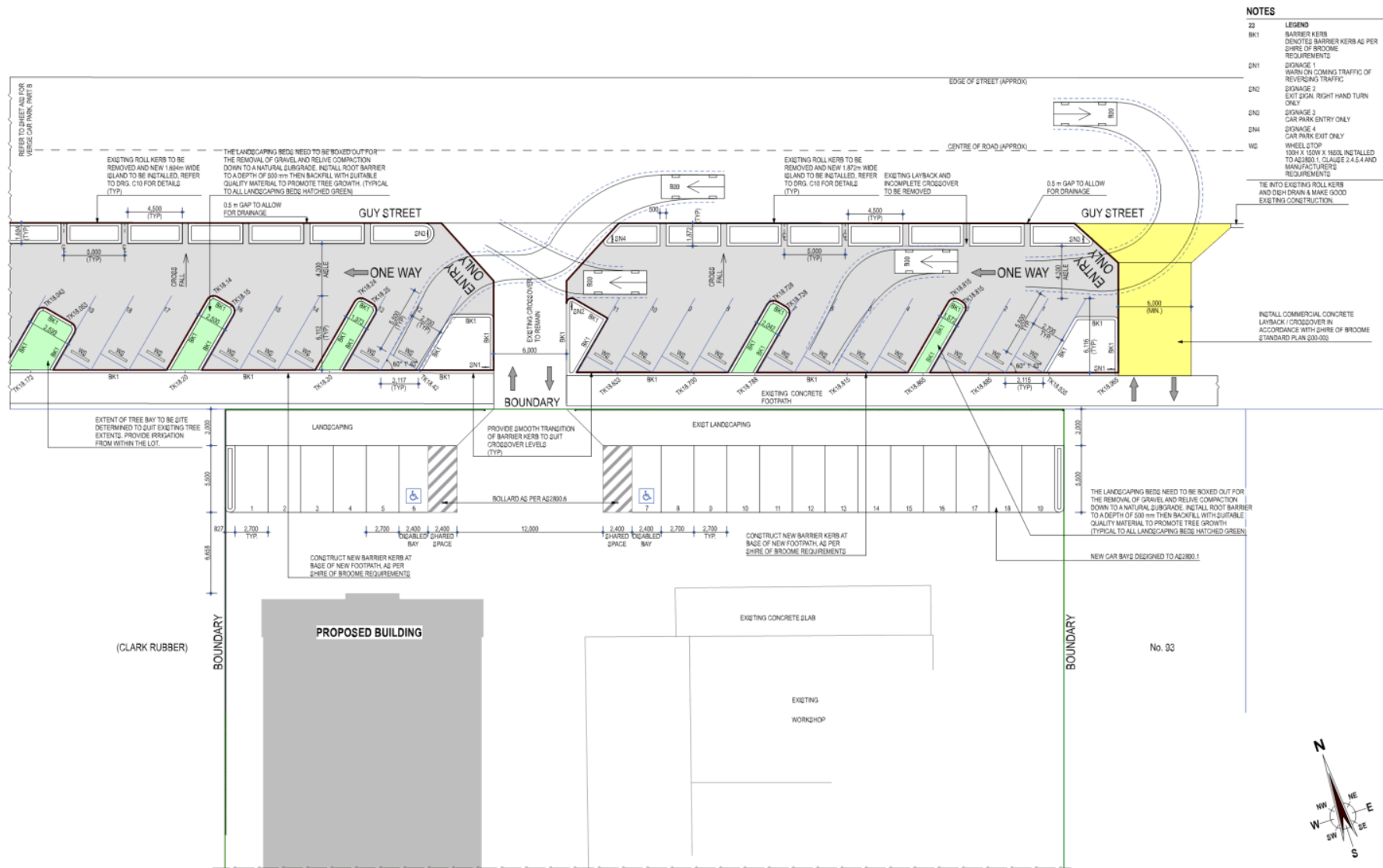
Signed: Kirsten Wood
Kirsten Wood
Manager Planning and Building Services

For and on behalf of the Shire of Broome

Dated: 27-02-18







PROPOSED CAR PARK PLAN - PART A
Scale 1:200



Party Office:
Unit 12/13 Lord St, Highbury
N4 2DD

Admin Office:
100 Oldbury Lane, Albany
WA2 2DQ


MEMBERS OF BUILDING DESIGNERS ASSOCIATION

Fax: 0207 388 1444
Tel: 02043 1844

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info@bdda.co.uk
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Project:
Proposed Minshull Mechanical
Shawinell
Client:
Minshull Mechanical

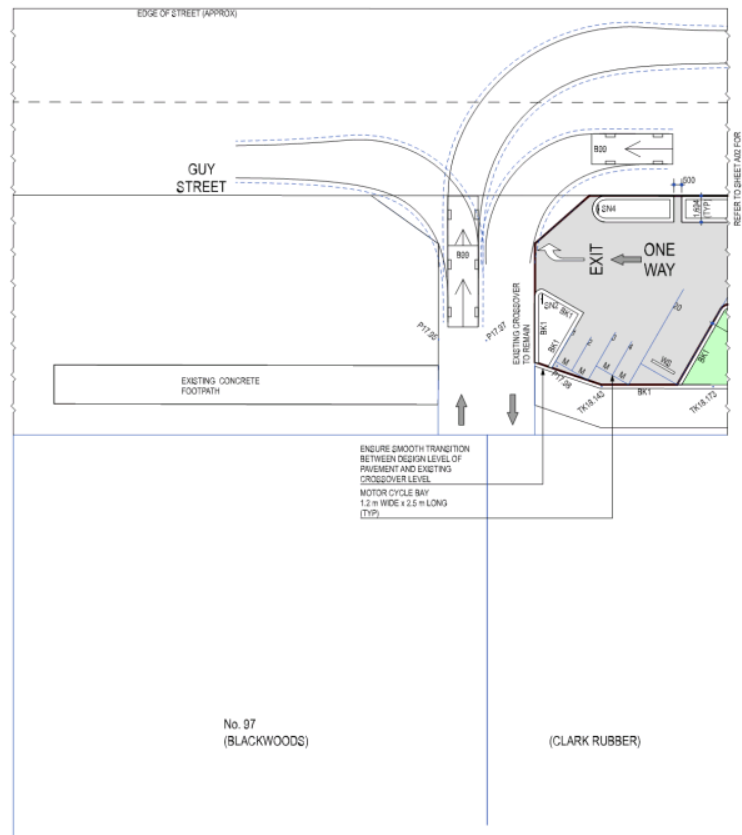
Address:
95 Guy Street, Broome

No.	Date	Description	Issued To
06	15/05/20	WD - UPGRADE ONSITE LANDSCAPE STRIPS	COUNCIL
05	15/05/20	WD - UPDATED VERGE CAR PARK ISSUED FOR RL	COUNCIL
Rev.	Date	Description	Issued To

Drawn: BT
Checked: RF
Scale: AS SHOWN

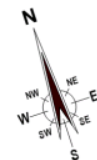
Drawing Number:
A02 of A11
PAGE SIZE: A2

Job No.: CP-251-19
Stage / Revision:
WD-06



NOTES

23	LEGEND
BK1	BARRIER KERB DENOTES BARRIER KERB AS PER SHIRE OF BROOME REQUIREMENTS
2N2	STONAGE 2 EXIT SIGNAL RIGHT HAND TURN ONLY
2N4	STONAGE 4 CAR PARK EXIT ONLY
W6	WHEEL STOP 100H X 100W X 1600L INSTALLED TO AS1920.1 CLAUSE 2.4.5.4 AND MANUFACTURERS REQUIREMENTS



PROPOSED CAR PARK PLAN - PART B
Scale 1:200

Perth Office:
124 1210 Lons St, Highgate
WA 6003
Albany Office:
330 Main St, Albany
WA 6330

PH: 0827 5000
FAX: 0843 3444
PH: 0840 1157
FAX: 0840 1157
www.cbd.com.au

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MEMBER OF BUILDING DESIGNERS ASSOCIATION

Project:
Proposed Minihull Mechanical
Showroom
Client:
Minihull Mechanical

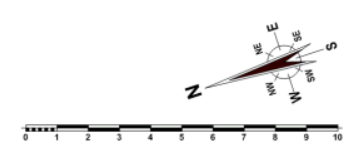
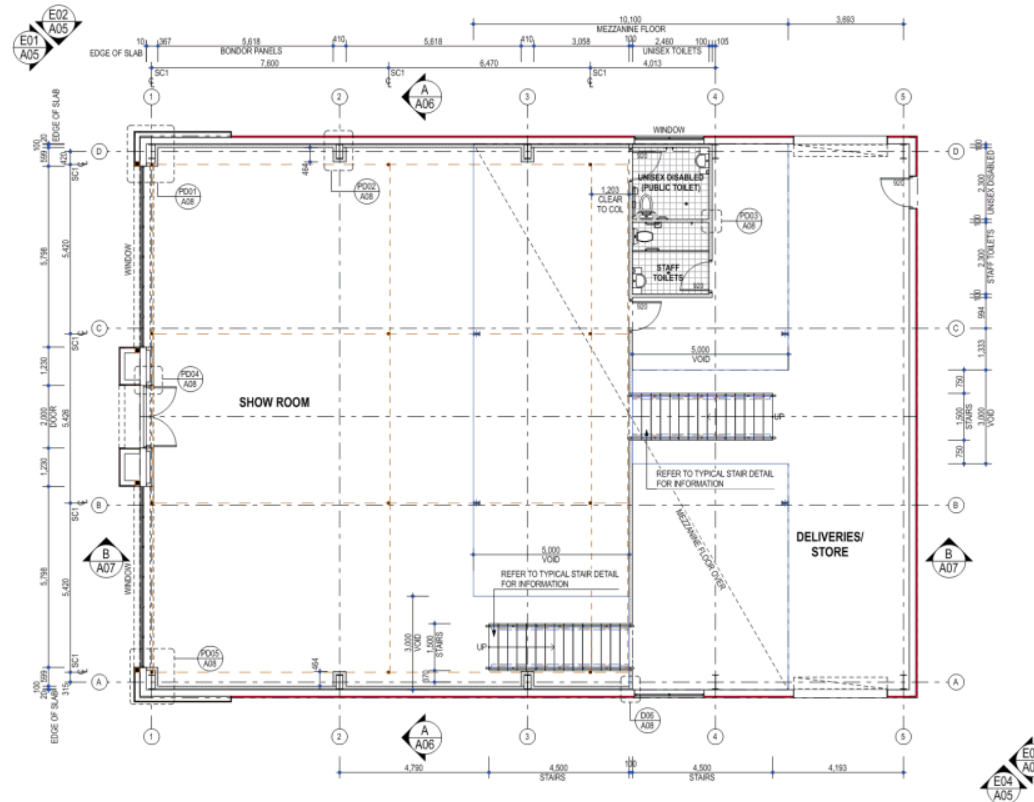
Address:
35 Guy Street, Broome

Rev.	Date	Description	Issued To
06	15/05/20	WD - UPDATE ONSITE LANDSCAPE STRIPS	COUNCIL
05	15/05/20	WD - UPDATED VERGE CAR PARK. ISSUED FOR BL	COUNCIL

Drawn: BT	Date: 15/5/20	Drawing Number: A03 of A11	Job No.: CP-351-19
Checked: RF	Scale: AS SHOWN	PAGE SIZE: A2	Stage / Revision: WD-06

NOTES

4	TIMBER & STEEL CONSTRUCTION
B1	115MM 200 UB 22. REFER TO ENGINEER'S DOCUMENTATION
B2	115MM C20015 CHANNELS. REFER TO ENGINEER'S DOCUMENTATION
SC1	STEEL COLUMN 68 SHS 3MM 450 GRADE. REFER TO ENGINEER'S DOCUMENTATION
9	CLADDING & LINING
9.13.01	BONDOR PANEL 100MM - INSTALLED TO MANUFACTURER'S REQUIREMENTS. PAINT FINISHED.
23	LEGEND
DHO	DOOR HEIGHT OPENING PROVIDE OPENING SIZE IN BONDOR PANEL TO SLIT WINDOW OR DOOR OPENING



FLOOR PLAN
Scale 1:100



Perth Office:
 117/119 Lord St, Highgate
 WA 6003
 Albany Office:
 330 Macdonell Loop, Albany
 WA 6330
 www.cbd.com.au
 CONTACT BUILDING DESIGN

PH: 0827 080
 FAX: 0843 944
 PH: 0842 1157
 FAX: 0842 1157
 albyn@cbd.com.au
 www.cbd.com.au

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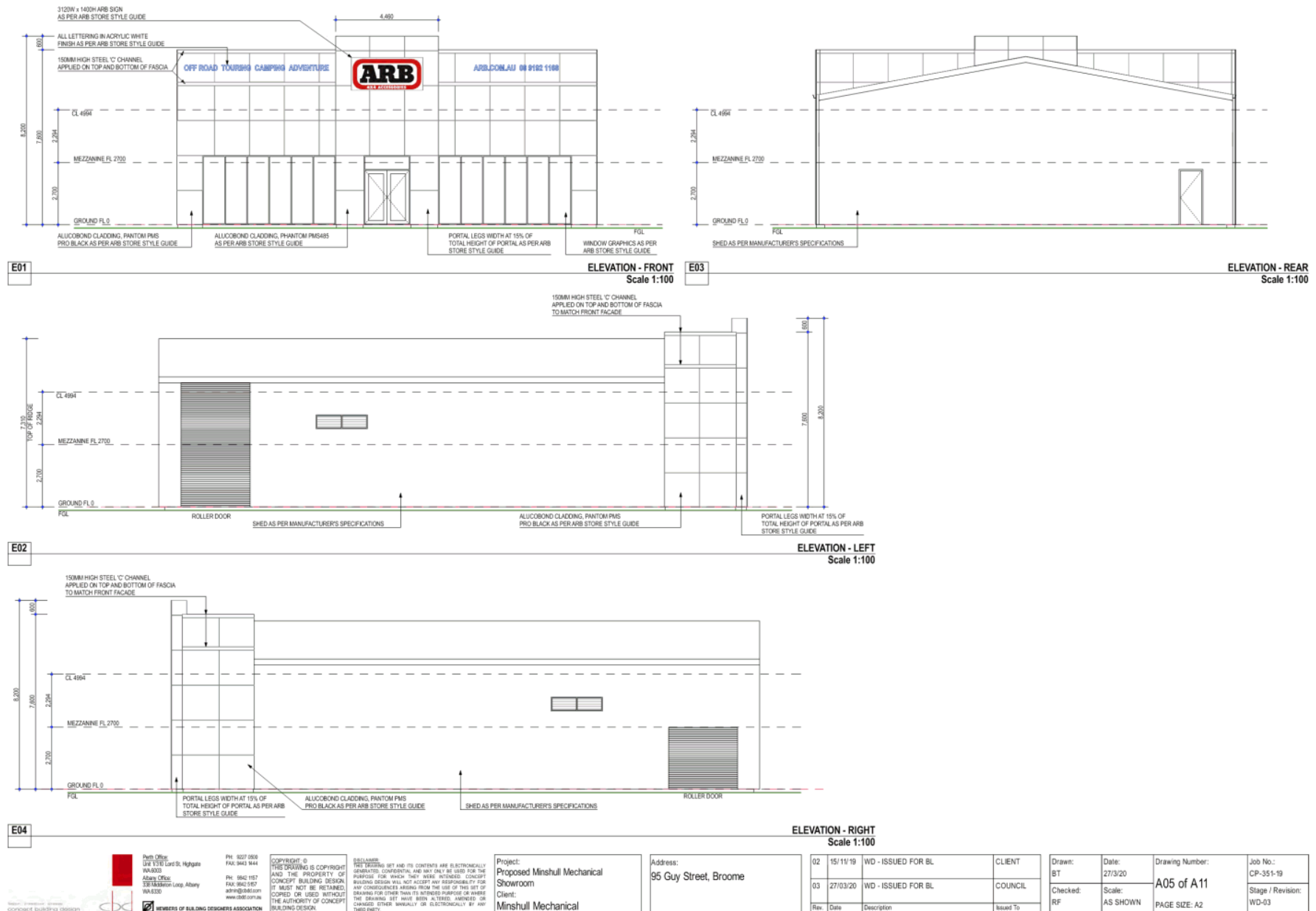
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Project:
 Proposed Minshull Mechanical
 Showroom
 Client:
 Minshull Mechanical

Address:
 95 Guy Street, Broome

02	15/11/19	WD - ISSUED FOR BL	CLIENT
03	27/03/20	WD - ISSUED FOR BL	COUNCIL
Rev.	Date	Description	Issued To

Drawn: BT	Date: 27/3/20	Drawing Number: A04 of A11	Job No.: CP-351-19
Checked: RF	Scale: AS SHOWN	PAGE SIZE: A2	Stage / Revision: WD-03



SHIRE OF BROOME GENERAL ROAD STANDARDS

1.0 CARPARK CONSTRUCTION

PAVEMENT CONSTRUCTION TO CONSIST OF THE PREPARATION OF EXISTING SUB GRADE AND A BASE COURSE OF APPROVED ROAD BASE MIX.

2.0 SUBGRADE

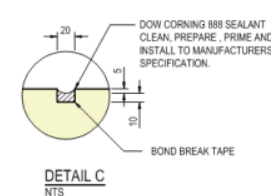
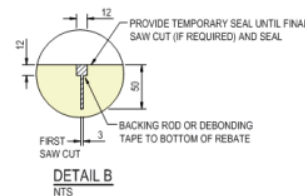
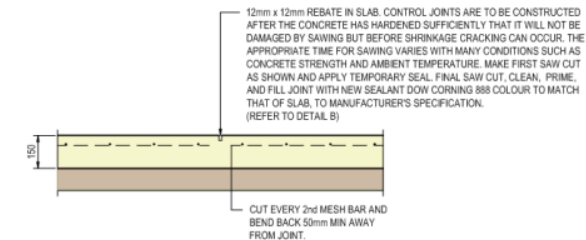
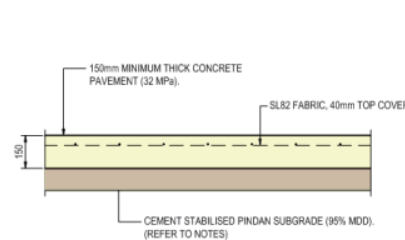
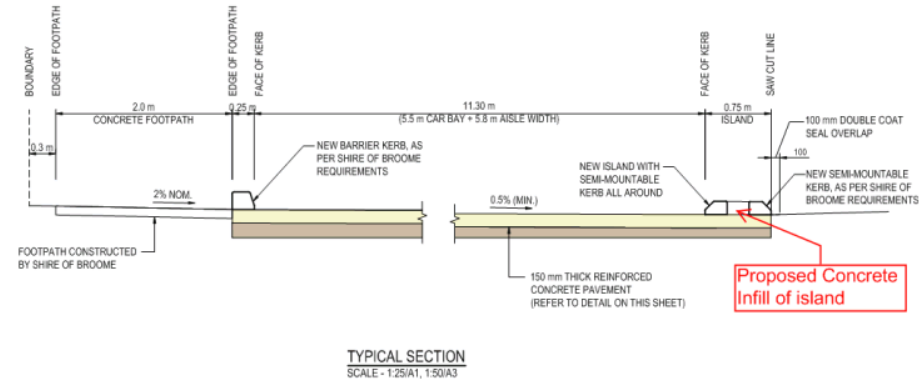
SUBGRADE PREPARATION SHALL BE CARRIED OUT IN ALL AREAS WHERE PAVEMENT IS TO BE CONSTRUCTED AND COMPACTED TO NOT LESS THAN 95% MDD, ALL ALLOWANCES SHALL BE MADE WITH THE MIXING AND ADJUSTMENT OF MOISTURE CONTENT OF THE PINDAN MATERIAL TO ACHIEVE THE COMPACTION REQUIRED AND LEVEL TOLERANCE (-30 mm + 5 mm) TO DESIGN LEVELS. THE FINISH SHALL BE A TIGHTLY BOUND HOMOGENEOUS SURFACE WITH NO CRACKING OR DELAMINATING. 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.

- COMPACTION TESTING BY NUCLEAR DENSITY METHOD (MIN 95% MDD) MINIMUM 2 TESTS
- SURFACE LEVELS TO BE STRUNG AND INSPECTED BY THE SHIRE, PRIOR TO BASE COURSE APPLICATION

3.0 EXTRUDED CONCRETE KERBING

ALL KERBING SHALL BE CONSTRUCTED OF EXTRUDED CONCRETE (25 MPa) USING AN APPROVED KERBING MACHINE. GENERALLY, ALL KERBING SHALL BE BARRIER KERB, UNLESS NOTED OTHERWISE. NEW ISLAND TO HAVE SEMI-MOUNTABLE KERB ALL AROUND. KERBING SHALL BE FULLY KEYED IN ON ALL INTERSECTION CURVES, MEDIAN ISLANDS, ROUNDABOUTS OR OTHER AREAS SUSCEPTIBLE TO KERB BLOW-OUT. SIZE OF KEY TO BE 100 mm WIDE BY 100 mm DEEP.

Indicative detailed Engineering Plans required by Condition 2



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#	ISSUED FOR CONSTRUCTION	Date	Drawn	Checked	Approved
1	ISSUED FOR CONSTRUCTION	24.02.20	CB	CJ	

Client
MINSHULL
MECHANICAL



ACOR Consultants (WA) Pty Ltd
Abroad Arcade, Level 1, Suite 101, 3 Cantonment Street
Fremantle WA 6160
T +61 8 9336 3156
F +61 8 9336 3156
www.acorconsultants.com.au

Project
PROPOSED VERGE PARKING
BAYS AND CIVIL WORKS
No. 96
GUY STREET
BROOME

Drawing Title PAVEMENT DETAILS					
Drawn	Date	Scale	AT	C/A Check	Date
CS	16.03.15	AS NOTED	CJ		24.02.20
Designed	Checked	Drawn	Scale	Drawn	Date
BM	BM150017	C10			

9.3 OUR PROSPERITY

9.3.1 SHIRE OF BROOME COVID-19 SUPPORT PACKAGE - STAGE 2

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	EMS07
AUTHOR:	Economic Development Coordinator
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Development and Community
DISCLOSURE OF INTEREST:	Nil

SUMMARY: Council's approval is sought for a range of support and recovery measures as part of a second stage package to assist the Shire of Broome's community and local businesses impacted by the COVID-19 pandemic.

BACKGROUND

Previous Considerations

OMC 26 March 2020	Item 12.2
SMC 9 April 2020	Item 6.1.1

Following correspondence in March 2020, from the Premier, the Honourable Mark McGowan, the WA Local Government Association and WA local government sector has been acting swiftly to respond to the economic and social implications of the COVID-19 pandemic.

Within WA and the Broome community there continues to be uncertainty around the timeframes of the COVID-19 State of Emergency travel restrictions and the full extent of local economic impacts.

Council endorsed the Shire of Broome COVID-19 Support Package – Stage 1 at a Special Meeting of Council on 9 April 2020 (**Attachment 1**).

This package comprised a mix of funding and in-kind support designed to mitigate some of the impacts likely to be felt across the community in the short to medium term.

Council agreed to roll out the Shire's support packages in stages to enable immediate (support) and longer term (recovery) assistance for ratepayers, community groups, not-for-profits organisations and businesses.

An implementation update on each Stage 1 initiative is listed in the below table.

Initiative	Implementation update
Rent Relief and Flexible Payment Options for Property Tenants	Underway
Freezing Rates in 2020-2021	In place for implementation as of 1 July 2020
Shire of Broome COVID-19 Financial Hardship Policy	In place for implementation as of 1 July 2020
Increased Debtor Payment Options	Under development
Freezing Shire of Broome Fees and Charges	In place for implementation as of 1 July 2020
Waive Penalty Interest and Suspension of New Debt Collection	Underway
Waive 2020-2021 Rate Payment Arrangement Fees and Interest	In place for implementation as of 1 July 2020
Refunds on Cancelled Bookings at Shire-owned Facilities	Complete
Regional Advocacy	Underway
Provision of Information and News	Underway
Database of State and Federal Business Support Packages	Complete
COVID-19 Community Support Grants Program	Open for application
Virtual Library Services	Underway
Virtual Recreation Services	Underway
Social Connection Program	Underway

COMMENT

The Stage 1 package includes outward facing initiatives with immediate and mid-term cost saving, grant opportunities, and re-purposed facilitation and service delivery roles.

The initiatives touch on rates, payments, influence, leadership, and broad and timely communication.

Furthermore, the Shire of Broome hopes to support individuals and community groups in this difficult time through use of technology, collaboration and outreach to vulnerable community members.

The initiatives outlined in Stage 2 begin to focus on the Recovery and Rebound phase with attention on engaging local businesses.

Attachment 2 outlines each initiative with a summary of how the Shire of Broome intends to fund the activity; the intended impact; timeframes; and the team(s) within the Shire of Broome who will have a responsibility to deliver.

It also includes commentary on State Government led interim changes to the Planning, Building and Environmental Health areas.

The initiatives in the Shire of Broome COVID-19 Support Package – Stage 2 include:

Stage 2 Initiatives	Value
Accelerated Capital Works and Asset Renewal	See text below
<p>The utilisation of unallocated Reserve Funds to bring Capital works and Asset Renewal initiatives forward will provide increased revenue to local businesses.</p> <p>Projects have been identified with high local spend opportunities.</p> <ul style="list-style-type: none"> - New projects brought into 2020-21 budget valued at \$322,000 - Projects in 2020-21 that will commence earlier than originally planned valued at approximately \$1 million - Additional projects that the Shire of Broome are project managing in 2020-21 valued at \$9.6 million <p>Please note, the values listed represent total project value and include budget allocations from Municipal, Reserves, Borrowing, Grants and Contributions.</p> <p>The Shire of Broome is confident Council's 'Buy Local' procurement policy will have a significant impact towards businesses rebounding and overall community confidence in Broome's economic recovery post COVID-19.</p>	
'Buy Local' Campaign	Approx. \$10,000
<p>The Shire of Broome is committed to encouraging spending at local businesses who will be impacted by the COVID-19 pandemic.</p> <p>With the 2020 tourism season being significantly impacted, many businesses have faced difficult operating decisions and conditions, with local jobs having been cut as a result.</p> <p>The Shire will support the local business community by highlighting some of the hardship that owners are going through and encouraging residents to shop locally during this difficult time, rather than online.</p> <p>This initiative is likely to be a direct partnership with the Broome Chamber of Commerce to leverage their existing efforts in this space for a jointly funded campaign and will maximise efforts for a wider reach in the district.</p>	

The Shire of Broome continues to investigate initiatives and corporate partnership opportunities to support the Broome community in this difficult time.

Officers are in early discussions with mining and resource sector companies on possible co-branded COVID-19 community support initiatives.

The objectives of those community support initiatives will align with their corporate approach to regional support during the COVID-19 pandemic and there is merit in leveraging resources and efforts in this space.

CONSULTATION

Broome Chamber of Commerce
Rio Tinto

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Policy 4.3.1 Asset Management

FINANCIAL IMPLICATIONS

All projects included in the 'Accelerated Capital Works and Asset Renewal' initiative have been proposed in the draft 2020-2021 Annual Budget for consideration by Council.

Accordingly, this agenda item seeks Council's support only for the works, with formal adoption occurring through the budget process.

Funding for the 'Buy Local' Campaign will be prioritised from the Promotions Expenses budget (Account 10023016). It is estimated that \$5,000 (ex GST) will be repurposed in 2019-2020 and \$5,000 (ex GST) will be required in 2020-2021.

RISK

Risk	Risk Rating	Comments
Financial	Moderate	Proposed support initiatives will require funding, which has been offset by savings identified in operational accounts. There will be a financial impost on the organisation with losses anticipated across a variety of business units. Actual impacts are outlined in the financial considerations section.
Reputation	Minor	Proposed support initiatives are likely to receive positive feedback if it is demonstrated to be fair, consistent and meaningful to the local community and business sector.
Delivery	Minor	Accelerated delivery of capital works and asset renewal will require an additional internal resource for Procurement, Project Management and Delivery. Recruitment is for an initial 12-month fixed term and target suitably qualified residents currently seeking employment. Estimated financial impact \$130,000 (as per OMC 30 April Item 12.2).

STRATEGIC IMPLICATIONS

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

Effective communication

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

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

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

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/0520/012

Moved: Cr H Tracey

Seconded: Cr C Mitchell

That Council supports the following initiatives as detailed in the attached Shire of Broome COVID-19 Support Package – Stage 2, being:

- 1) Accelerated Capital Works and Asset Renewal – noting funding for the included projects is accommodated in the draft 2020-2021 Annual Budget for consideration by Council; and**
- 2) 'Buy Local' Campaign**

CARRIED UNANIMOUSLY 8/0

Attachments

1. Attachment 1 - Shire of Broome COVID-19 Support Package Stage 1 COUNCIL APPROVED
2. Attachment 2 Shire of Broome COVID-19 Support Package Stage 2 FINAL



COVID-19 Support Package

Stage 1

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Foreword

The Shire of Broome acknowledges the significant public health and economic implications associated with the COVID-19 pandemic. Economically, this issue represents the greatest challenge to the worldwide economy since the Global Financial Crisis in 2008.

At a local level, the district is already experiencing the impacts of COVID-19. Engagement with our community and business members indicates considerable concern around:

- Restricted travel between WA, the Kimberley Region and between local government areas in the Kimberley Region
- Business closures (particularly in the tourism industry)
- Increased unemployment
- Forced closure of pubs, places of worship, gyms, sporting venues, cinemas, salons and others
- Restricted trading conditions for restaurants and cafes
- Cancellation of all cruise ship visits
- Cancellation of events
- Restrictions of gatherings of more than two people
- People working from home

The Shire of Broome understands the deep concern organisations have regarding employee retention, revenue, health and safety matters, as well as the ability to plan for continued disruptions to trade and service provision.

The Federal Government and State Government have both announced packages to provide relief in response to COVID-19.

The Shire of Broome acknowledges it also has an important role to play at a local level. Council is taking swift action to introduce significant support packages for ratepayers, community groups and small businesses in response to the global coronavirus pandemic.

The initiatives will be rolled out in stages to enable immediate (support) and longer term (recovery) assistance to provide relief to business, community groups, not-for-profits and individuals experiencing crisis.

Package Summary and Approach

The Shire of Broome has assessed a range of initiatives to support the community in terms of impact and value.

The packages will be rolled out in stages to enable immediate action in the current phase of the COVID-19 situation, with our Stage 1 focus being on Support. Further work will occur to roll out longer term initiatives to address the recovery and rebound phase post the COVID-19 State of Emergency.

The Shire of Broome has taken a broad approach to identifying initiatives within our purview, which have both direct and indirect value and impact on individuals, community groups and business. The Stage 1 package includes outward facing initiatives with immediate and mid-term cost saving, grant opportunities, and re-purposed facilitation and service delivery roles. The initiatives touch on rates, payments, influence, leadership, and broad and timely communication. Furthermore, the Shire of Broome hopes to support individuals and our community groups in this difficult time through use of technology, collaboration and outreach to vulnerable community members.

This report outlines each initiative with a summary, how we intend to fund the activity, intended impact, timeframes and the team(s) within the Shire of Broome who will have responsibility to deliver.

This is a living strategy that will be frequently up-dated in line with the COVID-19 situation and as Council's decisions come to hand.

Stage 1 Initiatives

This section highlights the Shire of Broome's Stage 1 initiatives that focus on supporting our rate payers and local organisations during the COVID-19 crisis.

Initiative
Rent Relief and Flexible Payment Options for Property Tenants
Freezing Rates in 2020-2021
Shire of Broome COVID-19 Financial Hardship Policy
Increased Debtor Payment Options
Freezing Shire of Broome Fees and Charges
Waive Penalty Interest and Suspension of New Debt Collection
Waive 2020-2021 Rate Payment Arrangement Fees and Interest
Refunds on Cancelled Bookings at Shire-owned Facilities
Regional Advocacy
Provision of Information and News
Database of State and Federal Business Support Packages
COVID-19 Community Support Grants Program
Virtual Library Services
Virtual Recreation Services
Social Connection Program

Rent Relief and Flexible Payment Options for Property Tenants

Summary

The Shire of Broome has several land and property holdings, with many of these leased to Government, commercial, not-for-profit and community tenants. The Shire has received requests for rent relief from many of the tenants affected by the current COVID-19 situation.

The Shire of Broome is investigating options to support tenants in Shire owned properties in a response to the impacts of COVID-19. Several support measures have been assessed consistent with the State Government's approach to their tenants. Support measures considered include:

- Flexible payment options, including rent deferral and freezes
- Waived / Partially waived rental payments

These considerations have been assessed in relation to not-for-profit and community organisations as well as across small, medium and large businesses. Government tenants have not been considered as part of this initiative. Consideration was given to options, commencing from March 2020, which are detailed below -

1. Option 1 – Defer rental payments for all non-government Shire of Broome tenants for six (6) months.
2. Option 2 – Waive rental payments for all non-government Shire of Broome tenants for six (6) months.
3. Option 3 – Waive 50% rental payments for all non-government Shire of Broome tenants for six (6) months.
4. Option 4 – Waive rental payments for all small, medium and not-for-profit tenants for six (6) months and defer rental payments for large business tenants for six (6) months.
5. Option 5 – Delegate to the Chief Executive Officer to individually negotiate with non-government tenants to a capped outcome of 50% waiver of rental payments for a period of six (6) months, on a case-by-case basis and in addition to the delegation to negotiate deferment of payments for any balance of rent due on a case by case basis.

How we will fund this initiative

By implementing this initiative, the Shire will forego rental revenue. This will negatively impact the end of financial year position and would need to be considered through regular review of the financial position.

Value and impact assessment

- COVID-19 Phase: SUPPORT and RECOVERY

The Shire of Broome aims to assist in a cost saving for businesses and community groups currently leasing Shire of Broome properties. This will impact 26 organisations across the townsite and include those in the impacted and critical hospitality, tourism and not-for-profit sector.

The recommendation is to progress with Option 5, which would see the Shire of Broome forego a maximum of approximately \$170,000 in rental income over the following six months.

The rent relief will build on the recently announced moratorium of leases for non-payment of rent for six (6) months for commercial tenancies suffering financial distress in response to the COVID-19 pandemic. While the Shire of Broome foregoes this income for its assets, this initiative supports businesses that are integral to the fabric of Broome and assists these businesses during a period of hibernation or innovation.

Timeline

A Council decision in April 2020 will permit backdating of the initiative to March 2020 and provide instant and ongoing relief for six (6) months for impacted businesses.

Responsibility area(s)

The area(s) of the Shire of Broome responsible for the delivery of this initiative include –

- Infrastructure – Property and Leasing

Additional information

Currently, options being considered include –

- Deferral
- Freeze
- Lease Holiday
- Period of initiative

Delegation to the Chief Executive Officer to approve appropriate rent relief and flexible payment options to a capped amount for non-government tenants will allow for a quick implementation of this initiative.

Freezing Rates in 2020-2021

Summary

Council's Long-Term Financial Plan has a moderate increase in rates each year. For the 2020-2021 Annual Budget no rate increase will be applied. This will assist all Shire of Broome ratepayers.

How we will fund this initiative

For the 2020-2021 Annual budget the rate increase assumption under the Shire of Broome's Long-Term Financial Plan was estimated to generate approximately an additional \$400,000 in revenue towards initiatives in the district. Through a reallocation of resources, and careful fiscal management, a curtailed program will be delivered to offset the decrease in revenue.

Value and impact assessment

- COVID-19 Phase: SUPPORT AND RECOVERY

The Shire of Broome will assist in a cost saving role by freezing rates and ensuring no additional financial burden is placed on ratepayers in the 2020-2021 financial year.

Timeline

A Council decision in April 2020 will come into effect in the 2020-2021 Annual Budget.

Responsibility area(s)

The area(s) of the Shire of Broome responsible for the delivery of this initiative include –

- Finance

Shire of Broome COVID-19 Financial Hardship Policy

Summary

The initiative involves updating the Shire of Broome's Financial Hardship Framework specific to COVID-19 financial hardship considerations. The WA Local Government Association (WALGA) has developed a COVID-19 Hardship Policy recommended for adoption by local governments, with consideration to individual area requirements.

How we will fund this initiative

The updating of the Shire's Financial Hardship Framework has no material expense associated with it.

The actual budget impact, through the adoption of the WALGA hardship recommendations is difficult to estimate and will be dependent on the overarching impact of the COVID-19 pandemic.

Value and impact assessment

- COVID-19 Phase: SUPPORT and RECOVERY

The Shire of Broome will assist in a facilitation and service delivery role by ensuring we offer fair, equitable, consistent and dignified support to rates debtors suffering financial hardship as a direct result of the COVID-19 pandemic, while treating all members of the community with respect and understanding at this difficult time.

Timeline

A Council decision in April 2020 will permit commencement in April 2020, with a guaranteed commitment to deliver this initiative through to the end of the COVID-19 pandemic.

Responsibility area(s)

The area(s) of the Shire of Broome responsible for the delivery of this initiative include –

- Governance
- Finance

Increased Debtor Payment Options

Summary

The provision of additional flexible and adaptable payment arrangement options to assist debtors to meet their financial obligations will ease the mental burden of those impacted by the COVID-19 pandemic.

How we will fund this initiative

There is no intention to simply write-off debts as an outcome of this initiative. Instead, active pursuit of outstanding debts will ease, and arrangements considered and implemented.

Shire cashflow may become a consideration with the implementation of this initiative, and this will be carefully monitored.

Value and impact assessment

- COVID-19 Phase: SUPPORT and RECOVERY

The Shire of Broome will assist in a facilitation and service delivery role by increasing the payment options available to debtors. This will allow debtors to meet their obligations in a manner flexible to their needs thus reducing financial stress.

Additionally, the Shire is waiving payment arrangement fees and reducing payment arrangement interest to further reduce financial strain.

Penalty interest will still be applied to outstanding debts in 2020-2021 where debtors have not entered payment arrangements with the Shire.

Timeline

A Council decision in April 2020 will permit commencement in April 2020, with a guaranteed commitment to deliver this initiative through to the end of the COVID-19 pandemic.

Responsibility area(s)

The area(s) of the Shire of Broome responsible for the delivery of this initiative include –

- Finance

Freezing Shire of Broome Fees and Charges

Summary

Council's Long-Term Financial Plan has a moderate increase in fees and charges each year. For the 2020-2021 Annual Budget there will be no increase in fees and charges. This will assist all Shire of Broome ratepayers and residents.

How we will fund this initiative

For the 2020-2021 Annual budget the fees and charges increase are estimated to generate an additional \$150,000 in revenue towards initiatives in the district. Through a reallocation of resources, and careful fiscal management, a curtailed program could be delivered to offset the decrease in revenue.

Value and impact assessment

- COVID-19 Phase: SUPPORT AND RECOVERY

The Shire of Broome will assist in a cost saving role by freezing fees and charges and ensuring no additional financial burden is placed on ratepayers and residents in the 2020-2021 financial year.

Timeline

A Council decision in April 2020 will come into effect in the 2020-2021 Annual Budget year.

Responsibility area(s)

The area(s) of the Shire of Broome responsible for the delivery of this initiative include –

- Finance

Waive Penalty Interest and Suspension of New Debt Collection

Summary

Council has already approved the waiving of penalty interest on remaining outstanding rates for the 2019-2020 financial year and paused all new debt collection activities. This will continue into the 2020-2021 financial year.

How we will fund this initiative

For the 2020-2021 financial year the waiving of penalty interest, instalment interest and administration charges will result in a revenue decrease of approximately \$107,000.

There remains approximately \$1.5 million of outstanding unpaid rates comprised of \$1.3 million relating to the 2019-2020 year and \$220,000 relating to previous years. The suspension of debt collection will result in some of these outstanding rates not being collected, which will impact the interest that would have been generated on those revenues. It is forecast there will be an approximate \$13,000 in lost interest earnings through to the end of the financial year.

The combined loss of revenue and interest totals \$120,000.

At this time, it is expected operational savings associated with the closing of facilities and scaling back of operations will cover this reduction in revenue.

Value and impact assessment

- COVID-19 Phase: SUPPORT AND RECOVERY

The Shire of Broome will assist in a cost saving role by providing respite to ratepayers with remaining outstanding 2019-2020 rate debts. Ratepayers will not be charged penalty interest on any remaining outstanding 2019-2020 rate debt owing, commencing April 2020.

New debt collection processes will also be delayed providing relief for those having difficulty in paying outstanding 2019-2020 rate debts. This may be reassessed prior to the end of the 2019-2020 financial year.

It is not recommended debt collection processes be paused in the 2020-2021 financial year. Ratepayers experiencing financial hardship will instead be encouraged to submit a hardship application as per the proposed COVID-19 Hardship Policy being considered by Council as part of this item.

Waiving penalty interest and postponement of debt recovery on remaining outstanding rate debts in 2019-2020 will result in these funds staying in the hands of ratepayers at this time of need.

Timeline

This initiative is already activated.

Responsibility area(s)

The area(s) of the Shire of Broome responsible for the delivery of this initiative include –

- Finance

Waive 2020-2021 Rate Payment Arrangement Fees and Interest

Summary

By removing rate payment arrangement administration fees and interest for the 2020-2021 financial year additional funds are likely to flow into the local economy and community financial stress lessened.

How we will fund this initiative

For the 2020-2021 financial year this initiative will generate an estimated reduction in revenue of approximately \$210,000, comprised of \$150,000 revenue reduction associated with a waiver of interest and \$60,000 revenue reduction due to waiving payment arrangement fees.

At this time, it is expected operational savings associated with the closing of facilities and scaling back of operations will cover this reduction in revenue.

Value and impact assessment

- COVID-19 Phase: SUPPORT and RECOVERY

The Shire of Broome will assist in a cost saving role by reducing the financial impost associated with entering Rates payment arrangements with the Shire. Payment arrangement fees and interest will be waived for the 2020-2021 financial year.

Timeline

A Council decision in April 2020 will come into effect in the 2020-2021 Annual Budget.

Responsibility area(s)

The area(s) of the Shire of Broome responsible for the delivery of this initiative include –

- Finance

Refunds on Cancelled Bookings at Shire-owned Facilities

Summary

Where the Shire of Broome has received pre-payment for an event or service that has been cancelled, refunds will be processed administratively to comply with the Shire of Broome's common law obligations. The Broome Recreation and Aquatic Centre is offering several options for customers including refunds, credits and "holding periods" for memberships and programs. This provides flexibility and will also reduce the administrative impact for the organisation.

How we will fund this initiative

Refunds will be funded from payments already received by the Shire of Broome. Where possible, the Shire is also working with applicants to reschedule and credit event fees if this is a suitable option.

There are times throughout the year the Broome Recreation and Aquatic Centre bookings are made, programs are cancelled, or memberships need to cease. In these instances, the refunds are generated from a specific account and paid to the customer. The cost of the refunds / reimbursements is counteracted by the income that has been paid by the customer and reflected in the appropriate income account.

Value and impact assessment

- COVID-19 Phase: SUPPORT and RECOVERY

This initiative demonstrates the Shire of Broome's understanding and support of the unexpected circumstances now impacting events, programs and other bookings.

The Shire of Broome Events and Bookings area has prided itself on achieving a high level of customer satisfaction. The provision of quick and responsive customer service in this instance will assist in meeting the needs of event applicants and other customers.

Recognising the importance of events to community and economic development, the Shire is focused on maintaining good communication and relationships with various event managers. This will enable the Shire of Broome to work closely with all stakeholders as part of the recovery phase.

To date, the value of refunds and credits totals \$25,000.

Timeline

Following State and Federal Government decrees on non-essential gatherings, officers have been able to reschedule events or provide credits in line with the evolving situation. Officers have commenced refunds and continue to process those still outstanding.

Responsibility area(s)

The area(s) of the Shire of Broome responsible for the delivery of this initiative include –

- Broome Recreation and Aquatic Centre
- Broome Civic Centre
- Community and Economic Development

Regional Advocacy

Summary

During the COVID-19 pandemic, decisions are being made by State and Federal Government regarding the Kimberley region. The proactive provision of two-way information to community and decision makers for policy, regulation, program development, and project investment has proven both timely and effective for the prioritisation of meaningful actions in the region.

How we will fund this initiative

There is no additional expense associated with this initiative.

Value and impact assessment

- COVID-19 Phase: SUPPORT and RECOVERY

The Shire of Broome will assist in a facilitation and service delivery role to make representation to decision makers for the needs of the district for strong community and economic outcomes. This requires the Shire of Broome to –

- Be both agile and flexible to react in the support phase of the COVID-19 situation, and be strategic and proactive in the recovery phase
- Partner with district and regional stakeholders to provide consistent advice and input for effective and prompt decision making
- Have projects ready for funding opportunities
- Have statistics and case study information collected to support advocacy claims

The Shire of Broome's role in this space has already resulted in swift Government responses and commitments. The Kimberley Zone had one strong and consistent voice to advocate for regional border restrictions and take-away liquor restrictions. These were implemented in the Kimberley ahead of all other regions.

Timeline

This initiative is already activated.

Responsibility area(s)


The area(s) of the Shire of Broome responsible for the delivery of this initiative include –

- Office of the Chief Executive Officer

Additional information

The Shire of Broome is partnering with these regional organisations –

- Kimberley Zone (four Kimberley Local Government Authorities)
- Kimberley Development Commission
- Regional Development Australia Kimberley
- Nyamba Buru Yawuru
- AusIndustry / Office of Northern Australia
- Broome Future Alliance

- 
- Broome Chamber of Commerce
 - Local Members of Parliament
 - State Government Cabinet Ministers

Provision of Information and News

Summary

The State and Federal Governments are the lead agencies in relation to the COVID-19 response and, as such, handle all communication and messaging to the public.

The Shire of Broome recognises the community looks to it for guidance and has been proactive in supplying as much information to residents as possible. This will continue, with information regularly made available to the community, despite much of the content being national / state decisions where the Shire of Broome has no jurisdiction over or say in.

The Shire has compiled a Frequently Asked Questions page on the Shire website, which is updated as soon as new information is available. The feedback on this page has been positive from the community, who have started to realise it is a reputable and trustworthy source of up-to-date information. This ever-expanding list of questions and answers will provide the community with the latest information in relation to specific topics and should be the go-to area for local COVID-19 information.

On top of this, the marketing and communications coordinator has been providing timely updates for the last month on social media channels (such as Facebook and Twitter), in the Broome Advertiser's 'Shire News' page each fortnight and through e-newsletters.

As Secretariat of the Kimberley Zone, the Shire of Broome provides this information for the benefit of all member Councils and ensures there is consistent messaging across the Kimberley from all local governments.

How we will fund this initiative

There is no additional expense associated with this initiative.

Value and impact assessment

- COVID-19 Phase: SUPPORT

The Shire of Broome will assist in a facilitation and service delivery role to ensure the Broome community is kept abreast of the latest information, in a timely fashion.

There is a lot of misinformation on platforms, such as Facebook, and as such the Shire of Broome wants to ensure there is a dependable source open and available to residents.

While other sources, such as the State and Federal Government websites, news outlets and the WA Premier's Facebook page, are good avenues for people to be informed, the Shire feels a local information source will help ease tension and anxiety in the community.

The Shire also takes the view repeating accurate information in as many official channels as possible will play a role in drowning out misinformation or speculation on social media.

Timeline

This initiative is already activated.

Responsibility area(s)

The area(s) of the Shire of Broome responsible for the delivery of this initiative include –

- Communications and Marketing

Database of State and Federal Business Support Packages

Summary

The creation of information circulation channels, during these uncertain and constantly changing times, through the Shire of Broome website, Frequently Asked Questions and the Shire of Broome Facebook site are considered a vital service for all.

How we will fund this initiative

Council Officers within the organisation will be, and have already been, repurposed towards ensuring the continued delivery of this initiative.

Value and impact assessment

- COVID-19 Phase: SUPPORT

The Shire of Broome assists in a facilitation and service delivery role in circulating up-to-date information and direction to local businesses to access available State and Federal Government support programs.

Shire Officers will partner with the Broome Chamber of Commerce and Broome Future Alliance to ensure efficient and consistent distribution of this information amongst business networks.

As Secretariat of the Kimberley Zone, the Shire of Broome is also able to provide this information for the benefit of all member Councils and ensure there is consistent messaging across the Kimberley from all local governments.

Timeline

This initiative has already commenced. The database updated weekly and is being uploaded on the Shire of Broome website.

Responsibility area(s)

The area(s) of the Shire of Broome responsible for the delivery of this initiative include –

- Community and Economic Development
- Communications and Marketing

COVID-19 Community Support Grants Program

Summary

The development of a grants program targeting strong community outcomes and supporting local community organisations (e.g. sporting clubs etc.), not-for-profits, charities and community service providers during the COVID-19 pandemic will help focus the community and continue to provide opportunities for collaboration and engagement.

Many of these organisations have lost their fundraising capabilities with the restrictions applied to social gatherings and their ability to deliver their services to community members in need. Delivering services to mental health, disabled, seniors and socio-economically disadvantaged members of the community has also been severely compromised by the COVID-19 pandemic.

The grants will be directed to eligible organisations to deliver –

- Community services
- Events
- Innovative program delivery

How we will fund this initiative

The funding sources that have been identified for potential reallocation includes the Community Sponsorship 2019-2020 allocation:

- | | |
|---------------------------------|----------|
| • Municipal budget | \$80,000 |
| • Community Sponsorship Reserve | \$60,000 |

The direct dollar value of this initiative is approximately \$140,000.

The Community Ad Hoc Sponsorship and Community Annual Matched Funding programs are currently live. Council will need to review these considering the current situation.

Value and impact assessment

- COVID-19 Phase: SUPPORT and RECOVERY

The Shire of Broome will assist with a direct financial contribution to community organisations. A program total of \$100,000 could effectively impact 20 – 50 local community organisations (e.g. sporting clubs etc.), not-for-profits, charities and community service providers with a one-off grant ranging between \$2,000 and \$5,000.

The Shire of Broome is also investigating the opportunity to partner with corporate organisations for direct impact to disadvantaged families. One concept includes purchasing telephones, laptops and data credit (capped) and have them made available to community members through an expression of interest process. This will target those families that are isolating and have limited means to stay connected via tools that are commonly available to others. The impact of such a program is two-fold – direct local economic expenditure in purchasing the equipment / assets, and direct social outcomes for disadvantaged community members during the COVID-19 crisis.

Timeline

A Council decision in April 2020 will permit implementation in May 2020 and operate until funds are exhausted.



Responsibility area(s)

The area(s) of the Shire of Broome responsible for the delivery of this initiative include –

- Community and Economic Development

Additional information

Guidelines will be required to be established, with a 'Plain Speak' application form. An assessment process, with delegation to the Chief Executive Officer to approve funding will allow for a quick distribution of funds.

Virtual Library Services

Summary

In the wake of the COVID-19 pandemic, the Broome Library has quickly recalibrated its services to include –

- Delivery of live and pre-recorded library programs (e.g. Baby Rhyme Time etc.) through online modes such as Facebook Live
- Ongoing promotion and assistance for community members to access the e-resources catalogue.

How we will fund this initiative

Council Officers within the organisation will be repurposed towards ensuring the continued delivery of this initiative. Additional expense not already included in the 2019-2020 Annual Budget, of approximately \$10,000 is required to deliver this initiative in full, with these funds readily able to be sourced from savings generated from the physical closure of the Broome Library.

Value and impact assessment

- COVID-19 Phase: SUPPORT

The Shire of Broome will assist in a facilitation and service delivery role in supporting and connecting the community with programs, initiatives and continued access to resources.

The library plays a vital role in the lives of many community members, and the continuity of the service is considered important. The value of this initiative is expected to be demonstrated through a positive impact on the social fabric of the community.

Timeline

This initiative has already commenced and has been well attended (virtually).

Responsibility area(s)

The area(s) of the Shire of Broome responsible for the delivery of this initiative include –

- Community and Economic Development

Additional information

Additional programs are being investigated for future engagement.

Virtual Recreation Services

Summary

This initiative will enable Broome Recreation and Aquatic Centre members and Broome residents to participate in fitness activities whilst maintaining social distancing.

Initially, the regular Broome Recreation and Aquatic Centre programs will be available, such as Circuit Classes and Yoga, and as ongoing progress is made, an abbreviated version of aqua fitness will be explored for home pools.

How we will fund this initiative

Council Officers within the organisation will be repurposed towards ensuring the continued delivery of this initiative. No additional expense to the 2019-2020 Annual Budget is expected.

Value and impact assessment

- COVID-19 Phase: SUPPORT

The Shire of Broome will assist in a facilitation and service delivery role in keeping people active when programs and facilities are not otherwise available.

Exercise is an important aspect of a person's health and wellbeing, and this program will allow them to undertake their regular classes and interact with Broome Recreation and Aquatic Centre instructors on a virtual level.

Timeline

This initiative has already commenced.

Responsibility area(s)

The area(s) of the Shire of Broome responsible for the delivery of this initiative include –

- Broome Recreation and Aquatic Centre

Social Connection Program

Summary

Many people are struggling to remain connected while observing the imposed social distancing requirements. An ongoing virtual community development and support program is envisaged featuring –

- Short videos and segments to empower community members to look out for one another
- Provide suggestions for activities during isolation
- Promote Shire of Broome services and role of different team members
- Marketing initiatives to increase community connections and encourage neighbours to connect through exchange of details / contact

How we will fund this initiative

Council Officers within the organisation will be repurposed towards ensuring the continued delivery of this initiative. No additional expense to the 2019-2020 Annual Budget is expected.

Value and impact assessment

- COVID-19 Phase: SUPPORT

The Shire of Broome will assist in a facilitation and service delivery role in maintaining and strengthening community connection during this current period where people are impacted by self-isolation, quarantine and other restrictions due to COVID 19 – which negatively impact the community's ability to interact in a normal manner.

The value of this initiative is expected to be demonstrated through a positive impact on the social fabric of the community.

Timeline

This initiative has already commenced.

Responsibility area(s)

The area(s) of the Shire of Broome responsible for the delivery of this initiative include –

- Community and Economic Development

Additional information

Additional programs are being investigated for future engagement.

Additional Activity

Freezing Contracted Staff Salaries and Savings from Casual Staff

Summary

The Shire of Broome has a small contracted workforce comprising of senior staff including the Chief Executive Officer, Directors and the management team. In Council's Long-Term Financial Plan and budget documents there is an allowance for a moderate increase in contracted staff salaries to reward performance and to ensure senior staff salaries are competitive with other local governments.

A decision has been made to freeze any incremental increases to contracted staff salaries from February 2020 for 12 months to release funds to assist with community support efforts associated with COVID-19.

Facility closures across the Shire have resulted in casual staff not being required for operational activities and services. This has resulted in salary savings. These savings will be utilised to offset costs associated with support and recovery efforts.

How we will fund this initiative

For the remainder of the 2019-2020 financial year this freeze on salary increases will result in a saving of \$15,000. Across a full calendar year savings of \$37,000 are expected.

Savings attributed to casual salary savings are projected to be \$110,000 for the remainder of the 2019-2020 financial year. Savings in 2020-2021 will be in the vicinity of \$37,000 per month. Although it is unknown when these services will be reinstated it is estimated these savings will be expected for at least 3 (three) months through to the end of September 2020, resulting in a further \$111,000 in salary savings in the 2020-2021 financial year.

Value and impact assessment

- COVID-19 Phase: SUPPORT

The Shire of Broome will assist in a facilitation and service delivery role by reducing contract staff salaries for the 12 month period from February 2020 through to February 2021. Savings resulting from casual staff salaries will be redirected to help fund the various initiatives outlined in the COVID-19 Support Package.

Timeline

Freezes of contracted staff salaries will be backdated to February 2020 and will be in place for a 12 month period. Casual salary savings will be allocated through regular reviews of the financial position process however will be available to offset initiatives following a decision of Council in April.

Responsibility area(s)

The area(s) of the Shire of Broome responsible for the delivery of this initiative include –

- Finance
- People and Culture

Planning, Building and Environmental Health Considerations

Public health measures have impacted and restricted normal business operations. Many businesses are looking for alternative operating models and ensuring the planning system can consider these will require flexibility and agility.

The Department of Planning Lands and Heritage prepared amendments to the Planning and Development (Local Planning Schemes) Regulations 2015 which were gazetted on the 3 April 2020. The new provisions give the ability for the Minister for Planning to issue 'a notice of exemption' from planning requirements during a State of Emergency declaration, which includes the current declaration in relation to COVID-19. The notice of exemptions will apply to Local Planning Schemes through the Deemed Provisions. The exemption notice can only be issued by the Minister considers it necessary to do so for the purposes of facilitating a response to, or recovery from, the emergency the subject of the declaration.

The notice of exemption is in the process of being drafted and may include the following:

- Exemptions to obtain development approval where proposal relates to medical or health related activities with a response to the COVID-19 Pandemic.
- Exemptions for certain types of land uses within specified zones from the need to obtain development approval, expiring 90 days after the date the State of Emergency declaration ceases.
- Exemptions from any conditions of development approval restricting loading or unloading times for delivery of goods or fuel for premises which sell goods or petrol, expiring 90 days after the date the State of Emergency declaration ceases.
- Non-conforming uses that may have to cease during the State of Emergency, will preserve the non-confirming use rights if the use is unable to operate because of the COVID-19 pandemic.
- In relation to an approved development, exemptions from the requirement to substantially commence development, a new deadline for substantial commencement is substituted, being the original deadline plus a further period of 2 years.

This will be communicated in more detail as the State Government approves the regulatory amendments.

The Department of Mines, Industry and Regulation (which includes the Building Commission) are in the process of introducing a 'COVID-19 economic and health relief package' and the regulatory changes are in the process of being drafted. Changes are likely to include:

- Fees will be waived for 12 months for all new applications and renewals of building industry registrations, including contractors and practitioners in the Builders, Building Surveyors, Painters and Owner Builders categories (note this is not anticipated to include regulated building permit application fees or the Building Services Levies).
- It will be for all operatives (not just small and medium businesses).
- The term of all current building industry registrations will be extended for 12 months (effectively a 12-month extension of the anniversary date for all current registrations).

The Shire of Broome is also investigating how we can assist mobile food vendors. As part of the review of the trading requirements for these vendors, the Shire of Broome will work with vendors to discuss options of establishing temporary trading locations and times for alternative operations while one-off events and routine market trading opportunities, such as the Broome Markets, are not occurring.



COVID-19 Support Package

Stage 2



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Foreword

The Shire of Broome acknowledges the significant public health and economic implications associated with the COVID-19 pandemic. Economically, this issue represents the greatest challenge to the worldwide economy since the Global Financial Crisis in 2008.

At a local level, the district is already experiencing the impacts of COVID-19. Engagement with our community and business members indicates considerable concern around:

- Restricted travel between WA, the Kimberley Region and between local government areas in the Kimberley Region
- Business closures (particularly in the tourism industry)
- Increased unemployment
- Forced closure of pubs, places of worship, gyms, sporting venues, cinemas, salons and others
- Restricted trading conditions for restaurants and cafes
- Cancellation of all cruise ship visits
- Cancellation of events
- Restrictions of gatherings of more than two people
- People working from home

The Shire of Broome understands the deep concern organisations have regarding employee retention, revenue, health and safety matters, as well as the ability to plan for continued disruptions to trade and service provision.

The Federal Government and State Government have both announced packages to provide relief in response to COVID-19.

The Shire of Broome acknowledges it also has an important role to play at a local level. Council is taking swift action to introduce significant support packages for ratepayers, community groups and small businesses in response to the global coronavirus pandemic.

The initiatives will be rolled out in stages to enable immediate (support) and longer term (recovery) assistance to provide relief to business, community groups, not-for-profits and individuals experiencing crisis.

Package Summary and Approach

The Shire of Broome has assessed a range of initiatives to support the community in terms of impact and value.

The packages will be rolled out in stages to enable immediate action in the current phase of the COVID-19 situation. The Shire of Broome has taken a broad approach to identifying initiatives within our purview, which have both direct and indirect value and impact on individuals, community groups and business.

The Shire of Broome COVID-19 Support Package – Stage 1 was endorsed by Council at a Special Council meeting on 9 April 2020 with a strong emphasis on Support during the COVID-19 State of Emergency. The Stage 1 package includes outward facing initiatives with immediate and mid-term cost saving, grant opportunities, and re-purposed facilitation and service delivery roles. The initiatives touch on rates, payments, influence, leadership, and broad and timely communication. Furthermore, the Shire of Broome hopes to support individuals and our community groups in this difficult time through use of technology, collaboration and outreach to vulnerable community members.

The initiatives outlined in Stage 2 begin to focus on the Recovery and Rebound phase with particular attention on engaging local businesses.

This report outlines each initiative with a summary, how we intend to fund the activity, intended impact, timeframes and the team(s) within the Shire of Broome who will have responsibility to deliver.

This is a living strategy that will be frequently up-dated in line with the COVID-19 situation and as Council's decisions come to hand.

Update on Stage 1 Initiatives

An implementation update on each Stage 1 initiative is listed in the below table.

Initiative	Implementation update
Rent Relief and Flexible Payment Options for Property Tenants	Underway – please contact the Property and Leasing Team if this applies to you.
Freezing Rates in 2020-2021	In place for implementation as of 1 July 2020
Shire of Broome COVID-19 Financial Hardship Policy	In place for implementation as of 1 July 2020
Increased Debtor Payment Options	Under development – please contact the Finance Team if this applies to you.
Freezing Shire of Broome Fees and Charges	In place for implementation as of 1 July 2020
Waive Penalty Interest and Suspension of New Debt Collection	Underway – please contact the Finance Team if this applies to you.
Waive 2020-2021 Rate Payment Arrangement Fees and Interest	In place for implementation as of 1 July 2020
Refunds on Cancelled Bookings at Shire-owned Facilities	Complete – please contact the Customer Service Team if this applies to you.
Regional Advocacy	Underway – please contact the CEO or Councillors
Provision of Information and News	Underway – please see: https://www.broome.wa.gov.au/Council/COVID-19-Coronavirus-updates
Database of State and Federal Business Support Packages	Complete – please see: https://www.broome.wa.gov.au/Council/COVID-19-Coronavirus-updates
COVID-19 Community Support Grants Program	Open for application – please see: https://www.broome.wa.gov.au/Community/COVID-19-Community-Support-Package
Virtual Library Services	Underway – please see: https://www.broome.wa.gov.au/Community/Broome-Public-Library
Virtual Recreation Services	Underway – please contact the Broome Recreation and Aquatic Centre for information
Social Connection Program	Underway – see #kimberleykindness videos and posts on the Shire of Broome Facebook page

Stage 2 Initiatives

The initiatives in Stage 2 are listed below.

Initiative
Accelerated Capital Works and Asset Renewal
'Buy Local' Campaign

Accelerated Capital Works and Asset Renewal

Summary

This initiative seeks to accelerate the delivery of 2020-21 Asset Renewal as well as identify 'New' Capital projects which can be funded through unallocated reserve and borrowings. This initiative seeks to identify projects with high local spend or high community impact and accelerate investment in essential public works during the current COVID-19 climate.

The utilisation of unallocated Reserve Funds to bring Capital works and Asset Renewal initiatives forward will provide increased revenue to local businesses.

Reserve Funded 'New' Capital Initiatives for 2020-21 Financial Year

Project	Funding Source	Budget
Parks and Gardens Shed Extension	\$98,000 Reserve	\$98,000
Broome Cemetery – New Ablution	\$51,000 Municipal, \$85,000 Reserve	\$136,000
Dakas Park- Upgrade Stage 2	\$88,000 Reserve	\$88,000
	Total	\$322,000

The following initiatives have been identified for scoping, design and procurement to commence in the 2019-20 financial year to allow for accelerated delivery in the 2020-21 financial year.

Project	Budget
Shire Building Renewal Program	\$221,000
Conti Foreshore Path – New	\$145,000
Old Broome Streetlights Upgrades	\$150,000
BRAC Stadium Floor Replacement	\$428,500
Male Oval Lighting - Renewal	\$50,000
Total	\$994,500

Major Projects for consideration for the Shire of Broome to Project Manage and Deliver in the 2020-21 financial year are listed below. These Projects contain previous Shire of Broome contributions, Self-Supporting Loans, Grant Funding and proponent contributions.

Project	Budget
Broome Surf Life Saving Club - Upgrade	\$3,222,000
Broome Golf Club Redevelopment - Upgrade	\$6,375,000
Total	\$9,597,000

Please note that the values listed above represent total project value and includes budget allocations from Municipal, Reserves, Borrowing, Grants, and Contributions.

Accelerated delivery of the Major Projects will require an additional internal resource for Procurement, Project Management and Delivery. Recruitment is for an initial 12-month fixed term and target suitably qualified local residents currently seeking employment. Estimated financial impact \$130,000.

How we will fund this initiative

The above initiatives have been highlighted in the draft 2020-21 Financial Year Budget with funding detailed within.

Value and impact assessment

- COVID-19 Phase: RECOVERY

The Shire of Broome aims to assist with a direct financial contribution to businesses through engaging with local contractors, trades and service providers to deliver an accelerated capital works and asset renewal program.

The Town Beach Redevelopment and Chinatown Revitalisation Stage 1 projects have demonstrated high local content results, which directly impacts economic and jobs growth in Broome. If funding is committed to one or more of these listed major projects, the Shire of Broome is confident our 'Buy Local' procurement policy will have a significant impact towards businesses rebounding and overall community confidence in Broome's economic recovery post COVID-19. Aside from the direct injection of cash as part of the construction of these projects, they will also result in significant economic multipliers.

Timeline

A Council decision in May 2020 will permit commencement of planning and procurement in June 2020 with local investment from July 2020. These initiatives will be finalised in the 2020-21 financial year with Major Projects extending into 2021-22.

Responsibility area(s)

The area(s) of the Shire of Broome responsible for the delivery of this initiative include –

- Infrastructure
- Finance

'Buy Local' Campaign

Summary

The Shire of Broome is committed to delivering a media advertising campaign to encourage spending at local businesses, who will be significantly impacted by the COVID-19 pandemic. With the 2020 tourism season being significantly impacted, many businesses have faced difficult operating decisions and conditions. Local jobs have been cut as a result.

The Shire will support the local business community by highlighting some of the hardship that owners are going through and encouraging residents to shop locally during this difficult time, rather than online.

This initiative is likely to be a direct partnership with the Broome Chamber of Commerce to leverage their existing efforts in this space for a jointly funded campaign. This will maximise efforts for a wider reach in our district.

The campaign will involve advertising in the Broome Advertiser, Southern Cross Austereo radio station and Goolarri radio station. It will also have a prominent social media presence, while e-newsletters will be sent out to residents to reinforce the message. Engagement and consultation with the business community will be undertaken to ensure consistent and accurate messaging is devised to benefit retailers and businesses.

As an immediate response the Shire of Broome has already financially contributed to the following:

- A four-page wrap in the Broome Advertiser which included promoting a page of adverts for local businesses.
- Triple M's 'Big Friday Night Take Out' promotion which urges residents to support local eateries and restaurants.
- Regular posts on Chinatown Broome Facebook page promoting what local businesses are doing.

How we will fund this initiative

To-date, \$1,800 has been spent on the above activity. Detailed pricing has yet to be confirmed for a formalised campaign when restrictions are lifted. Many of our stakeholder organisations have already shown a willingness to assist the Shire in undertaking this initiative. An initial budget \$10,000 has been estimated at this stage.

Officers within the organisation will be repurposed towards ensuring the continued delivery of this initiative.

Value and impact assessment

- COVID-19 Phase: RECOVERY

The Shire of Broome aims to assist in a facilitation and service delivery role in marketing and promoting local business to play a role in negating the financial impact that COVID-19 will have commercially.

During a tough time for everyone in Broome, the campaign will have the objective of forging community spirit and highlighting the importance of supporting our local business owners.

Timeline

A Council decision in May 2020 will permit commencement of a structured campaign in June 2020.



Responsibility area(s)

The area(s) of the Shire of Broome responsible for the delivery of this initiative include –

- Communications and Marketing
- Community and Economic Development

Additional information

Shire Officers will liaise directly with the Broome Chamber of Commerce and Industry and local media partners to deliver this initiative.

Additional Activity

Revise Municipal Budget

Significant and immediate work has been undertaken to adjust the 2019-20 Municipal Budget and prepare the 2020-21 Municipal Budget for Council adoption to accommodate the variations from normal operations and the initiatives outlined in the Shire of Broome's COVID-19 Support Package. This has required repurposing of some project/program funds and also acceleration of forward capital works budgets.

Planning, Building and Environmental Health Considerations

Public health measures have impacted and restricted normal business operations. Many businesses are looking for alternative operating models and ensuring the planning system can consider these will require flexibility and agility. The below information provides an update from the details included in the Shire of Broome COVID-19 Support Package – Stage 1.

On 8 April 2020 the Minister for Planning signed a 'Notice of Exemption' which creates exemptions for particular matters from the need to seek Development Approval from Local Governments. The notice has been drafted to allow for businesses to operate more flexibly during the COVID-19 State of Emergency. The exemptions apply to defined planning items only, do not extend to other laws (i.e. building and health requirements) and will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect. The exemptions also provide flexibility to some local government planning functions, particularly relating to consultation and advertisements.

The following exemptions of note are highlighted and are most likely to benefit business operations in Broome:

- Proponents will be exempt from the requirement to obtain approval for a home business or home occupation within the residential zone. That is, you may have an office in the Town Centre zone and cannot have all employees working from this location. This provides the ability for the business to be carried out from a house while the State of Emergency is in place and up to 90 days after this ceases.
- Proponents wanting to park a commercial vehicle at a residential premise will be exempted from the need to obtain development approval during the term of the pandemic. That is, people working at a transport depot or other like business, may not be able to return to their usual workplaces during the pandemic and therefore can park their commercial work vehicle at home without any approval from the Shire.
- Any proponent that may have conditions restricting hours of operation for loading and unloading of goods or petroleum products will not need to comply with these conditions of approval. This exemption also provide immunity and protection to local governments should complaints be received during this time.
- Where premises are approved for use as a hotel, tavern, restaurant/café or other similar venue, proponents will be exempt from any requirement to obtain approval for food to be consumed off premises or any requirement to obtain approval to minor temporary work necessary to adapt existing premises. For example, all the restaurants now offering delivery are not in breach of their approvals during the State of Emergency and if they want to modify operations, such as allowing for drive-thru pick up, this would be exempt.

- Any development approvals that are due to expire (all developments are required to substantially commence two years from the date of approval) will have a further two years to commence development, removing the requirement for the applicant to have to apply to a Local Government for an extension.

Full details and FAQ's on the exemptions can be accessed here: <https://www.dplh.wa.gov.au/notice-of-exemptions>.

There have been no exemptions provided by the State Government concerning environmental health and ranger related legislation. The Shire of Broome Environmental Health Officers and Rangers have however adopted an educational and supportive focus to assist businesses and the public during the restricted trading / activity environment.

Routine inspection and customer request response activities by the Environmental Health Team and Ranger Services have continued throughout this period where appropriate. Rangers have also utilised their public presence to support the Western Australia Police Force in educating the public on social distancing in settings such as Cable Beach. Environmental Health Officers are supporting the Western Australia Police Force with monitoring of businesses and facilities reopening or scaling up operations by providing education and advice to operators on hygiene, cleaning, staff training, social distancing and outdoor dining obligations.

9.4 OUR ORGANISATION

9.4.1 REGIONAL PRICE PREFERENCE POLICY AMENDMENTS

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

SUMMARY: This report recommends that Council consider amendments to the current Regional Price Preference Policy (RPPP) to comply with the requirements of the *Local Government (Functions and General) Regulations 1996*.

BACKGROUND

The existing RPPP was first adopted by Council on 18 December 2001. This followed legislative changes in February 2000 that allowed local governments located outside the metropolitan area to provide a regional price preference as part of the assessment of quotations and tenders.

COMMENT

A recent external review identified that the current RPPP is not fully compliant with the *Local Government (Functions and General) Regulations 1996* as the policy does not acknowledge the full provisions of Regulation 24B which states:

- (2) *A supplier of goods or services who submits a tender is regarded as being a regional tenderer for the purposes of this Part if –*
- (a) that supplier has been operating a business continuously out of premises in the appropriate region for at least 6 months before the time after which further tenders cannot be submitted; or*
 - (b) some or all of the goods or services are to be supplied from regional sources.*

The current RPPP only complies with Regulation 24B(2)(a) which relates to a Regional Business Preference.

Regulation 24B(2)(b) requires a Regional Content Preference which has been incorporated into the amended policy.

Following this amendment, non regional tenderers will be able to claim the regional price preference for portions of the tender / quotation that utilise regional sourced content.

CONSULTATION

WALGA – Governance
Department of Local Government Sport and Cultural Industries (DLGSC)

STATUTORY ENVIRONMENT

Local Government Act 1995

s2.7(2)(b) determine the Local Government's policies.

The Council's Regional Price Preference Policy is to comply with the *Local Government (Functions and General) Regulations 1996, Part 4A*.

Regulation 24E of Part 4A requires Statewide public notice to be given and to invite submissions commenting on the proposed policy for 4 weeks and for Council to consider any submissions prior to adoption.

The regulations are silent on whether Statewide public notice is required for significant changes to an existing policy.

Guidance was sought from WALGA and DLGSC who both advised it would be prudent and best practice to provide another Statewide public notice under the circumstances detailed.

POLICY IMPLICATIONS

Subject to the public submission period, the Regional Price Preference Policy will be adopted by Council and meet the requirements of Regulation 24B.

FINANCIAL IMPLICATIONS

Minimal cost of advertising.

The application of the Regional Price Preference and the associated cost forms part of the tender / quote evaluation process.

RISK

Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

The amended policy will mitigate this risk.

STRATEGIC IMPLICATIONS

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

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Moved: Cr N Wevers

Minute No. C/0520/013

Seconded: Cr C Mitchell

That Council:

- 1. Endorse the changes to the Regional Price Preference Policy in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24(2)(b) for the purposes of seeking public comment;**
- 2. Requests the Chief Executive Officer to provide Statewide notice in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24(E) and invite submissions for a minimum period of 4 weeks;**
- 3. Request the Chief Executive Officer to provide a further report to Council if any submissions are received to allow submissions to be considered by Council prior to formally adopting the amended Regional Price Preference Policy.**
- 4. Subject to no submissions being received adopt the amended Regional Price Preference Policy at the conclusion of the submission period.**

CARRIED UNANIMOUSLY 8/0**Attachments**

1. Attachment 1 - Amended Regional Price Preference Policy for Public Notice
2. Attachment 2 - Existing Regional Price Preference Policy - To be retired.



Regional Price Preference

1. Policy Objective

To promote the use of competitive local business in the procurement of goods and services, support local business and industry and to encourage employment of local people thereby generating economic growth within the Shire.

2. Policy Statement

A price preference will apply to all quotations of \$10,000 or greater, and all tenders invited by the Shire of Broome.

There are two types of preference considerations under this Policy; a Regional Business Preference and a Regional Content Preference.

2.1 Regional Business Preference

This preference enables businesses within the Prescribed Area to claim a price preference for their whole bid, regardless of the origin of the labour or materials, as all labour and materials are deemed to be regional content.

To qualify as a Regional Business, a business must meet the following conditions:

- (a) The business has been operating continuously out of a premise in the Prescribed Area for at least six (6) months prior to the closing date of quotations / tenders.
- (b) The Regional Business is required to provide written evidence as described within the request for quotation / tender submission which demonstrates compliance with 2.1 (a).

2.2 Regional Content Preference

This preference enables businesses not located within the Prescribed Area to claim a price preference for the goods and/or services purchased from within the Prescribed Area.

Businesses wishing to claim the Regional Content Preference are required to provide written evidence as described within the request for quotation / tender documentation.

Businesses outside the Prescribed Area, who claim that they will use Regional Content in the delivery of the contract outcomes, may be required, as part of the contract conditions, to demonstrate that they have actually used them.

Please note: Travel and accommodation costs associated with sending Staff/Sub Contractors from outside the Prescribed Area to work on a regional contract, are not considered regional content and are not eligible for the "Regional Content Preference".

2.3 Percentage and Price Preference

The following Preference rates apply under this Policy:

- (a) 10% (up to a maximum price reduction of \$50,000) for goods and / or services; or
- (b) 5% (up to a maximum price reduction of \$50,000) for construction (building) services; or
- (c) 10% (up to a maximum price reduction of \$50,000) for goods and / or services (including construction (building services) if tenders / quotations are being sought for the first time for goods or services currently undertaken by Council.

2.4 Value for Money

Whilst price is a competitive consideration in the provision of goods and / or services via quotation / tender, it is only one aspect of the evaluation process. Value for Money principles, as described in the *Shire of Broome Purchasing Policy*, will be employed by assessing the price component in conjunction with the quotation / tender selection criteria and requirements.

2.5 Application of Policy

In accordance with Regulation 24G, the Shire reserves the right not to apply the policy to a particular request for quotations / tender, provided this is identified in the request documentation.

3. Explanatory Notes

3.1 Example of the Application of the Regional Price Preference Policy

Example

Consider a scenario where the following three tenders, to supply goods or services, are received by a local government that has chosen a 10% rate of preference.

- Tender 1 is from a Regional Business (as defined by the Council in its policy)
- Tender 2 is from a metropolitan based business and uses goods and services sourced from the metropolitan area.
- Tender 3 is from a metropolitan based business that uses \$50,000 worth of goods and services supplied by Regional Content.

Tenders Received	Price	Price Eligible For Reduction	Price Reduction at 10% Rate of Preference	Adjusted Price for Evaluation Purposes
1	\$170,000	\$170,000	\$17,000	\$153,000
2	\$163,000	NIL	No preference	\$163,000
3	\$166,000	\$50,000	\$5,000	\$161,000

As can be seen from the table, in terms of price, the tender from the Regional Business (Tender 1) is the most advantageous once the preference has been applied.

3.2 Legislation

In February 2000, the *Local Government (Functions and General) Regulations 1996* were amended to allow non-metropolitan local governments to offer a price preference to regional suppliers when deciding which Tender to accept. A price preference can only be applied if a local government has adopted a regional price preference policy.

4. Roles and Responsibilities

Employees will use a competitive market for their local quotations / tender requirements to encourage economic growth and local business partnerships where it is practical and reasonable to do so.

Employees will ensure that the application of a regional price preference is clearly identified within the quotation / tender documents to which the preference is to be applied and that this policy is made available to local suppliers.

5. Performance Measures

Quotation and Tender Evaluation reports are to clearly identify the regional price preference applied.

6. Definitions

Prescribed Area is the Shire of Broome.

Regional Price Preference is defined as the willingness to pay a higher price for the procurement of goods and / or services that are supplied by a Regional Business or contain Regional Content.

Document Control Box							
Document Responsibilities:							
Owner:	Manager Governance, Strategy & Risk			Owner Business Unit:	Corporate Services		
Reviewer:	Senior Procurement & Risk Officer			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	Local Government Act 1995 - s3.57 - Tenders for providing goods or services and s5.41 - Functions of CEO Local Government (Functions and General) Regulations 1996 Part 4A - Regional Price Preference						
Industry:							
Organisational:	Shire of Broome Purchasing Policy						
Document Management:							
Risk Rating:	Low	Review Frequency:	Triennial	Next Due:	[03/2023]	Records Ref:	[CP####]
Version #	Decision Reference:		Synopsis:				
1.	[decision date]		[brief description of the adoption / changes approved]				
2.							

CORPORATE SERVICES

Governance and Administration

2.1.3

TITLE:	REGIONAL PRICE PREFERENCE
ADOPTED:	OMC 18 December 2001 – Page 47
REVIEWED:	OMC 22 July 2003 – Pages 49 – 50 OMC 19 March 2009 – Pages 26 – 31 OMC 15 March 2012 – Pages 96 – 103 OMC 27 March 2014 – Pages 94 – 99 OMC 17 December 2015 – Pages 110 – 121 OMC 14 December 2017 – Pages 1030 – 1043 OMC 28 June 2018 – Pages 520 - 547
ASSOCIATED LEGISLATION:	Local Government (Functions & General) Regulations 1996 Part 4A
ASSOCIATED DOCUMENTS:	Policy 2.1.2 - Purchasing
REVIEW RESPONSIBILITY:	Manager Governance
DELEGATION:	

Previous Policy Number 1.2.9

Objective:

To promote the use of competitive local business in the procurement of goods and services, support local business and industry and to encourage employment of local people thereby generating economic growth within the Shire.

Definitions:

"Construction (including works)" performing any improvement on or over any areas of land, lake, river or ocean and any services related to that activity in the prescribed area, including the construction of buildings, housing and other public infrastructure as well as related services such as architectural, surveying, facilities management and general maintenance.

"Goods" includes tangible, quantifiable material requirements usually capable of being moved or transported that are purchased, rented, leased or hired by the Shire.

"Price Preference" is defined as the willingness to pay a higher price for the procurement of goods or services that are supplied by a 'regional tenderer' by assessing their tender as if the price bid was reduced in accordance with Section 1 Price Preference of this Policy.

"Regional Tenderer" is a supplier that has been operating a business continuously for at least six (6) months prior to the closing date of tenders sought from a recognised business address within the Shire of Broome.

"Services or Provision of Services" means any task, consultancy, work or advice to be performed or provided that is procured by the Shire and includes services such as management consultancies, outsourcing, maintenance contract/agreement, cleaning, waste removal, equipment repairs, external auditors, utilities and services acquired by a private sector provider for the Shire.

Policy:

A price preference will apply to all tenders invited by the Shire of Broome for the supply of goods and services and construction (building) services unless Council resolves that this policy does not apply in a particular procurement instance. The provision of a regional price preference will be undertaken in conjunction with standard tender considerations.

1. Price Preference

A preference will be given to a regional tenderer by assessing their tender as if the price bids were reduced by:

- a) 10% (up to a maximum price reduction of \$50,000) for goods or services; or
- b) 5% (up to a maximum price reduction of \$50,000) for construction (building services); or
- c) 10% (up to a maximum price reduction of \$500,000, if tenders are being sought for the first time for goods or services currently undertaken by the Shire.

2. Proof of Eligibility

Regional tenderers that intend to claim a regional price preference under this Policy will be required to submit suitable proof of eligibility with their tender. To be eligible to claim a price preference, regional tenderers must intend to manage/deliver the majority of the contract outcomes from premises within the Region.

If, in the opinion of the Shire, a supplier has deliberately provided false or misleading information so as to benefit from this Policy, their tender may be considered non-conforming and as such may be excluded from evaluation.

3. Conditions

Although the prices for goods and services submitted by a regional contractor/supplier as defined in this policy may be:

- a) wholly supplied from regional sources; or
- b) partly supplied from regional sources and partly from non-regional sources, only those goods or services identified in the tender as being from regional sources may be included in the discounted calculations that form part of the assessment of a tender when this policy is in operation.

4. Competitive Purchasing

Whilst price is a competitive consideration in the provision of goods or services via tender/quotation, it is only one aspect of the evaluation process. Value for

money principles, as described within Council's Purchasing Policy, will be employed by assessing the price component in conjunction with the selection criteria and requirements.

The tender that is determined to be both cost effective and advantageous to the Shire will be the most likely to be accepted.

9.4.2 PURCHASING POLICY AMENDMENTS

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

SUMMARY: This report recommends that Council adopts the amendments to the Purchasing Policy as a result of the recent increase in the tender threshold under *Local Government (Functions and General) Regulations 1996* and an external review of the Shire's procurement process which identified some efficiency opportunities with lower risk, high volume transactions.

BACKGROUND

Since February 2007, Local Governments have been required to have a purchasing policy in accordance with Regulation 11A of the *Local Government (Functions and General) Regulations 1996*.

COMMENT

The Purchasing Policy is reviewed regularly to ensure compliance with legislative changes and to confirm procurement requirements remain contemporary and appropriate.

Tender Threshold

The tender threshold under Regulation 11(1) of the *Local Government (Functions and General) Regulations 1996* was recently increased from \$150,000 to \$250,000. This amendment was part of the State Government's COVID-19 response to assist local governments to speed up the procurement process.

All references related to the tender threshold have been updated accordingly.

External Review of Purchasing Policy

The 2019 Employee Scorecard identified "Effective policies, directives, processes and systems" as a priority improvement area. The current Purchasing Policy and procurement processes were particularly singled out for re-examination. As a result, the Purchasing Policy was not part of the Policy Manual review presented to Council in December 2019.

Mapien Workplace Strategists completed an external review of the Purchasing Policy in November 2019. Their report confirmed the opportunity to create operational efficiency without adversely impacting the overall procurement risk profile, particularly in relation to low value, high volume transactions. A summary of the findings is attached to this report at confidential Attachment 3.

To provide additional context to the Mapien report recommendations, the table below details the Shire's procurement transactional history for the last 3 completed financial years.

It highlights that 83% of purchases are for less than \$2,000 and 91% of purchases are for less than \$5,000, accounting for only 7% and 11% of total dollar value respectively.

Value	Number	%	\$\$ Value	%
<1000	10,167	70%	\$3,398,023	4%
1001 - 2000	1,896	13%	\$2,805,792	3%
2001 - 5000	1,104	8%	\$3,474,876	4%
5001 - 10000	565	4%	\$4,141,528	5%
10001 - 20000	365	3%	\$5,365,498	7%
20001 - 50000	237	2%	\$ 7,396,965	9%
50001 - 150000	122	1%	\$10,528,595	13%
>150000	61	0%	\$44,213,004	54%
	14,517		\$81,324,281	

Section 1.4.3 – Table of Purchasing Thresholds and Practices

The proposed amendments to the Table of Purchasing Thresholds and Practices within the Purchasing Policy will create significant administrative efficiency and enable resources to be applied to managing the greater risk associated with less frequent but higher value transactions and those that lead to ongoing contractual obligations.

A summary of the main changes is provided below:

Purchase Value Threshold	Amendment	Comment
< \$2,000	Reinstatement of the verbal quote option	Allows for direct purchase of low value goods and services and aims to create procurement efficiency
\$2,001 - \$5,000	1 written quote. Currently requires 2	Will reduce procurement timeframes considerably whilst maintaining adequate internal controls.
\$5,001 - \$20,000	Remove requirement for procurement plan. Brief evaluation report included.	Procurement plan considered unwarranted at this level. Increased requirement to document procurement decision.
\$20,001 - \$50,000	Increase written quotes from 2 to 3, with no procurement plan required.	Provides better balance and focus on increased documentation of the procurement decision.
\$50,000 - \$250,000	Threshold increased to \$250,000	As per recent regulation changes.

It should be noted that the proposed changes remain conservative. The policy requirements for low value transactions remains more rigorous than comparative Local Governments and the WALGA Purchasing Policy template. The success of these relatively minor changes will be monitored over the next 12 months and, subject to satisfactory review, additional easing may be recommended to Council.

Other Changes

- The Purchasing Policy format has been converted in line with the Policy Framework adopted by Council in December 2019 and aims to improve the useability of the document.
- Specific reference to purchasing from Aboriginal Businesses listed in the Aboriginal Business Directory WA has been removed as the Small Business Development Corporation has ceased production of this publication.
- Additional purchasing quotation exemptions have been provided where multiple quotes are impractical or impossible to obtain as follows:
 - Employment of temporary staff through temporary personnel service agencies (CEO approval required for any contract exceeding or extended beyond 3 months);
 - Motor vehicle licensing and registration;
 - Postage;
 - Insurance excess;
 - Talent acts for community events;
 - Pre-employment medicals and staff medical services (e.g annual flu immunisation program)
- Substantially improved Purchasing Policy Non-Compliance clause that provides clarity and greater detail around potential non-compliance consequences.

CONSULTATION

Mapien Workplace Strategists
WALGA Purchasing Policy Template

STATUTORY ENVIRONMENT

Local Government Act 1995

2.7. Role of council

(1) The council —

- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to —

- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's policies.

Local Government (Functions and General) Regulations 1996

11A. Purchasing policies for local governments

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).

- (3) A purchasing policy must make provision in respect of —
- (a) the form of quotations acceptable; and
 - (ba) the minimum number of oral quotations and written quotations that must be obtained; and
 - (b) the recording and retention of written information, or documents, in respect of —
 - (i) all quotations received; and
 - (ii) all purchases made.

POLICY IMPLICATIONS

As detailed in the body of report and amended Purchasing Policy,

FINANCIAL IMPLICATIONS

Not applicable.

RISK

Any increase in risk event likelihood associated with lower value transactions is offset by operational efficiency gains and improved risk management applied to higher consequence events.

STRATEGIC IMPLICATIONS

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

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/0520/014

Moved: Cr H Tracey

Seconded: Cr B Rudeforth

That Council adopts the amended Purchasing Policy as attached.

CARRIED UNANIMOUSLY 8/0

Attachments

1. Attachment 1 - Amended Purchasing Policy May 2020
2. Attachment 2 - Existing Purchasing Policy to be retired.
3. Attachment 3 - Mapien Purchasing Policy Review November 2019 (*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)((f)(i)) as it contains "a matter that if disclosed, could be reasonably expected to impair the effectiveness of any lawful method of procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law".



Purchasing Policy

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1. Purchasing

The Shire of Broome (the “Shire”) is committed to delivering the objectives, principles and practices outlined in this Policy, when purchasing goods, services or works to achieve the Shire’s strategic and operational objectives.

This policy complies with the Local Government (Functions and General) Regulations 1996 (The Regulations).

1.1 OBJECTIVES

The Shire’s purchasing activities will achieve:

- The attainment of best value for money;
- Sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- Consistent, efficient and accountable processes and decision-making;
- Fair and equitable competitive processes that engage potential suppliers impartially, honestly and consistently;
- Probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Compliance with the Local Government Act 1995, Local Government (Functions and General) Regulations 1996, as well as any relevant legislation, Codes of Practice, Standards and the Shire’s Policies and procedures;
- Efficiencies (time and resources) for the Shire of Broome
- The identification and management of risks within the Shire’s Risk Management framework;
- The creation and maintenance of records to evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire’s Record Keeping Plan;
- Confidentiality protocols that protect commercial-in-confidence information and only release information where appropriately approved.

1.2 ETHICS & INTEGRITY

The Shire’s Code of Conduct applies when undertaking purchasing activities and decision making. Elected Members and employees must observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

Refer to the Shire’s Statement of Business Ethics for further details.

1.3 VALUE FOR MONEY

Value for Money is achieved through the critical assessment of price, risk, timeliness, environmental, social, economic and qualitative factors to determine the most advantageous supply outcome that contributes to the Shire achieving its strategic and operational objectives.

The Shire will apply value for money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.



1.3.1 Assessing Value for Money

Assessment of value for money will consider:

- All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, training, maintenance and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, tenderers resources available, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- Financial viability and capacity to supply without the risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- A strong element of competition by seeking a sufficient number of competitive quotations wherever practicable and consistent with this Policy;
- The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy; and
- Providing opportunities for businesses within the Shire's boundaries to quote wherever possible.

1.4 PURCHASING THRESHOLDS AND PRACTICES

The Shire must comply with all requirements, including purchasing thresholds and processes, as prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

1.4.1. Policy Purchasing Value Definition

Purchasing value for a specified category of goods, services or works is to be determined upon the following considerations:

- Exclusive of Goods and Services Tax (GST); and
- Where a contract is in place, the actual or expected value of expenditure over the full contract period, including all options to extend specific to a particular category of goods, services or works. OR
- Where there is no existing contract arrangement, the Purchasing Value will be the estimated total expenditure for a category of goods, services or works over a minimum three-year period. This period may be extended to a maximum of five years only where the supply category has a high risk of change i.e. to technology, specification, availability or the Shire's requirements (Regulation 12).

The calculated estimated Purchasing Value will be used to determine the applicable threshold and purchasing practice to be undertaken.



1.4.2. Purchasing from Existing Contracts

The Shire will ensure that any goods, services or works required that are within the scope of an existing contract will be purchased under that contract.

1.4.3. Table of Purchasing Thresholds and Practices

This table prescribes Purchasing Value Thresholds and the applicable purchasing practices which apply to the Shire's purchasing activities.

Purchase Value Threshold (exc GST)	Purchasing Practice Required
Up to \$2,000 (exc GST)	<p><i>Request</i></p> <p>Consult at to whether an existing Term Contract or Pre-Qualified Supplier Panel exists and use as prescribed.</p> <p>If no Contract or Panel exists seek at least one (1) verbal or written quotation from a suitable supplier:</p> <ul style="list-style-type: none"> a Local Supplier (direct or via VendorPanel Marketplace); <p><i>Evaluate</i></p> <p>The rationale for the procurement decision is to be documented within the requisition.</p>
From \$2,001 and up to \$5,000 (exc GST)	<p><i>Request</i></p> <p>Consult at to whether an existing Term Contract or Pre-Qualified Supplier Panel exists and use as prescribed.</p> <p>If no Contract or Panel exists seek at least one (1) written quotation from a suitable supplier:</p> <ul style="list-style-type: none"> a Local Supplier (direct or via VendorPanel Marketplace) ; <p><i>Evaluate</i></p> <p>The rationale for the procurement decision is to be documented within the requisition.</p>
\$5,001 and up to \$20,000 (exc GST)	<p><i>Request</i></p> <p>Consult at to whether an existing Term Contract or Pre-Qualified Supplier Panel exists and use as prescribed.</p> <p>If no Contract or Panel exists seek at least two (2) written quotations from suitable suppliers:</p> <ul style="list-style-type: none"> a Local Supplier (direct or via VendorPanel Marketplace); a prequalified supplier on the WALGA Preferred Supplier Program (via eQuotes) a WA Disability Enterprise; an Aboriginal Owned Business.

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	<p><i>Evaluate</i></p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods; services or works required; and • Value for Money criteria, not necessarily the lowest quote. <p>The procurement decision is to be represented using the Brief Evaluation Report Template and attached to the requisition.</p>
\$20,001 and up to \$50,000 (exc GST)	<p><i>Request</i></p> <p>Consult at to whether an existing Term Contract or Pre-Qualified Supplier Panel exists and use as prescribed.</p> <p>If no Contract or Panel exists seek at least three (3) written quotations from suppliers by invitation under a formal Request for Quotation:</p> <ul style="list-style-type: none"> • a Local Supplier (direct or via VendorPanel Marketplace); • a prequalified supplier on the WALGA Preferred Supplier Program (via eQuotes) • a WA Disability Enterprise; • an Aboriginal Owned Business. <p><i>Evaluate</i></p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a detailed written specification for the goods, services or works required and • pre-determined evaluation criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be represented using the Brief Evaluation Report template and attached to the requisition.</p> <p><i>Contract</i></p> <p>Where the procurement is considered high risk, Procurement Team advice is to be sought to establish if a formal contract process is required.</p> <p>Contracts entered into are to be managed in accordance with procedure and through the Shire's electronic contract management software.</p>
\$50,001 and up to \$250,000 (exc GST)	<p><i>Plan</i></p> <p>A procurement plan is to be documented in accordance with procedure.</p> <p><i>Request</i></p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	<p>Consult at to whether an existing Term Contract or Pre-Qualified Supplier Panel exists and use as prescribed.</p> <p>If no Contract or Panel exists seek at least three (3) written quotations from suppliers by invitation under a formal Request for Quotation.</p> <ul style="list-style-type: none"> • a Local Supplier (direct or via VendorPanel Marketplace); • a prequalified supplier on the WALGA Preferred Supplier Program (via eQuotes) • a WA Disability Enterprise; • an Aboriginal Owned Business. <p><i>Evaluate</i></p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a detailed written specification for the goods, services or works required and • pre-determined evaluation criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be represented using the Evaluation Report template and attached to the requisition.</p> <p><i>Contract</i></p> <p>Where the procurement is considered high risk, Procurement Team advice is to be sought to establish if a formal contract process is required.</p> <p>Contracts entered into are to be managed in accordance with procedure and through the Shire's electronic contract management software.</p>
Over \$250,000 (exc GST)	<p><i>Plan</i></p> <p>The procurement plan is to be documented in accordance with procedure.</p> <p><i>Request</i></p> <p>Consult at to whether an existing Term Contract or Pre-Qualified Supplier Panel exists and use as prescribed.</p> <p>If no Contract or Panel exists:</p> <ul style="list-style-type: none"> • Seek at least three (3) written quotations from suppliers included in the relevant WALGA Preferred Supplier Arrangement and / or another tender exempt arrangement; OR • Conduct a Public Request for Tender process in accordance with the Local Government Act 1995 and relevant Shire/Town/City Policy requirements.

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	<p><i>Evaluate</i></p> <p>The purchasing decision is to be based upon the suppliers response to:</p> <ul style="list-style-type: none"> a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and pre-determined evaluation criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be represented using the Evaluation Report template.</p> <p><i>Contract</i></p> <p>Contracts entered into are to be managed in accordance with procedure and through the Shire's electronic contract management software.</p>
Emergency Purchases (Not Included in Budget)	<p>Only applicable where, authorised in advance by the Shire President in accordance with s.6.8 of the <i>Local Government Act 1995</i> and reported to the next available Council Meeting.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply should be obtained from the Panel suppliers.</p> <p>If however, no member of the Panel of Pre-qualified Suppliers or a suitable supplier from WALGA Preferred Supplier Arrangement is available, then the supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent that it is reasonable in context of the emergency requirements, with due consideration of best and sustainable consideration.</p>

1.4.4. Public Tender Exemptions

An exemption from the requirement to publicly invite tenders may apply when the purchase is:

- obtained from a pre-qualified supplier under the WALGA Preferred Supplier Arrangement or other suppliers that are accessible under another tender exempt arrangement.
- from a pre-qualified supplier under a Panel established by the Shire;
- to be supplied by or obtained through the government of the State (CUA's) or the Commonwealth or any of its agencies;
- from a Regional Local Government or another Local Government;
- acquired from an Australian Disability Enterprise and represents Value for Money;
- the purchase is authorised under action by Council under delegated authority;



- within 6 months of no tender being accepted;
- where the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- the purchase is covered by any of the other exclusions under Regulation 11 of the Regulations.

1.4.5. Other Purchasing Exemptions

In addition to the regulatory Tender exemptions for purchasing as set out in Regulation 11.2 of the Regulations and section 1.4.4 of this Policy, the following are further exemptions where the Shire is not required to undertake a competitive purchasing process and only where the total value of the purchase does not exceed \$250,000 (exc of GST) over 3 (three) years;

- Services of WALGA and LGIS;
- Advance / Prior Payment of Services (for example: accommodation, travel services, entertainment, conferences, seminars, Memberships, Subscriptions, training courses);
- Advertising – Newspaper (for example: Tenders in The West Australian, Broome Advertiser);
- Advertising – State Government Gazette (for example: Local Laws, Planning Notices);
- Annual Memberships / Subscriptions;
- Annual Service / Software annual licencing and Maintenance / Support Fees;
- Reimbursements (TAFE, training course fees, accommodation / meal costs, telephone and internet);
- Employment of temporary staff through temporary personnel service agencies (CEO approval required for any contract exceeding or extended beyond three (3) months) ;
- Motor vehicle licensing and registration;
- Postage;
- Insurance excess;
- Talent acts for community events;
- Pre-employment medicals and staff medical services (eg. annual flu immunisation program);
- Provision of utility services (where only sole provider);
- Purchases from Original Equipment Manufacturer (OEMs) and where warranty provisions may be voided; and
- Purchasing as required and determined by the CEO and Directors providing that the approval is provided in writing prior to the purchase and the details are recorded against the requisition.

1.4.6. Inviting Tenders Under the Tender Threshold

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 threshold.

This decision will be made after considering:

- Whether the purchasing requirement can be met through the WALGA Preferred Supplier Program or any other tender exemption arrangement; and

- Any value for money benefits, timeliness, risks; and
- Compliance requirements.

A decision to invite Tenders, though not required to do so, may occur where an assessment has been undertaken and it is considered that there is benefit from conducting a publicly accountable and more rigorous process. In such cases, the Shire/Town/City's tendering procedures must be followed in full.

1.4.7. Other Procurement Processes

1.4.7.1 Expressions of Interest

Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value or contains significant complexity of project delivery that may solicit responses from a considerable range of industry providers.

In these cases, the Shire may consider conducting an EOI process, preliminary to any Request for Tender process, where the purchasing requirement is:

- Unable to be sufficiently scoped or specified;
- Open to multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- Subject to a creative element; or
- To establish a procurement methodology that allows for an assessment of a significant number of tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes are conducted as a public process and similar rules to a Request for Tender apply. However, the EOI should not seek price information from respondents, seeking qualitative and other non-price information only. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

1.4.7.2 Request for Proposal

As an alternative to a Request for Tender, the Shire may consider conducting a Request for Proposal where the requirements are less known, or less prescriptive and detailed. In this situation, the Request for Proposal would still be conducted under the same rules as for a Request for Tender but would seek responses from the market that are outcomes based or that outline solutions to meet the requirements of the Shire.

1.4.8. Emergency Purchases

An emergency purchase is defined as an unanticipated purchase which is required in response to an emergency situation as provided for in the Act. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.



1.4.9. Sole Source of Supply

A sole source of supply arrangement may only be approved where the:

- purchasing value is estimated to be over \$5,000; and
- purchasing requirement has been documented in a detailed specification; and
- specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- market testing process and outcomes of supplier assessments have been documented, inclusive of a rationale for why the supply is determined as unique and cannot be sourced through more than one supplier.

A sole source of supply arrangement will only be approved for a period not exceeding three (3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists.

1.4.10. Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, avoiding a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

Utilising rolling contract extensions at the end of a contract term without properly testing the market or using a Tender exempt arrangement, will not be adopted as this would place this Local Government in breach of the Regulations (Regulation 12).

The Shire will conduct regular periodic analysis of purchasing activities within supply categories and aggregating expenditure values in order to identify purchasing activities which can be more appropriately undertaken within the Purchasing Threshold practices detailed in clause 1.4.3 above.

1.4.11. Contract Variations

1.4.11.1 Pre-contract variations

Pre-contract variations are permitted pursuant to Regulation 20. If after a Tender has been publicly advertised and a preferred tenderer has been chosen, but before the Shire and tenderer have entered into a contract, a minor variation may be made by the Shire. A minor variation will not alter the nature of the goods or services, nor will it materially alter the specification provided for by the initial Tender.

In the event the chosen tenderer is unable or unwilling to enter into a contract that contains a minor variation, or if the tenderer and the Shire are unable to agree on any other variation to be included in the contract as a result of the minor variation, then that tenderer ceases to be the preferred tenderer. The Shire may then choose the tenderer who submitted the next most advantageous submission.



A minor variation must be authorised by the Chief Executive Officer prior to the commencement of any negotiation in accordance with the relevant delegation.

1.4.11.2 Post-contract variations

As per section 21A of the Regulations, if the Shire has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless —

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

2.Sustainable Procurement

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will embrace Sustainable Procurement by applying the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes. Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

It is recommended that Requests for Quotation and Tenders will include a request for information from Suppliers regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

2.1. LOCAL ECONOMIC BENEFIT

The Shire encourages the development of competitive local businesses within its boundary first, and second within its broader region. As much as practicable, the Shire will:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting may be included in the evaluation criteria for quotes and Tenders where suppliers are located within the Shire of Broome,



a regional price preference may be applied as detailed within the Shire's Regional Price Preference Policy.

2.2. PURCHASING FROM DISABILITY ENTERPRISES

An Australian Disability Enterprise may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, where a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and Tenders to provide advantages to Australian Disability Enterprises, in instances where not directly contracted.

2.3. PURCHASING FROM ENVIRONMENTALLY SUSTAINABLE BUSINESSES

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives. A qualitative weighting may be used in the evaluation of quotes and tenders to provide advantages to suppliers which:

- demonstrate policies and practices that have been implemented by the business as part of its operations;
- generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

3. Panels of Pre-qualified Suppliers

3.1. OBJECTIVES

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish a Panel and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.



3.2. ESTABLISHING AND MANAGING A PANEL

If the Shire decides that a Panel is to be created, it will establish the Panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the Panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

3.3. DISTRIBUTING WORK AMONGST PANEL MEMBERS

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified Panel will be awarded on the basis of value for money in every instance; or
- work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be



undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

3.4. PURCHASING FROM THE PANEL

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be made through VendorPanel (or other nominated electronic quotation facility).

4. Purchasing Policy Non-Compliance

The Purchasing Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire of Broome's policies and procedures.

If non-compliance with; legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive officer or the Manager of Governance, Strategy & Risk.

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- (a) an opportunity for additional training to be provided;
- (b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or

- (c) where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.

5. Record Keeping

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the State Records Act 2000 and the Shire's Record Keeping Plan. This includes those with organisations involved in a tender or quotation process, including suppliers.

6. Adoption of this Policy

Document Control Box							
Document Responsibilities:							
Owner:	Senior Procurement & Risk Officer			Owner Business Unit:	Corporate Services		
Reviewer:	Manager Governance, Strategy & Risk			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	Local Government Act 1995 - s3.57 - Tenders for providing goods or services and s5.41 - Functions of CEO Local Government (Functions and General) Regulations 1996 Part 4A - Regional Price Preference						
Industry:							
Organisational:							
Document Management:							
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Version #	Decision Reference:		Synopsis:				
1.							
2.							

CORPORATE SERVICES

Governance and Administration

2.1.2

TITLE:	PURCHASING
ADOPTED:	OMC 15 March 2007 – Page 114 - 115
REVIEWED:	OMC 19 March 2009 – Pages 26 – 31 OMC 15 March 2012 – Pages 96 – 103 OMC 27 March 2014 – Pages 94 – 99 OMC 17 December 2015 – Pages 110 – 121 OMC 28 June 2018 – Pages 520 - 547
ASSOCIATED LEGISLATION:	<i>Local Government Act 1995</i> <i>Local Government (Functions & General) Regulations 1996</i> <i>State Records Act 2000</i>
ASSOCIATED DOCUMENTS:	Policy 1.3.9 – Work Safety Health Policy 2.1.3 – Regional Price Preference CA1 Execution of Documents Management Directive 008
REVIEW RESPONSIBILITY:	Manager Governance
DELEGATION:	LGA29 Purchase Orders, Issue of LGA37 Tenders for Goods and Services LGA41 Panels of Pre-qualified Suppliers

Previous Policy Number 2.3.7

The Shire of Broome (the Shire) is committed to delivering the objectives, principles and practices outlined in this Policy, when purchasing goods, services or works to achieve the Shire's strategic and operational objectives.

This policy complies with the *Local Government (Functions and General) Regulations 1996* (the Regulations).

1. OBJECTIVES

The Shire's purchasing activities will achieve:

- The attainment of best value for money;
- Sustainable benefits, such as environmental, social and local economic factors being considered in the overall value for money assessment;
- Consistent, efficient and accountable processes and decision-making;
- Fair and equitable competitive processes that engage potential suppliers impartially, honestly and consistently;
- Probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Compliance with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, as well as any relevant legislation, Codes of Practice, Standards and the Shire's Policies and procedures;
- The identification and management of risks within the Shire's Risk Management framework; and

- The creation and maintenance of records to evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

2. ETHICS & INTEGRITY

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making. Elected Members and employees must observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

In order to ensure the selection process is fair and objective for all requests (RFXs), the Shire shall observe the highest standards of integrity. This will be achieved by ensuring that:

- Processes, procedures and documentation demonstrates fairness, openness and accountability;
- Actual or perceived conflicts of interest are identified, disclosed and dealt with according to local government obligations;
- Recommendations are made and decision-making is undertaken in a manner that is transparent, free from bias and fully documented; and
- 'Commercial-In-Confidence' information provided by RFX respondents shall be treated in confidence, unless authorised for publication by the respondent or relevant legislation.

3. VALUE FOR MONEY

Value for money is achieved through the critical assessment of price, risk, timeliness, environmental, social, economic and qualitative factors to determine the most advantageous supply outcome that contributes to the Shire achieving its strategic and operational objectives.

The Shire will apply value for money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous. Other factors including qualitative and risk criteria will also be given consideration into the decision.

3.1 Assessing Value for Money

Assessment of value for money will consider:

- All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, training, maintenance and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, tenderers resources available, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- Financial viability and capacity to supply without the risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);

- A strong element of competition by seeking a sufficient number of competitive quotations wherever practicable and consistent with this Policy;
- The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy; and
- Providing opportunities for businesses within the Shire's boundaries to quote wherever possible.

4. PURCHASING THRESHOLDS AND PRACTICES

The Shire must comply with all requirements, including purchasing thresholds and processes, as prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

4.1 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

- Exclusive of claimable GST (e.g. GST cannot be claimed on properties used for residential purposes); and
- The actual or expected value of a contract over the full contract period, including all options to extend. Alternatively the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value could be reasonably expected to be purchased.

The calculated estimated Purchasing Value will be used to determine the applicable threshold and purchasing practice to be undertaken.

4.2 Purchasing from Existing Contracts

The Shire will ensure that any goods, services or works required that are within the scope of an existing contract will be purchased under that contract.

4.3 Table of Purchasing Thresholds and Practices

This table prescribes Purchasing Value Thresholds and the applicable purchasing practices which apply to the Shire's purchasing activities:

Purchase Value Threshold (exc GST)	Purchasing Practice Required
\$0 - \$1,999	<p><i>Request</i> At least one (1) written quotation is to be sought.</p> <p><i>Evaluate</i> The rationale for the procurement decision should be documented, recorded and attached to the purchase order.</p>
\$2,000 - \$9,999*	<p><i>Request</i> At least two (2) written quotations are to be sought.</p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	<p><i>Evaluate</i></p> <p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods; services or works required; and • value for money criteria, not necessarily the lowest price. <p>The rationale for the procurement decision should be documented, recorded and attached to the purchase order.</p>
\$10,000 - \$49,999*	<p><i>Plan</i></p> <p>The procurement plan is to be documented in accordance with procedure.</p> <p><i>Request</i></p> <p>At least two (2) written quotations are to be sought by invitation under a formal Request for Quotation.</p> <p><i>Evaluate</i></p> <p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods, services or works required; and • value for money criteria, not necessarily the lowest price. <p>The procurement decision is to be documented in accordance with procedure.</p> <p><i>Contract</i></p> <p>Contracts entered into are to be managed in accordance with procedure and through the Shire's electronic contract management software.</p>
\$50,000 - \$149,999*	<p><i>Plan</i></p> <p>The procurement plan is to be documented in accordance with procedure.</p> <p><i>Request</i></p> <p>At least three (3) written quotations are to be sought by invitation under a formal Request for Quotation.</p> <p><i>Evaluate</i></p> <p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> • a detailed written specification for the goods, services or works required and • pre-determined evaluation criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be documented in accordance with procedure.</p> <p><i>Contract</i></p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	Contracts entered into are to be managed in accordance with procedure and through the Shire's electronic contract management software.
Over \$150,000	<p><i>Plan</i> The procurement plan is to be documented in accordance with procedure.</p> <p><i>Request</i></p> <ul style="list-style-type: none"> • Seek at least three (3) written quotations from a supplier included in the relevant WALGA Preferred Supplier Arrangement and/or another tender exempt arrangement; or • Conduct a public Request for Tender process in accordance with the <i>Local Government Act 1995</i> and relevant Shire Policy requirements. <p><i>Evaluate</i> The purchasing decision is to be based upon the supplier's response to:</p> <ul style="list-style-type: none"> • a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and • pre-determined evaluation criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be documented in accordance with procedure.</p> <p><i>Contract</i> Contracts entered into are to be managed in accordance with procedure and through the Shire's electronic contract management software.</p>
Emergency Purchases	<p>An emergency purchase that is not included in the annual adopted budget must be authorised in advance by the Shire President and reported to the next available Council Meeting in accordance with s.6.8 of the <i>Local Government Act 1995</i>.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply must be obtained from the Panel suppliers.</p> <p>If however, no member of the Panel of Pre-qualified Suppliers or a suitable supplier from a WALGA Preferred Supplier Arrangement is available, then the supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent that it is reasonable in the context of the emergency requirements, with due regard to best and sustainable value considerations.</p>

*Quotation requests between the value of \$2,000 and \$150,000 are to be obtained through eQuotes where possible, from:

- an existing Panel of Pre-Qualified Suppliers administered by the Shire; or
- a supplier included in the relevant WALGA Preferred Supplier Arrangement; or
- other suppliers that are accessible under another tender exempt arrangement; or
- the open market.

Quotations may also be sought from State Government Common Use Arrangements (CUAs), directly through their online procurement portals.

4.4 Public Tender Exemptions

An exemption from the requirement to publicly invite tenders may apply when the purchase is:

- obtained from a pre-qualified supplier under the WALGA Preferred Supplier Arrangement or other suppliers that are accessible under another tender exempt arrangement;
- from a pre-qualified supplier under a Panel established by the Shire;
- to be supplied by or obtained through the government of the State (CUA's) or the Commonwealth or any of its agencies, or by a local government or a regional local government;
- acquired from a person/organisation registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;
- acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is authorised under auction by Council under delegated authority;
- within 6 months of no tender being accepted;
- where the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- the purchase is covered by any of the other exclusions under Regulation 11 of the Regulations.

4.5 Inviting Tenders Under the Tender Threshold

The Shire may determine to invite public tenders, despite the estimated Purchase Value being less than the \$150,000 threshold. This decision will be made after considering:

- whether the purchasing requirement can be met through the WALGA Preferred Supplier Program or any other tender exemption arrangement; and
- any value for money benefits, timeliness, risks; and
- compliance requirements.

A decision to invite tenders, though not required to do so, may occur where an assessment has been undertaken and it is considered that there is benefit from conducting a publicly accountable and more rigorous process. In such cases, the Shire's tendering procedures must be followed in full.

4.6 Expressions of Interest

Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value, or contains complex deliverables that may solicit responses from a considerable range of industry providers.

In these cases, the Shire may consider conducting an EOI process, preliminary to any Request for Tender process, where the purchasing requirement is:

- Unable to be sufficiently scoped or specified;
- Open to multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- Subject to a creative element; or
- To establish a procurement methodology that allows for an assessment of a significant number of tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes are conducted as a public process and similar rules to a Request for Tender apply. However, the EOI should not seek price information from respondents, only qualitative and other non-price information should be sought. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

4.7 Emergency Purchases

An emergency purchase is defined as an unanticipated purchase which is required in response to an emergency situation as provided for in section 6.8 of the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

4.8 Sole Source of Supply

A sole source of supply arrangement may only be approved under delegation where the:

- Purchasing value is estimated to be over \$2,000;
- Purchasing requirement has been documented in a detailed specification;
- Specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- Market testing process and outcomes of supplier assessments have been documented, inclusive of a rationale for why the supply is determined as unique and cannot be sourced from more than one supplier.

A sole source of supply arrangement will only be approved for a period not exceeding three (3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a sole source of supply still genuinely exists.

Where the anticipated value exceeds \$150,000, an EOI must be completed, ensuring compliance with sections 21-24 of the Regulations. The processes in line with inviting public tenders are to be adhered to.

4.9 Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of splitting the purchase value or the contract value, avoiding a particular purchasing threshold or the need to call a public tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

Utilising rolling contract extensions at the end of a contract term without properly testing the market or using a Tender exempt arrangement, will not be adopted as this would place the Shire in breach of the Regulations (Regulation 12).

The Shire will conduct regular periodic analysis of purchasing activities within supply categories and aggregating expenditure values in order to identify purchasing activities which can be more appropriately undertaken within the purchasing threshold practices detailed in 4.3 of this policy.

5. PURCHASING FROM DISABILITY ENTERPRISES

An Australian Disability Enterprise may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, where a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises, in instances where not directly contracted.

6. PURCHASING FROM ABORIGINAL BUSINESSES

A business registered in the current Aboriginal Business Directory WA (produced by the Small Business Development Corporation) may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, only where:

- the contract value is worth \$250,000 or less, and
- a best and sustainable value assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to businesses registered in the current Aboriginal Business Directory WA, in instances where not directly contracted.

7. OTHER PURCHASING EXEMPTIONS

In addition to the regulatory Tender exemptions for purchasing as set out in Regulation 11.2 of the Regulations and section 4.4 of this Policy, the following are further exemptions where the Shire is not required to undertake a competitive purchasing process and only where the total value of the purchase does not exceed \$150,000 (exc of GST);

- Services of WALGA and LGIS
- Advance / Prior Payment of Services (for example: accommodation, travel services, entertainment, conferences, seminars, training courses);
- Advertising – Newspaper (for example: Tenders in The West Australian, Broome Advertiser);
- Advertising – State Government Gazette (for example: Local Laws, Planning Notices);
- Annual Memberships / Subscriptions;

- Annual Service / Software Maintenance / Support Fees;
- Reimbursements (TAFE, training course fees, accommodation / meal costs, telephone and internet);
- Provision of utility services (where only sole provider);
- Purchases from Original Equipment Manufacturer (OEMs) and where warranty provisions may be void; and
- Purchasing as required and determined by the CEO and Directors providing that the approval is provided in writing prior to the purchase and the details are recorded in an annual register.

8. SUSTAINABLE PROCUREMENT

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will embrace sustainable procurement by applying the value for money assessment to ensure that wherever possible suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes. Sustainable procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

It is recommended that requests for quotation and tenders will include a request for information from suppliers regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

9. LOCAL ECONOMIC BENEFIT

The Shire encourages the development of competitive local businesses within its boundary first, and second within its broader region. Procurement is to be open and fair to ensure that local businesses are provided with every opportunity to bid for work. It is recognised that not every category of goods, services or works required by the Shire are able to be supplied by local businesses. As much as practicable, the Shire will:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements including requests for tenders that are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for tenders whereby all requests are structured to encourage local businesses to bid; and
- provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting may be included in the evaluation criteria of tenders where suppliers are located within the Kimberley Region, a regional price preference may be applied to businesses as detailed within the Shire's Regional Price Preference Policy.

10. PANELS OF PRE-QUALIFIED SUPPLIERS

10.1 Objectives

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and improve procurement processes; and
- the Shire has the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

10.2 Establishing and Managing a Panel

If the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a local panel is decided with the approval of the CEO.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement will be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan will be established that outlines the requirements for the Panel Contract and how it will be managed.

10.3 Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 4.3 of this Policy. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

10.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited from every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be made through eQuotes (or other nominated electronic quotation facility).

11. PAYMENT METHODS

A purchase order must be raised and provided to the supplier, prior to goods and services being supplied. A commitment to buy without a purchase order may represent unauthorised expenditure. Departures from this requirement will be subject to section 13 of this Policy.

Where the Shire holds an account with a supplier, a purchase order should be issued in the first instance. If the purchase is a one-off purchase or the supplier does not accept purchase orders the following payment methods may be used in limited circumstances:

- corporate credit card (the requirements of relevant Business Operating Procedure apply); or
- petty cash up to the value of \$100 (excluding GST); or
- request for payment (must provide detailed justification for why a purchase order was not completed prior to completion of works)
- reimbursements.

12. CONTRACT VARIATIONS

12.1 Pre-contract variations

Pre-contract variations are permitted pursuant to Regulation 20. If after a Tender has been publicly advertised and a preferred tenderer has been chosen, but before the Shire and tenderer have entered into a contract, a minor variation may be made by the Shire. A minor variation will not alter the nature of the goods or services, nor will it materially alter the specification provided for by the initial Tender.

In the event the chosen tenderer is unable or unwilling to enter into a contract that contains a minor variation, or if the tenderer and the Shire are unable to agree on any other variation to be included in the contract as a result of the minor variation, then that tenderer ceases to be the preferred tenderer. The Shire may then choose the tenderer who submitted the next most advantageous submission.

A minor variation must be authorised by the Chief Executive Officer prior to the commencement of any negotiation in accordance with the relevant delegation.

12.2 Post-contract variations

As per section 21A of the Regulations, if the Shire has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless —

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

13. PURCHASING POLICY NON-COMPLIANCE

The Shire shall implement processes to facilitate this Policy and associated management procedures, and will implement processes to report departures, non-compliance and/or exceptions.

Purchasing activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the Shire's policies and procedures.

A failure to comply with the requirements of this policy will be subject to investigation. Findings will be considered in context of the Shire's Code of Conduct and reasonable expectations for the officer's performance of their role. Where a breach is substantiated it may be treated as:

- an opportunity for additional training to be provided;

- a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*;
- misconduct in accordance with the *Corruption, Crime and Misconduct Act 2003*.

14. RECORD KEEPING

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

Attachments

1. Attachment 1 - WALGA Letter of Request for Deed Variation
2. Attachment 2 - 2020 Proposed Deed of Variation to The Local Government House Trust Deed
3. Attachment 3 - Clause 12 of the Local Government House Trust Deed 1994

Attachments

1. Attachment 1 - Application for Exemption

9.4.5 MONTHLY PAYMENT LISTING - APRIL 2020

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	FRE02
AUTHOR:	Finance Officer - Creditors
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Corporate Services
DISCLOSURE OF INTEREST:	Nil

SUMMARY: This report recommends that Council receives the list of payments made under delegated authority, as per the attachment to this report, for April 2020.

COMMENT

The Chief Executive Officer (CEO) has delegated authority to make payments from the Municipal and Trust funds as per the budget allocations.

The Shire provides payments to suppliers by either Electronic Funds Transfer (EFT & BPAY), cheque, credit card or direct debit.

Attached is a list of all payments processed under delegated authority during April 2020.

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.

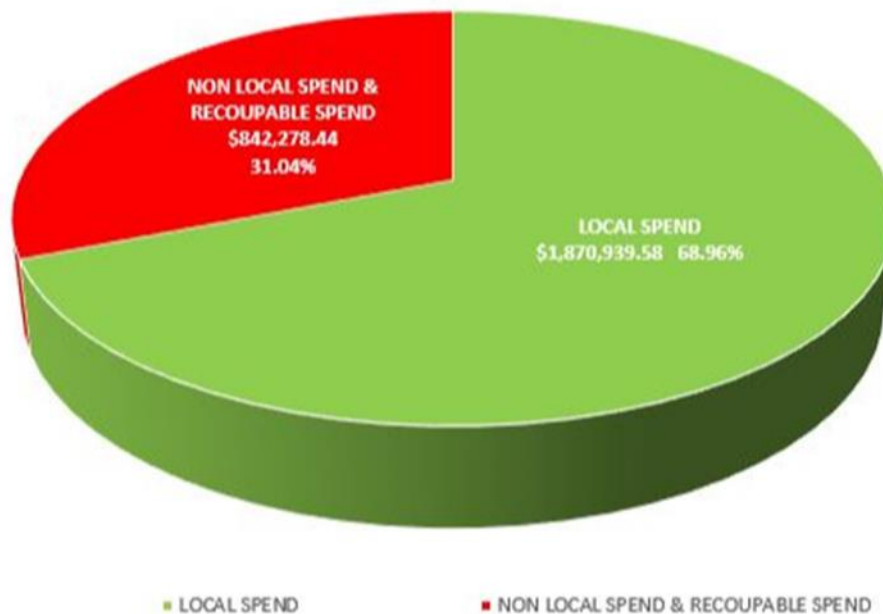
POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

SHIRE OF BROOME PAYMENTS - APRIL 2020



The above graph shows the percentage of local spend in comparison to non-local and recoupable spend for April 2020 after \$859,165.05 in personnel payments, \$2,240,813.98 in utilities and other non-local sole suppliers were 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

Sustainable and integrated strategic and operational plans

Responsible resource allocation

Effective community engagement

Improved systems, processes and compliance

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/0520/015

Moved: Cr H Tracey

Seconded: Cr C Mitchell

That Council:

- 1. Receives the list of payments made from the Municipal and Trust Accounts in April 2020 totalling \$5,813,197.05 (Attachment 1) per the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996 covering:**
 - a. EFT Vouchers 55416 - 55805 totalling \$5,660,621.84;**
 - b. Municipal Cheque Vouchers 57638 – 57639 totalling \$823.18;**
 - c. Trust Cheque Vouchers 000 – 000 totalling \$0.00; and**
 - d. Credit Card Payments and Municipal Direct Debits 27882.1 – DD27921.32 totalling \$151,752.03**
- 2. Notes the local spend of \$1,870,939.58 included in the amount above, equating to 68.96% of total payments excluding personnel, utility and other external sole supplier costs.**

CARRIED UNANIMOUSLY 8/0

Attachments

1. Attachment 1 - Monthly Payment Listing April 2020

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 - APRIL 2020						
MUNICIPAL & TRUST ELECTRONIC TRANSFER - APRIL 2020						
EFT	Date	Name	Description	Amount	DEL AUTH	Local Spend
EFT55416	01/04/2020	BRUCE RUDEFORTH	Monthly Councilor Sitting Fee and Allowances	\$ 1,747.75	MFS	\$ 1,747.75
EFT55417	01/04/2020	CHRISTOPHER RALPH MITCHELL	Monthly Councilor Sitting Fee and Allowances	\$ 1,747.75	MFS	\$ 1,747.75
EFT55418	01/04/2020	DESIREE MAGDOLNA MALE	Monthly Councilor Sitting Fee and Allowances	\$ 2,737.67	MFS	\$ 2,737.67
EFT55419	01/04/2020	ELSTA REGINA FOY	Monthly Councilor Sitting Fee and Allowances	\$ 1,747.75	MFS	\$ 1,747.75
EFT55420	01/04/2020	FIONA LEIGH WEST	Monthly Councilor Sitting Fee and Allowances	\$ 1,747.75	MFS	\$ 1,747.75
EFT55421	01/04/2020	HAROLD NORMAN TRACEY	Monthly Councilor Sitting Fee and Allowances	\$ 6,202.16	MFS	\$ 6,202.16
EFT55422	01/04/2020	PETER JOHN TAYLOR	Monthly Councilor Sitting Fee and Allowances	\$ 1,747.75	MFS	\$ 1,747.75
EFT55423	01/04/2020	PHILIP FRANCIS MATSUMOTO	Monthly Councilor Sitting Fee and Allowances	\$ 1,747.75	MFS	\$ 1,747.75
EFT55424	01/04/2020	VERONICA LYNN WEVERS	Monthly Councilor Sitting Fee and Allowances	\$ 1,747.75	MFS	\$ 1,747.75
EFT55425	01/04/2020	ANALYTICAL REFERENCE LABORATORY (WA) PTY LTD (ARL)	Water Sampling- Various	\$ 673.20	MFS	
EFT55426	01/04/2020	HORIZON POWER (SERVICE WORKS)	Herbert/Saville St light upgrade- Infrastructure	\$ 65,014.97	MFS	
EFT55427	01/04/2020	ROYAL LIFE SAVING SOCIETY - WA	Lifeguard Requalification- BRAC	\$ 159.00	MFS	
EFT55428	01/04/2020	SEASHORE ENGINEERING PTY LTD	Geotechnical & Erodibility Study (RFQ 19/86)- Town Beach	\$ 55,758.72	MFS	
EFT55429	02/04/2020	ABBY MURRAY PHOTOGRAPHY	Photography- Civic Centre	\$ 200.00	MFS	\$ 200.00
EFT55430	02/04/2020	BIDFOOD (PREVIOUSLY GOLDLINE DISTRIBUTORS)	Kiosk Supplies- BRAC	\$ 1,765.30	MFS	\$ 1,765.30
EFT55431	02/04/2020	BROOME ALI WORKS	Install Floor Rubbish Truck- Works	\$ 4,378.00	MFS	\$ 4,378.00
EFT55432	02/04/2020	BROOME SMALL MAINTENANCE SERVICES	Build Cupboard- Depot	\$ 1,136.00	MFS	\$ 1,136.00
EFT55433	02/04/2020	DFP RECRUITMENT (PINDAN LABOUR SOLUTIONS PTY LTD)	Temporary Staff- Garden Operator	\$ 2,237.82	MFS	\$ 2,237.82
EFT55434	02/04/2020	ELGAS LTD	Forklift Gas- P&G	\$ 73.77	MFS	
EFT55435	02/04/2020	ELLYN HARTVIGSEN (SUBLIME GRAPHIC DESIGN)	Graphic Design- 2020 Program Civic Centre	\$ 427.50	MFS	\$ 427.50
EFT55436	02/04/2020	ESPLANADE HOTEL FREMANTLE - BY RYDGES	Accommodation- IPWEA State Conference	\$ 370.00	MFS	
EFT55437	02/04/2020	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Trailer Upgrade- Works	\$ 3,828.10	MFS	\$ 3,828.10
EFT55438	02/04/2020	HARVEY NORMAN AV/IT SUPERSTORE BROOME	Software Equipment- Depot	\$ 146.00	MFS	\$ 146.00
EFT55439	02/04/2020	HOLDFAST FLUID POWER NW PTY LTD	Backhoe repair- Fleet	\$ 1,606.70	MFS	
EFT55440	02/04/2020	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- P&G Male Oval 17/1/20 - 17/3/20	\$ 4,981.68	MFS	
EFT55441	02/04/2020	HORIZON POWER (SERVICE WORKS)	Relocate assets Gus Winckle Rd- Infrastructure	\$ 51,069.47	MFS	
EFT55442	02/04/2020	ILLION AUSTRALIA PTY LTD	Financial Viability Assessment- Town Beach Groyne	\$ 764.50	MFS	

EFT	Date	Name	Description	Amount	DEL AUTH	Local Spend
EFT55443	02/04/2020	IT VISION	Altus Infringements& Inspections- Equipment Rangers	\$ 618.75	MFS	
EFT55444	02/04/2020	KIMBERLEY FUEL & OIL SERVICES	Transmission Oil- Depot	\$ 943.91	MFS	\$ 943.91
EFT55445	02/04/2020	KIMBERLEY GOLD PURE DRINKING WATER	15L Bottled Water- Admin	\$ 544.00	MFS	\$ 544.00
EFT55446	02/04/2020	KIMBERLEY KERBS	Kerbing Works- Carpark Broome Bowling Club	\$ 4,235.00	MFS	\$ 4,235.00
EFT55447	02/04/2020	KOMATSU AUSTRALIA PTY LTD	Loader Parts- Workshop	\$ 2,799.82	MFS	
EFT55448	02/04/2020	LYNNETTE MAXINE GREGORY	Refund- BRAC	\$ 63.00	MFS	\$ 63.00
EFT55449	02/04/2020	MCCORRY BROWN EARTHMOVING PTY LTD	Labour Construction (RFT 17-05)- Hunter St S2	\$ 1,981.97	MFS	
EFT55450	02/04/2020	MCINTOSH & SON	New Tractor (RFQ 19-74)- P&G	\$ 45,100.00	MFS	
EFT55451	02/04/2020	NORTH WEST LOCKSMITHS	Bilock Keys- Workshop	\$ 902.00	MFS	\$ 902.00
EFT55452	02/04/2020	NUTRIEN AG SOLUTIONS (LANDMARK)	Roundup Chemicals- P&G	\$ 4,048.00	MFS	\$ 4,048.00
EFT55453	02/04/2020	OFFICE NATIONAL BROOME	Stationary- Waste Facility	\$ 181.30	MFS	\$ 181.30
EFT55454	02/04/2020	ORACLE CORPORATION AUSTRALIA PTY LIMITED	Software Licence- Chinatown Project	\$ 6,220.50	MFS	
EFT55455	02/04/2020	ROADLINE CIVIL CONTRACTORS	Seawall Revetment Project (RFT 18-05)- Town Beach	\$ 7,673.36	MFS	\$ 7,673.36
EFT55456	02/04/2020	ROGER DIESEL SERVICES	Repairs- Komatsu Wheel Loader, Workshop	\$ 441.10	MFS	\$ 441.10
EFT55457	02/04/2020	SEAT ADVISOR PTY LTD	Ticket Sales Commission- Civic Centre	\$ 33.66	MFS	
EFT55458	02/04/2020	SPORTSPOWER BROOME	Tennis Nets Equip- BRAC	\$ 80.00	MFS	\$ 80.00
EFT55459	02/04/2020	TALIS CONSULTANTS	Site Investigation- WMF	\$ 36,402.37	MFS	
EFT55460	02/04/2020	TERRITORY RURAL BROOME	Roundup Chemicals- Works	\$ 1,089.44	MFS	\$ 1,089.44
EFT55461	02/04/2020	THINK WATER BROOME	Reticulations Parts- P&G	\$ 2,841.26	MFS	\$ 2,841.26
EFT55462	02/04/2020	TOTALLY WORKWEAR	PPE Uniforms- Depot	\$ 773.80	MFS	\$ 773.80
EFT55463	02/04/2020	TOWN BEACH CAFE	Catering- Councillor and Executive Staff	\$ 366.00	MFS	\$ 366.00
EFT55464	02/04/2020	WA LIMESTONE CONTRACTING	Town Beach Groyne Upgrade (RFT19-12)- Infrastructure	\$ 1,617,094.06	MFS	
EFT55465	02/04/2020	WEST AUSTRALIAN NEWSPAPERS	Advertising- Broome Advertiser	\$ 3,567.00	MFS	
EFT55466	02/04/2020	COLES SUPERMARKETS - CHINATOWN, 5324	Community Picnic Food- Tolentino Park	\$ 771.22	MFS	
EFT55467	03/04/2020	AARLI BAR (WENDLAND EVENTS P/L)	Refund (COVID-19)- Events	\$ 737.48	MFS	\$ 737.48
EFT55468	03/04/2020	AMEETA CHHANABHAI	Refund (COVID 19)- Events	\$ 3,330.80	MFS	\$ 3,330.80
EFT55469	03/04/2020	ARRB GROUP LTD	Internet Usage Fees (RFQ 19-65)- Broome Roads Condition Assessment, Infrastructure	\$ 302.45	MFS	
EFT55470	03/04/2020	ASSORTED SIGNS	Engraved sign- BRAC Stadium	\$ 259.30	MFS	\$ 259.30
EFT55471	03/04/2020	BIDFOOD (PREVIOUSLY GOLDLINE DISTRIBUTORS)	Kiosk Supplies- BRAC	\$ 387.70	MFS	\$ 387.70
EFT55472	03/04/2020	BROOME CLARK POOLS & SPAS BROOME	Pool Servicing- Tanami Drive Property	\$ 100.18	MFS	\$ 100.18
EFT55473	03/04/2020	BROOME DIESEL & HYDRAULIC SERVICE	Vehicle Parts- Fleet	\$ 488.95	MFS	\$ 488.95
EFT55474	03/04/2020	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Tool Repairs- depot	\$ 126.00	MFS	\$ 126.00
EFT55475	03/04/2020	BROOME SMALL MAINTENANCE SERVICES	Foot pull door handles- Admin office	\$ 1,187.00	MFS	\$ 1,187.00
EFT55476	03/04/2020	BROOME TREE & PALM SERVICE	Tree Removal- Forrest St P&G	\$ 495.00	MFS	\$ 495.00
EFT55477	03/04/2020	BROOME WHEEL ALIGNING & SUSPENSION	Suspension Upgrade- Dmax WMF	\$ 2,842.00	MFS	\$ 2,842.00
EFT55478	03/04/2020	BROOME CRETE	Concrete- Town Beach Upgrade	\$ 631.12	MFS	\$ 631.12
EFT55479	03/04/2020	BUSHY'S PIZZA	Pizza for Season Launch- Civic Centre	\$ 110.00	MFS	\$ 110.00

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EFT55480	03/04/2020	CLEANAWAY PTY LTD (BROOME TOXFREE)	Bin Empties- Admin and Library	\$ 5,017.75	MFS	\$ 5,017.75
EFT55481	03/04/2020	COAST & COUNTRY ELECTRICS	Fans and Lights replaced- Museum	\$ 2,697.58	MFS	\$ 2,697.58
EFT55482	03/04/2020	DAVID GRAY & CO PTY LTD	Bins- Depot	\$ 340.46	MFS	
EFT55483	03/04/2020	DINOSAUR COAST MANAGEMENT GROUP	Community Sponsorship- Dinosaur Coast Stage 1	\$ 4,400.00	MFS	\$ 4,400.00
EFT55484	03/04/2020	ELLE FONG	Umpiring- BRAC	\$ 125.00	MFS	\$ 125.00
EFT55485	03/04/2020	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning Aircon Duct Install- Various	\$ 3,630.00	MFS	\$ 3,630.00
EFT55486	03/04/2020	GENERATORS & OFF GRID ENERGY	Off-Grid Energy System design- Broome Visitors Centre	\$ 8,360.00	MFS	\$ 8,360.00
EFT55487	03/04/2020	H & M TRACEY CONSTRUCTION PTY LTD	Design and construction claim 2 (RFT18/08)- VBFB Building	\$ 23,233.10	MFS	\$ 23,233.10
EFT55488	03/04/2020	HUTCHINSON REAL ESTATE	Rent- Property	\$ 3.70	MFS	\$ 3.70
EFT55489	03/04/2020	LUKA WRAY	Umpiring- BRAC	\$ 75.00	MFS	\$ 75.00
EFT55490	03/04/2020	M P ROGERS & ASSOCIATES PTY LTD	Professional Engineering Services- Streeters Jetty	\$ 4,869.39	MFS	
EFT55491	03/04/2020	PARIS MILLAR	Umpiring- BRAC	\$ 125.00	MFS	
EFT55492	03/04/2020	TALIS CONSULTANTS	Investigation Services- Waste Management	\$ 14,162.50	MFS	
EFT55493	07/04/2020	12 MILE SHADE & CANVAS	Replacement Shade Sails- Chippendall St	\$ 3,597.00	MFS	\$ 3,597.00
EFT55494	07/04/2020	A2K TECHNOLOGIES PTY LTD	Annual Subscription- AutoCAD Single User, IT	\$ 7,172.00	MFS	
EFT55495	07/04/2020	AARLI BAR (WENDLAND EVENTS P/L)	Catering- BAH event	\$ 1,375.00	MFS	\$ 1,375.00
EFT55496	07/04/2020	ALLPEST (BROOME PEST CONTROL)	Pest Inspection- Depot	\$ 265.00	MFS	\$ 265.00
EFT55497	07/04/2020	ANALYTICAL REFERENCE LABORATORY (WA) PTY LTD (ARL)	Asbestos Identification- Health	\$ 302.50	MFS	
EFT55498	07/04/2020	BENT LOGIC	Membership tags- BRAC	\$ 407.00	MFS	
EFT55499	07/04/2020	BOAB UAS PTY LTD	Video Town Beach Project- Office of the CEO	\$ 525.00	MFS	\$ 525.00
EFT55500	07/04/2020	BP AUSTRALIA PTY LTD - FUEL	Bulk Diesel- 10,000L Depot	\$ 12,866.01	MFS	
EFT55501	07/04/2020	BROOME BUILDERS PTY LTD	Repairs- Town Beach Toilets	\$ 988.00	MFS	\$ 988.00
EFT55502	07/04/2020	BROOME FIRST NATIONAL REAL ESTATE	Property condition report- Library	\$ 693.00	MFS	\$ 693.00
EFT55503	07/04/2020	BROOME MOVIES (SUN CINEMAS - THE TWIN CINEMAS)	Movie Vouchers- YAC Recruitment Drive	\$ 35.00	MFS	\$ 35.00
EFT55504	07/04/2020	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Starter rope- Depot	\$ 35.00	MFS	\$ 35.00
EFT55505	07/04/2020	BWS LIQUOUR (WOOLWORTHS GROUP)	Consumables- BAH BCCI	\$ 913.40	MFS	\$ 913.40
EFT55506	07/04/2020	CABLE BEACH ELECTRICAL SERVICE	Electrical Repairs- Reticulation P&G	\$ 1,199.00	MFS	\$ 1,199.00
EFT55507	07/04/2020	CARPET PAINT & TILE CENTRE	Maintenance Consumables- Bus Stop Upgrades	\$ 309.06	MFS	\$ 309.06
EFT55508	07/04/2020	CHAMBER OF COMMERCE & INDUSTRY OF WA	Training- Health and Safety	\$ 7,597.13	MFS	
EFT55509	07/04/2020	CLEANAWAY PTY LTD (BROOME TOXFREE)	Bin Empties(RFT 19/20)- Various	\$ 9,125.11	MFS	\$ 9,125.11
EFT55510	07/04/2020	COAST & COUNTRY ELECTRICS	Electrical Repairs- Admin	\$ 2,216.34	MFS	\$ 2,216.34
EFT55511	07/04/2020	DC DATA COMMS	Security- Camera Installation	\$ 15,528.71	MFS	\$ 15,528.71
EFT55512	07/04/2020	DFP RECRUITMENT (PINDAN LABOUR SOLUTIONS PTY LTD)	Temporary Staff- Finance	\$ 5,989.78	MFS	\$ 5,989.78
EFT55513	07/04/2020	DIARINDJIN ABORIGINAL CORPORATION	Staff consumables- Cape Leveque Road Works	\$ 1,442.50	MFS	\$ 1,442.50
EFT55514	07/04/2020	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Parts- Works	\$ 146.05	MFS	\$ 146.05

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EFT55515	07/04/2020	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning- Various	\$ 57,446.95	MFS	\$ 57,446.95
EFT55516	07/04/2020	GHD PTY LTD	Drainage investigation- Lullfitz Drive	\$ 469.54	MFS	
EFT55517	07/04/2020	ISC TEAMWEAR PTY LTD	Uniforms- BRAC	\$ 1,051.60	MFS	
EFT55518	07/04/2020	KIMBERLEY BOOKSHOP	Book Purchase- Library	\$ 26.99	MFS	\$ 26.99
EFT55519	07/04/2020	KIMBERLEY FUEL & OIL SERVICES	Filters- Various	\$ 1,456.03	MFS	\$ 1,456.03
EFT55520	07/04/2020	KIMBERLEY TRUSS (NORTRUSS (NT) PTY LTD)	Aux Filter- Works	\$ 22.79	MFS	\$ 22.79
EFT55521	07/04/2020	KOMATSU AUSTRALIA PTY LTD	Parts- Wheel Loader, Workshop	\$ 196.26	MFS	
EFT55522	07/04/2020	LACHLAN BIRCH PAINTING SERVICES	Paint Ceilings- KRO 1	\$ 3,080.00	MFS	\$ 3,080.00
EFT55523	07/04/2020	LINMAC BEARING EQUIPMENT	Backhoe Parts- Fleet	\$ 176.00	MFS	
EFT55524	07/04/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	IPR Forum- Live Stream	\$ 55.00	MFS	
EFT55525	07/04/2020	M P ROGERS & ASSOCIATES PTY LTD	Structural Consultants- Streeters Jetty	\$ 17,671.68	MFS	
EFT55526	07/04/2020	MONSOONAL BLUES PTY LTD	Kitchenware- Function Room Admin	\$ 2,559.40	MFS	\$ 2,559.40
EFT55527	07/04/2020	NEXON ASIA PACIFIC PTY LTD	Phone Charges- Various	\$ 24.48	MFS	
EFT55528	07/04/2020	NORTH WEST COAST SECURITY	Security- Various	\$ 6,289.80	MFS	\$ 6,289.80
EFT55529	07/04/2020	NUTRIEN AG SOLUTIONS (LANDMARK)	Steel Supplies- P&G	\$ 4,631.00	MFS	\$ 4,631.00
EFT55530	07/04/2020	OFFICE NATIONAL BROOME	Printer Cartridges- Admin	\$ 1,464.32	MFS	\$ 1,464.32
EFT55531	07/04/2020	OZBRERO	PPE Equipment- Works	\$ 668.60	MFS	\$ 668.60
EFT55532	07/04/2020	ROADLINE CIVIL CONTRACTORS	Equipment hire- Broome Cemetery	\$ 3,454.00	MFS	\$ 3,454.00
EFT55533	07/04/2020	T - QUIP	Parts For Groundmaster- Workshop	\$ 2,717.00	MFS	
EFT55534	07/04/2020	TERRITORY RURAL BROOME	Chemicals- P&G	\$ 550.00	MFS	\$ 550.00
EFT55535	07/04/2020	TOTALLY WORKWEAR	Uniforms- HR	\$ 727.90	MFS	\$ 727.90
EFT55536	07/04/2020	TROPICAL UPHOLSTERY	PVC Cover- Mozzie Fogger Trailer, Works	\$ 665.50	MFS	\$ 665.50
EFT55537	07/04/2020	UNIQUE KIMBERLEY	Training- Marketing Civic Centre	\$ 75.00	MFS	\$ 75.00
EFT55538	07/04/2020	VIVA ENERGY AUSTRALIA	Fuel Cards- Various	\$ 206.67	MFS	
EFT55539	07/04/2020	WA HINO	Parts For Water Cart- Workshop	\$ 447.38	MFS	
EFT55540	07/04/2020	WATERCHOICE (AUST) PTY LTD	Monthly Rental- Water Filter Library	\$ 65.00	MFS	
EFT55541	07/04/2020	ZIPFORM PTY LTD	NCR Books- Workshop	\$ 1,947.78	MFS	
EFT55542	07/04/2020	ROADLINE CIVIL CONTRACTORS	Drain Cleaning- Janiburu Six Seasons	\$ 3,168.00	MFS	\$ 3,168.00
EFT55543	07/04/2020	SMS BROADCAST PTY LTD	SMS Communications- BRAC	\$ 660.00	MFS	
EFT55544	09/04/2020	BOAB FENCING	Renew Fencing- Aircon Compounds KRO	\$ 8,032.20	MFS	\$ 8,032.20
EFT55545	09/04/2020	SALARY & WAGES	Payroll S & W	\$ 14,586.94	MFS	
EFT55546	09/04/2020	SALARY & WAGES	Payroll S & W	\$ 700.00	MFS	\$ 700.00
EFT55547	09/04/2020	SALARY & WAGES	Payroll S & W	\$ 123,155.25	MFS	
EFT55548	09/04/2020	SALARY & WAGES	Payroll S & W	\$ 170.00	MFS	\$ 170.00
EFT55549	09/04/2020	SALARY & WAGES	Payroll S & W	\$ 200.00	MFS	\$ 200.00
EFT55550	09/04/2020	SALARY & WAGES	Payroll S & W	\$ 550.00	MFS	\$ 550.00
EFT55551	09/04/2020	SALARY & WAGES	Payroll S & W	\$ 1,101.70	MFS	
EFT55552	09/04/2020	SALARY & WAGES	Payroll S & W	\$ 640.00	MFS	
EFT55553	09/04/2020	SALARY & WAGES	Payroll S & W	\$ 680.00	MFS	
EFT55554	09/04/2020	SALARY & WAGES	Payroll S & W	\$ 903.31	MFS	
EFT55555	09/04/2020	SALARY & WAGES	Payroll S & W	\$ 19.40	MFS	
EFT55556	09/04/2020	SALARY & WAGES	Payroll S & W	\$ 339,477.00	MFS	

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EFT55557	09/04/2020	DEPARTMENT OF MINES, INDUSTRY AND SAFETY - BUILDING & ENERGY (PREVIOUSLY BUILDING COMMISSION)	BSL LEVY MARCH 2020	\$ 7,361.35	MFS	
EFT55558	09/04/2020	SHIRE OF BROOME	BSL COMMISSION MARCH 2020	\$ 125.00	MFS	\$ 125.00
EFT55559	09/04/2020	SALARY & WAGES	Payroll S & W	\$ 382.39	MFS	\$ 382.39
EFT55560	10/04/2020	DEPARTMENT OF HEALTH - HEALTH NETWORKS	Bond Refund- Civic Centre	\$ 500.00	MFS	
EFT55561	15/04/2020	3E CONSULTING ENGINEERS PTY LTD (THE TRUSTEE FOR THE 3E TRUST)	Electrical Engineering- Old Broome Lighting Phase 2	\$ 440.00	MFS	
EFT55562	15/04/2020	ADVANCED OFFICE SOLUTIONS	Folding machine- IT	\$ 8,239.00	MFS	
EFT55563	15/04/2020	AGENT SALES & SERVICES PTY LTD	Chemical Testers- Health	\$ 673.20	MFS	
EFT55564	15/04/2020	CARPET PAINT & TILE CENTRE	Killrust- Depot	\$ 108.00	MFS	\$ 108.00
EFT55565	15/04/2020	CLEANAWAY PTY LTD (BROOME TOXFREE)	Waste Collection- Kerbside Recycling	\$ 88,862.21	MFS	\$ 88,862.21
EFT55566	15/04/2020	COCA COLA AMATIL (HOLDINGS) LTD	Consumables- BRAC	\$ 2,415.09	MFS	
EFT55567	15/04/2020	COLIN WILKINSON DEVELOPMENTS PTY LTD	BRAC Outdoor Court Upgrade (RFT 22/19)- Infrastructure	\$ 528,889.04	MFS	\$ 528,889.04
EFT55568	15/04/2020	DATAFUEL FINANCIAL SYSTEMS PTY LTD	Data Fuel Bowser System- Depot	\$ 3,975.40	MFS	
EFT55569	15/04/2020	DFP RECRUITMENT (PINDAN LABOUR SOLUTIONS PTY LTD)	Temporary Staff- Garden Operator	\$ 6,762.96	MFS	\$ 6,762.96
EFT55570	15/04/2020	ERIC HOOD PTY LTD	Painting- Solway Park	\$ 3,245.00	MFS	
EFT55571	15/04/2020	FIXIT BROOME	Fence repairs- Staff housing	\$ 2,640.99	MFS	\$ 2,640.99
EFT55572	15/04/2020	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning of pavilions- BRAC	\$ 1,200.81	MFS	\$ 1,200.81
EFT55573	15/04/2020	FUEL TRANS AUSTRALIA PTY LTD T/A RECHARGE PETROLEUM (BP BROOME CENTRAL)	Unleaded Fuel- Works	\$ 669.53	MFS	\$ 669.53
EFT55574	15/04/2020	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight Charges- Truck Parts	\$ 315.44	MFS	
EFT55575	15/04/2020	GITTCRETE	Install Exposed Aggregate- Museum	\$ 5,170.00	MFS	\$ 5,170.00
EFT55576	15/04/2020	HARBY ENTERPRISES PTY LTD T/A HARBY STUDIOS	Website Project- Boating Facility	\$ 4,427.50	MFS	
EFT55577	15/04/2020	HOLDFAST FLUID POWER NW PTY LTD	Parts For Water Carts- Workshop	\$ 99.91	MFS	
EFT55578	15/04/2020	HORIZON POWER (ELECTRICITY USAGE)	Electricity charges- Weld St	\$ 41,096.10	MFS	
EFT55579	15/04/2020	INFOCOUNCIL PTY LTD	Document Conversions- Council	\$ 1,848.88	MFS	
EFT55580	15/04/2020	KIMBERLEY CONTRACTING	Posi Shell landfill cover (RFT19-11)- WMF	\$ 32,395.00	MFS	\$ 32,395.00
EFT55581	15/04/2020	KIMBERLEY FIRE SYSTEMS PTY LTD	Fire pump set repairs- BRAC	\$ 4,696.84	MFS	\$ 4,696.84
EFT55582	15/04/2020	KIMBERLEY FUEL & OIL SERVICES	Filter- Hilux Vehicle	\$ 62.50	MFS	\$ 62.50
EFT55583	15/04/2020	KIMBERLEY TRAILER PARTS	Parts- Workshop	\$ 502.50	MFS	\$ 502.50
EFT55584	15/04/2020	KIMBERLEY TREE CARE	Tree Lopping- Roebuck Bay Caravan Park	\$ 6,270.00	MFS	
EFT55585	15/04/2020	KIMBERLEY TRUSS (NORTRUSS (NT) PTY LTD)	Helmet Kit- P&G	\$ 1,435.44	MFS	\$ 1,435.44
EFT55586	15/04/2020	LGIS RISK MANAGEMENT	Workshop- Risk Allocations	\$ 2,862.01	MFS	
EFT55587	15/04/2020	LINMAC BEARING EQUIPMENT	Parts- Komatsu Loader	\$ 132.00	MFS	
EFT55588	15/04/2020	MALCOLM THOMPSON PUMPS PTY LTD	Caps kit- BRAC	\$ 515.90	MFS	
EFT55589	15/04/2020	MARC CONDIMAN	Reimbursement- Depot	\$ 99.95	MFS	\$ 99.95

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EFT55590	15/04/2020	MONIQUE ELLIS	Chair Yoga- Library	\$ 70.00	MFS	\$ 70.00
EFT55591	15/04/2020	MONSOONAL BLUES PTY LTD	Kitchen Equipment- Function Room, Admin	\$ 101.84	MFS	\$ 101.84
EFT55592	15/04/2020	NDS CARPENTRY AND JOINERY SOLUTIONS	Footpath Maintenance- Wooden Ramps Yane Art Store	\$ 1,485.00	MFS	\$ 1,485.00
EFT55593	15/04/2020	NORTH WEST COAST SECURITY	Security- Various	\$ 11,974.60	MFS	\$ 11,974.60
EFT55594	15/04/2020	NORTH WEST TRIM & SHADE	Repair Shade Sail- Solway Park P&G	\$ 429.00	MFS	\$ 429.00
EFT55595	15/04/2020	NUTRIEN AG SOLUTIONS (LANDMARK)	Fertiliser- P&G	\$ 825.00	MFS	\$ 825.00
EFT55596	15/04/2020	NYAMBA BURU YAWURU LTD	Cultural Monitoring- Town Beach Groyne	\$ 27,373.50	MFS	\$ 27,373.50
EFT55597	15/04/2020	OHM ELECTRONICS	Radio hand pieces- Depot	\$ 394.92	MFS	\$ 394.92
EFT55598	15/04/2020	PEARL COAST DISTRIBUTORS	Pallet Of Water- Depot	\$ 954.00	MFS	\$ 954.00
EFT55599	15/04/2020	PERFORMANCE TINTING	Window Tinting- KRO1	\$ 3,120.00	MFS	
EFT55600	15/04/2020	PETER JAMES COLLINS	Reimbursement- Infrastructure	\$ 328.23	MFS	\$ 328.23
EFT55601	15/04/2020	POOL WISDOM	Chemicals- BRAC	\$ 432.80	MFS	\$ 432.80
EFT55602	15/04/2020	PRINTING IDEAS	Banners- Broome Boating Facility	\$ 1,434.95	MFS	\$ 1,434.95
EFT55603	15/04/2020	RAY WHITE BROOME	Property Condition Reports- Various	\$ 1,540.00	MFS	\$ 1,540.00
EFT55604	15/04/2020	SECURITY & TECHNOLOGY SERVICES - NORWEST	CCTV Repairs- BRAC	\$ 132.00	MFS	\$ 132.00
EFT55605	15/04/2020	SALARY & WAGES	Payroll S & W	\$ 3,805.32	MFS	
EFT55606	15/04/2020	SPORTS STAR TROPHIES	Netball Medals- BRAC	\$ 317.95	MFS	
EFT55607	15/04/2020	STREETER & MALE PTY LTD	Consumables- Workshop	\$ 60.90	MFS	\$ 60.90
EFT55608	15/04/2020	TELSTRA	Phone Charges- Rangers	\$ 196.02	MFS	
EFT55609	15/04/2020	TERRITORY RURAL BROOME	Garden Soil Coating- P&G	\$ 4,331.39	MFS	\$ 4,331.39
EFT55610	15/04/2020	TERRY PATTERSON BUILDER (DEVERE CORPORATION PTY LTD)	Repairs- Hinges On Gate, BRAC	\$ 346.00	MFS	\$ 346.00
EFT55611	15/04/2020	THE MANGROVE RESORT HOTEL (GARRETT HOSPITALITY PTY LTD)	Catering- Sporting Club President Breakfast BRAC	\$ 1,450.00	MFS	\$ 1,450.00
EFT55612	15/04/2020	TNT AUSTRALIA PTY LTD T/AS TNT EXPRESS	Freight Charges- Health	\$ 75.88	MFS	
EFT55613	15/04/2020	TOTALLY WORKWEAR	PPE Uniforms- Depot	\$ 223.40	MFS	\$ 223.40
EFT55614	15/04/2020	WESTBOOKS	Books- Library	\$ 758.21	MFS	
EFT55615	15/04/2020	WILD MANGO CAFE (Green Mango Cafe)	Catering- Councillor Workshops	\$ 441.60	MFS	
EFT55616	15/04/2020	WURTH AUSTRALIA PTY LTD	Maintenance- Parts and supplies	\$ 828.87	MFS	
EFT55617	16/04/2020	BUNNINGS BROOME	Gardening supplies and equip- P&G	\$ 3,658.71	MFS	
EFT55618	17/04/2020	ALL WEST BUILDING APPROVALS PTY LTD	Consultants- Building Permit	\$ 357.50	MFS	
EFT55619	17/04/2020	ATEA CONSULTING	Consulting Support (RFQ 18-40)- Kimberley Zone	\$ 19,178.50	MFS	\$ 19,178.50
EFT55620	17/04/2020	AVERY AIRCONDITIONING PTY LTD	Airconditioning Replacements- IT & Governance	\$ 7,757.56	MFS	\$ 7,757.56
EFT55621	17/04/2020	BEST CONSULTANTS PTY LTD	Design and Develop- Youth Bike Track	\$ 2,684.00	MFS	
EFT55622	17/04/2020	BJ DAVIES PLUMBING	Installation water fountain- Infrastructure	\$ 484.00	MFS	\$ 484.00
EFT55623	17/04/2020	BP AUSTRALIA PTY LTD - FUEL	BULK DIESEL- DEPOT	\$ 8,545.46	MFS	
EFT55624	17/04/2020	BROOME DIESEL & HYDRAULIC SERVICE	Gearbox Repairs- Mulching Truck, Workshop	\$ 5,341.90	MFS	\$ 5,341.90
EFT55625	17/04/2020	BROOME DOCTORS PRACTICE PTY LTD	Employee Medical- HR	\$ 175.00	MFS	\$ 175.00
EFT55626	17/04/2020	BROOME POWDERCOATING	Powder coat rail- Napier Tce	\$ 275.00	MFS	\$ 275.00
EFT55627	17/04/2020	BROOME PROGRESSIVE SUPPLIES	Milk Supply- Admin	\$ 33.06	MFS	\$ 33.06
EFT55628	17/04/2020	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Tools & Equipment- P&G	\$ 3,184.00	MFS	\$ 3,184.00
EFT55629	17/04/2020	BROOME TREE & PALM SERVICE	Mulch- Dakas Street Reserve	\$ 1,716.00	MFS	\$ 1,716.00
EFT55630	17/04/2020	CARPET PAINT & TILE CENTRE	Pool Tile Repairs- BRAC	\$ 1,200.00	MFS	\$ 1,200.00

EFT	Date	Name	Description	Amount	DEL AUTH	Local Spend
EFT55631	17/04/2020	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Parts For Compactor- Workshop	\$ 3,226.90	MFS	\$ 3,226.90
EFT55632	17/04/2020	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning Services- Various	\$ 3,095.09	MFS	\$ 3,095.09
EFT55633	17/04/2020	H & M TRACEY CONSTRUCTION PTY LTD	Construction BVFBF (RFT 18/08)- Wattle Drive	\$ 201,385.80	MFS	\$ 201,385.80
EFT55634	17/04/2020	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- BRAC	\$ 4,250.47	MFS	
EFT55635	17/04/2020	IT VISION	Training- Finance	\$ 825.00	MFS	
EFT55636	17/04/2020	KIMBERLEY SIGNS & DESIGNS	Light Pole Number- Haynes Oval BRAC	\$ 159.50	MFS	\$ 159.50
EFT55637	17/04/2020	KO CONTRACTING	Line marking Bays- Bowling Club	\$ 2,376.00	MFS	\$ 2,376.00
EFT55638	17/04/2020	LUSHART DESIGNS	Posters- Takeaway Alcohol Management	\$ 2,480.50	MFS	
EFT55639	17/04/2020	OFFICE NATIONAL BROOME	Stationary- BRAC	\$ 338.37	MFS	\$ 338.37
EFT55640	17/04/2020	POOL WISDOM	Chemicals (RFQ 19-63)- BRAC	\$ 1,041.83	MFS	\$ 1,041.83
EFT55641	17/04/2020	PRD NATIONWIDE	Repair Entry Gate- Property	\$ 198.00	MFS	\$ 198.00
EFT55642	17/04/2020	PRINTING IDEAS	Town Beach Signage- Office of the CEO	\$ 12,003.21	MFS	\$ 12,003.21
EFT55643	17/04/2020	SECUREX SECURITY PTY LTD	Security card updates- Haas St Office	\$ 132.00	MFS	
EFT55644	17/04/2020	SECURITY & TECHNOLOGY SERVICES - NORWEST	Alarm repairs- Medland Pavilion	\$ 165.00	MFS	\$ 165.00
EFT55645	17/04/2020	TAPPED PLUMBING & GAS PTY LTD	Repair Toilets- Town Beach	\$ 139.70	MFS	\$ 139.70
EFT55646	17/04/2020	TERRY PATTERSON BUILDER (DEVERE CORPORATION PTY LTD)	Repairs- Door BRAC	\$ 165.00	MFS	\$ 165.00
EFT55647	17/04/2020	TOTALLY WORKWEAR	PPE Equipment- Depot	\$ 381.20	MFS	\$ 381.20
EFT55648	17/04/2020	WESTBOOKS	Books- Library	\$ 478.37	MFS	
EFT55649	17/04/2020	WILD MANGO CAFE (Green Mango Cafe)	Catering- Training	\$ 729.00	MFS	
EFT55650	17/04/2020	WURTH AUSTRALIA PTY LTD	PPE- Workshop	\$ 788.67	MFS	
EFT55651	17/04/2020	ZANZARA	Equipment- Health	\$ 732.20	MFS	
EFT55652	17/04/2020	BROOME FIRST NATIONAL REAL ESTATE	Rent- Property	\$ 4,373.33	MFS	\$ 4,373.33
EFT55653	17/04/2020	CABLE BEACH TRANSIT SERVICES (NATHAN STAPLES)	Refund (Covid 19)- Health	\$ 392.50	MFS	\$ 392.50
EFT55654	17/04/2020	HANS JURG WENGER	Umpiring- BRAC	\$ 900.00	MFS	\$ 900.00
EFT55655	22/04/2020	BRIGHTHOUSE STRATEGIC CONSULTANTS	Consultant Fees (RFQ 19/92)- Roebuck Bay Caravan Park	\$ 7,172.05	MFS	
EFT55656	22/04/2020	CLEANAWAY PTY LTD (BROOME TOXFREE)	Waste Collection- 240L & 360L Bins RFT 14/01	\$ 105,602.09	MFS	\$ 105,602.09
EFT55657	22/04/2020	COCA COLA AMATIL (HOLDINGS) LTD	Kiosk Stock- BRAC	\$ 2,081.26	MFS	
EFT55658	22/04/2020	DEPARTMENT OF THE PREMIER & CABINET	Advertising- Local Planning Scheme	\$ 105.70	MFS	
EFT55659	22/04/2020	ELLYN HARTVIGSEN (SUBLIME GRAPHIC DESIGN)	Artwork- Picnic in the park	\$ 112.50	MFS	\$ 112.50
EFT55660	22/04/2020	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Various Shire locations	\$ 66,393.51	MFS	
EFT55661	22/04/2020	KARRATHA ASPHALT	Road Seal (RFT 19/06)- Depot	\$ 33,637.41	MFS	
EFT55662	22/04/2020	KENNARDS HIRE	Equipment Hire- Excavator, Depot	\$ 1,814.00	MFS	
EFT55663	22/04/2020	KIMBERLEY CAMPING & OUTBACK SUPPLIES	Protective clothing- Depot	\$ 510.00	MFS	\$ 510.00
EFT55664	22/04/2020	KIMBERLEY GOLD PURE DRINKING WATER	Bottled Water- WMF	\$ 476.00	MFS	\$ 476.00
EFT55665	22/04/2020	KIMBERLEY QUARRY PTY LTD	Roadbase (RFT 19/05)- Gantheume Point Road	\$ 21,881.93	MFS	
EFT55666	22/04/2020	MARKETFORCE	Advertising- West & Broome Advertiser	\$ 1,966.99	MFS	
EFT55667	22/04/2020	MCCORRY BROWN EARTHMOVING PTY LTD	Supply & Deliver Concrete- Demarchi Road, Depot	\$ 533.28	MFS	
EFT55668	22/04/2020	OFFICE NATIONAL BROOME	Printing Machine Repairs- Admin	\$ 782.50	MFS	\$ 782.50

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EFT55669	23/04/2020	SALARY & WAGES	Payroll S & W	\$ 700.00	MFS	\$ 700.00
EFT55670	23/04/2020	SALARY & WAGES	Payroll S & W	\$ 113,462.62	MFS	
EFT55671	23/04/2020	SALARY & WAGES	Payroll S & W	\$ 170.00	MFS	\$ 170.00
EFT55672	23/04/2020	SALARY & WAGES	Payroll S & W	\$ 200.00	MFS	\$ 200.00
EFT55673	23/04/2020	SALARY & WAGES	Payroll S & W	\$ 382.39	MFS	\$ 382.39
EFT55674	23/04/2020	SALARY & WAGES	Payroll S & W	\$ 550.00	MFS	\$ 550.00
EFT55675	23/04/2020	SALARY & WAGES	Payroll S & W	\$ 17,459.28	MFS	
EFT55676	23/04/2020	SALARY & WAGES	Payroll S & W	\$ 323,795.00	MFS	
EFT55677	23/04/2020	SALARY & WAGES	Payroll S & W	\$ 1,101.70	MFS	
EFT55678	23/04/2020	SALARY & WAGES	Payroll S & W	\$ 620.00	MFS	
EFT55679	23/04/2020	SALARY & WAGES	Payroll S & W	\$ 660.00	MFS	
EFT55680	23/04/2020	SALARY & WAGES	Payroll S & W	\$ 847.00	MFS	
EFT55681	23/04/2020	SALARY & WAGES	Payroll S & W	\$ 19.40	MFS	
EFT55682	24/04/2020	SALARY & WAGES	Payroll S & W	\$ 1,598.82	MFS	
EFT55683	24/04/2020	ABLE ELECTRICAL (WA) PTY LTD	Replacement light globes- Haynes Oval Pavilion	\$ 7,452.50	MFS	\$ 7,452.50
EFT55684	24/04/2020	ACOR CONSULTANTS (WA) PTY LIMITED	Civil Engineering- Chinatown Project	\$ 307,065.81	MFS	\$ 307,065.81
EFT55685	24/04/2020	ANALYTICAL REFERENCE LABORATORY (WA) PTY LTD (ARL)	Water & Soil Samples- Health	\$ 2,277.00	MFS	
EFT55686	24/04/2020	AQUA INSPIRATION	Aqua Instructor- BRAC	\$ 220.00	MFS	\$ 220.00
EFT55687	24/04/2020	BAILEY WATER	Retic Parts- Depot	\$ 7.50	MFS	\$ 7.50
EFT55688	24/04/2020	BK SIGNS (HALLIDAY ENTERPRISES PTY LTD)	Signage- Covid Notices	\$ 1,527.90	MFS	\$ 1,527.90
EFT55689	24/04/2020	BRIDGESTONE AUSTRALIA LTD	Tyres- Hino 500	\$ 486.62	MFS	
EFT55690	24/04/2020	BROOME BOLT SUPPLIES WA PTY LTD	Repair Equip- Bus Stop Maintenance, Works	\$ 335.76	MFS	\$ 335.76
EFT55691	24/04/2020	BROOME MOTORS	Vehicle Repairs- Isuzu Dmax, Workshop	\$ 973.98	MFS	\$ 973.98
EFT55692	24/04/2020	BROOME PHARMACY	Aqualyte Solution- Workshop	\$ 555.00	MFS	\$ 555.00
EFT55693	24/04/2020	BROOME PROGRESSIVE SUPPLIES	Cleaning Supplies- Works	\$ 298.36	MFS	\$ 298.36
EFT55694	24/04/2020	BROOME SMALL MAINTENANCE SERVICES	Repair Toilet Door- Depot	\$ 99.00	MFS	\$ 99.00
EFT55695	24/04/2020	BROOME TOYOTA	Vehicle Repairs- Fuse Box Assembly, Workshop	\$ 2,771.46	MFS	\$ 2,771.46
EFT55696	24/04/2020	BROOME VETERINARY HOSPITAL	Pound Fees- Animal Boarding and Destruction	\$ 4,666.50	MFS	\$ 4,666.50
EFT55697	24/04/2020	CABLE BEACH ELECTRICAL SERVICE	Electrical Repairs- BRAC	\$ 264.00	MFS	\$ 264.00
EFT55698	24/04/2020	CENTURION TRANSPORT	Freight- Library	\$ 247.53	MFS	
EFT55699	24/04/2020	FLOWERS ON SAVILLE STREET	Flower Wreath- Air Raid Ceremony	\$ 80.00	MFS	\$ 80.00
EFT55700	24/04/2020	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Hopton St	\$ 231.85	MFS	
EFT55701	24/04/2020	JP EMPLOYEE RELATIONS CONSULTING	EA Renewal (RFQ 19-87)- HR	\$ 4,400.00	MFS	
EFT55702	24/04/2020	KIMBERLEY CAMPING & OUTBACK SUPPLIES	Uniforms- Works	\$ 306.00	MFS	\$ 306.00
EFT55703	24/04/2020	LGIS RISK MANAGEMENT	Risk Management Services- HR	\$ 4,196.01	MFS	
EFT55704	24/04/2020	MARKETFORCE	Advertising- Grays Online, Vehicles	\$ 323.51	MFS	
EFT55705	24/04/2020	MONIQUE ELLIS	Yoga Classes- BRAC	\$ 1,260.00	MFS	\$ 1,260.00
EFT55706	24/04/2020	SANITEX (JOHN COLLARD)	Hand Sanitiser- Depot	\$ 5,375.00	MFS	
EFT55707	24/04/2020	SECUREPAY PTY LTD	Web Payments- Civic Centre	\$ 6.06	MFS	
EFT55708	24/04/2020	SITE ENVIRONMENTAL & REMEDIATION SERVICES PTY LTD (SERS)	Groundwater Monitoring (RFQ 19-61)- WMF	\$ 5,775.00	MFS	
EFT55709	24/04/2020	TALIS CONSULTANTS	Consultancy Services (RFQ 18-44)- Demco Beach Remediation	\$ 838.75	MFS	
EFT55710	24/04/2020	TOTALLY WORKWEAR	Uniforms- Health	\$ 657.00	MFS	\$ 657.00
EFT55711	24/04/2020	TRUCK CENTRE (WA) PTY LTD	Filter Kit- Tipper Truck, Workshop	\$ 315.79	MFS	
EFT55712	24/04/2020	WA HINO	Exhaust Parts- Hino Water Cart WMF	\$ 1,476.09	MFS	

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EFT55713	24/04/2020	WILD MANGO CAFE (Green Mango Cafe)	Catering- Councillor Workshop	\$ 803.40	MFS	
EFT55714	24/04/2020	BROOME FIRST NATIONAL REAL ESTATE	Staff rent- May Rent 2020	\$ 11,628.32	MFS	\$ 11,628.32
EFT55715	24/04/2020	CATHOLIC DIOCESE OF BROOME (THE ROMAN CATHOLIC BISHOP OF BROOME)	Staff rent- May Rent 2020	\$ 2,058.33	MFS	\$ 2,058.33
EFT55716	24/04/2020	KATHRYN KIMBER & GRANT ASTLES	Staff rent- May Rent 2020	\$ 2,824.40	MFS	\$ 2,824.40
EFT55717	24/04/2020	PRD NATIONWIDE	Staff rent- May Rent 2020	\$ 5,626.78	MFS	\$ 5,626.78
EFT55718	24/04/2020	RAY WHITE BROOME	Staff rent- May Rent 2020	\$ 8,690.47	MFS	\$ 8,690.47
EFT55719	24/04/2020	REALMARK BROOME	Staff rent- May Rent 2020	\$ 3,910.70	MFS	\$ 3,910.70
EFT55720	24/04/2020	RICHARD & SUSAN BARTLETT & THOMAS	Staff rent- May Rent 2020	\$ 257.14	MFS	\$ 257.14
EFT55721	24/04/2020	VICKI ELIZABETH COBBY	Staff rent- May Rent 2020	\$ 3,466.66	MFS	
EFT55722	29/04/2020	ABLE ELECTRICAL (WA) PTY LTD	Repairs Plant Room- BRAC	\$ 1,628.00	MFS	\$ 1,628.00
EFT55723	29/04/2020	ACURIX NETWORKS PTY LTD	Software Subscription- Library	\$ 436.70	MFS	
EFT55724	29/04/2020	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Tractor Parts- Workshop	\$ 192.29	MFS	
EFT55725	29/04/2020	ALL CREATURES VETERINARY CLINIC	Dog Spay- Rangers	\$ 210.00	MFS	\$ 210.00
EFT55726	29/04/2020	ARBORGREEN LANDSCAPE PRODUCTS (SA)	Landscaping Equipment- P&G	\$ 996.67	MFS	
EFT55727	29/04/2020	AUSTRALIAN TAXATION OFFICE - FBT	BAS LODGEMENT MARCH 2020	\$ 8,621.00	MFS	
EFT55728	29/04/2020	AVERY AIRCONDITIONING PTY LTD	Fan motor- BVC	\$ 1,822.56	MFS	\$ 1,822.56
EFT55729	29/04/2020	BIDFOOD (PREVIOUSLY GOLDLINE DISTRIBUTORS)	Kiosk Supplies- BRAC	\$ 211.96	MFS	\$ 211.96
EFT55730	29/04/2020	BP AUSTRALIA PTY LTD - FUEL	Bulk Diesel- 4999L Depot	\$ 5,585.23	MFS	
EFT55731	29/04/2020	BROOME BOLT SUPPLIES WA PTY LTD	Sealant- Various Footpath	\$ 477.18	MFS	\$ 477.18
EFT55732	29/04/2020	BROOME CLARK POOLS & SPAS BROOME	Repair Parts- Drainage Flaps Paspaley Shops	\$ 857.38	MFS	\$ 857.38
EFT55733	29/04/2020	BROOME DIESEL & HYDRAULIC SERVICE	Service Bobcat- Workshop	\$ 1,398.75	MFS	\$ 1,398.75
EFT55734	29/04/2020	BROOME DOCTORS PRACTICE PTY LTD	Medical - Pre Employment Medical	\$ 279.50	MFS	\$ 279.50
EFT55735	29/04/2020	BROOME MOTORS	Filters- Isuzu Dmax, Workshop	\$ 421.87	MFS	\$ 421.87
EFT55736	29/04/2020	BROOME PLUMBING & GAS	Plumbing Repairs Toilet Block- P&G	\$ 4,392.00	MFS	\$ 4,392.00
EFT55737	29/04/2020	BROOME PROGRESSIVE SUPPLIES	Ice Bags- Depot	\$ 205.69	MFS	\$ 205.69
EFT55738	29/04/2020	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Tools- Blower P&G	\$ 1,080.00	MFS	\$ 1,080.00
EFT55739	29/04/2020	BROOME SMALL ENGINE SERVICES	Parts- Husqvarna quick cut	\$ 633.22	MFS	\$ 633.22
EFT55740	29/04/2020	BROOME TOWING & SALVAGE	Vehicle Towing- Salvage	\$ 99.00	MFS	\$ 99.00
EFT55741	29/04/2020	BROOME TOYOTA	Seat Covers- Prado, Workshop	\$ 616.51	MFS	\$ 616.51
EFT55742	29/04/2020	BROOME CRETE	Concrete- Cable Beach Club footpath	\$ 4,725.72	MFS	\$ 4,725.72
EFT55743	29/04/2020	GITTCRETE	Concrete Works- BRAC	\$ 1,155.00	MFS	\$ 1,155.00
EFT55744	29/04/2020	JACQUELINE VIRGINIA ORGAN	Membership refund- BRAC	\$ 43.40	MFS	
EFT55745	29/04/2020	KARRATHA ASPHALT	Road Repair (RFT 19/06)- Cemetery	\$ 31,952.85	MFS	
EFT55746	29/04/2020	KOMATSU AUSTRALIA PTY LTD	Grader Parts- Workshop	\$ 1,122.70	MFS	
EFT55747	29/04/2020	LGIS RISK MANAGEMENT	OSH Contract- HR	\$ 2,845.11	MFS	
EFT55748	29/04/2020	MARKETFORCE	Advertising- Seek Website	\$ 8,462.60	MFS	
EFT55749	29/04/2020	MCMULLEN NOLAN GROUP PTY LTD (MNG)	Survey Services- Mulched Green Waste, WMF	\$ 5,384.50	MFS	\$ 5,384.50

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EFT55750	29/04/2020	MG TYRES	Komatsu Wheelload Tyre- WMF	\$ 2,240.00	MFS	\$ 2,240.00
EFT55751	29/04/2020	MOMAR AUSTRALIA PTY LTD	Garden Supplies- P&G	\$ 1,705.00	MFS	
EFT55752	29/04/2020	NETSTAR AUSTRALIA	GPS Module Replacement- Workshop	\$ 132.00	MFS	
EFT55753	29/04/2020	NYAMBA BURU YAWURU LTD	Yawuru Consultation- Broome Boating Facilities	\$ 20,602.56	MFS	\$ 20,602.56
EFT55754	29/04/2020	OASIS EATERY	Catering- Library	\$ 97.00	MFS	\$ 97.00
EFT55755	29/04/2020	OFFICE NATIONAL BROOME	December stationery	\$ 697.11	MFS	\$ 697.11
EFT55756	29/04/2020	PIVOTAL (LEADING EDGE COMPUTERS)	Internet- Chinatown WIFI	\$ 10,342.37	MFS	\$ 10,342.37
EFT55757	29/04/2020	RM SURVEYS PTY LTD	Survey Services- Broome Cemetery Road Works	\$ 6,550.50	MFS	
EFT55758	29/04/2020	ROADLINE CIVIL CONTRACTORS	Traffic Management- Cable Beach Road East	\$ 3,289.00	MFS	\$ 3,289.00
EFT55759	29/04/2020	ROSMECH SALES & SERVICE PTY LTD	Vehicle Parts- Road Sweeper	\$ 3,617.91	MFS	
EFT55760	29/04/2020	SIGNS PLUS	Badges- HR	\$ 248.50	MFS	
EFT55761	29/04/2020	SLATER & GARTRELL SPORTS	Floorball Equipment- BRAC	\$ 181.50	MFS	
EFT55762	29/04/2020	SOUTHERN CROSS AUSTERO (SCA)	Advertising- Fight The Bite	\$ 1,346.40	MFS	
EFT55763	29/04/2020	STREETER & MALE PTY LTD	Newspapers- Library	\$ 162.00	MFS	\$ 162.00
EFT55764	29/04/2020	SUNNY SIGN COMPANY PTY LTD	Witches Hats- Workshop	\$ 1,039.50	MFS	
EFT55765	29/04/2020	T - QUIP	Parts for Groundmaster- Workshop	\$ 140.00	MFS	
EFT55766	29/04/2020	TAPPED PLUMBING & GAS PTY LTD	Plumbing Repairs- Surf Club Leak	\$ 566.50	MFS	\$ 566.50
EFT55767	29/04/2020	TELSTRA	Phone charges- Various Shire Departments	\$ 3,924.82	MFS	
EFT55768	29/04/2020	THINK WATER BROOME	Controller Stations- Sugarglider Park P&G	\$ 13,979.37	MFS	\$ 13,979.37
EFT55769	29/04/2020	TOTALLY WORKWEAR	Hand Sanitisers- Depot	\$ 1,365.40	MFS	\$ 1,365.40
EFT55770	29/04/2020	TYREPOWER BROOME	2 New Tyres- Quad Bike, Workshop	\$ 332.00	MFS	\$ 332.00
EFT55771	29/04/2020	UNISITE PTY LTD	Park Furniture- Works	\$ 8,688.90	MFS	
EFT55772	29/04/2020	URBIS PTY LTD	Consultants- Cable Beach Foreshore	\$ 22,000.00	MFS	
EFT55773	29/04/2020	WEST KIMBERLEY FOOTBALL LEAGUE	Community Sponsorship- Community	\$ 5,000.00	MFS	\$ 5,000.00
EFT55774	30/04/2020	ALISON KISH	Wedding refund #1187 (Covid 19)- Community	\$ 159.50	MFS	
EFT55775	30/04/2020	ASK WASTE MANAGEMENT PTY LTD	Training- WMF	\$ 17,440.50	MFS	
EFT55776	30/04/2020	BROOME BOLT SUPPLIES WA PTY LTD	Equipment- Depot	\$ 108.90	MFS	\$ 108.90
EFT55777	30/04/2020	BROOME DIESEL & HYDRAULIC SERVICE	Hydraulic Hose Assembly- Workshop	\$ 39.25	MFS	\$ 39.25
EFT55778	30/04/2020	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Concrete blade- Works	\$ 2,425.00	MFS	\$ 2,425.00
EFT55779	30/04/2020	BROOME TOWING & SALVAGE	Towing Fees- Health	\$ 198.00	MFS	\$ 198.00
EFT55780	30/04/2020	CJD EQUIPMENT PTY LTD	Supply Wheel Loader (RFQ19-68)- Plant Equipment	\$ 221,377.20	MFS	
EFT55781	30/04/2020	CLARK EQUIPMENT SALES PTY LTD	Various Parts- Pozzie Track	\$ 226.80	MFS	
EFT55782	30/04/2020	DFP RECRUITMENT (PINDAN LABOUR SOLUTIONS PTY LTD)	Temporary Staff- Garden Operator	\$ 2,237.82	MFS	\$ 2,237.82
EFT55783	30/04/2020	DIARINDJIN ABORIGINAL CORPORATION	Consumables- Cape Leveque Road Works	\$ 13.50	MFS	\$ 13.50
EFT55784	30/04/2020	ELBO GRAPHICS	Graphics Artwork- Chinatown Discovery Festival	\$ 225.00	MFS	
EFT55785	30/04/2020	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Roadside Litter Bags- Depot	\$ 10,715.86	MFS	\$ 10,715.86
EFT55786	30/04/2020	HANNAH JACKSON (JOAN PORTER)	Wedding refund (Covid 19)- Community	\$ 77.00	MFS	\$ 77.00

EFT	Date	Name	Description	Amount	DEL AUTH	Local Spend
EFT55787	30/04/2020	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Depot	\$ 4,241.06	MFS	
EFT55788	30/04/2020	HORIZON POWER (SERVICE WORKS)	Lighting Installation- Sandpiper & Gubinge Roads	\$ 219,447.80	MFS	
EFT55789	30/04/2020	IT VISION	Altus Supply and Implement- IT	\$ 11,184.37	MFS	
EFT55790	30/04/2020	J BLACKWOOD & SON T/AS BLACKWOODS	Safety Specs- Depot	\$ 851.47	MFS	
EFT55791	30/04/2020	JANIS CREER	Wedding refund (Covid 19)- Community	\$ 77.00	MFS	
EFT55792	30/04/2020	JESSICA WHYTE-MORGAN	Wedding refund (Covid 19)- Community	\$ 77.00	MFS	
EFT55793	30/04/2020	JP EMPLOYEE RELATIONS CONSULTING	EA Renewal (RFQ 19-87)- HR	\$ 4,400.00	MFS	
EFT55794	30/04/2020	MARKETFORCE	Advertising- EOI Chinatown Project	\$ 300.74	MFS	
EFT55795	30/04/2020	ON THE LANE LIFESTYLE BOUTIQUE	Activation Grant- Chinatown	\$ 500.00	MFS	\$ 500.00
EFT55796	30/04/2020	PRD NATIONWIDE	Rent shortfall- Shire property	\$ 6.55	MFS	\$ 6.55
EFT55797	30/04/2020	RICINDA COOK	Reimbursement Derby Bronze Medallion Course- BRAC	\$ 422.91	MFS	\$ 422.91
EFT55798	30/04/2020	ROADLINE CIVIL CONTRACTORS	Green space project claim 10 (RFT 18-09)- Town Beach	\$ 39,038.87	MFS	\$ 39,038.87
EFT55799	30/04/2020	ROB SHARLAND	Bond reimbursement- Staff housing	\$ 2,321.25	MFS	
EFT55800	30/04/2020	ROEBUCK BAY HOTEL	Catering- Chinatown Stage 2 Information Session	\$ 997.00	MFS	\$ 997.00
EFT55801	30/04/2020	SANDRA GUZZI	Umpiring- Late Night Ball PCYC	\$ 100.00	MFS	\$ 100.00
EFT55802	30/04/2020	SECUREPAY PTY LTD	Seat Advisor- Civic Centre	\$ 0.64	MFS	
EFT55803	30/04/2020	TELSTRA	Phone charges- Various Shire Departments	\$ 3,750.33	MFS	
EFT55804	30/04/2020	TOLL PRIORITY	Freight- Truck Parts Workshop	\$ 141.68	MFS	
EFT55805	30/04/2020	TROPPO SOUND	Projector Equip- Information Night	\$ 330.00	MFS	\$ 330.00
MUNICIPAL ELECTRONIC FUNDS TRANSFER TOTAL:				\$5,660,621.84		\$1,870,116.40

MUNICIPAL CHEQUES - APRIL 2020						
DD#	Date	Name	Description	Amount	Del Auth	Local Spend
57638	22/04/2020	SHIRE OF BROOME	Petty cash- Admin	\$ 561.98	MFS	\$ 561.98
57639	23/04/2020	TARGET AUSTRALIA PTY LTD	Furniture Equip- Ibis Way	\$ 261.20	MFS	\$ 261.20
MUNICIPAL ELECTRONIC FUNDS TRANSFER TOTAL:				\$823.18		\$823.18

TRUST CHEQUES - APRIL 2020						
DD#	Date	Name	Description	Amount	Del Auth	Local Spend
					MFS	
TRUST CHEQUES TOTAL:				\$0.00		\$0.00

MUNICIPAL DIRECT DEBIT/CREDIT CARD PAYMENTS - APRIL 2020						
DD#	Date	Name	Description	Amount	Del Auth	Local Spend
DD27882.1	07/04/2020	SALARY & WAGES	Payroll S & W	\$ 46,243.06	MFS	
DD27882.2	07/04/2020	SALARY & WAGES	Payroll S & W	\$ 480.60	MFS	
DD27882.3	07/04/2020	SUPERANNUATION	Superannuation contributions	\$ 157.72	MFS	
DD27882.4	07/04/2020	SALARY & WAGES	Payroll S & W	\$ 657.93	MFS	

EFT	Date	Name	Description	Amount	DEL AUTH	Local Spend
DD27882.5	07/04/2020	SALARY & WAGES	Payroll S & W	\$ 630.29	MFS	
DD27882.6	07/04/2020	SUPERANNUATION	Superannuation contributions	\$ 446.78	MFS	
DD27882.7	07/04/2020	SALARY & WAGES	Payroll S & W	\$ 4,272.37	MFS	
DD27882.8	07/04/2020	SUPERANNUATION	Superannuation contributions	\$ 355.89	MFS	
DD27882.9	07/04/2020	SUPERANNUATION	Superannuation contributions	\$ 216.58	MFS	
DD27921.1	21/04/2020	SALARY & WAGES	Payroll S & W	\$ 44,531.33	MFS	
DD27921.2	21/04/2020	SALARY & WAGES	Payroll S & W	\$ 480.60	MFS	
DD27921.3	21/04/2020	SUPERANNUATION	Superannuation contributions	\$ 140.14	MFS	
DD27921.4	21/04/2020	SALARY & WAGES	Payroll S & W	\$ 657.93	MFS	
DD27921.5	21/04/2020	SALARY & WAGES	Payroll S & W	\$ 630.29	MFS	
DD27921.6	21/04/2020	SUPERANNUATION	Superannuation contributions	\$ 446.78	MFS	
DD27921.7	21/04/2020	SALARY & WAGES	Payroll S & W	\$ 4,238.66	MFS	
DD27921.8	21/04/2020	SUPERANNUATION	Superannuation contributions	\$ 219.43	MFS	
DD27921.9	21/04/2020	SUPERANNUATION	Superannuation contributions	\$ 216.58	MFS	
DD27954.1	28/04/2020	ISUBSCRIBE	Magazine Subscription- Library (Credit Card Payment 28/4/20)	\$ 54.00	MFS	
DD27954.2	28/04/2020	FACEBOOK	Media Promotion- Civic Centre (Credit Card Payment 28/4/20)	\$ 84.81	MFS	
DD27954.3	28/04/2020	AUSTRALIAN LIBRARY & INFORMATION ASSOCIATION LTD	Storytime Merchandise- Library (Credit Card Payment 28/4/20)	\$ 47.00	MFS	
DD27956.1	28/04/2020	SQUARESPACE INC	Monthly Subscription- Chinatown Website (Credit Card Payment 28/4/20)	\$ 43.85	MFS	
DD27956.2	28/04/2020	1000 STEPS	Pedometers- Step Challenge (Credit Card Payment 28/4/20)	\$ 1,023.00	MFS	
DD27956.3	28/04/2020	FACEBOOK	Facebook Marketing- Various	\$ 24.99	MFS	
DD27960.1	28/04/2020	QANTAS AIRWAYS LTD	Refund for Flights- Infrastructure (Credit Card Payment 28/4/20)	-\$ 1,375.80	MFS	
DD27882.10	07/04/2020	SUPERANNUATION	Superannuation contributions	\$ 475.00	MFS	
DD27882.11	07/04/2020	SUPERANNUATION	Superannuation contributions	\$ 302.54	MFS	
DD27882.12	07/04/2020	SALARY & WAGES	Payroll S & W	\$ 1,685.35	MFS	
DD27882.13	07/04/2020	SUPERANNUATION	Superannuation contributions	\$ 699.94	MFS	
DD27882.14	07/04/2020	SUPERANNUATION	Superannuation contributions	\$ 365.23	MFS	
DD27882.15	07/04/2020	SUPERANNUATION	Superannuation contributions	\$ 579.25	MFS	
DD27882.16	07/04/2020	SALARY & WAGES	Payroll S & W	\$ 931.81	MFS	
DD27882.17	07/04/2020	SALARY & WAGES	Payroll S & W	\$ 619.45	MFS	
DD27882.18	07/04/2020	SALARY & WAGES	Payroll S & W	\$ 653.81	MFS	
DD27882.19	07/04/2020	SUPERANNUATION	Superannuation contributions	\$ 294.34	MFS	
DD27882.20	07/04/2020	SALARY & WAGES	Payroll S & W	\$ 679.26	MFS	
DD27882.21	07/04/2020	SALARY & WAGES	Payroll S & W	\$ 339.85	MFS	
DD27882.22	07/04/2020	SALARY & WAGES	Payroll S & W	\$ 644.03	MFS	
DD27882.23	07/04/2020	SUPERANNUATION	Superannuation contributions	\$ 248.30	MFS	
DD27882.24	07/04/2020	SUPERANNUATION	Superannuation contributions	\$ 349.54	MFS	
DD27882.25	07/04/2020	SALARY & WAGES	Payroll S & W	\$ 843.07	MFS	
DD27882.26	07/04/2020	SALARY & WAGES	Payroll S & W	\$ 726.13	MFS	
DD27882.27	07/04/2020	SALARY & WAGES	Payroll S & W	\$ 2,521.59	MFS	
DD27882.28	07/04/2020	SALARY & WAGES	Payroll S & W	\$ 2,011.02	MFS	
DD27882.29	07/04/2020	SUPERANNUATION	Superannuation contributions	\$ 704.82	MFS	
DD27882.30	07/04/2020	SALARY & WAGES	Payroll S & W	\$ 5,296.40	MFS	
DD27882.31	07/04/2020	SUPERANNUATION	Superannuation contributions	\$ 1,090.81	MFS	
DD27882.32	07/04/2020	SALARY & WAGES	Payroll S & W	\$ 1,843.37	MFS	
DD27921.10	21/04/2020	SUPERANNUATION	Superannuation contributions	\$ 378.75	MFS	
DD27921.11	21/04/2020	SUPERANNUATION	Superannuation contributions	\$ 302.53	MFS	
DD27921.12	21/04/2020	SALARY & WAGES	Payroll S & W	\$ 1,685.35	MFS	
DD27921.13	21/04/2020	SUPERANNUATION	Superannuation contributions	\$ 518.07	MFS	
DD27921.14	21/04/2020	SUPERANNUATION	Superannuation contributions	\$ 365.23	MFS	
DD27921.15	21/04/2020	SUPERANNUATION	Superannuation contributions	\$ 559.74	MFS	
DD27921.16	21/04/2020	SALARY & WAGES	Payroll S & W	\$ 931.81	MFS	
DD27921.17	21/04/2020	SALARY & WAGES	Payroll S & W	\$ 619.45	MFS	
DD27921.18	21/04/2020	SALARY & WAGES	Payroll S & W	\$ 638.01	MFS	
DD27921.19	21/04/2020	SUPERANNUATION	Superannuation contributions	\$ 282.27	MFS	
DD27921.20	21/04/2020	SALARY & WAGES	Payroll S & W	\$ 679.26	MFS	

EFT	Date	Name	Description	Amount	DEL AUTH	Local Spend
DD27921.21	21/04/2020	SALARY & WAGES	Payroll S & W	\$ 339.85	MFS	
DD27921.22	21/04/2020	SALARY & WAGES	Payroll S & W	\$ 644.03	MFS	
DD27921.23	21/04/2020	SUPERANNUATION	Superannuation contributions	\$ 248.30	MFS	
DD27921.24	21/04/2020	SUPERANNUATION	Superannuation contributions	\$ 349.54	MFS	
DD27921.25	21/04/2020	SALARY & WAGES	Payroll S & W	\$ 843.07	MFS	
DD27921.26	21/04/2020	SALARY & WAGES	Payroll S & W	\$ 726.13	MFS	
DD27921.27	21/04/2020	SALARY & WAGES	Payroll S & W	\$ 2,406.00	MFS	
DD27921.28	21/04/2020	SALARY & WAGES	Payroll S & W	\$ 1,975.18	MFS	
DD27921.29	21/04/2020	SUPERANNUATION	Superannuation contributions	\$ 704.82	MFS	
DD27921.30	21/04/2020	SALARY & WAGES	Payroll S & W	\$ 5,040.38	MFS	
DD27921.31	21/04/2020	SUPERANNUATION	Superannuation contributions	\$ 991.22	MFS	
DD27921.32	21/04/2020	SALARY & WAGES	Payroll S & W	\$ 1,693.32	MFS	
MUNICIPAL DIRECT DEBIT/ CREDIT CARD TOTAL				\$151,752.03		\$0.00

MUNICIPAL ELECTRONIC TRANSFER TOTAL \$5,660,621.84 \$1,870,116.40

MUNICIPAL CHEQUES TOTAL \$823.18 \$823.18

TRUST CHEQUE TOTAL \$0.00 \$0.00

MUNICIPAL DIRECT DEBIT/ CREDIT CARD TOTAL \$151,752.03 \$0.00

TOTAL PAYMENTS - APRIL 2020 \$5,813,197.05

Key for Delegation of Authority:

CEO Chief Executive Officer
MFS Manager Financial Services
DCS Director Corporate Services

9.4.6 MONTHLY STATEMENT OF FINANCIAL ACTIVITY REPORT - APRIL 2020

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	FRE02
AUTHOR:	Senior Finance Officer
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Corporate Services
DISCLOSURE OF INTEREST:	Nil

SUMMARY: Council is required by legislation to consider and adopt the Monthly Statement of Financial Activity Report for the period ended 30 April 2020, as per 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 includes 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 the 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 are mandatory under FMR 34(2)(b) as stated in Policy 2.2.2 Materiality in Financial Reporting.

FMR 34(5) requires a local government to adopt a percentage or value, calculated under 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 2019/20 Annual Budget was adopted at the Ordinary Meeting of Council on 27 June 2019.

The following are vital indicators supporting the year-to-date budget position concerning the Annual Forecast Budget:

Budget Year elapsed	83.33%
Total Rates Raised Revenue	100% (of which 94.95% has been collected)
Total Other Operating Revenue	54%

Total Operating Expenditure	69%
Total Capital Revenue	32%
Total Capital Expenditure	48%
Total Sale of Assets Revenue	65%

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 2019/20 Annual Budget presented at the Ordinary Meeting of Council on 27 June 2019, Council adopted a balanced budget to 30 June 2020.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996, R34. Financial activity statement report — s. 6.4

Local Government Act 1995, s6.8. Expenditure from municipal fund not included in the annual budget

POLICY IMPLICATIONS

Nil

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 about the financial cost and delivery of strategic initiatives and key projects.

To mitigate the risk of budget over-runs or non-delivery of projects, the Chief Executive Officer has implemented internal control measures. One of these is the regular Council and management reporting and the quarterly Finance and Costing Review (FACR) process to monitor financial performance against budget estimates. Materiality reporting thresholds have been established at half the adopted Council levels, which equate to \$5,000 for operating budget line items and \$10,000 for capital items, to alert management before 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, seeks 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

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/0520/016

Moved: Cr D Male

Seconded: Cr P Taylor

That Council:

- 1. Adopts the Monthly Financial Activity Report for the period ended 30 April 2020; and**
- 2. Receives the General Fund Summary of Financial Activity (Schedules 2-14) for the period ended 30 April 2020.**

CARRIED UNANIMOUSLY 8/0

Attachments

1. Attachment 1 - Monthly Statement of Financial Activity Report April 2020

SHIRE OF BROOME
MONTHLY FINANCIAL REPORT
For the Period Ended 30 April 2020

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

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Shire of Broome

Compilation Report

For the Period Ended 30 April 2020

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 30 April 2020 of \$4,511,287.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

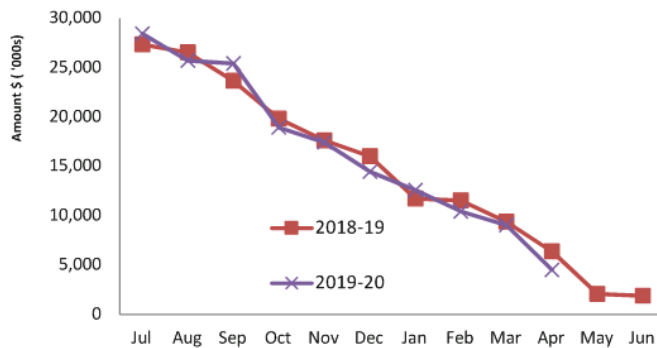
Preparation

Prepared by: N Vines
Reviewed by: A Santiago
Date prepared: 12/05/2020

Shire of Broome

Monthly Summary Information
For the Period Ended 30 April 2020

Liquidity Over the Year (Refer Note 3)

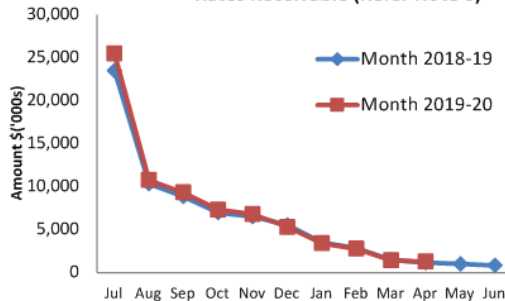
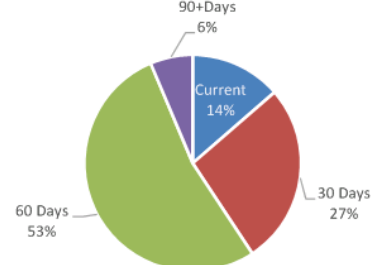
Cash and Cash Equivalents
as at period end

Unrestricted	\$ 5,748,445
Restricted	\$ 35,510,134
	<u>\$ 41,258,579</u>

Receivables

Rates	\$ 1,208,523
Other	\$ 1,887,672
	<u>\$ 3,096,194</u>

Rates Receivable (Refer Note 6)

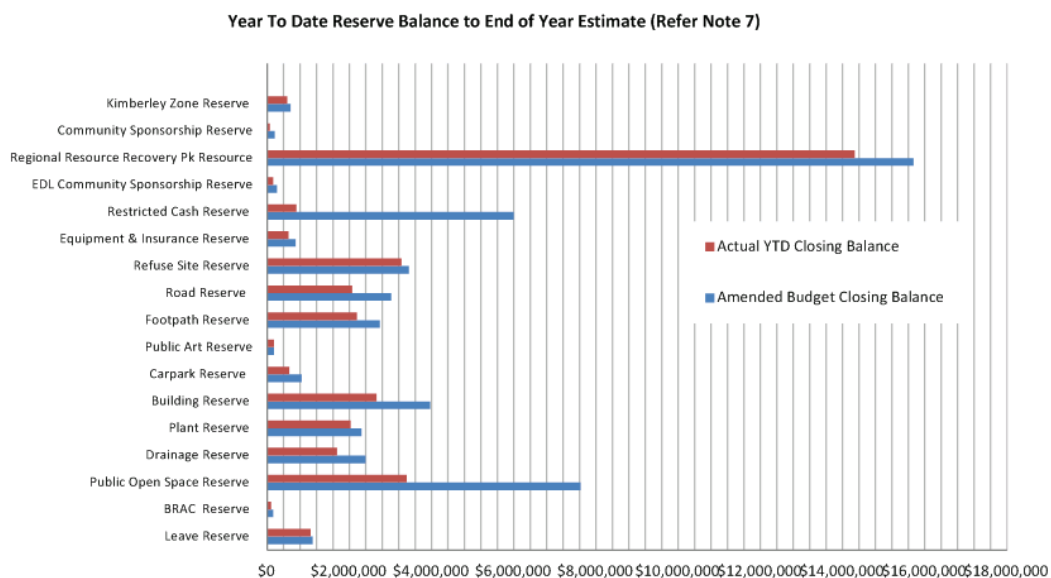
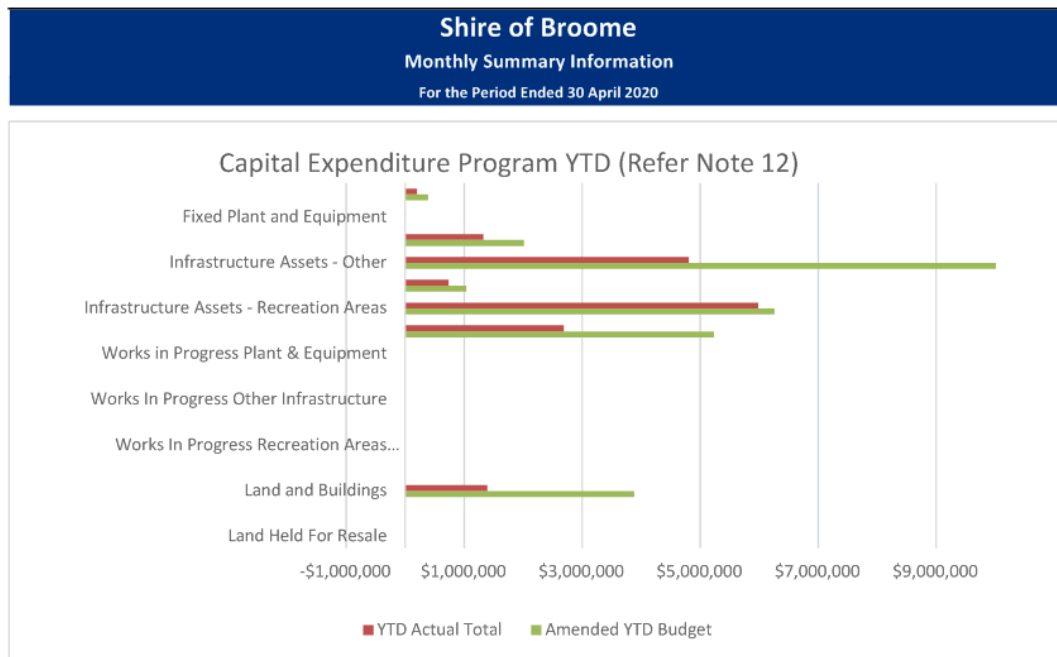
Accounts Receivable Ageing (non-rates)
(Refer Note 6)

Comments

1. Liquidity refers to the Shire of Broome's ability to meet its financial obligations within the current year. Liquidity increased at the start of the financial year by \$26.554M due mainly to the issuance of rates. Liquidity is a combination of unrestricted cash, Current Debtors (including Rates), and Current Creditors. The Shire of Broome's current position (representing liquidity) can be found in Note 3. The recognition of Reserve transfers has also occurred in June 2019 reducing liquidity significantly, as demonstrated by the sharp decline between May and June 2019.

2. Rates were raised in July with payment due 35 days after issuing. Total Rates raised for the year was \$23.16M with total outstanding rates YTD at \$1.21M.

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



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.

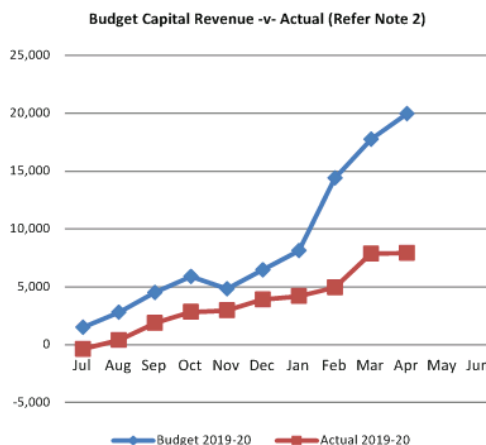
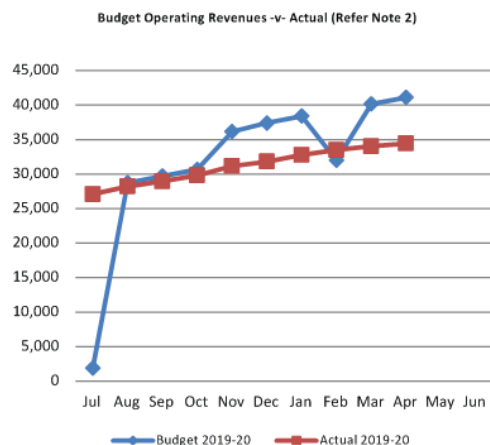
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Broome

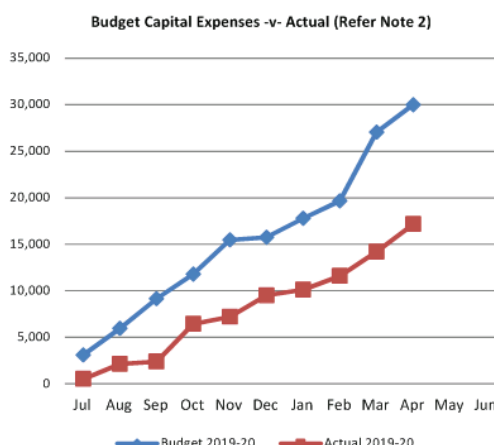
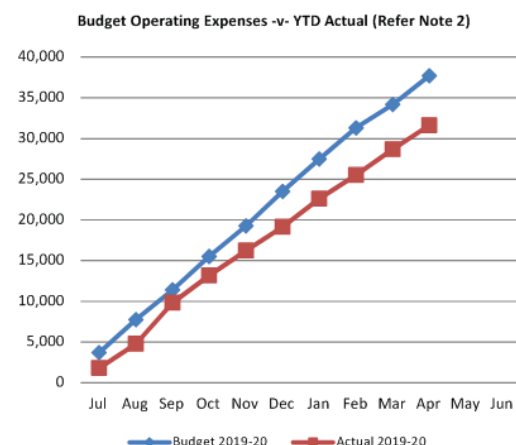
Monthly Summary Information

For the Period Ended 30 April 2020

Revenues



Expenditure



Comments

Explanation on material variances are presented in note 2.

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 30 April 2020

	Note	Amended Annual Budget (a)	Amended YTD Budget (b)	YTD Actual (c)	%	Var. \$ (c)-(b)	Var. % (c)-(b)/(a)	Var.
Operating Revenues		\$	\$	\$		\$	%	
Governance		451,646	355,640	211,311		(144,329)	(31.96%)	▼
General Purpose Funding - Rates	9	23,536,298	23,471,642	23,531,768		60,126	0.26%	
General Purpose Funding - Other		865,979	721,650	700,298		(21,352)	(2.47%)	
Law, Order and Public Safety		137,120	118,590	68,540		(50,050)	(36.50%)	▼
Health		150,389	124,854	141,726		16,872	11.22%	▲
Education and Welfare		35,500	29,580	35,455		5,875	16.55%	
Housing		751,345	625,230	537,075		(88,155)	(11.73%)	▼
Community Amenities		7,305,513	6,292,119	5,132,447		(1,159,672)	(15.87%)	▼
Recreation and Culture		972,698	754,722	848,707		93,985	9.66%	
Transport		6,065,105	5,818,948	739,831		(5,079,117)	(83.74%)	▼
Economic Services		1,066,940	904,590	610,255		(294,335)	(27.59%)	▼
Other Property and Services		2,469,467	1,892,291	1,866,972		(25,319)	(1.03%)	
Total Operating Revenue		43,808,000	41,109,856	34,424,385	79%	(6,685,471)		
Operating Expense								
Governance		(2,896,023)	(2,040,873)	(1,757,737)		283,136	9.78%	
General Purpose Funding		(194,388)	(161,980)	(164,967)		(2,987)	(1.54%)	
Law, Order and Public Safety		(1,305,471)	(1,076,367)	(931,613)		144,754	11.09%	▲
Health		(668,162)	(554,253)	(561,263)		(7,010)	(1.05%)	
Education and Welfare		(495,542)	(412,638)	(316,294)		96,344	19.44%	▲
Housing		(862,650)	(719,495)	(597,628)		121,867	14.13%	▲
Community Amenities		(10,392,204)	(8,686,478)	(6,385,215)		2,301,263	22.14%	▲
Recreation and Culture		(13,069,582)	(10,895,892)	(9,506,268)		1,389,624	10.63%	▲
Transport		(10,236,408)	(8,385,257)	(7,834,663)		550,594	5.38%	
Economic Services		(2,548,522)	(2,111,510)	(1,944,836)		166,674	6.54%	
Other Property and Services		(3,250,644)	(2,647,606)	(1,619,745)		1,027,861	31.62%	▲
Total Operating Expenditure		(45,919,594)	(37,692,349)	(31,620,229)	69%	6,072,120		
Funding Balance Adjustments								
Add back Depreciation		11,355,912	9,463,261	9,234,034		(229,227)	(2.02%)	
Adjust (Profit)/Loss on Asset Disposal	8	115,169	107,419	58,477		(48,942)	(42.50%)	▼
Adjust Revaluation, Provisions and Accruals		0	0	0		0		
Net Cash from Operations		9,363,487	12,988,187	12,096,667		(891,520)		
Capital Revenues								
Grants, Subsidies and Contributions		23,756,010	19,475,702	7,565,433		(11,910,269)	(50.14%)	▼
Governance		0	0	0		0		
General Purpose Funding		0	0	0		0		
Rates		0	0	0		0		
Other General Purpose Funding		0	0	0		0		
Law, Order and Public Safety		1,242,520	1,035,430	0		(1,035,430)	(83.33%)	▼
Health		0	0	0		0		
Education and Welfare		0	0	0		0		
Housing		0	0	0		0		
Community Amenities		158,922	132,430	66,461		(65,969)	(41.51%)	▼
Recreation and Culture		13,887,503	11,251,952	4,769,515		(6,482,437)	(46.68%)	▼
Transport		2,934,744	2,445,620	1,898,636		(546,984)	(18.64%)	▼
Economic Services		5,532,321	4,610,270	830,821		(3,779,449)	(68.32%)	▼
Other Property and Services		0	0	0		0		
Proceeds from Disposal of Assets	8	554,055	479,268	358,163	65%	(121,105)	(21.86%)	▼
Total Capital Revenues		24,310,065	19,954,970	7,923,596	32%	(12,031,374)		

SHIRE OF BROOME
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 April 2020

	Note	Amended Annual Budget (a)	Amended YTD Budget (b)	YTD Actual (c)	%	Var. \$ (c)-(b)	Var. % (c)-(b)/(a)	Var.
Capital Expenses								
Land Held for Resale	12	0	0	0		0		
Land Under Control (Crown Land)	12	0	0	0		0		
Land and Buildings	12	(4,582,799)	(3,879,432)	(1,395,735)		2,483,697	54.20%	▲
Works in Progress Land & Buildings	12	0	0	0		0		
Works In Progress Recreation Areas								
Infrastructure	12	0	0	0		0		
Works in Progress - Rds, F/Paths & Bridges	12	0	0	0		0		
Works In Progress Other Infrastructure	12	0	0	0		0		
Works in Progress Drainage								
Infrastructure	12	0	0	0		0		
Works in Progress Plant & Equipment	12	0	0	0		0		
Infrastructure Assets - Roads & Footpaths	12	(6,219,526)	(5,236,117)	(2,689,170)		2,546,947	40.95%	▲
Infrastructure Assets - Recreation Areas	12	(7,669,329)	(6,259,976)	(5,984,558)		275,418	3.59%	
Infrastructure Assets - Drainage	12	(1,113,609)	(1,035,868)	(736,909)		298,959	26.85%	▲
Infrastructure Assets - Other	12	(13,391,593)	(11,163,486)	(4,811,386)		6,352,100	47.43%	▲
Mobile Plant and Equipment	12	(2,367,865)	(2,015,007)	(1,329,597)		685,410	28.95%	▲
Fixed Plant and Equipment	12	(40,500)	0	(1,117)		(1,117)		
Furniture and Equipment	12	(480,047)	(389,110)	(202,387)		186,723	38.90%	▲
Total Capital Expenditure		(35,865,268)	(29,978,996)	(17,150,858)	48%	12,828,138		
Net Cash from Capital Activities		(11,555,203)	(10,024,026)	(9,227,262)		796,764		
Financing								
Proceeds from New Debentures		3,250,000	3,250,000	0		(3,250,000)	(100.00%)	▼
Proceeds from Advances		0	0	0		0		
Self-Supporting Loan Principal		0	0	125		125		
Transfer from Reserves	7	7,767,566	254,334	0		(254,334)	(3.27%)	
Advances to Community Groups		(1,250,000)	(1,250,000)	0		1,250,000	100.00%	▲
Repayment of Debentures	10	(675,348)	(337,674)	(366,241)		(28,567)	(4.23%)	
Transfer to Reserves	7	(9,143,640)	(6,722,414)	(136,229)		6,586,185	72.03%	▲
Net Cash from Financing Activities		(51,422)	(4,805,754)	(502,345)		4,303,409		
Net Operations, Capital and Financing		(2,247,138)	(1,841,593)	2,367,060		4,208,653		
Opening Funding Surplus(Deficit)	3	2,144,227	2,144,227	2,144,227		0		
Closing Funding Surplus(Deficit)	3	(102,911)	302,634	4,511,287		4,208,653		

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 30 April 2020

	Note	Amended Annual Budget (a)	Amended YTD Budget (b)	YTD Actual (c)	%	Var. \$ (c)-(b)	Var. % (c)-(b)/(a)	Var.
Operating Revenues		\$	\$	\$		\$	%	
Rates	9	23,163,298	23,160,822	23,159,966		(856)	(0.00%)	
Operating Grants, Subsidies and Contributions		7,482,313	7,071,338	1,860,812		(5,210,526)	(69.60%)	▼
Fees and Charges		10,257,634	9,103,839	8,049,104		(1,054,735)	(10.28%)	▼
Service Charges		0	0	0		0		
Interest Earnings		1,410,644	622,731	625,711		2,980	0.21%	
Other Revenue		1,419,979	1,086,560	723,891		(362,669)	(25.54%)	▼
Profit on Disposal of Assets	8	74,132	64,566	4,901		(59,665)	(80.48%)	▼
Total Operating Revenue		43,808,000	41,109,856	34,424,385	79%	(6,685,471)		
Operating Expense								
Employee Costs		(16,089,435)	(13,231,291)	(12,178,330)		1,052,961	6.54%	
Materials and Contracts		(12,676,217)	(10,148,008)	(6,438,370)		3,709,638	29.26%	▲
Utility Charges		(1,946,680)	(1,622,222)	(1,701,153)		(78,931)	(4.05%)	
Depreciation on Non-Current Assets		(11,355,912)	(9,463,261)	(9,234,034)		229,227	2.02%	
Interest Expenses		(147,631)	(81,363)	(48,820)		32,543	22.04%	▲
Insurance Expenses		(651,851)	(649,094)	(671,595)		(22,501)	(3.45%)	
Other Expenditure		(2,862,567)	(2,325,126)	(1,284,549)		1,040,577	36.35%	▲
Loss on Disposal of Assets	8	(189,301)	(171,985)	(63,377)		108,608	57.37%	▲
Total Operating Expenditure		(45,919,594)	(37,692,350)	(31,620,228)	69%	6,072,122		
Funding Balance Adjustments								
Add back Depreciation		11,355,912	9,463,261	9,234,034		(229,227)	(2.02%)	
Adjust (Profit)/Loss on Asset Disposal	8	115,169	107,419	58,477		(48,942)	(42.50%)	▼
Adjust Revaluation, Provisions and Accruals		0	0	0		0		
Net Cash from Operations		9,363,487	12,988,186	12,096,668		(891,518)		
Capital Revenues								
Grants, Subsidies and Contributions		23,756,010	19,475,702	7,565,433		(11,910,269)	(50.14%)	▼
Proceeds from Disposal of Assets	8	544,055	479,268	358,163	65%	(121,105)	(21.86%)	▼
Total Capital Revenues		24,310,065	19,954,970	7,923,596	32%	(12,031,374)		
Capital Expenses								
Land Held for Resale	12	0	0	0		0		
Land Under Control (Crown Land)	12	0	0	0		0		
Land and Buildings	12	(4,582,799)	(3,879,432)	(1,395,735)		2,483,697	54.20%	▲
Works in Progress Land & Buildings	12	0	0	0		0		
Works In Progress Recreation Areas								
Infrastructure	12	0	0	0		0		
Works in Progress - Rds, F/Paths & Bridges	12	0	0	0		0		
Works In Progress Other Infrastructure	12	0	0	0		0		
Works in Progress Drainage								
Infrastructure	12	0	0	0		0		
Works in Progress Plant & Equipment	12	0	0	0		0		
Infrastructure Assets - Roads & Footpaths	12	(6,219,526)	(5,236,117)	(2,689,170)		2,546,947	40.95%	▲
Infrastructure Assets - Recreation Areas	12	(7,669,329)	(6,259,976)	(5,984,558)		275,418	3.59%	
Infrastructure Assets - Drainage	12	(1,113,609)	(1,035,868)	(736,909)		298,959	26.85%	▲
Infrastructure Assets - Other	12	(13,391,592)	(11,163,486)	(4,811,386)		6,352,100	47.43%	▲
Mobile Plant and Equipment	12	(2,367,865)	(2,015,007)	(1,329,597)		685,410	28.95%	▲
Fixed Plant and Equipment	12	(40,500)	0	(1,117)		(1,117)		
Furniture and Equipment	12	(480,047)	(389,110)	(202,387)		186,723	38.90%	▲
Total Capital Expenditure		(35,865,267)	(29,978,996)	(17,150,858)	48%	12,828,138		
Net Cash from Capital Activities		(11,555,202)	(10,024,026)	(9,227,262)		796,764		
Financing								
Proceeds from New Debentures		3,250,000	3,250,000	0		(3,250,000)	(100.00%)	▼
Proceeds from Advances		0	0	0		0		
Self-Supporting Loan Principal		0	0	125		125		
Transfer from Reserves	7	7,767,566	254,334	0		(254,334)	(3.27%)	
Advances to Community Groups		(1,250,000)	(1,250,000)	0		1,250,000	100.00%	▲
Repayment of Debentures	10	(675,348)	(337,674)	(366,241)		(28,567)	(4.23%)	
Transfer to Reserves	7	(9,143,640)	(6,722,414)	(136,229)		6,586,185	72.03%	▲
Net Cash from Financing Activities		(51,422)	(4,805,754)	(502,345)		4,303,409		

SHIRE OF BROOME
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 April 2020

	Note	Amended Annual Budget (a)	Amended YTD Budget (b)	YTD Actual (c)	%	Var. \$ (c)-(b)	Var. % (c)-(b)/(a)	Var.
Net Operations, Capital and Financing		(2,247,138)	(1,841,594)	2,367,061		4,208,655		
Opening Funding Surplus(Deficit)	3	2,144,227	2,144,227	2,144,227		0		
Closing Funding Surplus(Deficit)	3	(102,911)	302,633	4,511,288		4,208,655		

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 30 April 2020

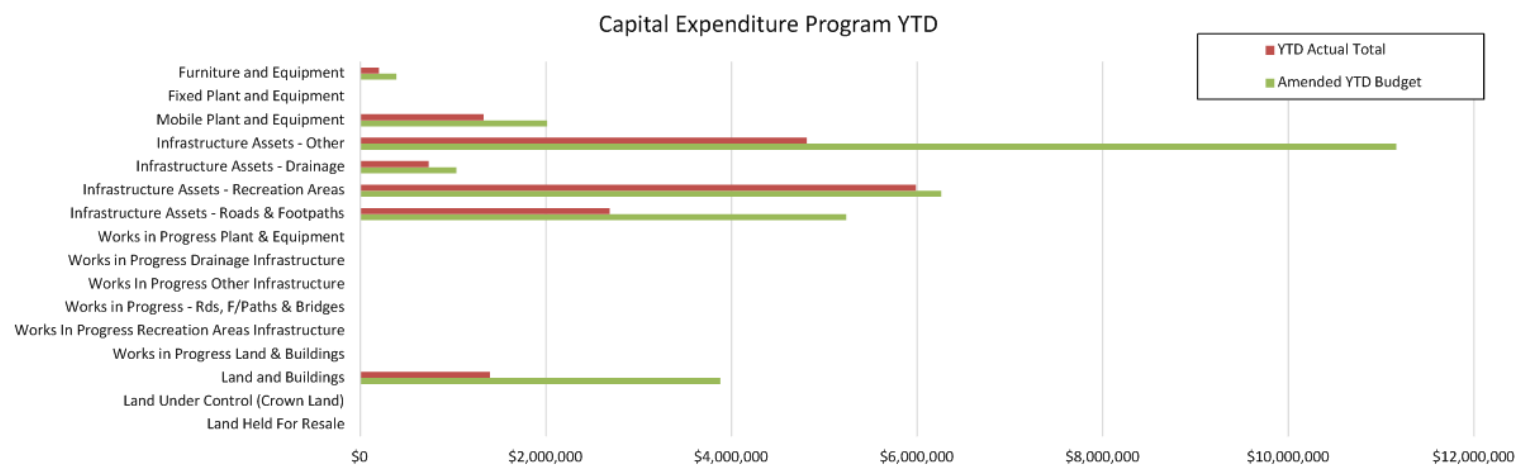
Capital Acquisitions	Note	YTD Actual New / Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land Held For Resale	12	0	0	0	0	0	0
Land Under Control (Crown Land)	12	0	0	0	0	0	0
Land and Buildings	12	698,486	697,249	1,395,735	3,879,432	4,582,799	(2,483,697)
Works in Progress Land & Buildings	12	0	0	0	0	0	0
Works In Progress Recreation Areas Infrastructure	12	0	0	0	0	0	0
Works in Progress - Rds, F/Paths & Bridges	12	0	0	0	0	0	0
Works In Progress Other Infrastructure	12	0	0	0	0	0	0
Works in Progress Drainage Infrastructure	12	0	0	0	0	0	0
Works in Progress Plant & Equipment	12	0	0	0	0	0	0
Infrastructure Assets - Roads & Footpaths	12	1,505,148	1,184,022	2,689,170	5,236,117	6,219,526	(2,546,947)
Infrastructure Assets - Recreation Areas	12	5,789,596	194,962	5,984,558	6,259,976	7,669,329	(275,418)
Infrastructure Assets - Drainage	12	736,909	0	736,909	1,035,868	1,113,609	(298,959)
Infrastructure Assets - Other	12	4,440,537	370,849	4,811,386	11,163,486	13,391,592	(6,352,100)
Mobile Plant and Equipment	12	97,653	1,231,944	1,329,597	2,015,007	2,367,865	(685,410)
Fixed Plant and Equipment	12	1,117	0	1,117	0	40,500	1,117
Furniture and Equipment	12	202,387	0	202,387	389,110	480,047	(186,723)
Capital Expenditure Totals		13,471,833	3,679,025	17,150,858	29,978,996	35,865,267	(12,828,138)

Funded By:

Capital Grants and Contributions	7,565,433	19,475,702	23,756,010	11,910,269
Borrowings	0	3,250,000	3,250,000	(3,250,000)
Other (Disposals & C/Fwd)	358,163	479,268	554,055	(121,105)
Total Own Source Funding - Cash Backed Reserves	0	254,334	(7,306,137)	(254,334)
Own Source Funding - Operations	9,227,262	6,519,692	15,611,339	2,707,570
Capital Funding Total	17,150,858	29,978,996	35,865,267	(12,828,138)

SHIRE OF BROOME
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 April 2020

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 30 April 2020

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget (a)
Operating Revenues	\$	\$	\$
Governance	375,532	76,114	451,646
General Purpose Funding - Rates	23,272,671	263,627	23,536,298
General Purpose Funding - Other	955,818	(89,839)	865,979
Law, Order and Public Safety	182,885	(45,765)	137,120
Health	187,168	(36,779)	150,389
Education and Welfare	17,000	18,500	35,500
Housing	751,345	0	751,345
Community Amenities	7,137,797	167,716	7,305,513
Recreation and Culture	1,530,124	(557,426)	972,698
Transport	1,237,310	4,827,795	6,065,105
Economic Services	1,163,579	(96,639)	1,066,940
Other Property and Services	2,281,605	187,862	2,469,467
Total Operating Revenue	39,092,834	4,715,166	43,808,000
Operating Expense			
Governance	(2,970,884)	74,861	(2,896,023)
General Purpose Funding	(289,764)	95,376	(194,388)
Law, Order and Public Safety	(1,375,022)	69,551	(1,305,471)
Health	(684,329)	16,167	(668,162)
Education and Welfare	(505,242)	9,700	(495,542)
Housing	(862,650)	0	(862,650)
Community Amenities	(9,837,639)	(554,565)	(10,392,204)
Recreation and Culture	(13,632,793)	563,213	(13,069,580)
Transport	(9,373,312)	(863,096)	(10,236,408)
Economic Services	(2,462,330)	(86,192)	(2,548,522)
Other Property and Services	(3,367,437)	116,793	(3,250,644)
Total Operating Expenditure	(45,361,402)	(558,192)	(45,919,594)
Funding Balance Adjustments			
Add back Depreciation	11,355,912	0	11,355,912
Adjust (Profit)/Loss on Asset Disposal	115,169	0	115,169
Adjust Provisions and Accruals	0	0	0
Net Cash from Operations	5,202,513	4,156,974	9,359,487

SHIRE OF BROOME
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 30 April 2020

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget (a)
Capital Revenues			
Grants, Subsidies and Contributions	16,990,887	6,765,123	23,756,010
Proceeds from Disposal of Assets	585,000	(30,945)	554,055
Proceeds from Sale of Investments	0		0
Total Capital Revenues	17,575,887	6,734,178	24,310,065
Capital Expenses			
Land Held for Resale	0	0	0
Land Under Control (Crown Land)	0	0	0
Land and Buildings	(4,929,493)	346,694	(4,582,799)
Works in Progress Land & Buildings	0	0	0
Works In Progress Recreation Areas			
Infrastructure	0	0	0
Works in Progress - Rds, F/Paths & Bridges	0	0	0
Works In Progress Other Infrastructure	0	0	0
Works in Progress Drainage Infrastructure	0	0	0
Works in Progress Plant & Equipment	0	0	0
Infrastructure Assets - Roads & Footpaths	(4,952,493)	(1,267,032)	(6,219,525)
Infrastructure Assets - Recreation Areas	(6,124,288)	(1,545,042)	(7,669,330)
Infrastructure Assets - Drainage	(1,087,483)	(26,126)	(1,113,609)
Infrastructure Assets - Other	(12,956,231)	(435,362)	(13,391,593)
Mobile Plant and Equipment	(2,180,170)	(187,695)	(2,367,865)
Fixed Plant and Equipment	(40,500)	0	(40,500)
Furniture and Equipment	(419,959)	(60,088)	(480,047)
Total Capital Expenditure	(32,690,617)	(3,174,651)	(35,865,268)
Net Cash from Capital Activities	(15,114,730)	3,559,527	(11,555,203)
Financing			
Proceeds from New Debentures	3,250,000	0	3,250,000
Proceeds from Advances	0	0	0
Self-Supporting Loan Principal	0	0	0
Transfer from Reserves	6,791,051	976,515	7,767,566
Purchase of Investments	0	0	0
Advances to Community Groups	(1,250,000)	0	(1,250,000)
Repayment of Debentures	(675,348)	0	(675,348)
Transfer to Reserves	(2,210,246)	(6,933,394)	(9,143,640)
Net Cash from Financing Activities	5,905,457	(5,956,879)	(51,422)
Net Operations, Capital and Financing	(4,006,760)	1,759,622	(2,247,138)
Opening Funding Surplus(Deficit)	4,006,760	(1,862,533)	2,144,227
Closing Funding Surplus(Deficit)	0	(102,911)	(102,911)

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	(144,329)	(31.96%)	▼	Timing	Kimberly Grant monies not yet received
General Purpose Funding - Rates	60,126	0.26%			
General Purpose Funding - Other	(21,352)	(2.47%)			
Law, Order and Public Safety	(50,050)	(36.50%)	▼	Timing	Funding not yet received from Water Corp for Fine Mitigation or Local Recovery Plan Grant
Health	16,872	11.22%	▲	Permanent	Environmental Health Inspection Fees for licencing & Food - higher number of Public Building Inspections and new business applications
Education and Welfare	5,875	16.55%			
Housing	(88,155)	(11.73%)	▼	Permanent	Lower number of staff salary sacrificing rent than budgeted for/offset in Housing expense
Community Amenities	(1,159,672)	(15.87%)	▼	Timing	Kerbside collection Waste - Internal transfer processed year end
Recreation and Culture	93,985	9.66%			
Transport	(5,079,117)	(83.74%)	▼	Timing	WANDRRA funding not yet received - natural disaster (roads component)
Economic Services	(294,335)	(27.59%)	▼	Timing	Rental Recoup costs not yet raised, currently being followed up by property officer
Other Property and Services	(25,319)	(1.03%)			
Operating Expense					
Governance	283,136	9.78%		Timing/ Pemanent	Combination of many smaller variance - unspent In Kind donations, EDL sponsorships, Community Survey not going ahead, and timing on Audit fees
General Purpose Funding	(2,987)	(1.54%)			
Law, Order and Public Safety	144,754	11.09%	▲	permanent	Fire Prevention Salaries -Usually a casual position which has not been filled due to Covid-19
Health	(7,010)	(1.05%)	▲	Permanent	Variance due unfilled vacant positions
Education and Welfare	96,344	19.44%	▲	Permanent	Lower number of staff salary sacrificing rent than budgeted for/offset in Housing income
Housing	121,867	14.13%	▲	Permanent	Variance is due to unspent monies on new refuse site & Kebside collection disposal cost hit in June YE transfer.
Community Amenities	2,301,263	22.14%	▲	Timing	BRAC & Civic centre Casual staff from COVID19 closures and Asset depreciation on Sport & Rec.
Recreation and Culture	1,389,624	10.63%	▲	Permanent	
Transport	550,594	5.38%			
Economic Services	166,674	6.54%			
Other Property and Services	1,027,861	31.62%	▲	Permanent	Due to high Engineering design allocation recouperation of costs
Capital Revenues					
Grants, Subsidies and Contributions	(11,910,269)	(50.14%)	▼	Timing	Royalties for Regions funding not received as projects in progress including Town Beach Jetty and Town Beach Ablutions.
Proceeds from Disposal of Assets	(121,105)	(21.86%)	▼	Permanent	Sale price of carry over plant P6413 & P6313 lower than budget
Capital Expenses					
Land Held for Resale	0				
Land Under Control (Crown Land)	0				
Land and Buildings	2,483,697	54.20%	▲	Timing	BRAC Outdoor Multi Sports Complex project in early phases and Volunteer Bush Fire Brigade big invoices coming though in May
Works in Progress Land & Buildings	0				
Works In Progress Recreation Areas					
Infrastructure	0				

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

Note 2: EXPLANATION OF MATERIAL VARIANCES

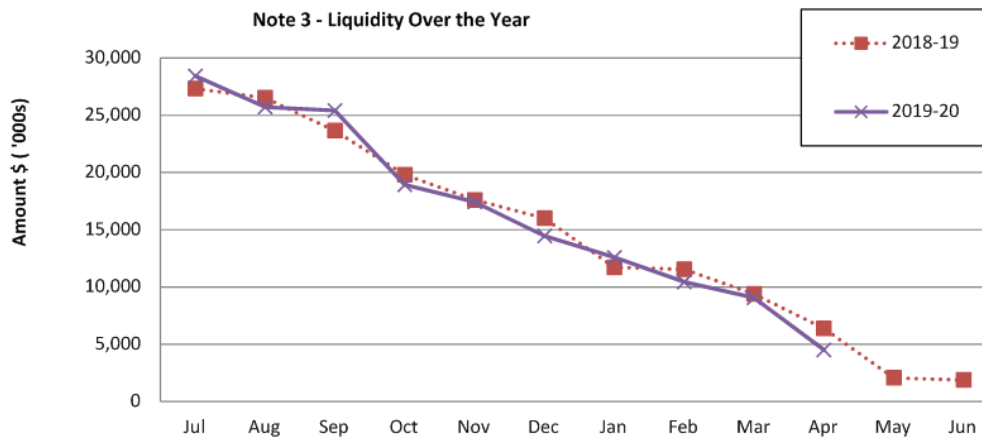
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Works in Progress - Rds, F/Paths & Bridges	0				
Works In Progress Other					
Infrastructure	0				
Works in Progress Drainage					
Infrastructure	0				
Works in Progress - Plant & Equipment	0				
Infrastructure Assets - Roads & Footpaths	2,546,947	40.95%	▲	Timing	Various infrastructure projects in progress including McDaniel Rd upgrade and Chinatown Stage 2 project
Infrastructure Assets - Recreation Areas	275,418	3.59%			
Infrastructure Assets - Drainage	298,959	26.85%	▲	Timing	Upgrade Frederick St, currently in design phase to be complete for year end.
Infrastructure Assets - Other	6,352,100	47.43%	▲	Timing	Various infrastructure projects in progress, invoices still to be received mainly Town Beach Jetty Grader Komatsu & Volvo Wheel Loader - waiting for delivery
Mobile Plant and Equipment	685,410	28.95%	▲	Timing	
Fixed Plant and Equipment	(1,117)				
Furniture and Equipment	186,723	(8.37%)			
Financing					
Proceeds from New Debentures	(3,250,000)	(100.00%)	▼	Timing	Funding for - SSL Broome Golf Club not yet received
Proceeds from Advances	0				
Self-Supporting Loan Principal	125				
Transfer from Reserves	(254,334)	(3.27%)			
Advances to Community Groups	1,250,000	100.00%	▲	Timing	Self Supporting Loan - Broome Golf Club not yet funded
Loan Principal	(28,567)	(4.23%)			
Transfer to Reserves	6,586,185	72.03%	▲	Timing	All transfers to & From Reserves happen in June at year end

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 30 Apr 2020	30 Jun 2019	YTD 30 Apr 2019
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	5,748,445	7,385,966	7,607,262
Cash Restricted	4	35,510,134	35,273,697	38,126,201
Receivables - Rates	6	1,208,523	755,320	917,018
Receivables - Rates Other		39,360	25,766	75,287
Receivables - Debtors	6	1,601,118	883,293	1,159,543
Receivables - Other		286,554	(82,728)	408,990
Sundry Provisions & Accruals		99,303	1,175,472	134,174
Inventories		51,557	49,462	44,582
		44,544,993	45,466,247	48,473,057
Less: Current Liabilities				
Payables		(4,058,878)	(7,124,080)	(5,242,376)
Provisions		(906,092)	(1,377,767)	(619,585)
		(4,964,970)	(8,501,847)	(5,861,961)
Less: Cash Reserves	7	(35,409,925)	(35,273,697)	(38,126,201)
Rounding and Timing Adjustment		341,189		
Net Current Funding Position		4,511,287	1,690,703	4,484,895

Note 3 - Liquidity Over the Year


Comments - Net Current Funding Position

The budget was adopted at the OMC 27 June 2019. It was presented to Council with a predicted carried forward surplus of \$4,006,760.

The Rounding and Timing Adjustment is calculated by subtracting the sum of current assets less current liabilities and cash reserves from the YTD funding surplus (see page 7).

A full list of all budget amendments can be found Note 5.

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.15%	5,121,179			5,121,179	CommBank	At Call
Business Online Saver	0.40%	3,541	3,373,279		3,376,820	CommBank	At Call
BRAC Bank Account	0.10%	10,183			10,183	CommBank	At Call
BPAY Bank Account	0.00%	0			0	CommBank	At Call
Reserve Bank Account	0.40%		7,942		7,942	CommBank	At Call
Trust Bank Account	0.00%			963,816	963,816	CommBank	At Call
Cash On Hand	Nil	4,400			4,400	N/A	On Hand
(b) Term Deposits							
Term Deposit	1.69%	0			0	Westpac	28-Jan-20
Term Deposit	1.89%	0			0	Westpac	27-Feb-20
Term Deposit	1.75%	0			0	Westpac	26-Dec-19
Term Deposit	1.84%		32,128,913		32,128,913	Westpac	25-Jun-20
Total		5,139,304	35,510,134*	963,816†	41,613,253		
Adjustments							
Payment Timing Adjustments**		(609,141)					
Pending Trust transfer			100,209				
Total		5,748,444.91	35,409,925				

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 30 April 2020

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
		Budget Adoption		Opening Surplus	\$	\$	\$	\$
		Permanent Changes						0
		Opening surplus adjustment						0
		Budgeted EOY Surplus/(Deficit)						0
		General Purpose Funding						
30105		Rates Broome - Op Inc - Rates	OMC 21.11.19	Operating Income		160,924		160,924
30146		Interest - Rates Instalments - Op Inc - Rates	OMC 21.11.19	Operating Income		10,000		170,924
30301		Grants Commission - Op Inc - Other General Purpose Funding	OMC 21.11.19	Operating Income			(89,839)	81,085
32492		Back Rates - Op Inc - Rates	OMC 21.11.19	Operating Income		188,967		270,052
30105		Rates Broome - Op Inc - Rates	OMC 27.02.20	Operating Income		8,830		278,882
30145		Debt Collection Recovery	OMC 27.02.20	Operating Expenditure			(8,830)	270,052
32490		Legal Expense Recovery No GST - Op Inc - Rates	OMC 27.02.20	Operating Income				280,428
30149		Legal & Rates Consulting Exp - Op Exp - Rates	OMC 27.02.20	Operating Expenditure		10,376		290,804
32492		Back Rates - Op Inc - Rates	OMC 27.02.20	Operating Income		14,886		295,314
0030145		Debt Collection Recovery	OMC 30.04.20 - FACR3	Operating Expenditure		47,170		342,484
0030146		Interest - Rates Instalments - Op Inc - Rates	OMC 30.04.20 - FACR3	Operating Income			(9,000)	333,484
0030149		Legal & Rates Consulting Exp - Op Exp - Rates	OMC 30.04.20 - FACR3	Operating Expenditure		10,000		343,484
0030201		Rates Non Payment Int - Op Inc - Rates	OMC 30.04.20 - FACR3	Operating Income			(35,000)	308,484
0030251		Rates Reduced/Written Off - Op Exp - Rates	OMC 30.04.20 - FACR3	Operating Expenditure		2,500		310,984
0032220		Valuation Expenses - Op Exp - Rates	OMC 30.04.20 - FACR3	Operating Expenditure		4,500		315,484
0032230		Rates Review Land Use Pickup - Op Exp - Rates	OMC 30.04.20 - FACR3	Operating Expenditure		2,000		317,484
0032250		General Expenditure - Op Exp - Rates	OMC 30.04.20 - FACR3	Operating Expenditure		10,000		327,484
0032480		Rates Equity Fees - Op Inc - Rates	OMC 30.04.20 - FACR3	Operating Income			(3,150)	324,334
0032481		Rates Other Fees for Service (ex GST) - Op Inc - Rates	OMC 30.04.20 - FACR3	Operating Income			(3,000)	321,334
0032490		Legal Expense Recovery No GST - Op Inc - Rates	OMC 30.04.20 - FACR3	Operating Income			(52,170)	269,164
		Governance						
23598		Transfer From Kimberley Zone Reserve - Cap Inc - Kimberley Zone	OMC 29.08.19	Capital Income		77,273		346,437
405235		Kimberley Zone - Alcohol Management Initiatives - Op Exp	OMC 29.08.19	Operating Expenditure			(77,273)	269,164
23598		Transfer From Kimberley Zone Reserve - Cap Inc - Kimberley Zone	OMC 12.12.19	Capital Income		50,400		319,564
405235		Kimberley Zone - Alcohol Management Initiatives - Op Exp	OMC 12.12.19	Operating Expenditure			(50,400)	269,164
22173		EDL sponsorship programme Reserve Funded - Op Exp - Other Governance	Carryover OMC 17.10.19	Operating Expenditure		16,498		285,662
23593		Transfer From EDL Sponsorship Reserve - Cap Inc - Other Gov	Carryover OMC 17.10.19	Capital Income			(16,498)	269,164
405370		Kimberley Zone - Kimberley Volunteer Strategy Grant	Carryover OMC 17.10.19	Operating Income		65,000		334,164
405234		Kimberley Zone - Volunteering Strategy - Op Exp	Carryover OMC 17.10.19	Operating Expenditure			(36,000)	298,164
405237		Kimberley Zone - ICT & Office 365 Improvements - Op Exp	Carryover OMC 17.10.19	Operating Expenditure			(10,000)	288,164
		Community Sponsorship Program - Op Exp - Other Governance	Carryover OMC 17.10.19	Operating Expenditure			(37,282)	250,882
23040		Youth Development Programme & Working Group - Op Exp - Other Governance	Carryover OMC 17.10.19	Operating Expenditure			(5,000)	245,882
22124		Contribution to Kimberley Zone Secretariat	OMC 21.11.19	Operating Expenditure		15,000		260,882
24010		Conferences Travel & Accom Op Exp - Members	OMC 21.11.19	Operating Expenditure			(20,000)	240,882
22200		Audit Fees Op Exp - Other Governance	OMC 21.11.19	Operating Expenditure		35,500		276,382
23453		Review of Strategies Relating to the Community Strategic Plan - Op Exp - Other Gov	OMC 21.11.19	Operating Expenditure		25,000		301,382
24160		Subscriptions Op Exp - Members	OMC 27.02.20	Operating Expenditure			(5,000)	296,382
22174		Sundry In Kind Donations Op Exp - Other Governance	OMC 27.02.20	Operating Expenditure		30,941		327,323
23596		Transfer From Community Sponsorship Reserve Cap Inc - Other Gov	OMC 27.02.20	Capital Income		61,745		389,068
23040		Youth Development Programme & Working Group - Op Exp - Other Governance	OMC 27.02.20	Operating Expenditure		12,000		401,068
22121		Kimberley Zone - SOB's Members Costs - Op Exp - Kimberley Zone	OMC 30.04.20 - FACR3	Operating Expenditure		8,000		409,068
22125		WARCA (WA Regional Capitals Alliance) - Op Exp - Other Governance	OMC 30.04.20 - FACR3	Operating Expenditure		9,000		418,068
22230		Legal Expts Op Exp - Other Governance	OMC 30.04.20 - FACR3	Operating Expenditure		10,000		428,068
22116		Reimbursements Including GST Op Inc - Other Governance	OMC 30.04.20 - FACR3	Operating Income		28,500		456,568
23450		Consultants - Op Exp - Other Governance	OMC 30.04.20 - FACR3	Operating Expenditure		20,000		476,568
23015		Executive Travel & Accom - Op Exp - Other Governance	OMC 30.04.20 - FACR3	Operating Expenditure		9,000		485,568
22290		Sister City Relations/Japanese Youth Ambassador - Op Exp - Other Governance	OMC 30.04.20 - FACR3	Operating Expenditure		10,365		495,933
23595		Transfer to Community Sponsorship Reserve - Cap Exp - Other Governance	OMC 30.04.20 - FACR3	Capital Expenditure			(61,988)	433,945
22174		Sundry In Kind Donations Op Exp - Other Governance	OMC 30.04.20 - FACR3	Operating Expenditure		118,500		552,445
0023040		Youth Development Programme & Working Group - Op Exp - Other Governance	OMC 30.04.20 - FACR3	Operating Expenditure		5,000		557,445
0023050		Grant Op - Youth Coordinating Committee Op Inc - Other Governance	OMC 30.04.20 - FACR3	Operating Income			(17,386)	540,059
0023052		Volunteers Day Program Op Exp - Other Governance	OMC 30.04.20 - FACR3	Operating Expenditure		3,000		543,059
0022200		Audit Fees Op Exp - Other Governance	OMC 30.04.20 - FACR3	Operating Expenditure		24,000		567,059
0022110		Refreshments & Receptions - Op Exp - Other Governance	OMC 30.04.20 - FACR3	Operating Expenditure		10,000		577,059
0024010		Conferences Travel & Accom Op Exp - Members	OMC 30.04.20 - FACR3	Operating Expenditure		10,000		587,059
0024040		Election Expenses Op Exp - Members	OMC 30.04.20 - FACR3	Operating Expenditure		6,000		593,059
23596		Transfer From Community Sponsorship Reserve Cap Inc - Other Gov	SMC 9.04.20	Capital Income		61,988		655,047
22172		Community Sponsorship Program - Op Exp - Other Governance	SMC 9.04.20	Operating Expenditure			(61,988)	593,059
		Law, Order and Public Safety						
506216		Bush Fire Mitigation - Op Exp - Fire Prevention	Carryover OMC 17.10.19	Operating Expenditure			(5,949)	587,110
53256		Transfer to Building Reserve - Cap Exp - Other Law Ord & Public Safety	Surplus OMC 17.10.19	Capital Expenditure			(170,356)	416,754
52119	52101	Emergency Management Response Expenses - Op Exp - Emerg & Rang Serv	OMC 21.11.19	Operating Expenditure		20,000		436,754
51010		Salaries - Op Exp - Fire Prevention	OMC 27.02.20	Operating Expenditure		70,000		506,754
53015		Relief Staff Exp - Op Exp - Ranger Operations	OMC 27.02.20	Operating Expenditure			(70,000)	436,754
52420		Dog Registration - Op Inc - Animal Control	OMC 27.02.20	Operating Income			(7,710)	429,044
53400		Sundry (ORV Etc) Fines & Penalties - Op Inc - Other Law Order & Public Safety	OMC 27.02.20	Operating Income			(5,060)	423,984
53273		Cable Beach Foreshore Restore	OMC 30.04.20 - FACR3	Operating Expenditure			(16,000)	407,984
53172		VBF Building New Const - Cap Exp - Volunteer Bush Fire Brigade	OMC 30.04.20 - FACR3	Capital Expenditure			(42,520)	365,464
53390		Capital Grant Funding For Plant/Equip/ Buildings - Cap Inc - Volunteer Bush Fire Brigade	OMC 30.04.20 - FACR3	Capital Income		42,520		407,984
0052040		Pound Fees Animal Destruction & Disposal - Op Exp - Animal Control	OMC 30.04.20 - FACR3	Operating Expenditure		20,000		427,984
0052119	52101	Emergency Management Response Expenses - Op Exp - Emerg & Rang Serv	OMC 30.04.20 - FACR3	Operating Expenditure		20,000		447,984
0052341		Reimb & Other Op Income - Emerg & Rang Serv	OMC 30.04.20 - FACR3	Operating Income			(20,000)	427,984
0052286		Cat Sterilisation Program - Op Exps - Animal Control	OMC 30.04.20 - FACR3	Operating Expenditure		1,500		429,484

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

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
0052387		Dog Sterilisation Program - Op Exps - Animal Control	OMC 30.04.20 -FACR3	Operating Expenditure		1,000		430,484
0052410		Dog Impounding Fees & Sundries - Op Inc - Animal Control	OMC 30.04.20 -FACR3	Operating Income			(4,995)	425,489
0053015		Relief Staff Exp - Op Exp - Ranger Operations	OMC 30.04.20 -FACR3	Operating Expenditure		29,000		454,489
0053400		Sundry (ORV Etc) Fines & Penalties - Op Inc - Other Law Order & Public Safety	OMC 30.04.20 -FACR3	Operating Income			(8,000)	446,489
		Health						
74010		Salary - Op Exp - Preventive - Inspection/Admin	OMC 21.11.19	Operating Expenditure		18,373		464,862
74011		Relief Staff Expenses - Op Exp - Preventive - Inspection/Admin	OMC 21.11.19	Operating Expenditure			(18,373)	446,489
75391		Grants and Contributions Rec'd Op Inc - Prev Svcs - Pest Control	OMC 21.11.19	Operating Income		5,589		452,078
74490		Trading Licences - All Except Beach - Op Inc - Prevent - Inspection/Admin	OMC 27.02.20	Operating Income			(11,965)	440,113
0074011		Relief Staff Expenses - Op Exp - Preventive - Inspection/Admin	OMC 30.04.20 -FACR3	Operating Expenditure		7,373		447,486
0074280		Other Minor Expenditure - Op Exp - Preventive - Inspection/Admin	OMC 30.04.20 -FACR3	Operating Expenditure			(3,290)	444,196
0074413		Commercial Pool Inspection Fees - Op Inc - Preventive - Inspection/Admin	OMC 30.04.20 -FACR3	Operating Income			(21,832)	422,364
0074414		Water Sampling (Not Swimming Pools) - Op Inc - Health Service	OMC 30.04.20 -FACR3	Operating Income			(3,710)	418,654
0074420		Health Licences - Op Inc - Preventive - Inspection/Admin	OMC 30.04.20 -FACR3	Operating Income			(2,361)	416,293
0074490		Trading Licences - All Except Beach - Op Inc - Prevent - Inspection/Admin	OMC 30.04.20 -FACR3	Operating Income			(2,500)	413,793
0075020		Mosquito Control & Pest Control - Op Exp - Preventive Service-Pest Control	OMC 30.04.20 -FACR3	Operating Expenditure		4,084		417,877
0075030		Eradication Flies/Rodents - Op Exp - Preventive Service-Pest Control	OMC 30.04.20 -FACR3	Operating Expenditure		2,000		419,877
0076020		Analytical Expenses - Op Exp - Preventive Services Other	OMC 30.04.20 -FACR3	Operating Expenditure		6,000		425,877
		Education and Welfare						
82675		Grants For Community Programs - Op Inc - Community Services	OMC 21.11.19	Operating Income		10,500		436,377
82603		Legal Exp - Op Exp - Community Services	OMC 30.04.20 -FACR3	Operating Expenditure		7,000		443,377
82603		Legal Exp - Op Exp - Community Services	OMC 30.04.20 -FACR3	Operating Expenditure		2,000		445,377
82670		Grant Income - Comm Services	OMC 30.04.20 -FACR3	Operating Income		25,000		470,377
0082621		Sundry Exp - Op Exp - Community Services	OMC 30.04.20 -FACR3	Operating Expenditure		700		471,077
0082675		Grants For Community Programs - Op Inc - Community Services	OMC 30.04.20 -FACR3	Operating Income			(2,000)	469,077
0082675		Grants For Community Programs - Op Inc - Community Services	OMC 30.04.20 -FACR3	Operating Income			(15,000)	454,077
		Housing						
96200		1/17 Honeywater Loop - Rent & Recoup Income - Op Inc	OMC 27.02.20	Operating Income			(18,000)	436,077
96204		2/50 Tanami Drive - Rent & Recoup Income - Op Inc	OMC 27.02.20	Operating Income		5,000		441,077
145561		Lot 1002 Shelduck Way - Rent & Recoup Income - Op Inc	OMC 27.02.20	Operating Income		13,000		454,077
		Community Amenities						
108001		New Refuse Site Exp - Op Exp - Regional Resource Recovery Park	OMC 27.06.19	Operating Expenditure			(425,000)	29,077
101995		Transfer from Regional Resource Recovery Reserve - Cap Inc - Reg Res Recov	OMC 27.06.19	Capital Income		425,000		454,077
108001		New Refuse Site Exp - Op Exp - Regional Resource Recovery Park	OMC 26.09.19	Operating Expenditure			(440,000)	14,077
101995		Transfer from Regional Resource Recovery Reserve - Cap Inc - Reg Res Recov	OMC 26.09.19	Capital Income		440,000		454,077
108001		New Refuse Site Exp - Op Exp - Regional Resource Recovery Park	Carryover OMC 17.10.19	Operating Expenditure		56,729		510,806
101545	101558	Buckleys Rd Closure Upgrade (was Opex 101302) - Cap Exp - San Gen Refuse	Carryover OMC 17.10.19	Capital Expenditure		243		511,049
101525		Transfer From Refuse Site Reserve - Sanitation Gen Refuse	Carryover OMC 17.10.19	Capital Income			(243)	510,806
101510		Vehicle & Mob Plant Renewal(Replacement)-Cap Exp- Sanit Gen Refuse	Carryover OMC 17.10.19	Capital Expenditure			(10,555)	500,251
101500		Proceeds From Sale of Assets - Cap Inc - Sanitation Gen Refuse	Carryover OMC 17.10.19	Capital Income			(64,000)	436,251
101525		Transfer From Refuse Site Reserve - Sanitation Gen Refuse	Carryover OMC 17.10.19	Capital Income			(221,000)	215,251
104270	104299	Short-St-Paspaley Carnarvon Street New Drainage Const - Cap Exp	Carryover OMC 17.10.19	Capital Expenditure			(26,126)	189,125
104480		Transfer From Drainage Reserve - Urban Stormwater Drainage - Cap Inc	Carryover OMC 17.10.19	Capital Income			(224,320)	(35,195)
107550	107556	Broome Cemetery New Infrastructure Cap Exp	Carryover OMC 17.10.19	Capital Expenditure			(27,514)	(62,709)
106106	106123	Project - LPS & LPS6 - Op Exp - Development Services	OMC 21.11.19	Operating Expenditure			(6,020)	(68,729)
106030	106055	Planning General Project Consult - Op Exp Town Planning/Reg Dev	OMC 21.11.19	Operating Expenditure			(10,000)	(78,729)
107550	107556	Broome Cemetery New Infrastructure Cap Exp	OMC 21.11.19	Capital Expenditure			(33,440)	(112,169)
102202	102202	Drainage - Works Maint	OMC 21.11.19	Operating Expenditure			(10,000)	(122,169)
101030	101050	Weighbridge Operations - Op Exp - San Gen Refuse	OMC 21.11.19	Operating Expenditure			(10,000)	(132,169)
101080	101081	WMF - Reactive Maint - Op Exp	OMC 21.11.19	Operating Expenditure			(5,000)	(137,169)
101285		Minor Assets, Equipment & Consumables - Op Exps - Sanitation Gen Refuse	OMC 21.11.19	Operating Expenditure			(5,000)	(142,169)
101423		Sundry Income (Inc. GST) - Op Inc - Sanitation Gen Refuse	OMC 21.11.19	Operating Income		160,000		17,831
101080	101082	WMF - Planned Maint & Minor Works - Op Exp	OMC 21.11.19	Operating Expenditure			(25,000)	(7,169)
101895		Transfer to Regional Resource Recovery Park Reserve - Cap Exp - Reg Res Rec Pk	OMC 21.11.19	Capital Expenditure			(115,000)	(122,169)
105054	105054	Coastal Management Protect Environment- P&G Maint	OMC 21.11.19	Operating Expenditure			(20,000)	(142,169)
107552	107561	Broome Cemetery Renewal by P & G - Cap Exp	OMC 21.11.19	Capital Expenditure			(5,000)	(147,169)
107550	107556	Broome Cemetery New Infrastructure Cap Exp	OMC 27.02.20	Capital Expenditure		25,444		(121,725)
107035		General CCTV & Wireless Network Maint - Op Exp - Other Comm Amen	OMC 27.02.20	Operating Expenditure			(20,000)	(141,725)
101031	101037	Liquid Waste - Works - Op Exp - San Gen Refuse	OMC 27.02.20	Operating Expenditure		35,000		(106,725)
101500		Proceeds From Sale of Assets - Cap Inc - Sanitation Gen Refuse	OMC 27.02.20	Capital Income		71,500		(35,225)
1042510		Vehicles & Mobile Plant New - Cap Exp - Sanitation Other	OMC 27.02.20	Capital Expenditure		15,170		(20,055)
101513		Transfer to Plant Reserve - Cap Exp - Refuse Site	OMC 27.02.20	Capital Expenditure			(86,670)	(106,725)
101510		Vehicle & Mob Plant Renewal(Replacement)-Cap Exp- Sanit Gen Refuse	OMC 27.02.20	Capital Expenditure			(220,265)	(326,990)
101040		Consultants - Op Exp - Sanitation Gen Refuse	OMC 27.02.20	Operating Expenditure			(20,000)	(346,990)
101525		Transfer From Refuse Site Reserve - Sanitation Gen Refuse	OMC 27.02.20	Capital Income		205,265		(141,725)
101028	101028	Reuse and Recycling - Op Exp - Sanitation Gen Refuse	Budgets altered on 08.08.19	Operating Expenditure		158,000		16,275
101030	101033	Waste Facility Operations - Op Exp - San Gen Ref	Budgets altered on 08.08.19	Operating Expenditure			(158,000)	(141,725)
101545	101558	Buckleys Rd Closure Upgrade (was Opex 101302) - Cap Exp - San Gen Refuse	Budgets altered on 08.08.19	Capital Expenditure			(200,000)	(341,725)
101550	101552	Mobile Garbage Bin Replacement - Cap Exp - San Gen Refuse	Budgets altered on 08.08.19	Capital Expenditure		200,000		(141,725)

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

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
106038		Legal Expenses - Development Services	OMC 30.04.20 - FACR3	Operating Expenditure		1,000		(140,725)
106390		Reimbursements Received - Development Services	OMC 30.04.20 - FACR3	Operating Income			(5,000)	(145,725)
106106	106107	Consultancy - Op Exp - Development Services	OMC 30.04.20 - FACR3	Operating Expenditure		15,000		(130,725)
0106039		Planning Appeals - Op Exp - Town Planning/ Regional Devel	OMC 30.04.20 - FACR3	Operating Expenditure		4,000		(126,725)
0106040		Advertising - Op Exp - Town Planning/Regional Devel	OMC 30.04.20 - FACR3	Operating Expenditure		1,000		(125,725)
0106051		Engagement Expenses - Op Exp - Town Planning/Regional Dev	OMC 30.04.20 - FACR3	Operating Expenditure		2,000		(123,725)
0106290		Reimbursement Expense Legal & Other - Town Planning	OMC 30.04.20 - FACR3	Operating Expenditure		500		(123,225)
0106410		Planning Fees (GST Free) - Op Inc - Town Planning/Regional Devel	OMC 30.04.20 - FACR3	Operating Income		5,000		(118,225)
0106421		Rezoning Fees (Excl GST) - Op Inc - Town Planning	OMC 30.04.20 - FACR3	Operating Income			(2,500)	(120,725)
0106480		Other Minor Charges No GST - Op Inc - Town Planning/Regional Devel	OMC 30.04.20 - FACR3	Operating Income		250		(120,475)
0106481		Other Minor Charges Includes GST - Op Inc - Town Planning/Regional Devel	OMC 30.04.20 - FACR3	Operating Income		4,000		(116,475)
0107028	107039	Cemetery Operating & Admin - Op Exp - Other Comm Amen	OMC 30.04.20 - FACR3	Operating Expenditure			(1,774)	(118,249)
0106185		Vehicle & Mobile Plant New - Cap Exp - Dev Services	OMC 30.04.20 - FACR3	Capital Expenditure		9,128		(109,121)
0106194		Proceeds From Sale Of Assets - Development Services	OMC 30.04.20 - FACR3	Capital Income			(6,118)	(115,239)
0101030		Kerbside Refuse Collection - Op Exp - Sanitation Gen Refuse	OMC 30.04.20 - FACR3	Operating Expenditure		60,000		(55,239)
0101022		Kerbside Recycling Collection -Op Exp - San Gen Refuse	OMC 30.04.20 - FACR3	Operating Expenditure		90,000		34,761
0101030	101033	Waste Facility Operations -Op Exp - San Gen Ref	OMC 30.04.20 - FACR3	Operating Expenditure		170,000		204,761
0101038	101039	Training Expenses - OpExps - Sanitation Gen Refuse	OMC 30.04.20 - FACR3	Operating Expenditure			(7,000)	197,761
0101040	101042	Sanitation General Project Consultancy - Op Exp - Sanitation Gen Refuse	OMC 30.04.20 - FACR3	Operating Expenditure			(9,000)	188,761
0101050		Contaminated Site Remediation	OMC 30.04.20 - FACR3	Operating Expenditure			(18,000)	170,761
0101523		Private Works- Op Inc - Sanitation Gen Refuse	OMC 30.04.20 - FACR3	Operating Income		5,966		176,727
0102010	102011	General Litter Control - CCC Maint	OMC 30.04.20 - FACR3	Operating Expenditure		8,000		184,727
0102010	102013	Urban Rubbish Bins Servicing - CCC Maint	OMC 30.04.20 - FACR3	Operating Expenditure		14,000		198,727
0102060	102060	Orange Bag Litter Programme - CCC Maint	OMC 30.04.20 - FACR3	Operating Expenditure		4,000		202,727
0101525		Transfer From Refuse Site Reserve - Sanitation Gen Refuse	OMC 30.04.20 - FACR3	Capital Income			(217,966)	(15,239)
0105054	105054	Coastal Management Protect Environment- P&G Maint	OMC 30.04.20 - FACR3	Operating Expenditure			(4,000)	(19,239)
0103101	103102	Town Beach Sewerage - Reactive Maint - Op Exp	OMC 30.04.20 - FACR3	Operating Expenditure		2,000		(17,239)
0107010	107013	Male Beach Ablutions - Reactive Maint - Op Exp	OMC 30.04.20 - FACR3	Operating Expenditure		2,000		(15,239)
0107010	107011	Male Oval Ablutions - Reactive Maint - Op Exp	OMC 30.04.20 - FACR3	Operating Expenditure		3,000		(12,239)
0107028	107033	Cemetery Operating Expense - Op Exp	OMC 30.04.20 - FACR3	Operating Expenditure		3,000		(9,239)
0107071	107071	Male Oval Ablutions - Operating Expense - Op Exp	OMC 30.04.20 - FACR3	Operating Expenditure		10,000		761
0107680	107684	Gantheume Toilet Block Upgrade - Cap Exp - Other Community Amenities	OMC 30.04.20 - FACR3	Capital Expenditure		4,200		4,961
		Recreation and Culture						
1181405		Town Beach Redevelopment - Greenspace & Waterpark - Cap Exp	Carryover OMC 17.10.19	Capital Expenditure		203,645		208,606
1181401		Town Beach Redevelopment -Other Infra New - Cap Exp	Carryover OMC 17.10.19	Capital Expenditure			(27,606)	181,000
1181402		Town Beach Redevelopment - Fishing Platform & Amenities - Other Infra New - Cap Exp	Carryover OMC 17.10.19	Capital Expenditure			(35,220)	145,780
113403		Grants - Non Op - Cap Inc - Other Rec & Sport	Carryover OMC 17.10.19	Capital Income			(406,319)	(260,539)
113489		Transfer From POS Reserve - Other Rec & S	Carryover OMC 17.10.19	Capital Income			(18,000)	(278,539)
113371		Royalties For Regions Loc Govt - Non Op Grant - Op Inc - Other Recreation & Sport	Carryover OMC 17.10.19	Capital Income			(14,780)	(293,319)
117455	117456	BRAC Ovals Renewal Infra Works - Cap Exp - BRAC Ovals	Carryover OMC 17.10.19	Capital Expenditure		44,863		(248,456)
117210	117211	BRAC Ovals - P&G Maint	Carryover OMC 17.10.19	Operating Expenditure		35,670		(212,786)
113551	113677	Town Beach Renewal Works - Infra Cap Exp	Carryover OMC 17.10.19	Capital Expenditure			(9,700)	(222,486)
113552	113607	Town Beach Reserve Upgrade - Cap Exp - P&G	Carryover OMC 17.10.19	Capital Expenditure		6,884		(215,602)
1181201		Town Beach - Design/Plans/Fees - Op Exp - Other Recreation & Sport	Carryover OMC 17.10.19	Operating Expenditure		4,765		(210,837)
113552	113620	Haynes Oval Floodlighting Upgrade Infra - Capex	Carryover OMC 17.10.19	Capital Expenditure		6,000		(204,837)
1181420	YBRA001	Youth Bike Recreation Area - New Construction - Cap Exp	Carryover OMC 17.10.19	Capital Expenditure			(201,360)	(406,197)
115280		Grant Program Expenses - Op Exp - Library (Income in 115480)	Carryover OMC 17.10.19	Operating Expenditure		449		(405,748)
115480		Grant Program Income - Op Inc - Library (Expense in 115280)	Carryover OMC 17.10.19	Operating Income			(449)	(406,197)
113551	113787	Solway Park renewal Infra - Cap Exp - Pks & Ovals	Carryover OMC 17.10.19	Capital Expenditure			(8,500)	(414,697)
116125	116126	Broome Entry Statement Signage New Const - Cap Exp - Other Cult	Carryover OMC 17.10.19	Capital Expenditure			(74,089)	(488,786)
116085		Heritage Projects - Op Exp - Other Culture	Carryover OMC 17.10.19	Operating Expenditure			(60,000)	(548,786)
111989		Transfer to POS Reserve - Cap Exp - Parks & Ovals	Surplus OMC 17.10.19	Capital Expenditure			(53,693)	(602,479)
113317		CSRFF & RDAF Grants & Non Operating Other Income for Parks & Oval Const - Op Inc - Parks & Ovals - GEN	OMC 21.11.19	Capital Income			(25,000)	(627,479)
113708		Grant Funded Operational Expense - Rec Serv	OMC 21.11.19	Operating Expenditure		20,000		(607,479)
113751		Operating Grants & Contributions Rec'd - Recreation Services - Op Inc	OMC 21.11.19	Operating Income			(20,000)	(627,479)
117081	117082	General Building & Facility Maint - BRAC Dry - Op Exp	OMC 21.11.19	Operating Expenditure		44,417		(583,062)
117720		Transfer From BRAC Reserve - Cap Inc - BRAC Aquatic	OMC 21.11.19	Capital Income			(44,417)	(627,479)
117294		Grant Income - Non Op Inc - BRAC Dry	OMC 21.11.19	Capital Income			(488,000)	(1,115,479)
117300	117365	Building New Construction Expense - BRAC Dry - Cap Exp	OMC 21.11.19	Capital Expenditure		500,000		(615,479)
117372	117373	Furniture & Equip - New - BRAC Dry	OMC 21.11.19	Capital Expenditure			(25,000)	(640,479)
116483		Broome Civic Centre Operational Grants & Contributions - Op Inc - Bme Civic Centre	OMC 21.11.19	Operating Income			(104,000)	(744,479)
116473		Transfer From Restricted Cash Reserve - Broome Civic Centre Grants - Cap Inc	OMC 21.11.19	Capital Income		80,000		(664,479)
115380		Grant Op - State SLWA Library Grant	OMC 21.11.19	Operating Income			(8,836)	(673,315)
115431		Income Library (photocopier mobile and fax services) - Op Inc - Libraries	OMC 21.11.19	Operating Income		9,651		(663,664)
113550	113560	Cemetery Reserve New Infra Const - Cap Exp - Parks & Ovals	OMC 21.11.19	Capital Expenditure			(100,320)	(763,984)
113403		Grants - Non Op - Cap Inc - Other Rec & Sport	OMC 21.11.19	Capital Income		1,214,678		450,694
1181407		Town Beach Redevelopment - Greenspace Stage 2 - Cap Exp	OMC 21.11.19	Capital Expenditure			(1,214,678)	(763,984)
113000	113041	Cable Beach Road - P&G Maint	OMC 21.11.19	Operating Expenditure			(8,000)	(771,984)
113000	113030	Frederick Street Lookout (R39556)- P&G Maint	OMC 21.11.19	Operating Expenditure			(5,000)	(776,984)
117210	117213	Father McMahon Oval Lighting - Reactive Maint - Op Exp	OMC 21.11.19	Operating Expenditure			(40,893)	(817,877)
1181420	YBRA001	Youth Bike Recreation Area - New Construction - Cap Exp	OMC 21.11.19	Capital Expenditure			(70,160)	(888,037)
113027	113029	Skatepark New Infra Const - Cap Exp - Other Rec & Sport	OMC 27.02.20	Capital Expenditure		10,000		(878,037)
113702		Club Development Officer Programs Exp - Rec Services	OMC 27.02.20	Operating Expenditure		3,000		(875,037)
117156		Program Annual Events - Op Exp - BRAC Dry	OMC 27.02.20	Operating Expenditure			(3,000)	(878,037)
117002	117182	Salary - Swimming Lessons - Op Exp - BRAC Aquatic	OMC 27.02.20	Operating Expenditure		15,000		(863,037)
117171		Salary - Op Exp - Holiday Prog Exps - BRAC Dry	OMC 27.02.20	Operating Expenditure		8,000		(855,037)
117049		Rubbish & Recycling - Op Exp - BRAC - Genera	OMC 27.02.20	Operating Expenditure			(5,775)	(860,812)
117256		Program Annual Events - Op Inc - BRAC Dry	OMC 27.02.20	Operating Income		3,000		(857,812)
117236		Consumables Sales	OMC 27.02.20	Operating Income		8,000		(849,812)
117252		Introductory Programs - Op Inc - BRAC Dry	OMC 27.02.20	Operating Income		5,000		(844,812)
117294		Grant Income - Non-Op Inc - BRAC Dry	OMC 27.02.20	Capital Income			(60,000)	(904,812)
117300	117365	Building New Construction Expense - BRAC Dry - Cap Exp	OMC 27.02.20	Capital Expenditure		60,000		(844,812)
117336		Cost Of Goods Sold Direct (Consumables) Op Exp - BRAC General	OMC 27.02.20	Operating Expenditure			(5,000)	(849,812)
117410		Entry Fees and Spectator Fees - Op Inc - BRAC Aquatic	OMC 27.02.20	Operating Income		20,000		(829,812)

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

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
1181420	YBRA001	Youth Bike Recreation Area - New Construction - Cap Exp	OMC 27.02.20	Capital Expenditure			(70,000)	(899,812)
117450		BRAC Ovals Upgrade of Infra - Cap Exp	OMC 27.02.20	Capital Expenditure			(18,225)	(918,037)
116495		Performance Production Expenses - Broome Civic - Op Exp	OMC 27.02.20	Operating Expenditure			(80,000)	(998,037)
116541		Broome Civic Centre Venue Income - Op Income - Bme Civic Centre	OMC 27.02.20	Operating Income		7,842		(990,195)
115286		SLWA Travel & Accommodation Op Exp - Library	OMC 27.02.20	Operating Expenditure		6,642		(983,553)
116101		Festival, Events and Culture Promotion Program General - Op Exp - Other Culture	OMC 27.02.20	Operating Expenditure		20,000		(963,553)
1138332		Grant Income & Contributions - Op Inc - Other Culture	OMC 27.02.20	Operating Income			(12,000)	(975,553)
1107208		Streeters Jetty Renewal - Other Culture - Cap Exp	OMC 27.02.20	Capital Expenditure		68,116		(907,437)
1181409		Town Beach Development - Jetty Project - Other Infra New - Cap Exp	OMC 27.02.20	Capital Expenditure			(6,968,592)	(7,876,029)
1181408		Town Beach Development - Groyne Project - Other Infra New - Cap Exp	OMC 27.02.20	Capital Expenditure		6,968,592		(907,437)
113550	113606	Sugar Gilder Park New Const - Cap Exp	OMC 27.02.20	Capital Expenditure		51,000		(856,437)
113000	113581	Matsumoto Courts - P&G Maint	OMC 27.02.20	Operating Expenditure			(5,000)	(861,437)
117210	117211	BRAC Ovals - P&G Maint	OMC 27.02.20	Operating Expenditure			(20,000)	(881,437)
1181201		Town Beach - Design/Plans/Feasibility - Op Exp - Other Recreation & Sport	OMC 27.02.20	Operating Expenditure		17,268		(864,169)
111989		Transfer to POS Reserve - Cap Exp - Parks & Ovals	OMC 21.11.19	Capital Expenditure			(80,582)	(944,751)
111989		Transfer to POS Reserve - Cap Exp - Parks & Ovals	OMC 27.02.20	Capital Expenditure			(368,677)	(1,313,428)
1181405		Town Beach Redevelopment - Greenspace & Waterpark - Cap Exp	OMC 12.12.19	Capital Expenditure			(132,082)	(1,445,510)
113489		Transfer From POS Reserve - Other Rec & S	OMC 12.12.19	Capital Income		132,082		(1,313,428)
0113552	113620	Haynes Oval Floodlighting Upgrade Infra - Capex	OMC 30.04.20 - FACR3	Capital Expenditure			(13,108)	(1,326,536)
0117003		Relieving Staff Exp - Op Ex - BRAC Aquatic	OMC 30.04.20 - FACR3	Operating Expenditure			(2,400)	(1,328,936)
0117010	117011	Aquatic Building & Pool General Maint Exp	OMC 30.04.20 - FACR3	Operating Expenditure			(5,000)	(1,333,936)
0117044		Science Exps - BRAC	OMC 30.04.20 - FACR3	Operating Expenditure		2,000		(1,331,936)
0117080		Marketing - BRAC	OMC 30.04.20 - FACR3	Operating Expenditure		2,000		(1,329,936)
0117128	117129	Aquatic Infrastructure Renewal - Cap Exp - BRAC Aquatic	OMC 30.04.20 - FACR3	Capital Expenditure			(4,150)	(1,334,086)
0117156		Program Annual Events - Op Exp - BRAC Dry	OMC 30.04.20 - FACR3	Operating Expenditure		2,800		(1,331,286)
0117233		Kiosk Sales - No GST	OMC 30.04.20 - FACR3	Operating Income			(6,951)	(1,338,237)
0117234		Kiosk Sales - Op Inc - BRAC - General	OMC 30.04.20 - FACR3	Operating Income			(33,492)	(1,371,729)
0117235		Cost of Goods Sold Goods Kiosk - Op Exp - BRAC - General MUN	OMC 30.04.20 - FACR3	Operating Expenditure		26,585		(1,345,144)
0117236		Consumables Sales	OMC 30.04.20 - FACR3	Operating Income			(15,441)	(1,360,585)
0117246		Netball BRAC Program - Op Inc - BRAC Dry	OMC 30.04.20 - FACR3	Operating Income			(4,400)	(1,364,985)
0117248		Squash BRAC Program Inc	OMC 30.04.20 - FACR3	Operating Income			(6,700)	(1,371,685)
0117250		Tennis BRAC Program Inc	OMC 30.04.20 - FACR3	Operating Income			(15,180)	(1,386,865)
0117251		Outdoor Court Hire - Op Inc - BRAC Dry	OMC 30.04.20 - FACR3	Operating Income			(7,600)	(1,394,465)
0117252		Introductory Programs - Op Inc - BRAC Dry	OMC 30.04.20 - FACR3	Operating Income			(4,200)	(1,398,665)
0117256		Program Annual Events - Op Inc - BRAC Dry	OMC 30.04.20 - FACR3	Operating Income			(9,000)	(1,407,665)
0117260		Creche User Fees Inc. Rec'd	OMC 30.04.20 - FACR3	Operating Income			(3,650)	(1,411,315)
0117262		Education Inc - Aquatic	OMC 30.04.20 - FACR3	Operating Income		2,318		(1,408,997)
0117266		Multipurpose Room Hire Inc - BRAC	OMC 30.04.20 - FACR3	Operating Income			(1,600)	(1,410,597)
0117268		Cost of Goods Equip - Op Exp - BRAC - General	OMC 30.04.20 - FACR3	Operating Expenditure		2,943		(1,407,654)
0117269		Sales Income Equipment - Op Inc - BRAC General	OMC 30.04.20 - FACR3	Operating Income			(3,650)	(1,411,304)
0117272		Holiday Program Enrolment Fees Rec'd	OMC 30.04.20 - FACR3	Operating Income			(3,300)	(1,414,604)
0117275		Stadium Venue Hire Inc. Rec'd - Op Inc - Dry BRAC	OMC 30.04.20 - FACR3	Operating Income			(6,000)	(1,420,604)
0117280		Group Fitness by BRAC Inc - Aquatic	OMC 30.04.20 - FACR3	Operating Income			(18,779)	(1,439,383)
0117282		Swimming Lessons by BRAC Inc	OMC 30.04.20 - FACR3	Operating Income			(21,186)	(1,460,569)
0117285		School Program Income - Op Inc - BRAC Aquatic	OMC 30.04.20 - FACR3	Operating Income			(4,038)	(1,464,607)
0117286		Inflatable Hire Fees - Op Inc - BRAC Aquatic	OMC 30.04.20 - FACR3	Operating Income			(1,877)	(1,466,484)
0117289		BRAC Field - Glenn & Pat Medlind Pavilion Fees - Op Inc - BRAC Ovals	OMC 30.04.20 - FACR3	Operating Income			(8,000)	(1,474,484)
0117291		BRAC Fields - Electricity Reimb and Other Income - Op Inc	OMC 30.04.20 - FACR3	Operating Income			(11,400)	(1,485,884)
0117292		BRAC Fields - Joseph Nipper Roe Playing Field Fees and Other Income - Op Inc	OMC 30.04.20 - FACR3	Operating Income			(2,600)	(1,488,484)
0117293		BRAC Fields - Father McMahon Playing Field Fees and Other Income - Op Inc	OMC 30.04.20 - FACR3	Operating Income			(9,400)	(1,497,884)
0117336		Cost Of Goods Sold Direct (Consumables) Op Exp - BRAC General	OMC 30.04.20 - FACR3	Operating Expenditure		11,000		(1,486,884)
0117410		Entry Fees and Spectator Fees - Op Inc - BRAC Aquatic	OMC 30.04.20 - FACR3	Operating Income			(74,941)	(1,561,825)
1140211		General Operating Exp - Swim Areas & Beach Life Guard	OMC 30.04.20 - FACR3	Operating Expenditure		96,000		(1,465,825)
1181420	YBRA001	Youth Bike Recreation Area - New Construction - Cap Exp	OMC 30.04.20 - FACR3	Capital Expenditure			(64,000)	(1,529,825)
0113403		Grants - Non Op - Cap Inc - Other Rec & Sport	OMC 30.04.20 - FACR3	Capital Income		194,000		(1,335,825)
117004	117057	Salary & Related Customer Service Officer Expense	OMC 30.04.20 - FACR3	Operating Expenditure		38,434		(1,297,391)
117002	117002	Salary - Lifeguard - Op Exp - BRAC Aquatic	OMC 30.04.20 - FACR3	Operating Expenditure		36,391		(1,261,000)
117004	117182	Salary - Swimming Lessons - Op Exp - BRAC Aquatic	OMC 30.04.20 - FACR3	Operating Expenditure		28,514		(1,232,486)
117004	117180	Salary - Group Fitness - Op Exp - BRAC Aquatic	OMC 30.04.20 - FACR3	Operating Expenditure		10,238		(1,222,248)
117160		Salary - Op Exp - BRAC Dry	OMC 30.04.20 - FACR3	Operating Expenditure		9,749		(1,212,499)
117171		Salary - Op Exp - Holiday Prog Exps - BRAC Dry	OMC 30.04.20 - FACR3	Operating Expenditure		4,520		(1,207,979)
1138332		Grant Income & Contributions - Op Inc - Other Culture	OMC 30.04.20 - FACR3	Operating Income			(5,000)	(1,212,979)
0116489		Operational Expenses - Broome Civic Centre - Production/Events	OMC 30.04.20 - FACR3	Operating Expenditure		11,500		(1,201,479)
0116489		Operational Expenses - Broome Civic Centre - Production/Events	OMC 30.04.20 - FACR3	Operating Expenditure		1,000		(1,200,479)
0116492		Sundry Consultant Expenses - Broome Civic Centre - Op Exp	OMC 30.04.20 - FACR3	Operating Expenditure		7,900		(1,192,579)
0116493		Advertising Promotion & Printing Expenses - Broome Civic Centre - Op Exp	OMC 30.04.20 - FACR3	Operating Expenditure		18,088		(1,174,491)
116495		Performance Production Expenses - Broome Civic - Op Exp	OMC 30.04.20 - FACR3	Operating Expenditure		50,000		(1,124,491)
0116540		Broome Civic Centre Reimbursements Received - Op Inc - Bme Civic Centre	OMC 30.04.20 - FACR3	Operating Income			(470)	(1,124,961)
0116540		Broome Civic Centre Reimbursements Received - Op Inc - Bme Civic Centre	OMC 30.04.20 - FACR3	Operating Income		764		(1,124,197)
0116540		Broome Civic Centre Reimbursements Received - Op Inc - Bme Civic Centre	OMC 30.04.20 - FACR3	Operating Income			(8,973)	(1,133,170)
0116540		Broome Civic Centre Reimbursements Received - Op Inc - Bme Civic Centre	OMC 30.04.20 - FACR3	Operating Income		1,334		(1,131,836)
0116540		Broome Civic Centre Reimbursements Received - Op Inc - Bme Civic Centre	OMC 30.04.20 - FACR3	Operating Income			(8,779)	(1,140,615)
0116540		Broome Civic Centre Reimbursements Received - Op Inc - Bme Civic Centre	OMC 30.04.20 - FACR3	Operating Income		736		(1,139,879)
0116541		Broome Civic Centre Venue Income - Op Income - Bme Civic Centre	OMC 30.04.20 - FACR3	Operating Income			(10,300)	(1,150,179)
0116541		Broome Civic Centre Venue Income - Op Income - Bme Civic Centre	OMC 30.04.20 - FACR3	Operating Income		2,000		(1,148,179)
0116541		Broome Civic Centre Venue Income - Op Income - Bme Civic Centre	OMC 30.04.20 - FACR3	Operating Income			(44,900)	(1,193,079)
0116541		Broome Civic Centre Venue Income - Op Income - Bme Civic Centre	OMC 30.04.20 - FACR3	Operating Income			(32,300)	(1,225,379)
0116541		Broome Civic Centre Venue Income - Op Income - Bme Civic Centre	OMC 30.04.20 - FACR3	Operating Income			(79,800)	(1,305,179)
116486		Salary - Op Exp - Broome Civic Centre - Op Exp	OMC 30.04.20 - FACR3	Operating Expenditure		103,035		(1,202,144)
116497		Superannuation Employee Expense - Broome Civic Centre	OMC 30.04.20 - FACR3	Operating Expenditure		9,898		(1,192,246)
0115286		SLWA Travel & Accommodation Op Exp - Library	OMC 30.04.20 - FACR3	Operating Expenditure		3,000		(1,189,246)
0115282		Library Office - Op Exp - Libraries	OMC 30.04.20 - FACR3	Operating Expenditure			(1,600)	(1,190,846)

Item 9.4.6 - MONTHLY STATEMENT OF FINANCIAL ACTIVITY REPORT - APRIL 2020

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

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
0116101		Festival, Events and Culture Promotion Program General - Op Exp - Other Culture	OMC 30.04.20 -FACR3	Operating Expenditure		4,000		(1,186,846)
0116184	116201	Reconciliation Week Event - Op Exp	OMC 30.04.20 -FACR3	Operating Expenditure		8,330		(1,178,516)
0112397		Vehicle & Mobile Plant Renewal (Replacement) -Cap Exp- Swim Area & Beaches	OMC 30.04.20 -FACR3	Capital Expenditure		9,250		(1,169,266)
0112500		Proceeds From Sale of Assets Swimm Areas & Bchs	OMC 30.04.20 -FACR3	Capital Income			(5,000)	(1,174,266)
1181402		Other Infra New - Cap Exp	OMC 30.04.20 -FACR3	Capital Expenditure		150,218		(1,024,048)
1181409		Town Beach Development - Jetty Project - Other Infra New - Cap Exp	OMC 30.04.20 -FACR3	Capital Expenditure			(150,218)	(1,174,266)
0113000	113080	Six Season Park - P&G Maint	OMC 30.04.20 -FACR3	Operating Expenditure		3,000		(1,171,266)
0113000	113028	Cygnest Park- P&G Maint	OMC 30.04.20 -FACR3	Operating Expenditure		2,000		(1,169,266)
0113000	113039	Streeters Jetty Park - P&G Maint	OMC 30.04.20 -FACR3	Operating Expenditure		5,250		(1,164,016)
0113000	113040	Cable Beach - P&G Maint	OMC 30.04.20 -FACR3	Operating Expenditure		2,000		(1,162,016)
0113000	113045	Gilson Park - P&G Maint	OMC 30.04.20 -FACR3	Operating Expenditure		2,000		(1,160,016)
0113000	113046	Nursery - Operating Exp	OMC 30.04.20 -FACR3	Operating Expenditure		6,000		(1,154,016)
0113000	113621	Oku Park - P&G Maint	OMC 30.04.20 -FACR3	Operating Expenditure		2,000		(1,152,016)
0113000	113032	Male Oval - P&G Maint	OMC 30.04.20 -FACR3	Operating Expenditure		2,000		(1,150,016)
0113000	113070	Sunset Park - P&G Maint	OMC 30.04.20 -FACR3	Operating Expenditure		3,000		(1,147,016)
0113000	113077	Januburu Park - P&G Maint	OMC 30.04.20 -FACR3	Operating Expenditure		3,000		(1,144,016)
0113000	113543	Town Beach Water Park - P&G Maint	OMC 30.04.20 -FACR3	Operating Expenditure		55,000		(1,089,016)
0113000	113037	Bedford Park - P&G Maint	OMC 30.04.20 -FACR3	Operating Expenditure		2,000		(1,087,016)
0113000	113542	Pioneer Cemetery - P&G Maint	OMC 30.04.20 -FACR3	Operating Expenditure		2,680		(1,084,336)
0113000	113602	Nakamura Park - P&G Maint	OMC 30.04.20 -FACR3	Operating Expenditure		2,000		(1,082,336)
0113000	PR26N	Hatoyama Park - P&G Maint	OMC 30.04.20 -FACR3	Operating Expenditure		2,000		(1,080,336)
0113000	113043	Town Beach - P&G Maint	OMC 30.04.20 -FACR3	Operating Expenditure		10,000		(1,070,336)
0113000	113044	Civic Centre - P&G Maint	OMC 30.04.20 -FACR3	Operating Expenditure		2,000		(1,068,336)
0113000	113051	Wood Eradication Program - P&G Maint	OMC 30.04.20 -FACR3	Operating Expenditure		4,000		(1,064,336)
0113000	113576	Sibosado Park - P&G Maint	OMC 30.04.20 -FACR3	Operating Expenditure		3,000		(1,061,336)
0113380		Consultants & Concept Plan Exps - Op Exp - Parks & Ovals	OMC 30.04.20 -FACR3	Operating Expenditure		2,500		(1,058,836)
0113550	113570	Dakas Street Reserve New Infra Const Cap Exp-P&O	OMC 30.04.20 -FACR3	Capital Expenditure		25,394		(1,033,442)
0113551	113628	Sibosado Park Renewal Infra - Cap Exp - Pks & Ovals	OMC 30.04.20 -FACR3	Capital Expenditure		3,000		(1,030,442)
0113551	113674	Cable Beach Reserve Renewal Works - Cap Exp	OMC 30.04.20 -FACR3	Capital Expenditure		2,000		(1,028,442)
0113551	113677	Town Beach Renewal Works - Infra Cap Exp	OMC 30.04.20 -FACR3	Capital Expenditure		9,700		(1,018,742)
0113551	113762	Hunter St Renewal Rd Infra Const - Capex (was Herbert st)	OMC 30.04.20 -FACR3	Capital Expenditure			(4,245)	(1,022,487)
0113551	113793	Sugar Gilder Park Renewal Infra - Cap Exp - Parks & Ovals	OMC 30.04.20 -FACR3	Capital Expenditure			(5,000)	(1,027,987)
0113552	113607	Town Beach Reserve Upgrade - Cap Exp - P&G	OMC 30.04.20 -FACR3	Capital Expenditure		8,000		(1,019,987)
0115461		Library Building Renewal (Inc Plant & Furn) - Cap Exp - Libraries	OMC 30.04.20 -FACR3	Capital Expenditure			(4,417)	(1,024,404)
0116090	116092	Broome Museum - Reactive Maint - Op Exp	OMC 30.04.20 -FACR3	Operating Expenditure		4,526		(1,019,878)
0116090	116093	Broome Museum Planned Maint & Minor Works - Op Exp	OMC 30.04.20 -FACR3	Operating Expenditure		6,789		(1,013,089)
0116201		Museum Building Renewal - Cap Exp - Other Cult	OMC 30.04.20 -FACR3	Capital Expenditure			(11,315)	(1,024,404)
0117000	117052	BRAC - Operating Expense, Security & Insurance - Op Exp	OMC 30.04.20 -FACR3	Operating Expenditure		15,000		(1,009,404)
0113412		Cable Beach Club - Rent & Recoup Income - Op Inc	OMC 30.04.20 -FACR3	Operating Income			(4,544)	(1,013,948)
116070		Community Storage Facility Income - Op Inc	OMC 30.04.20 -FACR3	Operating Income			(4,335)	(1,018,283)
111989		Transfer to POS Reserve - Cap Exp - Parks & Ovals	OMC 30.04.20 -FACR3	Capital Expenditure			(554,180)	(1,572,463)
Transport								
125140	125222	Hunter Street - Footpath Construction	Carryover OMC 17.10.19	Capital Expenditure			(5,100)	(1,577,563)
121100	121113	Hamerley St Upgrade Construction - Cap Exp	Carryover OMC 17.10.19	Capital Expenditure		198,457		(1,379,106)
121960		Transfer From Road Reserve Road Construction - Cap Inc	Carryover OMC 17.10.19	Capital Income			(64,920)	(1,444,026)
123000	102204	2017-2018 WANDRRA Events - Works Maint	Carryover OMC 17.10.19	Operating Expenditure			(835,509)	(2,279,535)
125100	BUSN002	Old Broome Estate - New Bus bay Construction - Cap Exp	Carryover OMC 17.10.19	Capital Expenditure		21,278		(2,258,257)
125140	125192	Palmer Road - Footpath Construction	Carryover OMC 17.10.19	Capital Expenditure		20,300		(2,237,957)
125960		Transfer From Footpath Reserve - Footpath Construction	Carryover OMC 17.10.19	Capital Income			(20,300)	(2,258,257)
125140	125269	Reubuck Estate Subdivision - Various Stages	Carryover OMC 17.10.19	Capital Expenditure		30,779		(2,227,478)
125140		Transfer From Footpath Reserve - Footpath Construction	Carryover OMC 17.10.19	Capital Income			(40,300)	(2,267,778)
125140	125277	Broome North Footpath New Const - Capex	Carryover OMC 17.10.19	Capital Expenditure			(5,641)	(2,273,419)
125960		Transfer From Footpath Reserve - Footpath Construction	Carryover OMC 17.10.19	Capital Income			(42,567)	(2,315,986)
125215	125807	Kerr St & Stracke Cove Lighting Upgrade (Safer Comm) - Cap Exp	OMC 27.02.20	Capital Expenditure		5,299		(2,310,687)
125225	125232	Street Lighting at Various Locations - Renewal	OMC 27.02.20	Capital Expenditure		39,257		(2,271,430)
125100	BUSN003	Male Oval Bus Shelter - Infra Cap Exp	OMC 27.02.20	Capital Expenditure		13,000		(2,258,430)
125134		Transfer to Road Reserve (for Bus Shelters)	OMC 27.02.20	Capital Expenditure			(13,000)	(2,271,430)
125140	121597	Frangipani Subdivision Footpath Construction Expense - Cap Exp	OMC 27.02.20	Capital Expenditure			(4,810)	(2,276,240)
125300	125291	Footpath Old Broome Road - One Mile Access/Sandpiper/Short St	OMC 27.02.20	Capital Expenditure			(300,000)	(2,576,240)
125964		Transfer From Road Reserve Street Lighting Const - Cap Inc	OMC 27.02.20	Capital Income		300,000		(2,276,240)
121100	121113	Hamerley St Upgrade Construction - Cap Exp	OMC 27.02.20	Capital Expenditure		8,353		(2,267,887)
121100	RLJ555	Old Broome Road/ Gus Winckel Road Upgrade - Capex	OMC 27.02.20	Capital Expenditure			(195,231)	(2,463,118)
121763		Black Spot Non Op Grant (Commonwealth/Federal)	OMC 27.02.20	Capital Income		195,231		(2,267,887)
121000	121560	McDaniel Rd - Archer to Ward Stage 1 New Rd Const - Cap Exp	OMC 27.02.20	Capital Expenditure			(667,383)	(2,935,270)
121100	121108	McDaniel Rd Upgrade Const - HIA All Streets	OMC 27.02.20	Capital Expenditure		97,100		(2,838,170)
121778		Regional Rd Group (RRG) Rural Rd Const Funding -Non Op Inc- Rd Const	OMC 27.02.20	Capital Income		570,283		(2,267,887)
121779		Regional Rd Group (RRG) Urban Rd Const Funding - Non Op Inc- Rd Const	OMC 27.02.20	Capital Income			0	(2,267,887)
125215	125807	Kerr St & Stracke Cove Lighting Upgrade (Safer Comm) - Cap Exp	OMC 27.02.20	Capital Expenditure			0	(2,267,887)
121762		State Direct MRWA/RRG Rd Maint Op Grant Rec'd	OMC 27.02.20	Operating Income		0		(2,267,887)
125960	125279	Six Seasons Estate - Januburu Subdivision - Various Stages	Carryover OMC 17.10.19	Capital Expenditure		1,207		(2,266,680)
125960		Transfer From Footpath Reserve - Footpath Construction	Carryover OMC 17.10.19	Capital Income			(8,207)	(2,274,887)
125960		Transfer From Footpath Reserve - Footpath Construction	Carryover OMC 17.10.19	Capital Income			(6,856)	(2,281,743)
125225	125232	Street Lighting at Various Locations - Renewal	Carryover OMC 17.10.19	Capital Expenditure		6,790		(2,274,953)
120306		Dep't Premier & Cabinet Natural Disaster Grant - Cape Leveque Rd	Carryover OMC 17.10.19	Operating Income		3,829,555		1,554,602
121101	121552	Hunter St Renewal Rd Infra Const - Capex (was Herbert st)	Carryover OMC 17.10.19	Capital Expenditure			(92,394)	1,462,208
121779		Regional Rd Group (RRG) Urban Rd Const Funding - Non Op Inc- Rd Const	Carryover OMC 17.10.19	Capital Income			(199,108)	1,263,100
125215	125807	Kerr St & Stracke Cove Lighting Upgrade (Safer Comm) - Cap Exp	Carryover OMC 17.10.19	Capital Expenditure			(5,299)	1,257,801
122430		Natural Disaster Grant - Flood Damage Repairs	Carryover OMC 17.10.19	Operating Income		970,000		2,227,801
1254421		Access & Inclusion Improvements New Infra - Cap Exp	Carryover OMC 17.10.19	Capital Expenditure			(20,000)	2,207,801
1223481	FPUP001	Various FootPath Upgrade - Cap Exp	Carryover OMC 17.10.19	Capital Expenditure			(46,337)	2,161,464
120305		WALGGC Road Grants Untied Op Grant Rec'd	OMC 21.11.19	Operating Income		16,998		2,178,462
121761		Aboriginal Roads Non Op Grant from MRWA - Op Inc - Rd Const	OMC 21.11.19	Capital Income		30,000		2,208,462
121762		State Direct MRWA/RRG Rd Maint Op Grant Rec'd	OMC 21.11.19	Operating Income		21,242		2,229,704
123000		Rural Road Maintenance - Op Exp - Rd Maint	OMC 21.11.19	Operating Expenditure		242,940		2,472,644
121990		Carparks Road Reserves- Linemarking Maint & Signs - Op Exp - Mtce Streets Roads Bridges	OMC 21.11.19	Operating Expenditure			(39,020)	2,433,624
121000	121560	McDaniel Rd - Archer to Ward Stage 1 New Rd Const - Cap Exp	OMC 21.11.19	Capital Expenditure			(1,000,000)	1,433,624
121100	121108	McDaniel Rd Upgrade Const - HIA All Streets	OMC 21.11.19	Capital Expenditure		1,000,000		2,433,624
121217	121217	Urban Street House Number - Works Maint	OMC 21.11.19	Operating Expenditure			(5,000)	2,428,624
122000	121011	Sector 1 Chinatown - Works Maint	OMC 21.11.19	Operating Expenditure			(26,000)	2,402,624

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

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
121763		Black Spot Non Op Grant (Commonwealth/Federal)	OMC 21.11.19	Capital Income		10,189		2,412,813
124910		Parking Fines - Op Inc - Parking Facilities	OMC 30.04.20 - FACR3	Operating Income			(10,000)	2,402,813
0123000	102204	2017-2018 WANDRRA Events - Works Maint	OMC 30.04.20 - FACR3	Operating Expenditure			(3,840)	2,398,973
0123000	102204	2017-2018 WANDRRA Events - Works Maint	OMC 30.04.20 - FACR3	Operating Expenditure			(129,630)	2,269,343
0123000	102204	2017-2018 WANDRRA Events - Works Maint	OMC 30.04.20 - FACR3	Operating Expenditure			(66,477)	2,202,866
0123000	102204	2017-2018 WANDRRA Events - Works Maint	OMC 30.04.20 - FACR3	Operating Expenditure			(10,560)	2,192,306
0125140	125277	Broome North Footpath New Const - Capex	OMC 30.04.20 - FACR3	Capital Expenditure		10,560		2,202,866
0125140	125277	Broome North Footpath New Const - Capex	OMC 30.04.20 - FACR3	Capital Expenditure		66,477		2,269,343
0125140	125277	Broome North Footpath New Const - Capex	OMC 30.04.20 - FACR3	Capital Expenditure		3,840		2,273,183
0125140	125277	Broome North Footpath New Const - Capex	OMC 30.04.20 - FACR3	Capital Expenditure		129,630		2,402,813
0125300	VARPATH	Various Footpath Renewal - Renewal Construction - Cap Exp	OMC 30.04.20 - FACR3	Capital Expenditure		10,000		2,412,813
0122000	121027	Sector 4 Sunset Park - Works Maint	OMC 30.04.20 - FACR3	Operating Expenditure		10,000		2,422,813
0125140	125222	Hunter Street - Footpath Construction	OMC 30.04.20 - FACR3	Capital Expenditure		40,357		2,463,170
125950		Transfer to Footpath Reserve	OMC 30.04.20 - FACR3	Capital Expenditure			(40,357)	2,422,813
0125300	JDFOOT	Jigal Drive Pedestrian Connection to Chinatown and Cable Beach - Cap Exp	OMC 30.04.20 - FACR3	Capital Expenditure			(8,725)	2,414,088
0125300	125291	Footpath Old Broome Road - One Mile Access/Sandpiper/Short St	OMC 30.04.20 - FACR3	Capital Expenditure		8,725		2,422,813
121951		Transfer to Restricted Cash Reserve - Road Construction - Cap Exp	OMC 30.04.20 - FACR3	Capital Expenditure			(10,891)	2,411,922
0121101	121552	Hunter St Renewal Rd Infra Const - Capex (was Herbert st)	OMC 30.04.20 - FACR3	Capital Expenditure		8,887		2,420,809
0121761		Aboriginal Roads Non Op Grant from MRWA - Op Inc - Rd Const Regional Rd Group (RRG) Urban Rd Const Funding - Non Op Inc - Rd Const	OMC 30.04.20 - FACR3	Capital Income			(30,000)	2,390,809
0121779			OMC 30.04.20 - FACR3	Capital Income		199,108		2,589,917
		Economic Services						
1367210		Economic Development Program Expense - Op Exp - Other Economic Services	Carryover OMC 17.10.19	Operating Expenditure		7,294		2,597,211
1367525		Transfer From Restricted Cash Reserve - Other Economic Services Chinatown Place Activation Initiatives -Op Exp - Economic Services Special Projects	Carryover OMC 17.10.19	Capital Income			(7,294)	2,589,917
136723			Carryover OMC 17.10.19	Operating Expenditure			(9,272)	2,580,645
1367301		Grants & Contributions Received (Chinatown Revitalisation Stage 2) - Op Inc - Economic Services Special Projects	Carryover OMC 17.10.19	Operating Income		32,739		2,613,384
1367405	1367413	Chinatown Public Wi-Fi Project - Other Infra New - Cap Ex	Carryover OMC 17.10.19	Capital Expenditure			(59,850)	2,553,534
1367404	1367407	Dampier St Upgrade - Cap Exp	Carryover OMC 17.10.19	Capital Expenditure			(111,972)	2,441,562
1367404	1367408	Carnarvon St Upgrade - Cap Exp	Carryover OMC 17.10.19	Capital Expenditure			(87,976)	2,353,586
132310	132310	Roebuck Bay CP - Planned Maint & Minor Works - Op Exp Broome Visitor Centre Complex-Op Exp - Tourism & Area Promotion	Carryover OMC 17.10.19	Operating Expenditure			(18,212)	2,335,374
132050			Carryover OMC 17.10.19	Operating Expenditure			(44,400)	2,290,974
1367405	1367412	Public Art (funded from Reserve) - Other Infra New - Cap Ex Other Income Received - Op Inc - Economic Services Special Projects	Carryover OMC 17.10.19	Capital Expenditure			(16,693)	2,274,281
1367303			OMC 21.11.19	Operating Income			(60,000)	2,214,281
136723		Chinatown Place Activation Initiatives -Op Exp - Economic Services Special Projects	OMC 21.11.19	Operating Expenditure			(10,500)	2,203,781
1367301		Grants & Contributions Received (Chinatown Revitalisation Stage 2) - Op Inc - Economic Services Special Projects	OMC 21.11.19	Operating Income			(32,739)	2,171,042
1367402		****DO NOT USE*** Chinatown Revitalisation Project Management - Cap Exp - Economic Services Special Projects	OMC 21.11.19	Capital Expenditure			(106,000)	2,065,042
1367504		Grants & Contr. Received Non Op - Cap Inc - Economic Services Special Projects	OMC 21.11.19	Capital Income		23,321		2,088,363
134212		Cable Beach Camel Tours (Res 52985) - Rent & Recoup Income - Op Inc	OMC 21.11.19	Operating Income		24,000		2,112,363
1367504		Grants & Contr. Received Non Op - Cap Inc - Economic Services Special Projects	OMC 27.02.20	Capital Income		5,509,000		7,621,363
1367405	1367419	Streeter's Jetty Refurbishment (Chinatown Stage 2) Cap Exp Chinatown Project Mgmt, Feasibility & Design Consultancy - Cap Exp - Economic Services Special Projects	OMC 27.02.20	Capital Expenditure			(300,000)	7,321,363
1367221		Transfer to Restricted Cash Reserve - Cap Exp - Economic Services Special Projects	OMC 27.02.20	Capital Expenditure			(25,000)	7,296,363
1367998		Services Special Projects	OMC 27.02.20	Capital Expenditure			(5,184,000)	2,112,363
133015		Consultants - Op Exp - Building Control	OMC 27.02.20	Operating Expenditure			(5,000)	2,107,363
133410		Stat Fees & Lic - Building Permits	OMC 27.02.20	Operating Income		5,000		2,112,363
132060		Tourism Development - Op Exp - Tourism & Area Promotion Chinatown Place Activation Initiatives -Op Exp - Economic Services Special Projects	OMC 27.02.20	Operating Expenditure		12,612		2,124,975
136723			OMC 27.02.20	Operating Expenditure			(7,993)	2,116,982
1367218		Town Beach Place Activation (ex CIDC Led Initiatives) - Op Exp - Economic Services Special Projects	OMC 27.02.20	Operating Expenditure			(18,000)	2,098,982
1367310		Grants & Contributions Received - Op Inc - Other Economic Services	OMC 27.02.20	Operating Income			(38,000)	2,060,982
1367301		Grants & Contributions Received (Chinatown Revitalisation Stage 2) - Op Inc - Economic Services Special Projects	OMC 27.02.20	Operating Income		105,393		2,166,375
1367404	1367407	Dampier St Upgrade - Cap Exp	OMC 27.02.20	Capital Expenditure			(100,000)	2,066,375
1367404	1367408	Carnarvon St Upgrade - Cap Exp	OMC 27.02.20	Capital Expenditure			(139,413)	1,926,962
132070		Broome Visitor Centre - Annual Subsidy - Op Exp - Tourism & Area Promot	OMC 21.11.19	Operating Expenditure			(124,000)	1,802,962
1367221		Chinatown Project Mgmt, Feasibility & Design Consultancy - Cap Exp - Economic Services Special Projects	OMC 30.04.20 - FACR3	Capital Expenditure			(20,000)	1,782,962
1367998		Transfer to Restricted Cash Reserve - Cap Exp - Economic Services Special Projects	OMC 30.04.20 - FACR3	Capital Expenditure		20,000		1,802,962
133410		Stat Fees & Lic - Building Permits	OMC 30.04.20 - FACR3	Operating Income		11,000		1,813,962
0132380		Promotional Banners & Sundry Income Inc GST Tourism Broome Visitor Centre - Annual Subsidy - Op Exp - Tourism & Area Promot	OMC 30.04.20 - FACR3	Operating Income			(2,000)	1,811,962
132070			OMC 30.04.20 - FACR3	Operating Expenditure		37,735		1,849,697
132060		Tourism Development - Op Exp - Tourism & Area Promotion Stat Fees & Lic - Caravan Parks	OMC 30.04.20 - FACR3	Operating Expenditure		20,000		1,869,697
132411		Economic Development Program Expense - Op Exp - Other Economic Services	OMC 30.04.20 - FACR3	Operating Income			(1,000)	1,868,697
1367210		Town Beach Place Activation (ex CIDC Led Initiatives) - Op Exp - Economic Services Special Projects	OMC 30.04.20 - FACR3	Operating Expenditure		7,000		1,875,697
1367218			OMC 30.04.20 - FACR3	Operating Expenditure		10,000		1,885,697
0132050	132052	Broome Visitor Centre - Reactive Maint - Op Exp	OMC 30.04.20 - FACR3	Operating Expenditure		7,000		1,892,697
0132050	132051	Broome Visitor Centre - Operating Expense - Op Exp Broome Visitor Centre - BVC Subsidised Rental (in-kind) - Op Exp - Tourism & Area Promot	OMC 30.04.20 - FACR3	Operating Expenditure		10,000		1,902,697
0132069			OMC 30.04.20 - FACR3	Operating Expenditure		39,544		1,942,241
0132414		Broome Visitor Centre - Rent & Recoup Income - Op Inc	OMC 30.04.20 - FACR3	Operating Income			(39,544)	1,902,697
0132410		Roebuck Bay CP - Rent & Recoup Income - Op Inc	OMC 30.04.20 - FACR3	Operating Income			(10,000)	1,892,697
0132410		Roebuck Bay CP - Rent & Recoup Income - Op Inc	OMC 30.04.20 - FACR3	Operating Income			(75,000)	1,817,697
0132415		Broome Visitor Centre Courthouse - Rent & Recoup Income - Op Inc	OMC 30.04.20 - FACR3	Operating Income			(4,488)	1,813,209

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

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
0134212		Cable Beach Camel Tours (Res 52585) - Rent & Recoup Income - Op Inc	OMC 30.04.20 -FACR3	Operating Income			(12,000)	1,801,209
		Other Property and Services						
142232		LGIS Insurance Funded Expenses (Inc in 142393) - Op Exp - Corp Gov	Carryover OMC 17.10.19	Operating Expenditure		10,594		1,811,803
141271	141331	Morrell Park Road Maintenance Op Exp - Private Works	Carryover OMC 17.10.19	Operating Expenditure		17,906		1,829,709
141960		Transfer from Restricted Cash Reserve Private Wks Rd Const - Cap Inc	Carryover OMC 17.10.19	Capital Income			(11,697)	1,818,012
143601		Proceeds from Sale of Assets - Cap Inc - Parks & Gardens Operations	Carryover OMC 17.10.19	Capital Income			(12,273)	1,805,739
143610		Vehicle & Plant Renewal(Replacement) - Cap Exp - P&G Operations	Carryover OMC 17.10.19	Capital Expenditure		25,000		1,830,739
148600		Proceeds from Sale of Assets - Cap Inc - Works Operations	Carryover OMC 17.10.19	Capital Income			(818)	1,829,921
148611		Software & Mob Plant Renewal(Replacement) - Cap Exp - Works Ops	Carryover OMC 17.10.19	Capital Expenditure			(14,397)	1,815,524
142558		Shire Office Build Haas St Renewal - Cap Exp - Corp Gov	Carryover OMC 17.10.19	Capital Expenditure			(6,133)	1,809,391
147374		KR01 Building Renewal - Cap Exp - Office Prop Leased	Carryover OMC 17.10.19	Capital Expenditure		108,435		1,917,826
147355		Transfer From Building Reserve Leased Offices Un Clas	Carryover OMC 17.10.19	Capital Income			(108,435)	1,809,391
147375		KR02 Building Renewal - Cap Exp - Office Prop Leased	Carryover OMC 17.10.19	Capital Expenditure			(195,782)	1,613,609
147355		Transfer From Building Reserve Leased Offices Un Clas	Carryover OMC 17.10.19	Capital Income		195,782		1,809,391
146122		Software >\$5000 Cap Exp - IT	Carryover OMC 17.10.19	Capital Expenditure			(69,000)	1,740,391
146120		Equip & H/Ware > \$5000 Cap Exp - IT	Carryover OMC 17.10.19	Capital Expenditure			(4,954)	1,735,437
146102		License Maint and Support - IT Exp	Carryover OMC 17.10.19	Operating Expenditure			(16,000)	1,719,437
147100		Building Capital > \$5k - Cap Exp - Unclassified General	Carryover OMC 17.10.19	Capital Expenditure			(71,574)	1,647,863
142231		Consultants Corp Serv - Op Exp - Corp Gov Support	Carryover OMC 17.10.19	Operating Expenditure			(30,500)	1,617,363
142006		Salary - Op Exp - Human Resources	OMC 21.11.19	Operating Expenditure		12,000		1,629,363
142008		Relieving Staff Exp - HR	OMC 21.11.19	Operating Expenditure			(12,000)	1,617,363
142046		Recruitment Expenses - Op Exp - General Admin O'Heads	OMC 21.11.19	Operating Expenditure		25,000		1,642,363
142048		HRM Consultancy - Op Exp	OMC 21.11.19	Operating Expenditure			(42,000)	1,600,363
142232		LGIS Insurance Funded Expenses (Inc in 142393) - Op Exp - Corp Gov	OMC 21.11.19	Operating Expenditure		74,000		1,674,363
142393		LGIS Insurance Bonus & Funding (Exp in 142232) - Op Inc - Corp Gov	OMC 21.11.19	Operating Income		41,924		1,716,287
142394		Legal Employee Leave & Other No GST Reimb from Others Op Inc - Corp Gov	OMC 21.11.19	Operating Income		17,000		1,733,287
141997		Transfer to Leave Reserve - Cap Exp - Corp Gov & Support	OMC 21.11.19	Capital Expenditure			(17,000)	1,716,287
146105		Salary - Op Exp - IT	OMC 21.11.19	Operating Expenditure			(30,000)	1,686,287
146106		Salary - Op Exp - Records	OMC 21.11.19	Operating Expenditure		12,000		1,698,287
146120		Equip & H/Ware > \$5000 Cap Exp - IT	OMC 21.11.19	Capital Expenditure		4,954		1,703,241
146122		Software >\$5000 Cap Exp - IT	OMC 21.11.19	Capital Expenditure			(70,000)	1,633,241
143038		Consultants Engineering Office	OMC 21.11.19	Operating Expenditure			(15,000)	1,618,241
143621		Vehicle & Plant New - Cap Exp - P&G Operations	OMC 21.11.19	Capital Expenditure		13,000		1,631,241
143601		Proceeds from Sale of Assets - Cap Inc - Parks & Gardens Operations	OMC 21.11.19	Capital Income			(13,000)	1,618,241
142048		HRM Consultancy - Op Exp	OMC 27.02.20	Operating Expenditure			(26,400)	1,591,841
142231		Consultants Corp Serv - Op Exp - Corp Gov Support	OMC 27.02.20	Operating Expenditure		25,000		1,616,841
141994		Transfer to Restricted Cash Reserve - Cap Exp - Corp Gov & Support	OMC 27.02.20	Capital Expenditure			(25,000)	1,591,841
142393		LGIS Insurance Bonus & Funding (Exp in 142232) - Op Inc - Corp Gov	OMC 27.02.20	Operating Income		140,418		1,732,259
142034		Other Employment Costs - Finance	OMC 27.02.20	Operating Expenditure			(10,813)	1,721,446
142193		Relief Staff - Op Exp - Finance - Corp. Gov. & Support	OMC 27.02.20	Operating Expenditure			(40,932)	1,680,514
142004		Salary - Op Exp - Finance	OMC 27.02.20	Operating Expenditure		40,932		1,721,446
146110		Minor Assets<\$5000 - IT Exp	OMC 27.02.20	Operating Expenditure		90,000		1,811,446
146111		IT Contract Consultants - Exp	OMC 27.02.20	Operating Expenditure		50,000		1,861,446
146120		Equip & H/Ware > \$5000 Cap Exp - IT	OMC 27.02.20	Capital Expenditure		22,500		1,883,946
146122		Software >\$5000 Cap Exp - IT	OMC 27.02.20	Capital Expenditure			(35,000)	1,848,946
141995		Transfer to Equip & Insurance Reserve IT Operations Cap Exp	OMC 27.02.20	Capital Expenditure			(80,000)	1,768,946
142551		Vehicle & Mob Plant Renewal (Replacement) - Cap Exp - Gen Admin	OMC 27.02.20	Capital Expenditure		7,025		1,775,971
143049		Relief Staff Exp - P&G - Gen Admin	OMC 27.02.20	Operating Expenditure		86,000		1,861,971
144027		Property Dept Legal Expenses - Op Exp - Property Dept (see legal recovery opinc 142995)	OMC 27.02.20	Operating Expenditure			(10,000)	1,851,971
142995		Reimbursement Property Dept Legal Fee - Op Inc - Corp Gov & Supp (Legal opex refer 144027)	OMC 27.02.20	Operating Income		10,000		1,861,971
147492		Broome Last Resort Carpark (Reserve 34305) - Rent & Recoup Income - Op Inc	OMC 12.12.19	Operating Income		5,250		1,867,221
14296		COVID-19 Emergency Costs - Unclassified General	OMC 26.3.20	Operating Expenditure			(100,000)	1,767,221
142015		All Employee Centrelink Paid Parental Leave - Op Exp - Gen Admin O'Heads	OMC 30.04.20 -FACR3	Operating Expenditure			(26,000)	1,741,221
142395		All Employee Paid Parental Leave Reimb - Op Inc - Gen Admin O'Heads	OMC 30.04.20 -FACR3	Operating Income		26,000		1,767,221
142043		Organisational Training - General	OMC 30.04.20 -FACR3	Operating Expenditure		32,000		1,799,221
142046		Recruitment Expenses - Op Exp - General Admin O'Heads	OMC 30.04.20 -FACR3	Operating Expenditure		25,000		1,824,221
142048		HRM Consultancy - Op Exp	OMC 30.04.20 -FACR3	Operating Expenditure			(15,000)	1,809,221
142390		Reimb. Bonuses Rebates & Sundry Income Inc GST - Op Inc - General Admin O'Heads	OMC 30.04.20 -FACR3	Operating Income		3,761		1,812,982
146122		Software >\$5000 Cap Exp - IT	OMC 30.04.20 -FACR3	Capital Expenditure		63,912		1,876,894
0142012		Relieving Staff Exp - DCS - Gen Admin	OMC 30.04.20 -FACR3	Operating Expenditure			(95,348)	1,781,546
0142232		LGIS Insurance Funded Expenses (Inc in 142393) - Op Exp - Corp Gov	OMC 30.04.20 -FACR3	Operating Expenditure		40,000		1,821,546
142193		Relief Staff - Op Exp - Finance - Corp. Gov. & Support	OMC 30.04.20 -FACR3	Operating Expenditure		23,000		1,844,546
0142070		Printing & Stationery - Op Exp - General Admin O'Heads	OMC 30.04.20 -FACR3	Operating Expenditure		2,000		1,846,546
0142090		Postage & Freight - Op Exp - General Administration O'Heads	OMC 30.04.20 -FACR3	Operating Expenditure		3,000		1,849,546
0142160		Other Office Expenses - Op Exp - General Administration O'Heads	OMC 30.04.20 -FACR3	Operating Expenditure		1,000		1,850,546
0142233		Consultants Administration Dept - Op Exp - Corp Gov Support	OMC 30.04.20 -FACR3	Operating Expenditure		2,000		1,852,546
146105		Salary - Op Exp - IT	OMC 30.04.20 -FACR3	Operating Expenditure			(21,769)	1,830,777
146108		Superannuation Employee Expense - IT	OMC 30.04.20 -FACR3	Operating Expenditure			(2,068)	1,828,709
146111		IT Contract Consultants - Exp	OMC 30.04.20 -FACR3	Operating Expenditure		15,000		1,843,709
146120		Equip & H/Ware > \$5000 Cap Exp - IT	OMC 30.04.20 -FACR3	Capital Expenditure		52,500		1,896,209
141995		Transfer to Equip & Insurance Reserve IT Operations Cap Exp	OMC 30.04.20 -FACR3	Capital Expenditure			(82,000)	1,814,209
0143055		Relieving Staff Exp - Works - Gen Admin	OMC 30.04.20 -FACR3	Operating Expenditure		40,000		1,854,209
0143600		Proceeds from Sale of Assets - Cap Inc - Engineering Office	OMC 30.04.20 -FACR3	Capital Income		4,064		1,858,273
0148004		Vehicle & Mobile Plant Renewal(Replacement)- Cap Exp - Eng Office	OMC 30.04.20 -FACR3	Capital Expenditure		3,949		1,862,222
0000800		Oils & Lubricants - Op Exp - Depot Operations	OMC 30.04.20 -FACR3	Operating Expenditure		5,000		1,867,222
0142951		Proceeds from Sale of Assets - Cap Inc - General Administration	OMC 30.04.20 -FACR3	Capital Income			(5,300)	1,861,922
0143610		Vehicle & Plant Renewal(Replacement) - Cap Exp - P&G Operations	OMC 30.04.20 -FACR3	Capital Expenditure			(25,000)	1,836,922

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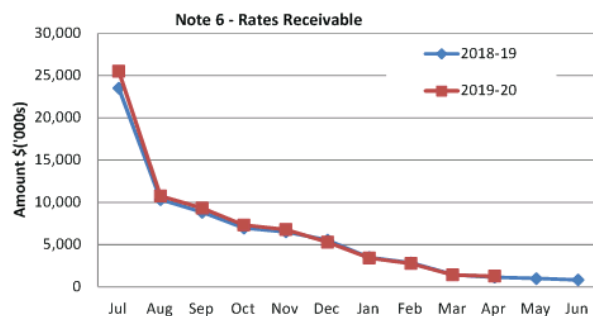
Classifications Pick List
Operating Revenue
Operating Expenses
Capital Revenue
Capital Expenses
Opening Surplus[Deficit]
Non Cash Item

[illegible]

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

Note 6: RECEIVABLES
Receivables - Rates Receivable

	YTD 30 Apr 2020	30 Jun 2019
	\$	\$
Opening Arrears Previous Years	755,320	635,058
Levied this year	23,159,966	22,392,627
Less Collections to date	(22,706,763)	(22,272,365)
Equals Current Outstanding	1,208,523	755,320
Net Rates Collectable	1,208,523	755,320
% Collected	94.95%	96.72%

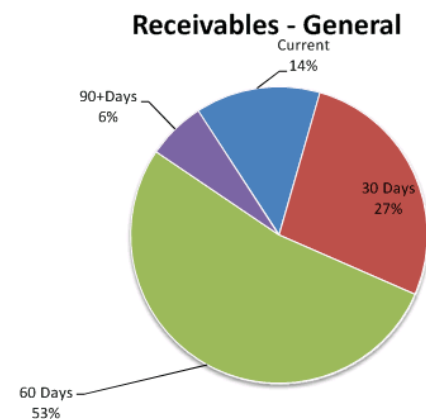

Comments/Notes - Receivables Rates

* NOTE - Rates were raised on 19 July 2019 and are due on 22 August 2019

**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	(69,049)	227,569	452,717	883,762	106,117
Total Receivables General Outstanding					1,601,116

Amounts shown above include GST (where applicable)

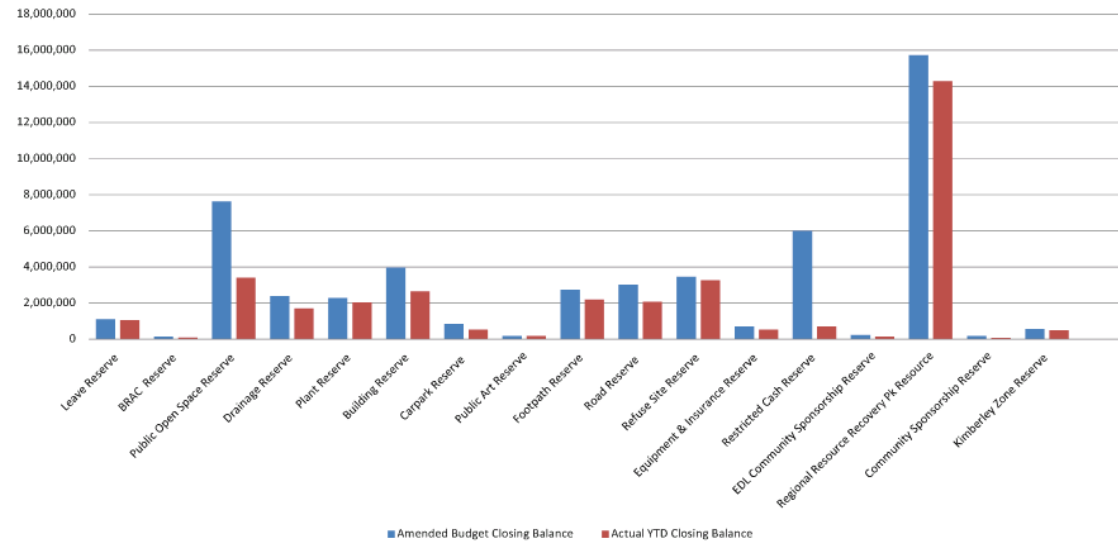

Comments/Notes - Receivables General

* 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 30 April 2020

Note 7: Cash Backed Reserve

2019-20		Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual		Amended Budget	
Name	Opening Balance	Budget Interest Earned	Interest Earned	Budget Transfers In (+)	Transfers In (+)	Budget Transfers Out (-)	Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	1,051,077	38,700	4,142	17,000	0	0	0		1,106,777	1,055,219
BRAC Reserve	98,488	2,323	388	0	0	44,417	0		145,228	98,876
Public Open Space Reserve	3,385,685	66,228	13,366	988,095	(0)	3,188,837	0		7,628,845	3,399,051
Drainage Reserve	1,693,987	39,152	6,676	0	(0)	660,815	0		2,393,954	1,700,663
Plant Reserve	2,026,247	47,176	7,985	86,670	0	134,000	0		2,294,093	2,034,232
Building Reserve	2,647,090	43,637	10,432	477,723	0	801,347	0		3,969,797	2,657,523
Carpark Reserve	533,886	12,602	2,104	24,365	0	267,000	0		837,853	535,990
Public Art Reserve	167,572	216	660	0	0	0	0		167,788	168,233
Footpath Reserve	2,179,884	51,206	8,591	103,386	(0)	411,184	0		2,745,660	2,188,475
Road Reserve	2,061,646	41,450	8,125	585,880	(0)	330,000	0		3,018,976	2,069,770
Refuse Site Reserve	3,259,029	68,038	12,844	(11,973)	(0)	135,532	0		3,450,626	3,271,872
Equipment & Insurance Reserve	518,997	11,589	2,045	162,000	0	0	0		692,586	521,043
Restricted Cash Reserve	712,180	0	0	5,199,891	0	90,000	0		6,002,071	712,180
EDL Community Sponsorship Reserve	145,189	1,348	572	0	0	88,307	0		234,844	145,761
Regional Resource Recovery Pk Resource	14,243,536	346,466	56,133	115,000	0	1,019,573	0		15,724,575	14,299,669
Community Sponsorship Reserve	61,745	1,459	243	61,988	0	61,745	0		186,937	61,988
Kimberley Zone Reserve	487,459	7,845	1,921	0	0	73,380	0		568,684	489,380
	35,273,697	779,435	136,227	7,810,025	2	7,306,137	0		51,169,294	35,409,925



SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Annual Budget Profit/(Loss)	YTD Actual Profit/(Loss)	Variance	Comments
Cost	Accum Depr	Proceeds	Profit (Loss)					
\$	\$	\$	\$		\$	\$	\$	
				P Number Plant and Equipment				
57,131	(9,796)	(34,245)	(13,090)	P7416 Toyota Prado T/D 5 Door WGN A/T GXL (CEO) BM28870	(14,245)	(13,090)	1,155	
44,364	(12,783)	(28,336)	(3,244)	P16316 Isuzu MUX LSU Silver (DCS) (1GDI705)	(741)	(3,244)	(2,503)	
13,500	(4,125)	(7,364)	(2,011)	P17313 Hyundai i30 Active CRDi 5D hatchback diesel (Property) BM25995	(2,750)	(2,011)	739	
36,015	(12,655)	(26,882)	3,522	P15216 ISUZU MUX 4x4 SUV DIRECTOR DEVELOPMENT SERVICES (1EYW969)	7,342	3,522	(3,820)	
28,000	(8,798)	(20,064)	861	P11214 Utility Crew Cab 4WD Isuzu D-Max SX Man w- canopy SPO 1ENQ655	(4,800)	861	5,661	
			0	P10909 Trailer Custom Made - Beach Lifeguard	(8,000)	0	0	
			0	P1114 Self Propelled Elevated Work Platform (P&Gs) (1TPW699)	(14,703)	0	0	
2,800		(13,800)	11,000	P15712 Mini Excavator 1-2 Tonnes Bobcat 324 (P&Gs) 1DWX734	7,000	11,000	4,000	
			0	P15812 Trailer for mini excavator (P15712) P&Gs 1TNA499	5,000	0	0	
			0	P16713 Ransome MTD5 5 Gang Reel Mower (Tractor Mounted) (P&Gs)	9,999	0	0	
			0	P2614 John Deere Mower Front Deck - P&Gs 1EMV062	1,999	0	0	
			0	P14012 Pressure Cleaner Bar 3513G-HJ plus reel & hose (Waterpark P&Gs)	5,000	0	0	
			0	P7013 Skidsteer Loader CCF class 800 Bobcat 5185 (P&Gs) BM24928	(16,248)	0	0	
			0	P7313 Auger & Trencher attachments for Bobcat skidsteer loader (P7013) (P&Gs)	3,000	0	0	
			0	P85807 TRAILER POLMAC DUAL AXLE - P&G	5,000	0	0	
			0	P2416 Graytill Smartspray Ute mounted Spray System	(14,131)	0	0	
			0	P83705 Trailer Dean Caged/Tipper BM11767	(10,598)	0	0	
			0	P1500 Trailer Dean No 17 Flatbed Tilting (for ride-on mower) BM1679	2,000	0	0	
		(909)	909	P87506 Turfcutter Ryan JR 18"	1,000	909	(91)	
			0	P11514 Utility Cab Chassis Tray Extra Cab Retic 2 (P&Gs) (1EPL510)	3,042	0	0	
49,900	(7,280)	(25,455)	(17,166)	P1313 Isuzu NPR 300 Light Truck 2WD Crew Cab Steel Tray (P&Gs) 1ECN037	(10,613)	(17,166)	(6,553)	
12,950	(7,950)	(5,000)	0	P6713 Howard Stealth S2 Dual winged rotary mower (tractor towed) (P&Gs)	(2,650)	0	0	
			0	P16813 Mini Wheel Loader Toro Wheelmaster 320D (P&Gs)	170	0	0	
			0	P8511 Grader Komatsu GD655-5 Works BM28609	(59,873)	0	0	
86,909		(75,000)	(11,909)	P7110 Volvo Wheel Loader L60F Works - 1DMO852	23,750	(11,909)	(35,659)	
			0	P10605 Pump Water Robin PTG40505 - 8.5hp 4" diesel	0	0	0	
49,750	(9,749)	(23,636)	(16,365)	P6413 Hino 300 series 717 Single Cab truck steel tray (signs) (Works) 1EG0887	(3,206)	(16,365)	(13,159)	
49,900	(14,940)	(25,455)	(9,506)	P6313 Truck 2WD Dual Cab w- steel tray Isuzu NPR 300 (Works) 1EDA148	(14,940)	(9,506)	5,434	
80,000	(6,504)	(71,500)	(1,996)	P413 Wheel Loader Komatsu WA250PZ-6 (WMF) 1EBV039	(11,973)	(1,996)	9,977	
0	0	(518)	518	P4208 Scrubber Nilfisk (CA531) - BRAC	0	518	518	
			0		0	0	0	
244,660	(94,579)	(358,163)	(58,477)		(115,169)	(58,477)	(34,301)	
Comments - Capital Disposal/Replacements								

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

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	10.8224	4,876	115,308,256	12,479,121			12,479,121	12,479,121			12,479,121
GRV -	Residential - Vacant	19.8104	181	2,945,650	583,545			583,545	583,545			583,545
GRV -	Commercial/Industrial	11.2119	540	52,644,669	5,902,468			5,902,468	5,902,468			5,902,468
GRV -	Tourism	14.6665	454	17,437,556	2,557,479			2,557,479	2,557,479			2,557,479
Unimproved Value Valuations												
UV -	Rural	3.1875	21	6,643,773	211,770			211,770	211,770			211,770
UV -	Mining	11.7729	33	1,060,743	124,880			124,880	124,880			124,880
UV -	Commercial Rural	0.7623	53	17,486,000	133,296			133,296	133,296			133,296
Sub-Totals			6,158	213,526,647	21,992,559	0	0	21,992,559	21,992,559	0	0	21,992,559
Minimum Payment		Minimum \$										
Gross Rental Valuations												
GRV -	Residential	1,220	67	648,834	81,740			81,740	81,740			81,740
GRV -	Residential - Vacant	1,220	202	910,232	246,440			246,440	246,440			246,440
GRV -	Commercial/Industrial	1,220	33	179,590	40,260			40,260	40,260			40,260
GRV -	Tourism	1,220	372	1,599,000	453,840			453,840	453,840			453,840
Unimproved Value Valuations												
UV -	Rural	1,220	2	13,300	2,440			2,440	2,440			2,440
UV -	Mining	500	31	48,652	15,500			15,500	15,500			15,500
UV -	Commercial Rural	1,220	4	191,300	4,880			4,880	4,880			4,880
Sub-Totals			711	3,590,908	845,100	0	0	845,100	845,100	0	0	845,100
Charitable Concessions								22,837,659				22,837,659
								(39,138)				(39,138)
Amount from General Rates								22,798,521				22,798,521
Ex-Gratia Rates								0				0
Specified Area Rates								0				0
Totals								22,798,521				22,798,521

Comments - Rating Information

NOTE - This note represents the budgeted rating and back rating revenue expected for the 2019/20 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 30 April 2020

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 01-Jul-19	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
Loan 191 - BRAC Inf & Stage 2B	0		0	0	0	0	219	0
Loan 193 - Civic Centre Redevelopment	1,463,195		232,100	468,784	1,231,095	994,411	39,238	62,841
Loan 194 - BRAC Oval Pavillion	236,217		56,521	114,699	179,696	121,518	8,344	14,374
Loan 196 - Chinatown Revitalisation Loan	1,700,000		77,620	91,865	1,622,380	1,608,135	15,458	60,718
Town Beach Redevelopment		2,000,000	0	0	0	0	0	0
Self Supporting Loans								
Broome Golf Club		1,250,000	0	0	0	0	0	0
	3,399,412	3,250,000	366,241	675,348	3,033,171	2,724,064	63,259	137,933

All debenture repayments were financed by general purpose revenue.

*A negative amount indicated in the "Interest Repayments Actuals" column is a result of end of financial year accruals to recognise the proportion of interest incurred during the 19/20 financial year.

(b) New Debentures

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

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 19	Amount Received	Amount Paid	Closing Balance 30-Apr-20
	\$	\$	\$	\$
Verge Bonds	0	0	0	0
Library Transient Borrower Deposits	0	0	0	0
Election Nomination Deposits	0	0	0	0
Civic Centre Event Takings	3,435	891	1,438	5,763
Key & Other General Purpose Deposits	0	15,162	(15,162)	0
BCITF Collection & Refund Deposits	0	0	0	0
Japanese Cemetery Improvements Deposits	0	0	0	0
Town Planning Related Bond Deposits	102,437	0	0	102,437
Cemetery Plot Reservation Deposits	0	0	0	0
Recreation Facility use Bond Deposits	0	0	0	0
Cash In Lieu Of Public Open Space	0	0	0	0
Parking Facilities Bond Deposits	0	0	0	0
Road & Footpath Facilities Bond Deposits	0	0	0	0
Capital Works Bond Deposits	0	0	0	0
Bank Guarantee Deposits Received	0	0	0	0
Contract Bonds & Retentions	0	0	0	0
Overpayments Held	0	0	0	0
Unclaimed Monies	2,160	0	0	2,160
BRB Levy	14,836	46,124	(54,393)	6,567
Staff Rental Bonds	190	0	0	190
Key Deposits	0	0	0	0
Chinatown Revitalisation grant	805,721	808	(806,529)	0
	928,778	62,985	(874,647)	117,116

Level of Completion Indicators

0% ☐
20% ☐
40% ☐
60% ☐
80% ☐
100% ☐
No Budget ☐

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
		Governance								
95%	<input checked="" type="radio"/>	Vehicle & Mobile Plant Renewal (Replacement) Cap Exp - Other Gov	23571		60,000	60,000	0	(2,963)	57,037	
95%	<input checked="" type="radio"/>	Governance Total			60,000	60,000	0	(2,963)	57,037	
		Law, Order And Public Safety								
4%	<input type="radio"/>	VBFB Building New Const - Cap Exp - Volunteer Bush Fire Brigade	53172		1,240,944	1,034,120	49,268	(1,191,676)	0	
67%	<input checked="" type="radio"/>	Surf Club Building Renewal (Inc Plant & Furniture) Cap Exp-Law Ord & PS	53238		17,200	14,333	0	(5,676)	11,524	
0%	<input type="radio"/>	SES Buildings New Const > \$5000 - Cap Exp - SES/ Fire & Emergency Services	55286		224,000	186,670	0	(224,000)	0	
4%	<input type="radio"/>	Law, Order And Public Safety Total			1,482,144	1,235,123	49,268	(1,421,352)	11,524	
		Education and Welfare								
0%	<input type="radio"/>	Education and Welfare Total			0	0	0	0	0	
		Housing								
0%	<input type="radio"/>	Housing Total			0	0	0	0	0	
		Health								
0%	<input type="radio"/>	Health Total			0	0	0	0	0	
		Community Amenities								
52%	<input checked="" type="radio"/>	Vehicle & Mob Plant Renewal(Replacement)-Cap Exp- Sanit Gen Refuse	101510		515,820	429,850	0	(250,000)	265,820	
51%	<input checked="" type="radio"/>	Buckleys Rd Closure Upgrade (was Opex 101302) - Cap Exp - San Gen Refuse	101545	101558	267,097	222,580	137,541	(129,556)	0	
260%	<input checked="" type="radio"/>	Mobile Garbage Bin Replacement - Cap Exp - San Gen Refuse	101550	101552	50,000	41,670	0	79,952	129,952	
No Budget	<input checked="" type="checkbox"/>	Frederick Street New Drainage Const & Study - Cap Exp	104270	104291	0	0	(825)	(825)	0	
95%	<input checked="" type="radio"/>	Short St-Paspaley Carnarvon Street New Drainage Const - Cap Exp	104270	104299	762,509	743,285	725,806	(36,703)	0	
0%	<input type="radio"/>	Frederick (KBR Report) - Infa Cap Exp	104600	104795	328,900	274,080	0	(328,900)	0	
0%	<input type="radio"/>	Broome Townsite Drains Renewal - Cap Infra Exp - Urb Stwater	104800	104920	22,200	18,503	0	(22,200)	0	
100%	<input checked="" type="radio"/>	Vehicle & Mobile Plant New - Cap Exp - Dev Services	106185		50,872	42,390	50,872	0	0	
69%	<input checked="" type="radio"/>	Broome Cemetery Renewal by P & G - Cap Exp	107552	107561	5,000	3,750	0	(1,568)	3,432	
		Gantheume Toilet Block Upgrade - Cap Exp - Other Community Amenities	107680	107684	0	0	0	0	0	
		Vehicles & Mobile Plant New - Cap Exp - Sanitation Other	1042510		0	0	0	0	0	
No Budget	<input checked="" type="checkbox"/>	Hammersley St Upgrade Drainage - Infa Cap Exp	104600	104695	0	0	11,927	11,927	0	
480%	<input checked="" type="radio"/>	Broome Cemetery New Infrastructure Cap Exp	107550	107556	35,510	26,634	170,300	134,790	0	
73%	<input checked="" type="radio"/>	Community Amenities Total			2,037,908	1,802,742	1,095,623	(543,082)	399,204	
		Recreation And Culture								
47%	<input checked="" type="radio"/>	Gantheume Point - Infa New Const - Cap Exp	112056	112056	4,200	3,500	1,962	(2,238)	0	
0%	<input type="radio"/>	Vehicle & Mobile Plant Renewal (Replacement) -Cap Exp- Swim Area & Beaches	112397		15,750	13,120	0	(15,750)	0	
13%	<input type="radio"/>	Skatepark New Infrs Const - Cap Exp - Other Rec & Sport	113027	113029	48,210	40,160	6,250	(41,960)	0	
23%	<input type="radio"/>	Cemetery Reserve New Infa Const - Cap Exp - Parks & Ovals	113550	113560	176,520	133,123	40,827	(135,693)	0	
306%	<input checked="" type="radio"/>	Dakas Street Reserve New Infa Const Cap Exp-P&O	113550	113570	29,606	24,670	90,700	61,094	0	
No Budget	<input checked="" type="checkbox"/>	Sugar Glider Park New Const - Cap Exp	113550	113606	0	0	5,065	5,065	0	
168%	<input checked="" type="radio"/>	Demco Foreshore Plan Year 1 New Infa Const - Cap Exp	113550	113963	61,405	51,168	103,270	41,865	0	
No Budget	<input checked="" type="checkbox"/>	Town Beach Foreshore Concept Plan Infa New Const - Cap Exp	113550	113585	0	0	113	113	0	
		Sibosado Park Renewal Infa - Cap Exp - Pks & Ovals	113551	113628	0	0	0	0	0	
99%	<input checked="" type="radio"/>	Cable Beach Reserve Renewal Works - Cap Exp	113551	113674	2,200	1,830	0	(25)	2,175	
		Town Beach Renewal Works - Infa Cap Exp	113551	113677	0	0	0	0	0	
100%	<input checked="" type="radio"/>	Haynes Oval Reserve Renewal of Infrastructure- Cap Exp	113551	113762	4,245	3,530	0	0	4,245	

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	Amended Annual Budget	Amended YTD Budget	YTD 30 Apr 2020				Strategic Reference / Comment
							YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)		
71%	🟢	Sunset Park Renewal Infra - Cap Exp - Parks and Ovals	113551	113765	40,000	33,330	0	(11,572)	28,428		
173%	🟢	Solway Park renewal Infra - Cap Exp - Pks & Ovals	113551	113787	11,500	11,000	0	8,434	19,934		
91%	🟢	Sugar Glider Park Renewal Infra - Cap Exp - Parks & Ovals	113551	113793	56,000	46,660	0	(5,000)	51,000		
552%	🟢	Town Beach Reserve Upgrade - Cap Exp - P&G	113552	113607	85,116	70,930	469,992	384,876	0		
100%	🟢	Haynes Oval Floodlighting Upgrade Infra - Capex	113552	113620	13,108	10,920	13,108	0	0		
0%	🟡	Reticulation Control System New Exp - Cap Exp Parks & Ovals	113603		40,500	0	0	(40,500)	0		
272%	🟢	Civic Centre Building Renewal (Inc Plant & Furn) - Cap Exp - Public Halls	113755		4,000	3,330	0	6,870	10,870		
0%	🟡	Library Building Renewal (Inc Plant & Furn) - Cap Exp - Libraries	115461		14,417	12,010	0	(14,417)	0		
0%	🟡	Museum Building Renewal- Cap Exp - Other Cult	116201		15,315	12,760	0	(15,315)	0		
100%	🟢	Aquatic Infrastructure Renewal - Cap Exp - BRAC Aquatic	117128	117129	35,750	29,790	0	0	35,750		
32%	🟡	Building New Construction Expense - BRAC Dry - Cap Exp	117300	117365	2,019,869	1,683,227	647,243	(1,372,626)	0		
0%	🟡	BRAC Building Renewal - Cap Exp - BRAC Dry	117315	117316	10,000	8,330	0	(10,000)	0		
92%	🟢	BRAC Dry Recreation Infra Renewal - Cap Exp - BRAC Dry	117317	117318	44,417	37,010	0	(3,343)	41,074		
90%	🟢	Furniture & Equip - New - BRAC Dry	117372	117373	130,959	98,220	118,440	(12,519)	0		
28%	🟡	BRAC Ovals Renewal Infra Works - Cap Exp - BRAC Ovals	117455	117456	43,593	40,065	0	(31,237)	12,356		
		Streeters Jetty Renewal - Other Culture - Cap Exp	1107208		0	0	0	0	0		
65%	🟢	Town Beach Redevelopment -Other Infra New - Cap Exp	1181401		364,318	345,985	238,054	(126,264)	0		
		Town Beach Redevelopment -Fishing Platform & Amenities -Other Infra New - Cap Exp	1181402		168,956	140,790	170,283	1,327	0		
101%	🟢	Town Beach Redevelopment - Greenspace & Waterpark - Cap Exp	1181405		5,087,292	4,224,200	4,522,480	(564,812)	0		
81%	🟢	Town Beach Development - Groyne Project -Other Infra New - Cap Exp	1181408		4,300,000	3,583,330	3,474,791	(825,209)	0		
67%	🟢	Youth Bike Recreation Area - New Construction - Cap Exp	1181420	YBRA001	711,520	587,080	480,050	(231,470)	0		
70%	🟢	Broome Entry Statement Signage New Const - Cap Exp - Other Cult	116125	116126	74,089	74,089	51,599	(22,490)	0		
5%	🟡	Town Beach Redevelopment - Greenspace Stage 2 - Cap Exp	1181407		1,214,678	911,010	55,780	(1,158,898)	0		
No Budget	🔴	Nursery - Building New Const - Cap Exp - Parks & Ovals	113568		0	0	54	54	0		
		BRAC Ovals Upgrade of Infra - Cap Exp	117450		0	0	0	0	0		
0%	🟡	Town Beach Development - Jetty Project - Other Infra New - Cap Exp	1181409		7,118,810	5,932,340	1,785	(7,117,025)	0		
No Budget	🔴	BRAC Building Upgrade - Cap Exp - BRAC Dry	117310	117311	0	0	1,921	1,921	0		
49%	🟢	Recreation And Culture Total			21,946,343	18,167,506	10,493,766	(11,246,745)	205,832		
		Transport									
14%	🟡	Federal Black Spot - Herbert / Saville Roundabout - NEW- Capex	113561	RU666	691,811	576,510	96,277	(595,534)	0		
No Budget	🔴	Carnarvon St New Road Co Const - Nap Intersection 3/4	121000	121040	0	0	0	(780)	780		
13%	🟡	McDaniel Rd - Archer to Ward Stage 1 New Rd Const - Cap Exp	121000	121560	1,667,383	1,389,490	218,921	(1,448,462)	0		
No Budget	🔴	McDaniel Rd Upgrade Const - HIA All Streets	121100	121108	0	0	1,375	1,375	0		
100%	🟢	Hammersley St Upgrade Construction - Cap Exp	121100	121113	11,091	9,240	11,091	(0)	0		
43%	🟢	BRAC Pedestrian Crossing P&G - Capex	121100	RU444	69,269	57,726	29,887	(39,382)	0		
17%	🟡	Old Broome Road/ Gus Winckel Road Upgrade - Capex	121100	RU555	364,174	303,480	62,926	(301,248)	0		
No Budget	🔴	Chinatown Revitalisation Rd Renewal Const - Urban Rds - Cap Exp	121101	121528	0	0	0	(781)	781		
104%	🟢	Hunter St Renewal Rd Infra Const - Capex (was Herbert st)	121101	121552	751,356	626,130	0	33,353	784,709		
		Urban Reseals Renewal Program - Various (Sealing Contractor) - Cap Ex -									
1%	🟡	Renewal	121101	RRU	78,918	65,760	0	(78,118)	800		
0%	🟡	Various FootPath Upgrade - Cap Exp	1223481	FPUP001	46,337	46,337	0	(46,337)	0		
101%	🟢	Broome / Cape Leveque Rd - Unsealed pindan section - Cap Ex - Renewal	121505	RR80	18,000	15,000	0	157	18,157		
No Budget	🔴	Chinatown Landscaping Upgrade of Infra by P & G - Cap	121510	121510	0	0	16,397	16,397	0		
91%	🟢	Car park renewals - Various	124600	124611	5,191	4,330	0	(473)	4,718		
108%	🟢	Male Oval New Carpark Const - Cap Exp	125000	125015	317,000	317,000	343,425	26,425	0		
		Old Broome Estate - New Bus bay Construction - Cap Exp	125100	BUSN002	0	0	0	0	0		
92%	🟢	Male Oval Bus Shelter - Infra Cap Exp	125100	BUSN003	17,000	14,170	15,607	(1,393)	0		
100%	🟢	Franglapani Subdivision Footpath Construction Expense - Cap Exp	125140	125197	4,810	4,010	4,810	0	0		
		Palmer Road - Footpath Construction	125140	125192	0	0	0	0	0		
98%	🟢	Hunter Street - Footpath Construction	125140	125222	95,743	79,780	93,593	(2,150)	0		
		Roebuck Estate Subdivision - Various Stages									
0%	🟡		125140	125269	9,521	9,521	0	(9,521)	0		
1%	🟡	Broome North Footpath New Const - Capex	125140	125277	175,884	147,501	2,240	(173,644)	0		
0%	🟡	Six Seasons Estate - Januburu Subdivision - Various Stages	125140	125279	13,043	10,673	0	(13,043)	0		
		Old Broome Estate Subdivision - Whole Estate - Various Paths									
0%	🟡		125140	125290	11,931	9,940	0	(11,931)	0		
94%	🟢	Jigal Drive Pedestrian Connection to Chinatown and Cable Beach - Cap Exp	125140	JDFOOT	8,725	7,270	8,230	(495)	0		
0%	🟡	Broome New Street Light Construction - Cap Exp	125200	STLN002	122,500	91,875	0	(122,500)	0		

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	YTD 30 Apr 2020						Strategic Reference / Comment
					Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)		
77%	⊕	Street Lighting at Various Locations - Renewal	125225	125232	308,769	257,310	0	(71,304)	237,465		
69%	⊕	Footpath Old Broome Road - One Mile Access/Sandpiper/Short St	125300	125291	291,275	242,720	0	(90,997)	200,278		
134%	⊕	Various Footpath Renewal - Renewal Construction - Cap Exp	125300	VARPATH	131,903	109,916	0	44,238	176,141		
40%	⊕	Access & Inclusion Improvements New Infra - Cap Exp	1254421		48,800	44,003	19,672	(29,128)	0		
		Street Lighting Upgrade - Cap Exp - Cons Streets Roads Bridges	125215		0	0	0	0	0		
No Budget	⊕	Rural Road New Const - Cap Exp	121500		0	0	1,392	1,392	0		
45%	⊕	Transport Total			5,260,434	4,439,692	925,064	(2,913,882)	1,421,487		
		Economic Services									
0%	⊖	Visitor Centre Renewal (Inc plant & Furn) - Cap Bldg Exp	132129		25,000	20,830	0	(25,000)	0		
No Budget	⊕	Promotional Banner Const Upgrade - Cap Exp - Tourism	132131	132132	0	0	771	771	0		
52%	⊕	Detailed Design Chinatown Project Stage 2 - CapEx	1367228		800,000	666,660	417,499	(382,501)	0		
		****DO NOT USE**** Chinatown Revitalisation Project Management - Cap Exp									
92%	⊕	- Economic Services Special Projects	1367402		106,000	79,500	97,935	(8,065)	0		
8%	⊖	Dampier St Upgrade - Cap Exp	1367404	1367407	211,972	176,640	17,696	(194,276)	0		
0%	⊕	Carnarvon St Upgrade - Cap Ex	1367404	1367408	227,389	189,490	(411)	(227,800)	0		
43%	⊕	Public Art (funded from Reserve) - Other Infra New - Cap Ex	1367405	1367412	16,693	16,693	7,255	(9,438)	0		
65%	⊕	Chinatown Entry Statement - Other Infra New - Cap Ex	1367405	1367415	200,000	166,670	129,461	(70,539)	0		
98%	⊕	Chinatown Public Wi-Fi Project - Other Infra New - Cap Ex	1367405	1367413	59,850	59,850	58,696	(1,154)	0		
0%	⊖	Streeter's Jetty Refurbishment (Chinatown Stage 2) Cap Exp	1367405	1367419	300,000	199,920	0	(300,000)	0		
		Chinatown Project Mgmt, Feasibility & Design Consultancy - Cap Exp - Economic Services Special Projects	1367221		45,000	33,320	47,366	2,366	0		
105%	⊕										
39%	⊖	Economic Services Total			1,991,904	1,609,573	776,267	(1,215,637)	0		
		Other Property & Services									
100%	⊕	Vehicle & Mob Plant Renewal (Replacement) - Cap Exp - Gen Admin	142551		74,975	62,480	0	(309)	74,666		
7%	⊖	Shire Office Build Haas St Renewal - Cap Exp - Corp Gov	142558		131,133	116,133	0	(122,443)	8,690		
49%	⊕	Vehicle & Plant Renewal(Replacement) - Cap Exp - P&G Operations	143610		656,000	546,660	0	(335,458)	320,542		
100%	⊕	Vehicle & Plant New - Cap Exp - P&G Operations	143621		47,000	35,250	46,781	(219)	0		
8%	⊖	Equip & H/Ware > \$5000 Cap Exp - IT	146120		143,000	119,160	11,158	(131,842)	0		
36%	⊖	Software >\$5000 Cap Exp - IT	146122		202,088	168,400	72,789	(129,299)	0		
		Child Care Ctr cnr Guy & Herbert Fixed Furn & Equip New - Cap Exp - Community Facilities Leased	146651		4,000	3,330	0	(4,000)	0		
0%	⊖	BOSCCA Building Renewal (Inc Plant & Furn) - Cap Exp - Com Fac Leased	146662		4,000	3,330	0	(4,000)	0		
96%	⊕	Building Capital > \$5k - Cap Exp - Unclassified General	147100		71,574	71,574	0	(3,194)	68,380		
		Shire Office Barker St - Building Renewal - Cap Exp - Corp Gov Support	147372		0	0	0	0	0		
75%	⊕	KRO1 Building Renewal - Cap Exp - Office Prop Leased	147374		248,565	216,173	0	(63,029)	185,536		
74%	⊕	KRO2 Building Renewal - Cap Exp - Office Prop Leased	147375		552,782	493,282	0	(142,625)	410,157		
52%	⊕	Depot Building Const Renewal - Cap Exp - Depot Operations	148003	148007	4,000	3,330	0	(1,909)	2,091		
100%	⊕	Vehicle & Mobile Plant Renewal(Replacement)- Cap Exp - Eng Office	148004		41,051	34,200	0	0	41,051		
52%	⊕	Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Works Ops	148611		906,397	791,057	0	(433,569)	472,828		
No Budget	⊕	Plant Equip & Tools Over \$5000 - Depot (Excluding Vehicles) MUN	148290		0	0	1,117	1,117	0		
56%	⊖	Other Property & Services Total			3,086,565	2,664,359	131,845	(1,370,779)	1,583,941		
48%	⊖	GRAND TOTAL			35,865,298	29,978,996	13,471,834	(18,714,439)	3,679,025		

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2020

Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	Amended Annual Budget	Amended YTD Budget	YTD 30 Apr 2020				Strategic Reference / Comment
							YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)		
20%	○	Land & Buildings - New			3,484,813	2,904,017	696,566	(2,788,247)	0		
No Budget	⊗	Land & Buildings - Upgrade			0	0	1,921		0		
64%	⊙	Land & Buildings - Renewal			1,097,986	975,415	0	(400,738)	697,248		
		Works In Progress Land & Buildings			0	0	0	0	0		
30%	○	Land & Buildings - Total			4,582,799	3,879,432	698,486	(3,187,065)	697,248		
72%	⊙	Recreation Areas Infrastructure - New			7,333,431	5,974,911	5,306,496	(2,026,936)	0		
492%	●	Recreation Areas Infrastructure - Upgrade			98,224	81,850	483,101	384,877	0		
82%	●	Recreation Areas Infrastructure - Renewal			237,705	203,215	0	(42,743)	194,962		
		Works In Progress Recreation Areas Infrastructure			0	0	0	0	0		
78%	⊙	Recreation Areas Infrastructure - Total			7,669,360	6,259,976	5,789,596	(1,684,802)	194,962		
28%	○	Roads, F/Paths & Bridges Infrastructure - New			3,167,651	2,689,368	901,323	(2,266,328)	0		
34%	○	Roads, F/Paths & Bridges Infrastructure - Upgrade			1,775,232	1,482,893	603,826	(1,171,406)	0		
93%	●	Roads, F/Paths & Bridges Infrastructure - Renewal			1,276,643	1,063,856	0	(92,621)	1,184,022		
		Works In Progress - Rds, F/Paths & Bridges			0	0	0	0	0		
43%	○	Roads, F/Paths & Bridges Infrastructure - Total			6,219,526	5,236,117	1,505,148	(3,530,355)	1,184,022		
95%	●	Drainage Infrastructure - New			762,509	743,285	724,981	(37,528)	0		
4%	○	Drainage Infrastructure - Upgrade			328,900	274,080	11,927	(316,973)	0		
0%	○	Drainage Infrastructure - Renewal			22,200	18,503	0	(22,200)	0		
		Works In Progress Drainage Infrastructure			0	0	0	0	0		
66%	⊙	Drainage Infrastructure - Total			1,113,609	1,035,868	736,909	(376,701)	0		
34%	○	Other Infrastructure - New			12,760,726	10,638,176	4,302,225	(8,458,501)	0		
52%	○	Other Infrastructure - Upgrade			267,097	222,580	138,312	(128,785)	0		
102%	●	Other Infrastructure - Renewal			363,769	302,730	0	0	370,849		
		Works In Progress Other Infrastructure			0	0	0	0	0		
36%	○	Other Infrastructure - Total			13,391,592	11,163,486	4,440,537	(8,580,206)	370,849		
100%	●	Mobile Plant & Equip New			97,872	77,640	97,653	(219)	0		
		Mobile Plant & Equip Upgrade			0	0	0	0	0		
54%	○	Mobile Plant & Equipment Renewal (Replacement)			2,269,993	1,937,367	0	(1,038,049)	1,231,944		
56%	○	Mobile Plant & Equip - Total			2,367,865	2,015,007	97,653	(1,038,268)	1,231,944		
3%	○	Fixed Plant & Equipment - New			40,500	0	1,117	(39,383)	0		
		Fixed Plant & Equipment - Upgrade			0	0	0	0	0		
		Fixed Plant & Equipment - Renewal			0	0	0	0	0		
3%	○	Fixed Plant & Equipment - Total			40,500	0	1,117	(39,383)	0		
42%	○	Furniture & Equipment - New			480,047	389,110	202,387	(277,660)	0		
42%	○	Furniture & Equipment - Total			480,047	389,110	202,387	(277,660)	0		
48%	○	Capital Expenditure Total			35,865,298	29,978,996	13,471,834	(18,714,439)	3,679,025		

SHIRE OF BROOME
Monthly Statement of Financial Activity
For the Period Ending 30 April 2020

Appendix A: SUPPLEMENTARY NOTES TO THE MONTHLY REPORT

NOTES TO THIS MONTH'S REPORT

OVERVIEW

For the period ended 30 April 2020, the following are key indicators supporting the year to-date budget position with respect to the Annual Forecast Budget:

Budget Year elapsed	83.33%
Total Rates Raised Revenue	100% (of which 94.95% were paid)
Total Other Operating Revenue	54%
Total Operating Expenditure	69%
Total Capital Revenue	32%
Total Capital Expenditure	48%
Total Sale of Assets Revenue	65%

The budget was adopted at the Ordinary Meeting of Council on 27 June 2019. Council adopted a balanced annual budget, which included a net carried forward balance of \$4,006,759, being \$2,499,521 of carry-over projects, plus \$1,507,238 Financial Assistance Grants received in advance.

It should be noted that the end of financial year (EOFY) processes are now complete and the Annual Financial statements were presented to the Audit Committee on 15 October 2019 before the recommendations were presented to the Ordinary Meeting of Council on 17 October 2019. The final report included recommendations for the use of an adjusted surplus \$2,144,227 in carried forward surplus. These recommendations were approved by Council and incorporated into the 2019-20 budget.

More information on the Shire's current position can be found on Note 3 of these Financial Statements.

The details of all amendments year-to-date can be found on Note 5 of the Financial Report.

ADJUSTMENTS TO DETERMINE THE CASH POSITION

Salaries and wages had been adjusted at the Q3 FACR to take into consideration savings from closure of BRAC, Library and Civic Centre.

CURRENT POSITION

Currently, to the end of April, the current position stands at \$4.5M.

Cash

Total Cash Assets are now \$41.3M having decreased by \$3.5M.

The major collections this month include receipt of:

- \$1.43M DLGSC – Grant for BRAC Outdoor Court Upgrade – second milestone
- \$201K Dept Fire & Emergency Services – Grant Broome Volunteer Bushfire-Additional claim for stage 2
- \$95K Broome Cleanaway – Tip fees 2 months

The major expenditure items this month include payments of:

- \$1.6M WA Limestone Contracting – Town Beach Groyne Upgrade (RFT19-12)
- \$529K Colin Wilkinson Developments – Outdoor Court Upgrade (RFT22/19)
- \$307K Acor Consultants – Chinatown Project (RFQ18/68)
- \$221K CJD Equipment – Supply Wheel Loader (RFQ19/68)
- \$219K Horizon Power – Lighting installation Sandpiper & Gubinge Roads (WKP0499)
- \$201K H&M Tracey Construction BVBFB (RFT 18/08)

Receivables

Sundry debtors including GST refundable stand at \$1.9M.

Rates and rubbish debtors stand at \$1.25M. Annual rates were raised on 18th July 2019 with due date of 22 August 2019. Rates & Rubbish debtors will continue to reduce throughout the year as ratepayers on instalment and payment plans continue to pay their rates.

Other Assets

These stand at \$151K having increased \$6K since the previous month.

Cash Liabilities

These stand at \$309K. This represents our obligation on our outstanding loans in 19/20.

Creditors and Payables

Sundry Creditors are \$3.6M, due to continued major infrastructure works in progress.

Other Payables comprising Tax Payable, FESA Levy Collected, Accrued Loan Interest, Prepayments Received and accruals stand at \$421K.

Employee Provisions and Accruals

In the normal course of events, these figures are adjusted in June and July each year by end of year accounting adjustments.

Current leave provisions are \$1.96M (Non-current leave provisions are \$1.05M). Accruals to reflect the year end position have been completed for the 2018-2019 year.

10. REPORTS OF COMMITTEES

10.1 MINUTES OF THE EXTRAORDINARY MEETING OF THE KIMBERLEY REGIONAL GROUP HELD 14 MAY 2020

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	OGS03 & RCG01
AUTHOR:	Director Corporate Services
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Corporate Services
DISCLOSURE OF INTEREST:	Nil

SUMMARY: This report presents for Council endorsement the Minutes from the Extraordinary Meeting of the Kimberley Regional Group held on 14 May 2020.

BACKGROUND

Previous Considerations

Extraordinary KRG Meeting 7 May 2020	Item 4.1
Extraordinary KRG Meeting 30 April 2020	Item 4.2
Extraordinary KRG Meeting 30 April 2020	Item 4.3

A copy of the minutes from the Extraordinary Meeting held 14 May 2020 between members of the Kimberley Regional Group (KRG) is attached for Council consideration (**Attachment 1**).

The KRG is a group defined through a deed of agreement between the four Kimberley local governments with the Minister for Local Government.

The Shire of Broome accepted the Secretariat role for the KRG late in 2017, with the formal transition to Secretariat finalised in December 2017.

COMMENT

The minutes and respective background information are attached to this report and the following comments are made in relation to the resolutions passed by the Group.

4.1 Draft Position on a Pathway to Recovery – Stage 2

The KRG has continued to provide regional leadership during an unprecedented period of social and economic disruption caused by the COVID-19 State of Emergency and has recognised the need for well-considered decisions which consider health imperatives as well as the need for economic recovery.

Australia's management of the COVID-19 health crisis has created the opportunity to consider the pathway to economic recovery. The COVID-19 pandemic has led to significant negative impacts on the global, national, state, regional and local economies and the economy of the Kimberley is likely to be one of the most heavily impacted in Australia due to the reliance on the tourism sector and the highly seasonal nature of that activity.

The KRG wrote to the Premier on 1 May 2020 (**Attachment 2**) outlining the first stage of a Kimberley Pathway to Recovery which included:

1. Supporting economic and social recovery through the conditional reopening of businesses such as cafes, restaurants and places for recreation and entertainment.
2. Reconnecting Kimberley businesses and families by lifting of Shire border restrictions whilst retaining (at this time) the Kimberley Bio-Security border and access restrictions for Aboriginal communities to maintain the protection of our most vulnerable people.
3. Looking after our community through the reduction of alcohol related harm.

The Federal Government's Road map was released on Friday 8 May 2020 and on Sunday 10 May 2020 the WA State Government announced their response, including the resumption of regional travel in Western Australia from 18 May 2020 within four areas being:

- South West, Great Southern, Wheatbelt and Perth-Peel regions
- Mid-West, Gascoyne and Pilbara regions (excluding the biosecurity zone)
- Goldfields-Esperance region (excluding the biosecurity zone)
- Kimberley - within Kimberley Local Government areas (the Commonwealth's biosecurity zone remains in place).

Phase 3 of the State Government's response includes the possibility of further relaxation of regional travel restrictions in approximately four weeks after the previous phase, contingent upon medical advice.

This is consistent with the date that the existing Biosecurity regions may terminate noting the Kimberley Biosecurity Determination 2020 is silent on expiry. The overall human biosecurity emergency period under the Biosecurity Act is in force from 18 March 2020 for three months. When the emergency period ends, so too does any associated determination unless it is extended/reissued.

Several protections are currently in place for Aboriginal Communities under various legislation including the Kimberley Biosecurity Determination 2020, WA Emergency Management Act, Remote Aboriginal Directions Order (No 2) and the Aboriginal Affairs Planning Authority Act.

It is noted that all of these controls are designed to prevent access to communities by unauthorised persons. There are no controls currently in place limiting the movement of people from Aboriginal communities between communities and urban centres within the broader Kimberley region.

The KRG is now focused on Stage 2 of the Kimberley Pathway to Recovery with the scope of Stage 3 being considered.

Stage 2 involves improving visitor access for the 2020 tourist season with Stage 3 focused on broader business recovering including regard for local, state, national and private sector investment to deliver infrastructure, jobs and sustainable businesses. Further stages may be considered as the State, the nation and the other countries lift travel restrictions.

The Kimberley currently has the most restrictive conditions of any region in Western Australia. They were established due to the vulnerability of some of the local population, distance from adequate testing and the lack of intensive care beds that would be required if a significant outbreak occurred.

The KRG supported these restrictions, based upon the health advice and identified risk at that time. The conditions have now changed considerably and the KRG resolved on 30 April 2020 to support the lifting of the borders between local governments within the Kimberley.

Conditions have continued to improve, and it is now 33 days since the last confirmed case of COVID-19 in the Kimberley. Whilst there is a continued need for careful management of COVID-19, it is time to look towards facilitating economic recovery of the region and reassessing the health justification for the Commonwealth Determination of a Designated Region under the Biosecurity Act.

The establishment of a date for reopening, notionally 18 June 2020, will enable businesses associated with the tourism sector to take bookings and make preparations for the season. It is noted that the date for reopening would have a caveat that, should the need arise due to an outbreak of COVID-19, travel restrictions may need to be reapplied in a specific area.

Controls for Aboriginal Communities should remain unless requested by those communities and the risk profile supports the decision.

The KRG resolved to:

RESOLUTION:

Moved: Cr Harold Tracey

Seconded: Cr David Menzel

That the Kimberley Regional Group:

- 1. Supports the establishment and communication of the 18th June 2020 for the lifting of all regional boundaries, including the Kimberley, to enable planning and marketing of a 2020 northern tourism season and the reactivation of other businesses across the region.***
- 2. Supports the state government requesting that the Commonwealth government remove the Kimberley from the Biosecurity (Human Biosecurity Emergency) (Human Coronavirus with Pandemic Potential) (Emergency Requirements for Remote Communities) Determination 2020.***
- 3. Request clarification from the State Government of the specific conditions that need to be met in relation to the lifting of border controls.***
- 4. Supports the State Government liaising directly with Aboriginal Communities and key stakeholders in relation to any proposed changes to Remote Aboriginal Communities Directions under Section 67 of the State Emergency Act.***
- 5. Supports the KRG continuing to work with the State and Commonwealth governments and other key regional stakeholders as higher level restrictions are removed as part of the normalisation after the COVID-19 pandemic.***
- 6. Supports the development of a Kimberley Economic Recovery Investment Plan.***
- 7. Supports follow up on the request for interim alcohol restrictions whilst the Voluntary Alcohol Restrictions are initiated.***
- 8. Supports a letter being sent to the Premier to outline the request of the KRG, with copies to Ministers with relevant portfolios.***
- 9. Seeks the support of the Kimberley Aboriginal Medical Service and Regional Development Australia to co-sign the letter to the Premier.***

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil.

RISK

Nil.

STRATEGIC IMPLICATIONS

Built Environment Goal – Improved and secure transport, communications, community and essential services:

Liveable towns supporting regional communities

Community Goal – A vibrant community based on equity, inclusion and opportunity for all:

Greater participation in the community and workforce

Economy Goal – A sustainable and diverse economy:

Improved outcomes in employment

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/0520/017

Moved: Cr C Mitchell

Seconded: Cr H Tracey

That Council receives and endorses the resolutions of the Kimberley Regional Group Extraordinary Meeting Minutes of 14 May 2020 as attached en bloc.

CARRIED UNANIMOUSLY 8/0

Attachments

1. Attachment 1 - Unconfirmed Minutes of the Extraordinary KRG Meeting 14 May 2020
2. Attachment 2 - Letter to the Premier - Kimberley Regional Pathway



**KIMBERLEY REGIONAL GROUP
Extraordinary Meeting**

**UNCONFIRMED
MINUTES**

1:00PM, 14 MAY 2020

Video Conference

**SHIRE OF BROOME
KIMBERLEY REGIONAL GROUP
THURSDAY 14 MAY 2020
INDEX - MINUTES**

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE / APOLOGIES
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ATTENDANCE:

Sam Mastrolembo	Shire of Broome
James Watt	Shire of Broome
Cr Chris Mitchell	Shire of Broome
Cr Harold Tracey	Shire of Broome
Amanda O'Halloran	Shire of Derby West Kimberley
Cr Geoff Haerewa	Shire of Derby West Kimberley
Cr Paul White	Shire of Derby West Kimberley
Vernon Lawrence	Shire of Wyndham East Kimberley
Cr David Menzel	Shire of Wyndham East Kimberley
Cr Tony Chafer	Shire of Wyndham East Kimberley
Noel Mason	Shire of Halls Creek
Cr Malcolm Edwards	Shire of Halls Creek
Debra Goostrey	Zone Executive - ATEA

APOLOGIES:

Chris Loessl	Shire of Halls Creek
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3. DECLARATION OF INTERESTS

Nil

4. REPORTS FROM KIMBERLEY REGIONAL GROUP

4.1 DRAFT POSITION ON A PATHWAY TO RECOVERY – STAGE 2

LOCATION/ADDRESS:	Kimberley Region
APPLICANT:	Nil
FILE:	RCG01
AUTHOR:	Kimberley Zone Secretariat
CONTRIBUTOR/S	Nil
RESPONSIBLE OFFICER:	Kimberley Zone Secretariat
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	7/05/2020

SUMMARY: To provide members with information in relation to the potential next steps in the regional recovery from COVID-19.

BACKGROUND

Previous Considerations

7 May 2020

COMMENT

The KRG resolved to defer consideration of this item until after the announcements in relation to the Roadmap by the State and Federal Governments. This item has been updated to reflect the current information.

The Kimberley Regional Group (KRG) has continued to provide regional leadership during this unprecedented period of social and economic disruption caused by the COVID-19 virus and has recognised the need for well-considered decisions which take into account health imperatives as well as the need for economic recovery.

Australia's management of COVID-19 health crisis has created the opportunity to now consider the pathway to economic recovery. The COVID-19 pandemic has led to significant negative impacts on the global, national, state, regional and local economies and the economy of the Kimberley is likely to be one of the most heavily impacted in Australia due to the reliance on the tourism sector and the highly seasonal nature of that activity.

The KRG wrote to the Premier on the 1st May 2020 outlining the first stage of a Kimberley Pathway to Recovery which included:

1. Supporting economic and social recovery through the conditional reopening of businesses such as cafes, restaurants and places for recreation and entertainment.
2. Reconnecting Kimberley businesses and families by lifting of Shire border restrictions whilst retaining (at this time) the Kimberley Bio-Security border and access restrictions for Aboriginal communities to maintain the protection of our most vulnerable people.

3. Looking after our community through the reduction of alcohol related harm.

National Cabinet met on the 5th May 2020 where it was:

- Agreed to establish a three step framework to gradually remove baseline restrictions to enable Australians to live in a COVID-19 safe economy with details to be determined by National Cabinet on Friday 8 May 2020.
- Agreed that individual states and territories will determine the timeframe for graduating between steps and individual restrictions to remove. This reflects the fact that states and territories are at different stages of the pandemic response, with 6 of 8 states and territories now recording multiple zero case days.
- Noted National Cabinet's aim to have a sustainable COVID-19 safe economy in July 2020. This will be subject to strong epidemiology results, testing, tracing and local surge health response capacity.
- National Cabinet noted that some health measures will need to be in place for a considerable period of time including social distancing, strong hygiene and international travel restrictions. Some jurisdictions may choose to maintain interstate travel restrictions.

At the Extraordinary meeting of the KRG held on the 7th May 2020, it was resolved to reconvene to consider the State and Federal Government decisions in relation to the relaxation of current COVID-19 measures to be announced later in the week.

Government's Roadmap

The Federal Government's Road map was released on Friday 8th May and on the 10th May the WA State Government announced their response, including the resumption of regional travel in Western Australia from the 18th May within four areas being:

- South West, Great Southern, Wheatbelt and Perth-Peel regions
- Mid-West, Gascoyne and Pilbara regions (excluding the biosecurity zone)
- Goldfields-Esperance region (excluding the biosecurity zone)
- Kimberley - within Kimberley Local Government areas (the Commonwealth's biosecurity zone remains in place).

Phase 3 of the State Government's response includes the possibility of further relaxation of regional travel restrictions in approximately four weeks after the previous phase, contingent upon medical advice.

This is consistent with the date that the existing Biosecurity regions may terminate noting the Biosecurity (Human Biosecurity Emergency) (Human Coronavirus with Pandemic Potential) (Emergency Requirements for Remote Communities) Determination 2020) (*the Kimberley bio-security determination*) is silent on the expiry however the overall human biosecurity emergency period under the Biosecurity Act is in force from 18 March 2020 for three months. When the emergency period ends so too does any associated determination unless it is extended/reissued.

Protections currently in place for Aboriginal Communities

Four layers of access are in place at this time in relation to Aboriginal Communities being:

- The Kimberley Biosecurity Area under the Biosecurity (Human Biosecurity Emergency) (Human Coronavirus with Pandemic Potential) (Emergency Requirements for Remote Communities) Determination 2020. Removal date currently unknown.
- WA Emergency Management Act: Prohibition on Travel Between Local Government Districts in the Kimberley Directions. To be removed 18 May 2020.
- Remote Aboriginal Communities Directions (No 2), controlling access to Aboriginal Communities under the WA State of Emergency. Removal date currently unknown.
- Aboriginal Affairs Planning Authority Act (1972) restricts access to many Aboriginal communities. The Act (1972) has penalties of up to \$1000 and 9 months in jail for a first offence, or up to \$5000 or 12 months imprisonment for a second breach. Enduring.

It is noted that all of these controls are designed to prevent access to communities by unauthorised persons. There are no controls in place which prevent the movement of people from Aboriginal communities between communities and urban centres within the local Shire and, as of Monday 18 May, within the broader Kimberley region.

Next Steps in the Kimberley Pathway to Recovery

There are communities in the Kimberley which are vulnerable, however that does not mean all of the Kimberley is vulnerable. There is an opportunity to refine the areas within the Kimberley that need ongoing protection and allow the broader Kimberley to resume connection and economic recovery.

In Stage 1 the Kimberley requested the lifting of Shire borders, opening of cafes and restaurants and the better management of alcohol. The last item in relation to alcohol management has not yet been addressed.

The KRG is now focused on Stage 2 of the Kimberley Pathway to Recovery with the scope of Stage 3 being considered.

Stage 2 involves improving visitor access for the 2020 tourist season with Stage 3 focused on broader business recovering including regard for local, state, national and private sector investment to deliver infrastructure, jobs and sustainable businesses.

Further stages may be considered as the state, the nation and the other countries lift travel restrictions.

Kimberley Pathway to Recovery – Stage 2: Establish the Timeframe to Reopen the Kimberley.

The KRG has received representation from business leaders asking for support in salvaging as much as possible of the 2020 tourism season to prevent widespread personal and business bankruptcy in the region.

Tourism Research Australia valued domestic and international visitation revenue in the Kimberley at \$545million pa, with 93 percent of that revenue generated through domestic visitation.

According to the 2016 Census data, there 1,428 jobs in the Accommodation and Food Services sector, making it the third largest employment sector after Health Care & Social Assistance and Education & Training, with retail trade providing a further 1,077 jobs. This compares to the construction sector with 1,186 jobs.

The combined the Accommodation & Food Services and the Retail Trade sectors represent 15 percent of Kimberley businesses. The actual number of businesses impacted may be much higher with Tourism Research Australia business counts indicating that 446 tourism businesses operate in the region.¹

At risk of financial failure are potentially hundreds businesses across the region if a tourism season does not proceed in 2020. The roll-on impact of limited economic activity in the dry season includes a range of businesses including suppliers, cleaners and other service industries that are also likely to suffer from the contraction, creating the potential of cascading business failures.

The Kimberley currently has the most restrictive conditions for any region in Western Australia. They were established due to the vulnerability of some of the local population, distance from adequate testing and the lack of intensive care beds that would be required if a significant outbreak occurred.

The KRG supported these restrictions, based upon the health advice and identified risk at that time. The conditions have now changed considerably and the KRG resolved on the 30th April 2020 to support the lifting of the borders between the Shires within the Kimberley.

Conditions have continued to improve and it is now 33 days since the last confirmed case of COVID-19 in the Kimberley and regional Western Australia has only one active case (Goldfields). State wide there has been one new case reported this week after a week of nil cases. Whilst there is a continued need for careful management of COVID-19, it is time to look towards facilitating economic recovery of the region and reassessing the health justification for the Commonwealth Determination of a Designated Region under the Biosecurity Act.

The economic case for opening the regional borders is clear given the catastrophic impact on the tourism, hospitality and retail sectors if there is no 2020 dry season trade.

- Domestic visitation to the Kimberley generates \$505million per annum in revenue.

¹ Tourism is a broader category than those identified in the ANZIC Code, ABS counts are normally based on head office location and some tourism operations may be a subset of another enterprise activity.

- 446 businesses are associated with the tourism industry in the Kimberley.
- More than 75 percent of visitation revenue is received in the dry season between May and October (6months).
- Peak season tourism generates visitation revenue of around \$14million per week.
- Businesses in the Shire of Broome receive approximately 63% of domestic visitation revenue followed by businesses in the Shire of Wyndham East Kimberley at 23%.

The establishment of a date for reopening, notionally the 18th June, will enable businesses associated with the tourism sector to take bookings and make preparations for the season. It is noted that the date for reopening would have a caveat that, should the need arise due to an outbreak of COVID-19, travel restrictions may need to be reapplied in a specific area.

Controls for Aboriginal Communities should remain unless requested by those communities and the risk profile supports the decision.

OUTCOME 1 – Provide a date for the reopening of the Kimberley regional border, consistent with the lifting of other intrastate travel restrictions, noting the date would be contingent upon the maintenance of positive COVID-19 health outcomes in Western Australia.

OUTCOME 2 – Consider the outstanding request from Stage 1 which is ensuring effective alcohol management, as an interim measure, whilst the voluntary system of alcohol restrictions is implemented in the west Kimberley.

Stage 3 - Pathway to Recovery – A Kimberley Economic Recovery Investment Plan

The Kimberley economy was weak prior to the onset of COVID-19 with the Gross Regional Product of the Kimberley falling from a high of \$3.51b in 2016 to \$2.74billion in 2017 and was only slowly recovering with a GRP of \$2.8b in 2018. ² Since the pandemic started, various mining projects have gone into hibernation resulting in job losses. Without intervention, the concern is that the Kimberley GRP may contract further, creating an unsustainable reliance on funding from State and Federal Governments.

It is proposed to support the development of an integrated 3-5 year Kimberley wide Economic Recovery Investment Plan (the Investment Plan) which has regard of local, state, national and private sector investment to deliver infrastructure, jobs and sustainable businesses and re-build community cohesion. The approach provides a strong and collaborative voice to ensure that the region attracts an appropriate share of the funding.

CONSULTATION/STAKEHOLDERS

Nil

STATUTORY ENVIRONMENT

² Kimberley Development Commission website, source REMPLAN WA GRP and ABS Input-Output tables historical series

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Built Environment Goal – Improved and secure transport, communications, community and essential services:

Liveable towns supporting regional communities

Community Goal – A vibrant community based on equity, inclusion and opportunity for all:

Greater participation in the community and workforce

Economy Goal – A sustainable and diverse economy:

Improved outcomes in employment

VOTING REQUIREMENTS

Simple Majority

REPORT RECOMMENDATION:

That the Kimberley Regional Group:

- 1. Supports the establishment and communication of a date for the lifting of all regional boundaries, including the Kimberley, to enable planning and marketing of a 2020 northern tourism season and the reactivation of other businesses across the region.
Does not support relaxation of the Remote Aboriginal Communities Directions under Section 67 of the State Emergency Act at this time.*
- 2. Supports the State Government liaising directly with Aboriginal Communities in relation to any proposed changes to Remote Aboriginal Communities Directions under Section 67 of the State Emergency Act.*
- 3. Supports the KRG continuing to work with the state and federal governments as higher level restrictions are removed as part of the normalisation after the COVID-19 pandemic.*
- 4. Supports the development of a Kimberley Economic Recovery Investment Plan.*
- 5. Supports follow up on the request for interim alcohol restrictions whilst the Voluntary Alcohol Restrictions are initiated.*
- 6. Supports a letter being sent to the Premier to outline the request of the KRG with copies to the relevant Ministers.*

RESOLUTION:

Moved: Cr Harold Tracey

Seconded: Cr David Menzel

That the Kimberley Regional Group:

- 1. Supports the establishment and communication of the 18th June 2020 for the lifting of all regional boundaries, including the Kimberley, to enable planning and marketing of a 2020 northern tourism season and the reactivation of other businesses across the region.*
- 2. Supports the state government requesting that the Commonwealth government remove the Kimberley from the Biosecurity (Human Biosecurity Emergency) (Human Coronavirus with Pandemic Potential) (Emergency Requirements for Remote Communities) Determination 2020.*
- 3. Request clarification from the State Government of the specific conditions that need to be met in relation to the lifting of border controls.*
- 4. Supports the State Government liaising directly with Aboriginal Communities and key stakeholders in relation to any proposed changes to Remote Aboriginal Communities Directions under Section 67 of the State Emergency Act.*
- 5. Supports the KRG continuing to work with the State and Commonwealth governments and other key regional stakeholders as higher level restrictions are removed as part of the normalisation after the COVID-19 pandemic.*
- 6. Supports the development of a Kimberley Economic Recovery Investment Plan.*
- 7. Supports follow up on the request for interim alcohol restrictions whilst the Voluntary Alcohol Restrictions are initiated.*
- 8. Supports a letter being sent to the Premier to outline the request of the KRG, with copies to Ministers with relevant portfolios.*
- 9. Seeks the support of the Kimberley Aboriginal Medical Service and Regional Development Australia to co-sign the letter to the Premier.*

5. GENERAL BUSINESS

Nil

6. MEETING CLOSE

1:52PM

19 May 2020

Hon Mark McGowan BA LLB MLA
Premier
5th Floor Dumas House
2 Havelock Street
West Perth WA 6005

e-Mail: wa-government@dpc.wa.gov.au

Dear Premier

Kimberley Region Pathway to Recovery

As you are aware the Kimberley region has many complex issues and we, the signatories listed below, are united in our belief that achieving long term sustainable outcomes should be undertaken in an informed, considered and collaborative manner. To this end we have come together with a view to working over the longer term with State and Federal Government agencies to facilitate the safe and sustainable reactivation of business and community activity in the Kimberley.

Tyronne Garstone	Chair COVID-19 Aboriginal Taskforce
Peter Yu	Chair Northern Australia Indigenous Reference Group, Member COVID-19 Aboriginal Taskforce
Lawford Benning	Member Northern Australia Indigenous Reference Group, Member COVID-19 Aboriginal Taskforce
Myrtle Ward	Chair, Kimberley Aboriginal Medical Services Ltd
Harold Tracey	President Shire of Broome
David Menzel	President Shire of Wyndham East Kimberley
Malcolm Edwards	President Shire of Halls Creek
Geoff Haerewa	President Shire of Derby West Kimberley
Chris Mitchell	Chair Kimberley Regional Group and Kimberley Zone
Elsia Archer	Chair Regional Development Australia (Kimberley)

Significant positive change has occurred in Australia since the initial restrictions were put into place and we thank both the State and Commonwealth governments for your responsiveness in our time of greatest need.

We now have rapid COVID-19 testing facilities in Broome with kits being distributed to Aboriginal communities throughout the region. There is far greater awareness across the region of the need for hygiene and clear protocols, including those relating to isolation, to manage any infection that may occur. The success is evidenced by the fact that it has been nearly five weeks since the last confirmed case of COVID-19 in the Kimberley and no cases recorded amongst our resident Aboriginal population.

Going forward, the group seeks to work together with agencies to guide the Kimberley regional recovery effort as restrictions that have been in place at a local, regional, state, national and global level are eased and eventually lifted.

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While we believe it is time to remove the current restrictions, we are conscious that there will be no guarantees of future outbreaks, and in remote communities, such an outbreak could quickly lead to a significant outbreak with multiple fatalities. Accordingly, we are also of the view that the State Government should stand ready to support local health services, particularly community controlled Aboriginal health services, to respond immediately to any such outbreaks and take appropriate action as required.

Regardless of whether a person is a local resident or a visitor, it is vitally important that testing for COVID-19 is readily available if a person feels unwell and we urge the State government to consider amending the guidelines to facilitate this.

The key priorities we are working towards as we move towards opening the Kimberley include:

- The development and implementation of an Outbreak Management Plan to respond should there be a positive case and close contact in a community, including the safeguarding of specific locations (rather than putting in the restriction across the Kimberley).
- The development of a Management Plan for Tourists testing positive, including an evacuation and quarantine protocol where required, noting that protocols are in place for people from Aboriginal communities.
- Strong encouragement by the State government, local government, tourism businesses and other organisations to ensure that all visitors to the region have downloaded the COVID App.
- Implementation of a Communication Strategy including signage at Visitors Centres, hotels and roadhouses to promote social distancing, hygiene and other key messages to safeguard against the transmission of COVID-19. Further, the delivery of information and signage to clarify where visitors may and may not travel including relevant penalties. Local Governments have committed their support for the communication actions within their remit and we seek a similar commitment from the state in relation to matters within their jurisdiction, for example relevant signage on routes managed by Main Roads.

In addition to supporting the matters listed above, specific consideration by the State should be given to:

- Improved Point of Care Testing – GeneXpert machines available in key locations¹ for testing with a 45 minute result for the Aboriginal people and the increase in availability of cartridges.
- Financial and other forms of support from the State Government for clinics likely to be accessed by visitors including, but not limited to, Bidyadanga, the Dampier Peninsula and Gibb River Road clinics.

Importantly, we know that the risk of such outbreaks will continue for the foreseeable future, perhaps for three years or more and therefore it is imperative that governments at both the state and federal level move immediately to reduce overcrowding in remote communities to parity levels with the broader community.

In the short term, it is imperative to ensure there is adequate accommodation to meet the existing level of need, and as well it is necessary to ensure that in each community there is accommodation capacity to meet any surge in the need for quarantining of community members at short notice.

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¹ OVAHS – Kununurra; YYMS – Halls Creek; WACHS – Fitzroy Crossing; DAHS – Derby; Balgo; Bidyadanga; Kalumburu; Beagle Bay.

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Immediate focus on housing construction to meet these two objectives will have the added attraction of helping kick start the local economy and deliver local jobs and training opportunities through local housing and construction companies.

Lifting the border restrictions for the Kimberley region has a strong economic justification as the risk profile reduces across our state and in many of the regions beyond our state borders. We believe that the time has come to reunite the Kimberley with the rest of Western Australia enabling families, businesses and communities to move firmly into the recovery phase of this COVID-19 pandemic, improving mental health outcomes and our economic destiny.

We are aware that you will be well informed of the perilous state of the Kimberley economy, with mining, tourism, service industries and the construction sector all deeply affected by the current situation. Feedback from mining sector, which generates some \$364million in the Kimberley, is that reliance on a fly-in-fly-out or a drive-in-drive-out workforce in isolation is not sustainable and some operations have entered hibernation until the Kimberley border reopens. The tourism industry, which has a substantial number of offerings from the Aboriginal business sector and domestic visitor revenue of some \$500million, is facing catastrophe if the dry season tourism remains in hibernation. All of the businesses in these sectors have financial commitments and many have made significant investments in infrastructure and need to negotiate with lenders as well as landlords, staff and customers.

With consideration of the preparedness of the Kimberley to manage COVID-19, and the economic and social consequences of ongoing isolation we, the leaders in the region, believe that it is time to lift the Biosecurity (Human Biosecurity Emergency) (Human Coronavirus with Pandemic Potential) (Emergency Requirements for Remote Communities) Determination 2020 as it relates to the Kimberley and recommends the date of the 18th of June 2020 as an appropriate timeframe dependent of no further cases across the Region.

Further, we request that the intent to remove the border control be communicated as early as possible. This will enable agencies to prepare, businesses to begin the planning and the marketing of a 2020 northern tourism season on a level playing field with other destinations in Western Australia, and the reactivation of other businesses across the region. It will also relieve the uncertainty for those that have been separated from family members and friends over the last two months, delivering considerable mental health benefits for residents in the region.

We acknowledge the complexities of border controls relating specifically to Aboriginal communities and encourage the State to work with individual Aboriginal communities to determine their readiness for the lifting of those restrictions including those that select to continue their isolation.

We thank you for your consideration of this request and we look forward to working with your agencies to progress and finalise the initial transition from regional border controls in the Kimberley and the ongoing milestones for the region over the next eighteen months as we recover from the COVID-19 pandemic.

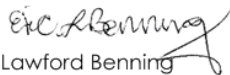
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Should you seek further information on any of the matters above please contact Debra Goostrey in Kimberley Zone Secretariat on 0439 380 266.

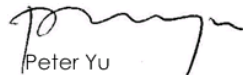
Signatories to this letter follow:



Tyronne Garstone
Chairperson
COVID-19 Aboriginal
Kimberley Taskforce



Lawford Benning
Member Northern
Australia Indigenous
Reference Group,
Member COVID-19
Aboriginal Taskforce



Peter Yu
Chair Northern Australia
Indigenous Reference
Group,
Member COVID-19
Aboriginal Taskforce



Myrtle Ward
Chairperson
Kimberley Aboriginal
Medical Services Ltd



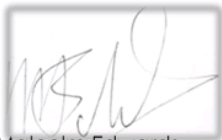
Chris Mitchell
Chair
Kimberley Zone and
Kimberley Regional
Group



Harold Tracey
President
Shire of Broome



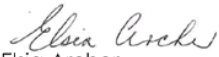
David Menzel
President
Shire of Wyndham East
Kimberley



Malcolm Edwards
President
Shire of Halls Creek



Geoff Haerewa
President
Shire of Derby West
Kimberley



Elsie Archer
Chair Regional
Development Australia
(Kimberley)

11. NOTICES OF MOTION

Nil.

12. BUSINESS OF AN URGENT NATURE

Nil.

13. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil.

14. MATTERS BEHIND CLOSED DOORS**COUNCIL RESOLUTION:*****(REPORT RECOMMENDATION)******Minute No. C/0520/018******Moved: Cr N Wevers******Seconded: Cr C Mitchell******That the meeting be closed to the public at 7:17pm******CARRIED UNANIMOUSLY 8/0***

Members of the Public departed the Chambers at 7:17pm.

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”.

9.4.3 DEED OF VARIATION: LOCAL GOVERNMENT HOUSE TRUST

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	FIN003
AUTHOR:	Manager Financial Services
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Corporate Services
DISCLOSURE OF INTEREST:	Nil

SUMMARY: This report seeks Council's consent by formal resolution to a variation to the Trust Deed for the Local Government House Trust (the Trust).

COUNCIL RESOLUTION:**(REPORT RECOMMENDATION)****Minute No. C/0520/019****Moved: Cr D Male****Seconded: Cr N Wevers**

That Council consents to the Trustee of the Local Government House Trust executing the Deed of Variation as outlined in the body of this report and attached in Attachment 2.

CARRIED UNANIMOUSLY 8/0

This item and any attachments are confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)((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”.

9.4.4 OBJECTION TO THE RATE RECORD - RATE EXEMPTION APPLICATION - BROOME VOLUNTEER SEA RESCUE GROUP

LOCATION/ADDRESS:	A306516
APPLICANT:	Broome Volunteer Sea Rescue Group
FILE:	ARA11
AUTHOR:	Finance Officer - Rates
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Corporate Services
DISCLOSURE OF INTEREST:	Nil

SUMMARY: The Broome Volunteer Sea Rescue Group has submitted an objection to the rate record through a rates exemption application for the financial year 2019/20. The objection outlines claims that Assessment A306516 is non-rateable under section 6.26(2)(g) of the *Local Government Act (WA) 1995* as the land is 'used exclusively for a 'charitable purpose'.

This report provides a recommendation for Council's consideration in response to the rates exemption application.

COUNCIL RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. C/0520/020

Moved: Cr C Mitchell

Seconded: Cr E Foy

That Council:

- 1. Approves the rates exemption for Assessment A306516 in accordance with section 6.26(2)(j) of the Local Government Act 1995;**
- 2. Approves the reversal of rates raised for the 2019/20 financial year; and**
- 3. Requests that the Chief Executive Officer review the use of the property on an annual basis.**

CARRIED UNANIMOUSLY 8/0

COUNCIL RESOLUTION:**(REPORT RECOMMENDATION)****Minute No. C/0520/021****Moved: Cr N Wevers****Seconded: Cr P Taylor*****That the Meeting again be open to the public at 7:19pm.*****CARRIED UNANIMOUSLY 8/0**

The Council chambers were opened and it was noted that members of the public returned to the Chambers at 7:19pm. The Chair read aloud the resolutions for the 2 confidential items.

15. MEETING CLOSURE

There being no further business the Chair declared the meeting closed at 7:21 PM.

These minutes were confirmed at a meeting held 25 June 2020,
and signed below by the Presiding Person, at the meeting these minutes were confirmed.

Signed:

