



Our Vision

"Broome - a future for everyone."

AGENDA

FOR THE

ORDINARY MEETING OF COUNCIL

25 MARCH 2021

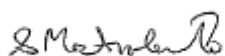
NOTICE OF MEETING

Dear Council Member,

The next Ordinary Meeting of Council will be held on Thursday, 25 March 2021 in the Council Chambers, Corner Weld and Haas Streets, Broome, commencing at 5:00 PM.

Social distancing measures are in place throughout the building. It is a condition of entry that people adhere to remaining the prescribed 2 meters apart.

Regards,



S MASTROLEMBO
Chief Executive Officer

18/03/2021

Our Mission

"To deliver affordable and quality Local Government services."

DISCLAIMER

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

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

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

Councillor Attendance Register										
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
2020	26 March									
2020	30 April			LOA						
2020	28 May									LOA
2020	25 June	LOA								
2020	30 July		A	LOA						
2020	31 August			LOA	LOA					
2020	23 September				LOA					LOA
2020	29 October				LOA					
2020	19 November			LOA	A					
2020	10 December									
2021	25 February	A								

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

2.25. Disqualification for failure to attend meetings

- (1) A council may, by resolution, grant leave of absence, to a member.
- (2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister, unless all of the meetings are within a period of 3 months.
- (3A) Leave is not to be granted in respect of —
 - (a) a meeting that has concluded; or
 - (b) the part of a meeting before the granting of leave.
- (3) The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.
- (4) A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2 month period.
- (5A) If a council holds 3 or more ordinary meetings within a 2 month period, and a member is absent without leave throughout each of those meetings, the member is disqualified if he or she is absent without leave throughout the ordinary meeting of the council immediately following the end of that period.

- (5) *The non-attendance of a member at the time and place appointed for an ordinary meeting of the council does not constitute absence from an ordinary meeting of the council —*
- (a) *if no meeting of the council at which a quorum is present is actually held on that day; or*
 - (b) *if the non-attendance occurs —*
 - (i) *while the member has ceased to act as a member after written notice has been given to the member under section 2.27(3) and before written notice has been given to the member under section 2.27(5); or*
 - (ii) *while proceedings in connection with the disqualification of the member have been commenced and are pending; or*
 - (iii a) *while the member is suspended under section 5.117(1)(a)(iv) or Part 8; or*
 - (iii) *while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.*
- (6) *A member who before the commencement of the Local Government Amendment Act 2009 section 5 was granted leave during an ordinary meeting of the council from which the member was absent is to be taken to have first obtained leave for the remainder of that meeting.*

[Section 2.25 amended: No. 49 of 2004 s. 19(1); No. 17 of 2009 s. 5; No. 31 of 2018 s. 5.]

SHIRE OF BROOME
ORDINARY MEETING OF COUNCIL
THURSDAY 25 MARCH 2021
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1. OFFICIAL OPENING**2. ATTENDANCE AND APOLOGIES**

Attendance:

Apologies:

Leave of Absence:

Officers:

Public Gallery:

3. ANNOUNCEMENTS BY PRESIDENT**4. DECLARATIONS OF INTEREST****5. PUBLIC QUESTION TIME****Questions Taken on Notice**

The following question were asked by Michael Leake at Ordinary Council Meeting 25 February 2021 and were subsequently taken on notice.

Question One (1)

In today's agenda there is an item relating to RPS Group and their role in the Economic Development Strategy which cites that this organisation comes with extensive experience in that particular field.

It is my understanding that at the time of the signing of the MOU with BFA, that BFA had no staff. Therefore, to ensure that ratepayers funds were not going to be wasted, what due diligence and procedures were followed to ensure that BFA had the necessary staff, expertise and experience to carry out the requirements as per the MOU, and what alternate organisations were not accepted for this role and why?

Administrative response provided by James Watt, Acting Director Development and Community:

Officers understand the following summary of events reflect the discussion and decisions of the relevant organisations at the time:

- The final draft Broome Growth Plan was endorsed by the Economic Development Advisory Council (EDAC), Council and the Growth Plan Partnership (GPP) in 2016.
- The GPP agreed that the remaining Growth Plan funds (provided by the WA State Government) be transferred to the Shire of Broome to be held in reserve pending a decision on the expenditure of funds in 2017.

- Meetings were held between the Broome Growth Plan Project Control Group (PCG) and representatives of the former Broome Future Ltd (Broome Future), exploring the possibility of Broome Future becoming the implementation body for the Growth Plan. A proposal was subsequently provided by Broome Future.
- The GPP gave in-principle support for the Broome Future proposal and received Ministerial advice to formally launch the final Broome Growth Plan in 2018.
- A circular resolution was passed by the GPP on 28 March 2018 agreeing to engage Australian Venture Consultants Pty Ltd (AVC) to convene a facilitated workshop with GPP members, Broome Future representatives and representatives from the Broome Chamber of Commerce and Industry (BCCI), and then prepare a Governance Charter, including revisions for the Broome Future Constitution and development of communication materials for use by all parties.
- A MOU and an updated Governance Charter were developed by AVC to govern the transition process whereby Broome Future would become the implementation body for the Broome Growth Plan.
- The GPP met on 15 June 2018 and at this meeting the GPP endorsed the final Broome Growth Plan, subject to some minor modifications and a foreword from the Minister. The GPP also endorsed the transition MOU subject to minor changes and discussed seed funding for the implementation of the Broome Growth Plan.
- At the meeting held 25 June 2018 Council's Economic Development Advisory Committee (EDAC) resolved to recommend to Council to endorse the Broome Growth Plan; support Broome Future becoming the implementation body for the Broome Growth Plan; and provide funding equivalent to 1 Full Time employee capable of carrying out the duties of an Executive Officer of the revised Broome Future for a period of 1 year, with subsequent funding to be provided on the basis that the position has created economic value equal to, or greater than, the cost of employment.
- At the Ordinary Meeting of Council held 28 June 2018, it was resolved that Council:
 1. *Receives the minutes of the Economic Development Advisory Committee meeting held on 25 June 2018.*
 2. *Endorses the Broome Growth Plan as shown in Attachments 26, 27 and 28 to the agenda item in Attachment 1 of this report, subject to the minor amendments shown in Attachments 29 and 30 to the agenda item in Attachment 1 of this report and the inclusion of a Minister's foreword if one is provided.*
 3. *Endorses the Memorandum of Understanding in Attachments 23 and 24 to the agenda item in confidential Attachment 2 of this report, subject to any minor modifications negotiated by the Chief Executive Officer.*
 4. *Supports Broome Future Limited becoming the implementation body for the Broome Growth Plan in accordance with the Governance Charter in Attachment 25 to the agenda item in confidential Attachment 2 of this report, subject to any minor modifications negotiated by the Chief Executive Officer.*
 5. *Approves the allocation of \$100,000 towards the seed funding payable to the revised Broome Future.*
 6. *Adopts a budget amendment to the 2018/19 Annual Budget to the value of \$100,000 to account number 1367210, noting a resultant \$100,000 forecast deficit position to 30 June 2019.*
 7. *Requests that the Chief Executive Officer seek to offset this deficit position through the 2018/19 first quarter finance and costing review.*
 8. *Requests the Chief Executive Officer to work with other members to secure further contribution toward initial seed funding requirements.*

- *It should be noted that approximately \$60,000 of the \$100,000 allocation was “seed funding” remaining from Growth Plan funding provided by the State Government as part of the GPP.*
- *The recruitment and appointment of staff at Broome Future followed this resolution.*

Question Two (2)

Clause 8 of the MOU with Broome Futures clearly outlines that a Strategic Plan is to be completed within 12 months of signing of the MOU which I believe was sometime early in 2020.

Has the shire received a copy of the strategic plan and will it be made available publicly, or if the shire hasn't received such a plan, how will the shire obtain such a strategic plan (given that I now believe that BFA no longer has any staff), and thus ensure that ratepayers funds have been used effectively and not wasted?

Administrative response provided by James Watt, Acting Director Development and Community:

Officers understand the West Kimberley Alliance (formally Broome Future Alliance) used the Broome Growth Plan as the strategic lead document and focused on an Action Plan to guide the implementation framework of the group and the Broome Growth Plan vision.

The West Kimberley Alliance is providing acquittal documentation for the Shire of Broome / Broome Growth Plan Partnership funding received which will outline funds expenditure and outcomes achieved.

The following question was asked by Brendan Renkin at Ordinary Council Meeting 25 February 2021 and were subsequently taken on notice.

Question Two (2)

Can the Shire provide the public with details about the planning group that was proposed to examine opportunities and challenges arising from the KMSB project? Was the Shire invited to attend such a group, was the matter brought before the Shire Council and was a representative of the Shire appointed to the group?

Administrative response provided by James Watt, Acting Director Development and Community:

Officers are not aware of the establishment of a formal 'planning group' to examine opportunities and challenges arising from the Kimberley Marine Offloading Facility (KMOF) project. Recent consultation with the Kimberley Development Commission, Kimberley Ports Authority and consultants associated with the KMOF project has confirmed a 'planning group' has not been established.

Officers understand a research project was discussed at West Kimberley Alliance to investigate and review Broome's industrial land and logistics services/supply for potential future demand, however, this research project has not progressed.

6. APPLICATIONS FOR LEAVE OF ABSENCE**7. CONFIRMATION OF MINUTES**RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on 25 February 2021, as published and circulated, be confirmed as a true and accurate record of that meeting.

8. PRESENTATIONS / PETITIONS / DEPUTATIONS

9. REPORTS FROM OFFICERS

9.1 PEOPLE

9.1.1 COMMUNITY DEVELOPMENT FRAMEWORK AND INFORMING STRATEGIES FOR ENDORSEMENT

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	CDE01
AUTHOR:	Community Projects Officer
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Acting Director Development and Community
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

The draft Shire of Broome Community Development Framework and Informing Strategies were released for an eight-week public comment period, closing 31 December 2020. The community feedback received has been reviewed and officers have compiled the final documents for Council's consideration.

This report requests Council to receive the feedback submitted and endorse the updated Community Development Framework and Informing Strategies for the period 2021 – 2025.

BACKGROUND

Previous Considerations

SMC 03 November 2020	Item 6.2.1
OMC 10 December 2020	Item 11.1

Background

The Community Development Framework provides an overarching summary of the Shire's approach to community development. The following documents were drafted and included in the Framework:

- Community Safety Plan 2021 – 2025
- Youth Plan 2021 – 2025
- Town Beach Place Management Plan 2021 – 2025
- Art and Culture Strategy and Action Plan 2021 – 2025

These documents have been developed to be complementary and contain actions deemed achievable within available resources as per the current staffing structure. Should new initiatives or major projects be developed during the lifespan of the plans the deliverables may need to be adjusted accordingly.

The engagement of key stakeholders was a focus in the development of the draft plans. Consultation was undertaken with the following key stakeholders, with each engaged for a minimum of one plan:

- Shire of Broome (officers and elected members)
- Shire of Broome Youth Advisory Council

- WA Police
- Department of Justice
- Department of Communities
- Department of Education
- Department of Local Government, Sport and Cultural Industries
- Nyamba Buru Yawuru
- Kimberley Population Health Unit
- Kullarri Patrol
- Broome Youth and Families Hub
- Broome PCYC
- Broome Visitor Centre
- Paspaley – Properties
- Agunya LTD
- Aarnja
- Milliya Rumurra
- Broome Senior High School
- Year 13 Project
- Town Beach Café
- Shinju Matsuri Committee
- Broome Stallholders Association
- Broome Historical Society
- Broome Chamber of Commerce

These groups were identified as primary and secondary stakeholders with a direct or general interest in one or more of the plans. The engagement process gathered input and sought involvement to assess their operational knowledge, community experience and organisational position in relation to the draft plans.

The draft Community Development Framework and Informing Strategies were subsequently developed, endorsed and advertised for an eight-week period from Wednesday 4 November to Thursday 31 December 2020.

The Art and Culture Strategy and Action Plan 2021 – 2025 was removed from public comment following the Council Meeting on 10 December 2020. Council requested that further consultation with the Broome arts sector be sought to better inform the plans. Officers have been meeting with stakeholders to obtain further feedback and will develop options for Council's consideration.

A Community Safety Forum was organised in December 2020 to address concerns around public safety and formed part of the engagement process on the Draft Community Safety Plan 2021-2025. The themes identified through discussions at the Forum reinforced the priority areas within the Community Safety Plan 2021-2025 and strengthened the necessity for actions which address them.

At the close of the consultation period, a total of 11 submissions were received across the four draft plans - with some of the submissions relating to multiple plans. The submissions received are detailed below on a per plan basis:

- Community Development Framework (one submission)
- Community Safety Plan (five submissions)
- Youth Plan (three submissions)
- Town Beach Place Management Plan (six submissions)

COMMENT

Community Consultation and Engagement Reports (**Reports**) (**Attachments 1 - 4**) have been developed which outline the public comment process and outcomes, including:

- Summary of community consultation and engagement activities
- Statistics on degree of 'reach' achieved through the public comment period
- Submissions and officer's assessment
- Summary of all changes

The comments received through the public submissions reinforced the existing actions within the plans, which were informed by broad and targeted engagement earlier in the project.

All feedback (including the public comments) received was valuable when developing and reviewing the plans.

Following the outcome of the March OMC, Shire officers will contact workshop participants and community respondents individually to thank them for their feedback, explain how it has been utilised, and to provide an update on the Community Development Plans.

Assessment of the feedback resulted in changes that were considered minor in nature, and reflect:

- 1) Additional detail to clarify actions;
- 2) Alignment with actions included in Council's Strategic Community Plan and Corporate Business Plan; and
- 3) New deliverables to capture additional initiatives (e.g. current or planned).

The table below provides a brief summary of the public submissions and officers' response, noting further details are contained in the Reports as attached.

Plan	Public Comment Themes	Officers' Response
Community Development Framework	<p>One submission including:</p> <ul style="list-style-type: none"> - Lack of acknowledgment of the seniors community in the description of what constitutes a 'Strong Community' - Community Engagement Framework not included in plans 	<p>Shire officers have made the following amendment to the plan:</p> <ul style="list-style-type: none"> - Reworded description on Page 4 to ensure reflection of all ages. <p>Officers to contact respondent to provide information on the Community Engagement Framework.</p>
Community Safety Plan	<p>Five submissions received which highlighted the following areas of concern:</p> <ul style="list-style-type: none"> - Lighting - Car theft - Police resources - Youth crime - Itinerants - Anti-social behaviour 	<p>Shire officers have made the following amendments to the plan:</p> <ul style="list-style-type: none"> - 9 minor edits made to deliverables - 8 additional deliverables included to target areas of concern

	Officers also considered the themes arising from the Community Safety Forum (December 2020).	
Youth Plan	<p>Three submissions received highlighting the following areas of concern:</p> <ul style="list-style-type: none"> - Lack of diversity in photo content - Youth crime - Funding for services 	<p>Shire officers made the following amendments to the plan:</p> <ul style="list-style-type: none"> - Additional photos sourced - 2 minor edits made to deliverables - 2 additional deliverables included to address youth diversionary programs
Town Beach Place Management Plan	<p>Six submissions received highlighting:</p> <ul style="list-style-type: none"> - Youth crime at the precinct - Alcohol and anti-social behaviour - Tourism and development - Parking 	<p>Shire officers have made the following amendments to the plan:</p> <ul style="list-style-type: none"> - 10 minor edits made to deliverables - 2 additional deliverables

The edited plans and Reports were distributed to all Councillors on 5 March 2021 and workshopped on 9 March 2021 (attended by Councillors Foy, Male, Matsumoto, Mitchell, Taylor and Wevers). Only minor changes were flagged during this process. The final plans are included as **Attachments 5 – 8** to this report.

CONSULTATION

Shire officers implemented a range of broad and focussed engagement activities to advertise the public comment period and seek feedback on the draft plans. These included:

- Documents made available electronically on the Shire of Broome website
- Hard copies of the plans were on display at the Shire administration building and the Broome Public Library
- Shire News and E-Newsletter advertisement
- Social media posts distributed via the Shire Facebook page
- Radio announcements via Triple M Broome 102.9
- Two community engagement stalls held at the Broome Boulevard and Paspaley Plaza in December 2020
- Targeted emails were distributed to the Broome Youth Coordinators Network, Youth Advisory Council, workshop participants, Shire Councillors, Chamber of Commerce
- Mail-out letters to Town Beach Residents

A total of 11 submissions were received across the four draft plans. Shire officers note that despite the low number of responses, there was significant reach achieved during the public comment period which is hoped to have created an increased awareness of the Shire's commitment.

As an example, when investigating the analytics from the Shire Facebook Page to determine the level of community reach, two Facebook posts in November 2020 encouraging feedback on the draft Community Safety Plan 2021 – 2025 were viewed by 1799 Facebook profiles. The nine Facebook posts issued during the public comment were viewed 15,556 times. When viewing the figures, Shire officers note there is potential for some duplication across Facebook profiles. A detailed summary of the level of reach is outlined within the Reports for each of the plans.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

3.4.6 Community Engagement

FINANCIAL IMPLICATIONS

The documents have been developed as informing strategies that will guide future budget allocations and direction of the Shire. Adoption of the final plans does not commit the Shire to funding - instead they will inform annual funding requests to be developed and considered through annual budget processes.

The actions for the Shire to deliver have been based on current staffing resources at the time of presentation to Council. Additional actions or projects adopted by the Shire may impact the full delivery of the plans.

RISK

The following table outlines the key risks identified with this project and the mitigation strategies proposed to address these risks in accordance with the Shire's Risk Management Policy.

Risk	Type	Rank	Mitigation
Stakeholder dissatisfaction	Reputational	Medium	Shire officers have followed the procedures within the endorsed Community Engagement Framework to undertake a broad range of engagement with stakeholders in the development of the draft plans, and during the public comment period.
Political Risk	Reputational	Medium	The Community Development Framework and Informing Strategies will provide guidance on priority areas for the Shire in the delivery of Community Development initiatives.
Lack of community feedback on draft plan	Reputational	Medium	Broad stakeholder consultation and engagement has been completed as part of this project. Further feedback will be sought in the development of individual projects.

Lack of staffing resources to deliver actions	Reputational	Low	The outlined actions for the Shire to deliver have been based on current staffing levels and may be adjusted should major or unforeseen projects arise in the future.
Number of deliverables included in each plan	Reputational	Low	The deliverables have been developed through community consultation and the results of the Community Perceptions Survey which was completed in 2020. The survey identified that Safety and Security was a top community priority; and this is reflected in the breadth of the corresponding plan.

STRATEGIC IMPLICATIONS

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

Effective communication

Affordable services and initiatives to satisfy community need

Accessible and safe community spaces

Participation in recreational and leisure activity

A healthy and safe environment

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

A preserved, historical and cultural heritage of Broome

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

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

Effective community engagement

VOTING REQUIREMENTS

Simple Majority

REPORT RECOMMENDATION:

That Council:

1. *Notes the feedback received from the public in relation to the Shire of Broome Community Development Framework and Informing Strategies 2021 – 2025.*
2. *Endorses the Shire of Broome Community Development Framework 2021 – 2025 (Attachment 5).*
3. *Endorses the Shire of Broome Community Safety Plan 2021 – 2025 (Attachment 6).*
4. *Endorses the Shire of Broome Youth Plan 2021 – 2025 (Attachment 7).*

5. *Endorses the Shire of Broome Town Beach Place Management Plan 2021 – 2025 (Attachment 8).*

Attachments

1. Attachment 1 - Community Development Framework - Consultation and Engagement Report
2. Attachment 2 - Community Safety Plan - Consultation and Engagement Report
3. Attachment 3 - Youth Plan - Consultation and Engagement Report
4. Attachment 4 - Town Beach Place Management Plan - Consultation and Engagement Report
5. Attachment 5 - Community Development Framework 2021 - 2025
6. Attachment 6 - Community Safety Plan 2021 - 2025
7. Attachment 7 - Youth Plan 2021 - 2025
8. Attachment 8 - Town Beach Place Management Plan 2021 - 2025

CONSULTATION AND ENGAGEMENT REPORT - COMMUNITY DEVELOPMENT FRAMEWORK 2021 - 2025

Summary of Community Consultation & Engagement

The community consultation and engagement for the Draft Community Development Framework 2021 - 2025 included:

- **Community Survey** - The Shire of Broome conducted a Community Perceptions Survey in June 2020, which was completed by 1,046 respondents. The survey identified community priorities which informed the development of the draft Community Development Framework and informing strategies.
- **Stakeholder Workshops** - Key stakeholders were invited to attend a series of workshops in 2020, as part of targeted community consultation for the draft informing strategies.
- **Targeted communications** – Email updates were sent to workshop participants, Youth Advisory Council members, Broome Youth Coordinators Network, and the Broome Chamber of Commerce.
- **Promotion** - The draft plan was promoted through Council's website, Shire News, E- Newsletter, Radio, Poster advertising, and on social media.
- **Public exhibition of the draft plan** – The draft plan was released for an eight-week public comment period from 4 November to 31 December 2020. At the close of consultation, a total of 11 submissions were received across four draft plans – 1 that applied to the draft Community Development Framework.

Public exhibition of the draft plan included:

- Hard copies of the draft plans were on display at the Shire Reception and Library
- Shire's website via [Have Your Say](#)
- Two community engagement stalls held in December 2020

Community Comment Period

At the November 2020 Ordinary Meeting of Council, the Shire Council endorsed an 8-week public comment period on the draft Community Development Framework 2021 – 2025.

Between November 4 to December 31, 2020, Shire Officers implemented a range of community engagement activities to advertise this opportunity and seek feedback on the draft Informing Strategies.

A summary of community engagement is provided in the table below:

Method	Number	Result
Facebook posts	9 Facebook posts	<ul style="list-style-type: none"> Post 1 – 1,202 people reached / 23 engagements Post 2 – 1,799 people reached / 34 engagements Post 3 – 2,637 people reached / 159 engagements Post 4 – 2,379 people reached / 77 engagements Post 5 – 1, 078 people reached / 24 engagements Post 6 – 835 people reached / 13 engagements Post 7 – 964 people reached / 14 engagements Post 8 – 3,309 people reached / 428 engagements Post 9 – 1,353 people reached / 77 engagements <p>** Engagement is a Facebook post- LIKE, SHARE or COMMENT</p>
Shire website	Advertised for 8 weeks	344 page views
Targeted emails	12 group emails sent to Broome Youth Coordinators Network, Youth Advisory Council, workshop participants, Shire Councillors, Chamber of Commerce	1 response
E- Newsletter	November and December 2020 editions	2000 subscribers across different groups/categories
Shire News	December 3, December 17 editions	<p>Inclusion within Broome Advertiser distributed via – Residential delivery</p> <p>Sale at media and shopping outlets</p>
Radio interview	1 Radio interview	<p>11 November 2020</p> <p>Triple M Broome 102.9</p>
Community stalls	2 community engagement stalls held at Boulevard Shopping Centre and Paspaley Plaza	<p>17 discussions with community members</p> <p>Increased awareness of project</p>
Poster advertising	Posters at BRAC, Library and Civic Centre	Broad engagement
Resident mail-out	593 letters posted to Town Beach residents	<p>Letters distributed 13th November 2020</p> <p>2 responses</p>

Community Submissions Received and Recommended Changes to Draft Strategy

No.	Plan	Respondent	Comment	Theme of Comment	Officer Comments	Recommended Action
1	Community Development Framework	Jan Lewis	<p>“Strong communities are characterised by high levels of social and economic participation. They demonstrate effective decision-making and strong networks, and they attract and retain families and young people to live and work”.</p> <p>Comments:</p> <ul style="list-style-type: none"> o No mention of a healthy environment – which is of course essential if there’s going to be high levels of social & economic participation. o As an older person I’m annoyed that we seem to be ignored. Surely you want the experience and available time of older people to power the social activities?? <p>Suggest the sentences be changed to read:</p> <p>Strong communities are characterised by high levels of social and economic participation in a healthy environment. They demonstrate effective decision-making and strong networks, and they attract and retain families and young people to live and work, and the lived experience of older people.</p> <p>· 6 plans are included in the suite of plans that fall under the Community Development Framework. I think another one should be included, although I can’t currently find it. It was a policy or framework about how the Shire would consult with the community. It specified what level of consultation was required for each type of decision – and was certainly active in Graham Campbell’s Presidency. As all aspects of the Shire’s decision-making impact on resident’s lives, I suggest that this document, if it still exists, should also be part of the community development framework.</p>	<ul style="list-style-type: none"> - Community Engagement Framework - Value of elder community members 	<p>Comments noted.</p> <p>Existing deliverables within the CBP and SCP address respondents’ comments regarding the Community Engagement Framework:</p> <p>SCP</p> <p>12.1 - Provide the community with relevant, timely information and effective engagement</p> <p>CBP</p> <p>12.1.1 - Provide a Community Engagement Strategy that addresses ways to improve communication and consultation.</p>	<ul style="list-style-type: none"> - Change sentence structure on Page 4 to read: “Strong communities are characterised by high levels of social and economic participation. They demonstrate effective decision-making and strong networks, and they attract and retain people of all ages to live, work, and contribute”. - Respond to applicant providing information on the Shire’s Community Engagement Policy and Framework and advising that the documents are not intended to be combined with the Community Development Framework.

Summary of all changes

Page #	Type of change	Detail
1	Remove text	Remove mention of DRAFT
3	Add text	Include Cultural Practice Statement – <i>Aboriginal and Torres Strait Islander peoples should be aware that this publication may contain the images of people who have passed away.</i>
4	Reword sentence	Change to – “Strong communities are characterised by high levels of social and economic participation. They demonstrate effective decision-making and strong networks, and they attract and retain people of all ages to live, work, and contribute”.
7	Remove text	Remove mention of the Arts and Culture Strategy 2021 - 2025

CONSULTATION AND ENGAGEMENT REPORT - COMMUNITY SAFETY PLAN 2021 - 2025

Summary of Community Consultation & Engagement

The community consultation and engagement for the Draft Community Safety Plan 2021 - 2025 included:

- **Community Survey** - The Shire of Broome conducted a Community Perceptions Survey in June 2020, which was completed by 1,046 respondents. The survey results identified that Safety and Security was a top community priority and provided a significant amount of comments and feedback on this theme.
- **Informal Engagement** - Twelve community picnics were held across various neighbourhoods in Broome in 2019. These picnics were aimed at providing an opportunity for community engagement; whilst building capacity and resilience for community members to increase safety and security awareness.
- **Stakeholder Workshop** - Key stakeholders, including members from the previous Community Safety Working Group, were invited to attend a workshop in August 2020, as part of targeted community consultation.
- **Community Safety Forum** – A Community Safety Forum was held on December 7, 2020. The meeting was organised to address concerns around public safety and formed part of the engagement process seeking feedback on the Draft Community Safety Plan. For more information see *Attachment 1*.
- **Targeted Communications** – Email updates were sent to workshop participants, Youth Advisory Council members, Broome Youth Coordinators Network, and the Broome Chamber of Commerce.
- **Promotion** - The draft plan was promoted through Council's website, Shire News, E- Newsletter, radio, poster advertising, and on social media.
- **Public exhibition of the draft plan** - The draft plan was released for an eight-week public comment period from 4 November to 31 December 2020. At the close of consultation, a total of 11 submissions were received across four draft plans – 5 of which apply to the draft Community Safety Plan.

Public exhibition of the draft plan included:

- Hard copies on display at the Shire Reception and Library
- Advertised via [Have Your Say](#) on the Shire webpage
- Two community engagement stalls held in December 2020

Community Comment Period

At the November 2020 Ordinary Meeting of Council, the Shire Council endorsed an 8-week public comment period on the draft Community Safety Plan 2021 – 2025.

Between November 4 to December 31, 2020, Shire Officers implemented a range of community engagement activities to advertise this opportunity and seek feedback on the draft Informing Strategies. A summary of community engagement is provided in the table below:

Method	Number	Result
Facebook posts	9 Facebook posts	<ul style="list-style-type: none"> Post 1 – 1,202 people reached / 23 engagements Post 2 – 1,799 people reached / 34 engagements Post 3 – 2,637 people reached / 159 engagements Post 4 – 2,379 people reached / 77 engagements Post 5 – 1, 078 people reached / 24 engagements Post 6 – 835 people reached / 13 engagements Post 7 – 964 people reached / 14 engagements Post 8 – 3,309 people reached / 428 engagements Post 9 – 1,353 people reached / 77 engagements <p><i>** Engagement is a Facebook post- LIKE, SHARE or COMMENT</i></p>
Shire website	Advertised for 8 weeks	344 page views
Targeted emails	12 group emails sent to Broome Youth Coordinators Network, Youth Advisory Council, workshop participants, Shire Councillors, Chamber of Commerce	1 response
E- Newsletter	November and December 2020 editions	2000 subscribers across different groups/categories
Shire News	December 3, December 17 editions	Inclusion within Broome Advertiser distributed via – Residential delivery Sale at media and shopping outlets
Radio interview	1 Radio interview	11 November 2020 Triple M Broome 102.9
Community stalls	2 community engagement stalls held at Boulevard Shopping Centre and Paspaley Plaza	17 discussions with community members Increased awareness of project
Poster advertising	Posters at BRAC, Library and Civic Centre	Broad engagement
Resident mail-out	593 letters posted to Town Beach residents	Letters distributed 13 th November 2020 2 responses

Community Submissions Received and Recommended Changes to Draft Strategy

No.	Plan	Respondent	Comment	Theme of Comment	Officer response	Recommended action
1	Community Safety Plan	C.J. Tilyard	<p>I am appalled on reading the above plan..... WHY do we have to wait until 2021 - 2025 for a 'safety plan' to be implemented in this town. THIS TOWN IS NOT SAFE NOW</p> <p>Something needs to be done now.... NOVEMBER 2020, NOT 2021. As an 'older person', I refuse to go out at night because of the situation in the town. After 2pm, I refuse go anywhere near the Boulevard Shopping Centre and after sunset I refuse to drive down Frederick Street.</p> <p>I am tired of having to try and justify to tourists and prospective tourists, the dangers in this town..... not being safe to be out at night, unsafe to 'play' on Cable Beach after sunset because of the cars breaking the speed limit there, not feeling safe to be near Town Beach after sunset, poor lighting in the suburban streets so not being able to be a pedestrian after dark.</p> <p>Another issue spoken about by friends are the lack of support from Police when urgent issues arise. We all know the Police are understaffed, overworked etc but not being able to contact them on any other their numbers in an emergency is a worry.</p> <p>I came to this town to live after visiting for 25 years, but unfortunately, I have stopped trying to persuade friends to visit me here because of safety issues. I now visit family and friends elsewhere rather than them visiting me.</p> <p>If this plan is not implemented until 2021 I really do fear for the town and I shall have to re think my future here.</p>	<ul style="list-style-type: none"> - Poor lighting - Car theft - Lack of Police resources 	<p>Existing deliverables respond to the applicant's comments:</p> <ul style="list-style-type: none"> - Partner with WA Police to provide ongoing monitoring of anti-social behaviour in public places. - Provide an annual lighting upgrade program. - Advocate for external funding for CCTV and lighting programs. - Advocate for additional CCTV in recreational areas. - Provide a community awareness campaign to promote safety and crime prevention. <p>Police resourcing was raised directly to WAPOL at the Community Safety Forum.</p>	No change.

No.	Plan	Respondent	Comment	Theme of Comment	Officer response	Recommended action
2	Community Safety Plan	Robyn Walton	<p>My daughter, her husband and my one year old granddaughter arrived in Broome on Sunday 22 November 2020, excited to have a lovely holiday.</p> <p>They were devastated to learn their car had been stolen overnight. All their baby things were stolen, clothes, pram, cot, bike. They also lost a computer, passports, jewellery and clothes.</p> <p>The car was found the next morning, burnt out.</p> <p>Something needs to be done urgently, apparently this has been happening for many years.</p> <p>Who is responsible for crime? What are the government doing? What are the local council doing? What are the local police doing? What is tourism WA doing?</p> <p>Crime, tourism and safety seem to be major issues which need to be addressed.</p>	Car theft	<p>Existing deliverables respond to the applicant's comments:</p> <ul style="list-style-type: none"> - Advocate for external funding for a home security subsidy scheme. - Provide a community awareness campaign to promote safety and crime prevention. - Advocate on new and emerging community safety and crime prevention issues. - Advocate for the State Government to review the effectiveness of community safety service provision within the Kimberley region to evaluate and improve social outcomes for Broome and the region. 	No change.

No.	Plan	Respondent	Comment	Theme of Comment	Officer response	Recommended action
3	Community Safety Plan	Shary Umemba	<p>Having the opportunity to use the new facilities at Town Beach stated out as an amazing experience.</p> <p>Unfortunately this was soon soured when a young boy in my charge was assaulted and myself and 2 others threatened by other young men on the Basketball court. As we made a very speedy departure to deescalate the situation another parent who witnessed the aggression and violence stopped me asking for the incident to be reported to the police.</p> <p>She informed the same perpetrators had threatened her much younger children to the point they were now too scared to go to the water park.</p> <p>We were fortunate that a Samaritan minded tourist stepped in and restrained the violent offender so we could exit, however he was then threatened and informed the offenders family would come and attack him.</p> <p>The police were informed and they issued a juvenile caution. I am aware of others who have experienced similar unprovoked violent episodes in this vicinity.</p> <p>I was wondering if the shire could think about banning individuals of any age who demonstrate aggressive behaviour in this precinct.</p> <p>Obviously this is very difficult to police however would at least have the deterrent effect of making these individuals keep a low profile in this space.</p> <p>Many sports are now issuing suspensions and bans from venues for violent or aggressive behaviour and although not a solution has been an effective deterrent. Obviously the severity of the offence would determine the ban or consequence, which would include participating in any special events or having to attend under parental supervision.</p> <p>Please advise if other safety measures have been endorsed and if the shire would be able to play a part as the police have been doing all in their authority which could be positively supported by other initiatives.</p>	Youth Crime at Town Beach	<p>Existing deliverables respond to the applicant's comments:</p> <ul style="list-style-type: none"> - Partner with WA Police to provide ongoing monitoring of anti-social behaviour in public places. - Fund and partner with agencies to deliver youth diversionary activities. <p>Banning aggressive users from public open spaces such as Town Beach is not currently considered to be an effective or achievable solution.</p> <p>The Shire's current approach to negating this behaviour revolves around working closely with WA Police and other youth/community services providers to work proactively with 'at-risk' community members.</p> <p>Examples of this approach in relation to Town Beach include joint patrols (Shire rangers and WAPOL); and scheduling events targeting youth at the precinct</p>	No change.

					which encourage and model good behaviours.	
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No.	Plan	Respondent	Comment	Theme of Comment	Officer response	Recommended action
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4	Community Safety Plan	Jan Lewis	<p>It seems to me that the content of the Community Safety Plan is written to address the needs of businesses in Chinatown where particular antisocial behaviour occurs.</p> <p>There is another suite of behaviours that impacts on residents in the suburbs that does not get a mention – for example:</p> <ul style="list-style-type: none"> · The large number of itinerant overseas backpackers that are sleeping rough in the bush and car parks around town – defecating, leaving rubbish & drug needles and spoiling people’s enjoyment of the bush. They are the Shire’s responsibility but there is not enough capacity to address it. Try calling a ranger and you’ll get message bank and a response 5 days later. An action regarding this issue should be included. · A cohort of young people (Indigenous and non indigenous) who ride noisy trail bikes on pavements, through drains and across parks at high speed without any concern for the safety of the public. Often just at dusk when no Rangers are available. The Shire should be advocating for this to be addressed. · The anti social behaviour of some tenants of Homeswest and/or rental properties. Rubbish, loud noise, swearing and fighting all spill out onto public open spaces eg the verge. The Shire should be advocating for this issue to be addressed by Homeswest or the relevant real estate agents. The deliverables in the Antisocial behaviour section of the plan were all in the last plan/ have been done before. There is nothing new. Why not evaluate the outcomes?? What is required is more Rangers, better co-operation between Police and Rangers, more co-operation between the Rangers, Police and Kullari Patrol. Etc etc <p>Re Youth Crime and diversionary deliverables</p> <p>Deliverable: Fund and partner with agencies to deliver youth diversionary activities. - Yes, but this should be extended to include agencies using strategies other than diversion to reduce youth crime. eg The evidence gathered by Feed the Little Children Inc clearly shows that young children break and enter because they are hungry. Providing meals helps to break this cycle. This group, which mostly relies on volunteer labour, would find ongoing funding really beneficial and might assist them to expand to 3 nights per week.</p> <p>Re Family and domestic violence deliverables</p>	<ul style="list-style-type: none"> - Itinerants - Anti-social behaviour - Public disturbances - Lack of resources - Funding for youth services 	<p>Comments noted.</p> <p>Existing deliverables respond to the applicant’s comments:</p> <ul style="list-style-type: none"> - Partner with State Government agencies and service providers to monitor and address itinerancy occurring within the Shire. - Advocate for services addressing alcohol and other drug related harm occurring within the Shire. <p>An additional deliverable is listed within CBP:</p> <p>1.1.4 Advocate for Aboriginal Lands Trust and Malingbarr Aboriginal Corporation to effectively manage land use and public health issues at Kennedy Hill</p>	Copy CBP deliverable 1.1.4 into Community Safety Plan
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			<p>there's nothing new here. Both these actions are currently happening. Actions that are far more proactive are required eg Free Advertising on the Shire's page in the Broome paper of activities that focus on preventing FV/DV....</p> <p>Re Civic Leadership deliverables</p> <p>"Advocate for the funding and delivery of an urban renewal project across major precincts in Broome". Haha! Sounds good but will lead to nothing for local residents. Last year there was a community picnic in our local park per the first deliverable in the Anti Social section 'Provide a program of events to activate public open spaces; and strengthen neighbourhood pride and connections'. The lady from the Shire who organised the event asked us what we wanted. The only reply was "a couple of benches to sit on in the park". To get these we were told we must form an incorporated community group and apply for Shire funding! Why doesn't the Shire allocate a small amount of money each year to 'urban precincts' and allow the local residents to meet and decide what the funds should be spent on? Ratepayers don't mind a rate rise if they can see a direct benefit from the additional cost.</p> <p>Sadly, I don't see any of these plans hitting the mark and making a real difference. They read like an exercise completed for the benefit of the business community and/or because it has to be done, rather than a realistic attempt to address issues for residents in the Broome community.</p>			
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No.	Plan	Respondent	Comment	Theme of Comment	Officer response	Recommended action
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5	Community Safety Plan	Thea Hutchinson	<p>Hi Cherry,</p> <p>Although I have owned my property opposite town beach since 1974 and preferred it then undeveloped I must congratulate the shire on the recent works</p> <p>As many more people can enjoy it.... The major MAJOR problem is the Unacceptable behaviour Including drinking which has got worse over the years....</p> <p>It should not be tolerated, and Something must be done to Stop it... it is so bad for tourism I am ashamed these days.</p> <p>I don't see you can develop it much more but am open to ideas</p>	Alcohol and anti-social behaviour at Town Beach	<p>Comments noted.</p> <p>Existing deliverables respond to the applicant's comments:</p> <ul style="list-style-type: none"> - Advocate for the implementation of measures to reduce the impact of excessive alcohol consumption. - Partner with WA Police to provide ongoing monitoring of anti-social behaviour in public places. 	No change.
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Summary of all changes

Page #	Type of change	Detail
1	Remove text	Remove mention of DRAFT
3	Add text	Include Cultural Practice Statement – <i>Aboriginal and Torres Strait Islander peoples should be aware that this publication may contain the images of people who have passed away.</i>
5/6	Add Page	Insert new page to include information on the Community Safety Forum – see attachment 1
5/6	Add text	Include mention of the public comment period - <i>At the November 2020 Ordinary Meeting of Council, the Shire Council endorsed an 8-week public comment period on the draft Community Safety Plan 2021 – 2025. Between November 4 to December 31, 2020, Shire Officers implemented a range of community engagement activities to advertise this opportunity and seek feedback on the draft Informing Strategies.</i>
6 & 7	Edit	Replace graphs – See attachment 2. Include mention below both graphs – <i>The following areas are included in calculated crime statistics: Broome, Bilingurr, Cable Beach, Coconut Well, Dampier Peninsula, Djugun, Eight Mile Beach, Lagrange, Minyirr, Morell Park, One Arm Point and Roebuck.</i> <i>Statistics are sourced from the WA Police website https://www.police.wa.gov.au/</i>
10	Minor edit	ACTION / / Alcohol consumption and other drugs Reword deliverable – <i>Facilitate an ongoing dialogue with the Kimberley Regional Group (four local governments) regarding</i>

		<p>a regional approach to alcohol and other drug related matters.</p> <p>Timeframe: Year 1 - 4</p>
10	Minor edit	<p>ACTION / / Alcohol consumption and other drugs</p> <p>Reword deliverable –</p> <p>Advocate for the implementation of measures to reduce the impact of excessive alcohol consumption e.g Banned Drinkers Register Takeaway Alcohol System.</p>
10	New action	<p>ACTION / / Alcohol consumption and other drugs</p> <p>Provide funding for an independent evaluation of the Banned Drinkers Register trial in the Kimberley.</p> <p>Timeframe: Year 1-2</p>
11	New action	<p>ACTION / / Anti-social behaviour in public places</p> <p>Provide infrastructure and amenity upgrades in line with Crime Prevention Through Environmental Design (CPTED) principles.</p> <p>TIMEFRAME: Year 1 -4</p>
11	Minor edit	<p>ACTION / / Anti-social behaviour in public places.</p> <p>Reword deliverable –</p> <p>Provide additional CCTV in public open spaces, with a focus on hot spots for crime and anti social behaviour identified through consultation with WA Police.</p> <p>TIMEFRAME: Year 1 -4</p>
11	New action	<p>ACTION / / Anti-social behaviour in public places</p> <p>Advocate for additional police resources to address community safety and crime prevention in the district.</p> <p>TIMEFRAME: Year 1 -4</p>
11	Minor edit	<p>ACTION / / Anti-social behaviour in public places.</p>

		<p>Reword deliverable –</p> <p><i>Partner with WA Police to provide ongoing monitoring of anti-social behaviour in public places, including providing access to Shire's CCTV network and communicating on a regular basis.</i></p> <p><i>TIMEFRAME: Year 1 -4</i></p>
12	New action	<p>ACTION / / Itinerancy and rough camping</p> <p><i>Advocate for Aboriginal Lands Trust and Malingbarr Aboriginal Corporation to effectively manage land use and public health issues at Kennedy Hill.</i></p> <p><i>TIMEFRAME: Year 1 -4</i></p>
12	New action	<p>ACTION / / Itinerancy and rough camping</p> <p><i>Advocate for increased grant funding and continue to consider Shire funding to support local service providers such as Kullarri Patrol and Broome Youth and Families Hub to extend safety patrol services for children, youth and adults.</i></p> <p><i>TIMEFRAME: Year 1 -4</i></p>
12	Minor Edit (top action)	<p>ACTION / / Youth crime and diversionary initiatives</p> <p><i>Partner with agencies such as WA Police; and Departments of Communities, Justice and Education, to deliver effective youth diversionary activities and initiatives to address rates of youth offending.</i></p>
12	New action	<p>ACTION / / Youth crime and diversionary initiatives</p> <p><i>Advocate for the delivery of alternative education programs and initiatives.</i></p> <p><i>TIMEFRAME: Year 1 -4</i></p>
12	Minor Edit	<p>ACTION / / Youth crime and diversionary initiatives</p> <p><i>Advocate for the provision of crisis accommodation for young people, including a safe place for at risk youth at night.</i></p>
12	Minor edit	<p>ACTION / / Itinerancy and rough camping.</p>

		<p>Reword deliverable -</p> <p><i>Partner with State Government agencies, service providers and remote communities to monitor and address itinerancy occurring within the Shire, including through initiatives such as the Broome Vulnerable People Working Group.</i></p> <p><i>Timeframe: 1-4</i></p>
13	Minor edit	<p>ACTION / / Burglary / theft / stealing.</p> <p>Reword deliverable –</p> <p><i>Provide a community awareness campaign to promote safety and crime prevention, including promotion of existing initiatives such as Neighbourhood Watch, State CCTV Register and Bikelinc.</i></p> <p><i>Timeframe: 1-4</i></p>
13	New action	<p>ACTION / / Burglary / theft / stealing</p> <p><i>Advocate for external funding for crime prevention resources such as scooter locks and property markers</i></p> <p><i>TIMEFRAME: Year 1 -4</i></p>
14	New action	<p>ACTION / / Civic leadership</p> <p><i>Facilitate a Community Safety Working Group with regular information sessions to provide updates and seek feedback on Shire community safety initiatives; and identify opportunities and trends in the community.</i></p> <p><i>TIMEFRAME: Year 1 -4</i></p>
14	Minor edit	<p>ACTION / / Civic leadership.</p> <p>Revise timeframe for deliverable -</p> <p><i>Advocate for the funding and delivery of an urban renewal project across major precincts in Broome.</i></p> <p><i>Timeframe: 1 - 4</i></p>

Attachment 1 – Community Safety Forum (new page)

A Community Safety Forum was held at the Broome Civic Centre on December 7, 2020.

The meeting was organised to address concerns around public safety and formed part of the engagement process seeking feedback on the Draft Community Safety Plan 2021-2025.

The Broome community turned out in significant numbers directing questions to a panel consisting of the Shire of Broome president Harold Tracey and regional Government heads from WA Police, Department of Justice, Department of Communities, Department of Education, Department of Health and Kimberley Aboriginal Medical Services.

The forum was also attended by State politicians Ben Wyatt and Zak Kirkup who addressed the community.

The themes that were identified through discussions at the Community Safety Forum have reinforced the following priority areas within the Community Safety Plan 2021-2025 and strengthened the necessity of the actions which address them.

- Alcohol and Drugs
- Anti – Social Behaviour
- Itinerancy
- Youth Crime
- Burglary / Theft
- Civil Leadership

Following the Forum, the Shire of Broome webpage was updated to include information on the Community Safety Forum, including live video footage from the event.

As part of the Community Safety Forum, members of the public were requested to submit questions prior to the evening, as timing did not permit for all pre-submitted questions to be read at the meeting, all questions received were collated and responses sourced. The questions and answers are published on the Shire webpage.

The Forum was valuable in confirming the community's priorities and key concerns which have been previously articulated through the Community Perceptions survey and targeted engagement on the community safety.

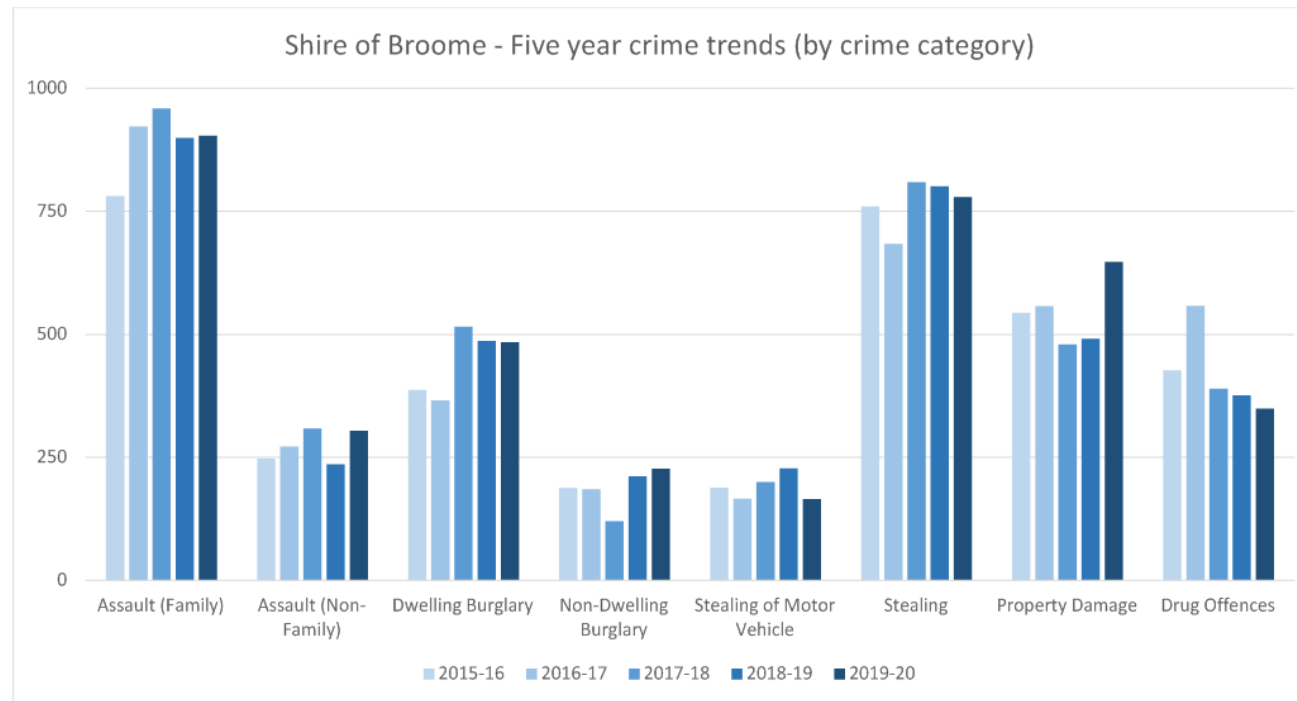
Pictures below to be included -

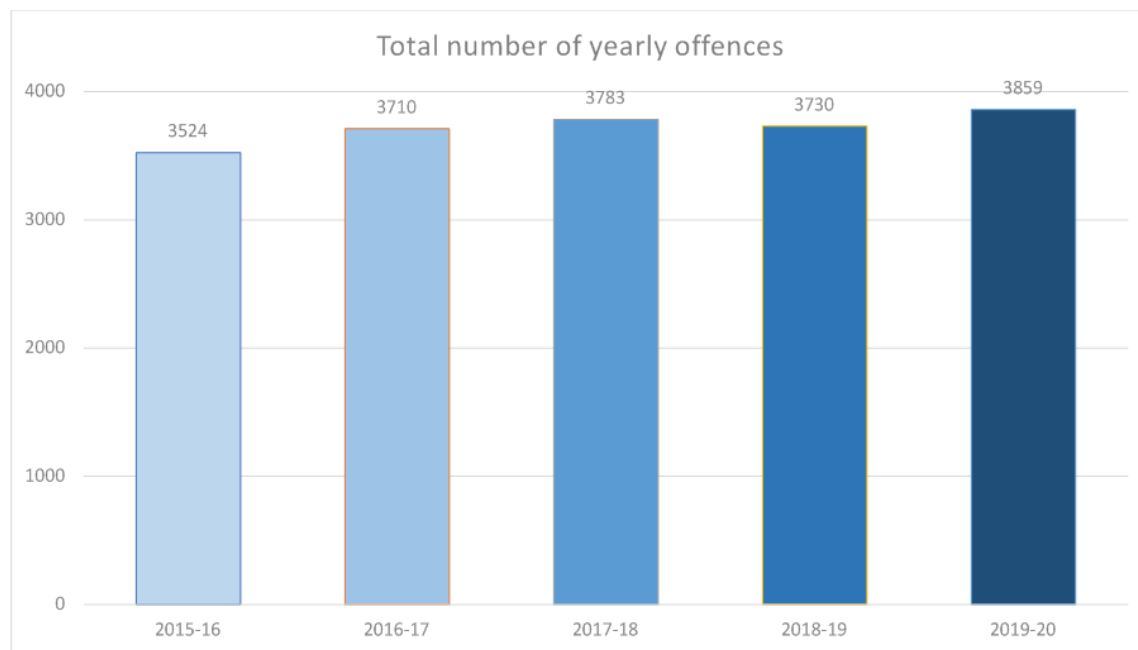


Attachment 2 – Recalculated crime statistic graphs

The following graphs are to replace the current ones on Page 6 and 7.

The following areas are included in the re-calculated crime statistics: Broome, Bilingurr, Cable Beach, Coconut Well, Dampier Peninsula, Djugun, Eight Mile Beach, Lagrange, Minyirr, Morell Park, One Arm Point and Roebuck. Statistics are sourced from WA POL website.





CONSULTATION AND ENGAGEMENT REPORT - YOUTH PLAN 2021 - 2025

Summary of Community Consultation & Engagement

The community consultation and engagement for the Draft Youth Plan 2021 - 2025 included:

- **Community Survey** - The Shire of Broome conducted a Community Perceptions Survey in June 2020, which was completed by 1,046 respondents. The survey results identified that Services and Facilities for young people was a top community priority.
- **Informal engagement** – A youth engagement activity was delivered at the Boulevard Shopping Centre in March 2020. The purpose of the activity was to engage with young people on the themes within the previous Youth Framework 2016 – 2018.
- **Stakeholder Workshop** - Key stakeholders were invited to attend a workshop in August 2020, as part of targeted community consultation. In addition, a series of workshops were run in 2020 with the Shire's Youth Advisory Council to further review the previous plans' themes and discuss issues relating to Broome youth.
- **Targeted communications** – Email updates were sent to workshop participants, Youth Advisory Council members, Broome Youth Coordinators Network, and the Broome Chamber of Commerce.
- **Promotion** – The draft plan was promoted through Council's website, Shire News, E- Newsletter, Radio, Poster advertising, and on social media.
- **Public exhibition of the draft plan** – The draft plan was released for an eight-week public comment period from 4 November to 31 December 2020. At the close of consultation, a total of 11 submissions were received across four draft plans – 3 of which apply to the draft Youth Plan.

Public exhibition of the draft plan included:

- Hard copies of the draft plans were on display at the Shire Reception and Library
- Shire's website via [Have Your Say](#)
- Two community engagement stalls held in December 2020

Community Comment Period

At the November 2020 Ordinary Meeting of Council, the Shire Council endorsed an 8-week public comment period on the draft Youth Plan 2021 – 2025.

Between November 4 to December 31, 2020, Shire Officers implemented a range of community engagement activities to advertise this opportunity and seek feedback on the draft Informing Strategies. A summary of community engagement is provided in the table below:

Method	Number	Result
Facebook posts	9 Facebook posts	<ul style="list-style-type: none"> Post 1 – 1,202 people reached / 23 engagements Post 2 – 1,799 people reached / 34 engagements Post 3 – 2,637 people reached / 159 engagements Post 4 – 2,379 people reached / 77 engagements Post 5 – 1, 078 people reached / 24 engagements Post 6 – 835 people reached / 13 engagements Post 7 – 964 people reached / 14 engagements Post 8 – 3,309 people reached / 428 engagements Post 9 – 1,353 people reached / 77 engagements <p>** Engagement is a Facebook post- LIKE, SHARE or COMMENT</p>
Shire website	Advertised for 8 weeks	344 page views
Targeted emails	12 group emails sent to Broome Youth Coordinators Network, Youth Advisory Council, workshop participants, Shire Councillors, Chamber of Commerce	1 response
E- Newsletter	November and December 2020 editions	2000 subscribers across different groups/categories
Shire News	December 3, December 17 editions	Inclusion within Broome Advertiser distributed via – Residential delivery Sale at media and shopping outlets
Radio interview	1 Radio interview	11 November 2020 Triple M Broome 102.9
Community stalls	2 community engagement stalls held at Boulevard Shopping Centre and Paspaley Plaza	17 discussions with community members Increased awareness of project
Poster advertising	Posters at BRAC, Library and Civic Centre	Broad engagement
Resident mail-out	593 letters posted to Town Beach residents	Letters distributed 13 th November 2020 2 responses

Community Submissions Received and Recommended Changes to Draft Strategy

No.	Plan	Respondent	Comment	Theme of Comment	Officer response	Recommended action
1	Youth Plan	Superintendent Greg Crofts	<p>Thanks for the reminder on this one. I have gone through them and the content is appropriate for it's purpose.</p> <p>I must, however, comment on the photo's used. It's my opinion just about every photo is out of touch. For example, Broome has about 40% indigenous population yet it is difficult to identify a TO in any of the photos.</p> <p>In particular the youth plan, there do not appear to be any TO kids at all.</p> <p>At a time for reconciliation, acknowledgement and closing the gap, I would expect this is an opportunity to celebrate all of the great kids we have in Broome. All of the documents should be reviewed with this in mind as Broome could do more to embrace our kids who feel excluded.</p> <p>Happy to discuss any time.</p>	- Lack of diversity in photo content	<p>This was identified prior to the release of the draft document.</p> <p>Photographer Abby Murray has been sourcing additional photos for the plans. Permission slips have been obtained.</p> <p>Respondent was contacted and advised by Shire Officers.</p>	Replace photos with ones included within Attachment 1

No.	Plan	Respondent	Comment	Theme of Comment	Officer response	Recommended action
2	Youth Plan	Shary Umemba	<p>Having the opportunity to use the new facilities at Town Beach stated out as an amazing experience.</p> <p>Unfortunately this was soon soured when a young boy in my charge was assaulted and myself and 2 others threatened by other young men on the Basketball court.</p> <p>As we made a very speedy departure to deescalate the situation another parent who witnessed the aggression and violence stopped me asking for the incident to be reported to the police.</p> <p>She informed the same perpetrators had threatened her much younger children to the point they were now too scared to go to the water park.</p> <p>We were fortunate that a Samaritan minded tourist stepped in and restrained the violent offender so we could exit, however he was then threatened and informed the offenders family would come and attack him.</p> <p>The police were informed and they issued a juvenile caution. I am aware of others who have experienced similar unprovoked violent episodes in this vicinity.</p> <p>I was wondering if the shire could think about banning individuals of any age who demonstrate aggressive behaviour in this precinct.</p> <p>Obviously this is very difficult to police however would at least have the deterrent effect of making these individuals keep a low profile in this space.</p> <p>Many sports are now issuing suspensions and bans from venues for violent or aggressive behaviour and although not a solution has been an effective deterrent.</p> <p>Obviously the severity of the offence would determine the ban or consequence, which would include participating in any special events or having to attend under parental supervision.</p>	Youth Crime at Town Beach	<p>Existing deliverable responds to the applicant's comments:</p> <ul style="list-style-type: none"> - Fund and partner with agencies to deliver youth diversionary activities. <p>Banning aggressive users from public open spaces such as Town Beach is not currently considered to be an effective or achievable solution.</p> <p>The Shire's current approach to negating this behaviour revolves around working closely with WA Police and other youth/community services providers to work proactively with 'at-risk'</p>	No change.

			<p>Please advise if other safety measures have been endorsed and if the shire would be able to play a part as the police have been doing all in their authority which could be positively supported by other initiatives.</p>		<p>community members.</p> <p>Examples of this approach in relation to Town Beach include joint patrols (Shire rangers and WAPOL); and scheduling events targeting youth at the precinct which encourage and model good behaviours.</p>	
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No.	Plan	Respondent	Comment	Theme of Comment	Officer response	Recommended action
3	Youth Plan	Jan Lewis	<p>Re Youth Crime and diversionary deliverables</p> <p>Deliverable: Fund and partner with agencies to deliver youth diversionary activities. - Yes, but this should be extended to include agencies using strategies other than diversion to reduce youth crime. eg The evidence gathered by Feed the Little Children Inc clearly shows that young children break and enter because they are hungry. Providing meals helps to break this cycle. This group, which mostly relies on volunteer labour, would find ongoing funding really beneficial and might assist them to expand to 3 nights per week.</p>	➤ Funding for youth services	<p>Comments noted.</p> <p>The Shire's Annual Community Matched Funding is promoted on an annual basis and programs such as this may qualify</p>	Officers to provide details of sponsorship program to respondent.

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Summary of all changes

Page #	Type of change	Detail
1	Remove text	Remove mention of DRAFT
1	Change photos	Change Cover photo. See attachment 1 Also swap two of the photos from the plan with the other two photos in attachment 1
2	Add text	Include mention – <i>Shire of Broome Youth Advisory Council 2020</i>
3	Add text	Include Cultural Practice Statement – <i>Aboriginal and Torres Strait Islander peoples should be aware that this publication may contain the images of people who have passed away.</i>
5	Add text	Include mention of public comment period – <i>At the November 2020 Ordinary Meeting of Council, the Shire Council endorsed an 8-week public comment period on the draft Youth Plan 2021 – 2025. Between November 4 to December 31, 2020, Shire Officers implemented a range of community engagement activities to advertise this opportunity and seek feedback on the draft Informing Strategies.</i>
9	New action	ACTION / / Youth Facilities and Services <i>Facilitate the redevelopment of the Broome Skate Park.</i> <i>Timeframe: Year 1-2</i>
9	Minor edit	ACTION / / Youth Facilities and Services Reword deliverable – <i>Facilitate youth focused programs, activities and events at the Broome Recreation and Aquatic Centre and encourage usage for youth activities delivered by external providers.</i> <i>Timeframe: Year 1 – 4</i>

9	New action	<p>ACTION / / Youth Facilities and Services</p> <p><i>Facilitate increased youth participation in sport through administration of initiatives such as the KidSport program and free facility usage for structured junior sport</i></p> <p><i>Timeframe: Year 1 - 4</i></p>
11	Minor edit & revised deliverable	<p>ACTION / / Youth Leadership</p> <p>Edit and revised timeframe for deliverable -</p> <p><i>Partner with schools to develop an Annual Youth Forum during National Youth Week to tackle issues impacting youth, celebrate positive contributions and inspire with role models and guests.</i></p> <p><i>Timeframe: Year 1 -4</i></p>

Attachment 1 –Photos for inclusion



➤ COVER PHOTO

CONSULTATION AND ENGAGEMENT REPORT - TOWN BEACH PLACE MANAGEMENT PLAN 2021 - 2025

Summary of Community Consultation & Engagement

The community consultation and engagement for the Draft Town Beach Place Management Plan 2021 - 2025 included:

- **Community Survey** - The Shire of Broome conducted a survey to determine community usage of the Town Beach reserve, and perceptions regarding event delivery, infrastructure, and amenities. The survey was completed by 98 respondents both online, and in-person at the Opening Night of the Town Beach Reserve 16th October 2020.
- **Stakeholder Workshop** - Key stakeholders were invited to attend a workshop in October 2020, as part of targeted community consultation.
- **Targeted communications** – Email updates were sent to workshop participants, Youth Advisory Council members, Broome Youth Coordinators Network, and the Broome Chamber of Commerce.
- **Promotion** - The draft plan was done through Council's website, Shire News, E- Newsletter, Radio, Poster advertising, and on social media.
- **Public exhibition of the draft plan** – The draft plan was released for an eight-week public comment period from 4 November to 31 December 2020. At the close of consultation, a total of 11 submissions were received across four draft plans – 6 of which apply to the draft Town Beach Place Management Plan.

Public exhibition of the draft plan included:

- Hard copies of the draft plans were on display at the Shire Reception and Library
- Shire's website via [Have Your Say](#)
- Two community engagement stalls held in December 2020

Community Comment Period

At the November 2020 Ordinary Meeting of Council, the Shire Council endorsed an 8-week public comment period on the draft Town Beach Place Management Plan 2021 – 2025.

Between November 4 to December 31, 2020, Shire Officers implemented a range of community engagement activities to advertise this opportunity and seek feedback on the draft Informing Strategies.

A summary of community engagement is provided in the table below:

Method	Number	Result
Facebook Posts	9 Facebook posts	<ul style="list-style-type: none"> Post 1 – 1,202 people reached / 23 engagements Post 2 – 1,799 people reached / 34 engagements Post 3 – 2,637 people reached / 159 engagements Post 4 – 2,379 people reached / 77 engagements Post 5 – 1, 078 people reached / 24 engagements Post 6 – 835 people reached / 13 engagements Post 7 – 964 people reached / 14 engagements Post 8 – 3,309 people reached / 428 engagements Post 9 – 1,353 people reached / 77 engagements <p><i>** Engagement is a Facebook post- LIKE, SHARE or COMMENT</i></p>
Shire Website	Advertised for 8 weeks	344 page views
Targeted emails	12 group emails sent to Broome Youth Coordinators Network, Youth Advisory Council, workshop participants, Shire Councillors, Chamber of Commerce	1 response
E- Newsletter	November and December 2020 editions	2000 subscribers across different groups/categories
Shire News	December 3, December 17 editions	Inclusion within Broome Advertiser distributed via – Residential delivery Sale at media and shopping outlets
Radio interview	1 Radio interview	11 November 2020 Triple M Broome 102.9
Community stalls	2 community engagement stalls held at Boulevard Shopping Centre and Paspaley Plaza	17 discussions with community members Increased awareness of project
Poster advertising	Posters at BRAC, Library and Civic Centre	Broad engagement
Resident mail-out	593 letters posted to Town Beach residents	Letters distributed 13 th November 2020 2 responses

Community Submissions Received and Recommended Changes to Draft Strategy

No.	Plan	Respondent	Comment	Theme of Comment	Officer response	Recommended action
1	Town Beach Place Management Plan	Betty Peel	<p>I have read & seen the plan on the Shire website. I do not like what the Shire has done already! I'm glad the visitors, the new Discovery Park and all the other "Johnny come lately's" like it - let's make sure that THEY PAY FOR IT & NOT THE RATE PAYERS!</p> <p>You people come to Broome & want to change it into the plastic city you have just left - GO BACK to where you came from. We were all a lot happier then & we could walk the streets without fear of being bashed or raped.</p> <p>As a rate payer I am sick of paying for the town I loved to be aborted the way it has been. It's all about lining a few pockets of the chosen ones. The pristine Broome has gone we are being sold out. Where are you Yawuru people? If Yawuru people want this to go ahead then let them pay for it.</p> <p>I have lived there for 27 years & what a disgrace it has turned out to be especially in the last 5 - 10 years. Broome will look like every other plastic town along the coast - it has lost its originality.</p> <p>I never thought I would end up hating Broome, but the Shire has definitely taken me there now. Do you have any idea how many "long standing residents" now want out of Broome? Take that survey & check the answers.</p> <p>It's bad enough that the Shire only employs people it selects before the job is even advertised. You have to know someone or "be part of the family". Or just be a "yes man/women"</p> <p>What a joke. And still nothing for the aging community. You know the people who made this town in the beginning when there was nothing here.</p> <p>Just one of Your disgruntled rate payers that no one ever listens to.</p>	<ul style="list-style-type: none"> - Dissatisfaction with development - Personal Safety - Lack of opportunities for aging community 	<p>Comments noted.</p> <p>The following deliverables within the draft Community Safety Plan address issues raised by respondent regarding public safety:</p> <ul style="list-style-type: none"> - Advocate for external funding for CCTV and lighting programs. - Provide a community awareness campaign to promote safety and crime prevention. 	<p>Change the following wording on Page 4:</p> <p>"The recent redevelopment of Town Beach has enhanced the appeal of the precinct for tourists and visitors..."</p> <p><i>Change to –</i></p> <p>"The recent redevelopment of Town Beach has enhanced the appeal of the precinct for locals and visitors"</p>

No.	Plan	Respondent	Comment	Theme of Comment	Officer response	Recommended action
2	Town Beach Place Management Plan	Shary Umemba	<p>Having the opportunity to use the new facilities at Town Beach stated out as an amazing experience.</p> <p>Unfortunately this was soon soured when a young boy in my charge was assaulted and myself and 2 others threatened by other young men on the Basketball court.</p> <p>As we made a very speedy departure to deescalate the situation another parent who witnessed the aggression and violence stopped me asking for the incident to be reported to the police.</p> <p>She informed the same perpetrators had threatened her much younger children to the point they were now too scared to go to the water park.</p> <p>We were fortunate that a Samaritan minded tourist stepped in and restrained the violent offender so we could exit, however he was then threatened and informed the offenders family would come and attack him.</p> <p>The police were informed and they issued a juvenile caution. I am aware of others who have experienced similar unprovoked violent episodes in this vicinity.</p> <p>I was wondering if the shire could think about banning individuals of any age who demonstrate aggressive behaviour in this precinct.</p> <p>Obviously this is very difficult to police however would at least have the deterrent effect of making these individuals keep a low profile in this space.</p> <p>Many sports are now issuing suspensions and bans from venues for violent or aggressive behaviour and although not a solution has been an effective deterrent.</p> <p>Obviously the severity of the offence would determine the ban or consequence, which would include participating in any special events or having to attend under parental supervision.</p> <p>Please advise if other safety measures have been endorsed and if the shire would be able to play a part as the police have been doing all in their authority which could be positively supported by other initiatives.</p>	- Youth Crime at Town Beach	<p>The following deliverables within the draft Youth Plan address issues raised by respondent:</p> <ul style="list-style-type: none"> - Partner with WA Police to provide ongoing monitoring of anti-social behaviour in public places. - Fund and partner with agencies to deliver youth diversionary activities. <p>The following deliverable is listed within CBP:</p> <p>1.1.5 - Partner with WA Police to conduct joint patrols with Shire Rangers of Male Oval Precinct, Town Beach, Kennedy Hill, Palmer Rd and other hot spots.</p> <p>Banning aggressive users from public open spaces such as Town Beach is not currently considered to be an effective or achievable solution.</p> <p>The Shire's current approach to negating this behaviour revolves around working</p>	<p>Copy CBP deliverable 1.1.5 into Town Beach Place Management Plan, and add in Chinatown to the listed areas</p> <p>Provide feedback to relevant partner agencies.</p>

					<p>closely with WA Police and other youth/community services providers to work proactively with 'at-risk' community members.</p> <p>Examples of this approach in relation to Town Beach include joint patrols (Shire rangers and WAPOL); and scheduling events targeting youth at the precinct which encourage and model good behaviours.</p>	
No.	Plan	Respondent	Comment	Theme of Comment	Officer response	Recommended action
3	Town Beach Place Management Plan	Thea Hutchinson	<p>Hi Cherry,</p> <p>Although I have owned my property opposite town beach since 1974 and preferred it then undeveloped I must congratulate the shire on the recent works</p> <p>As many more people can enjoy it.... The major MAJOR problem is the</p> <p>Unacceptable behaviour Including drinking which has got worse over the years....</p> <p>It should not be tolerated, and Something must be done to Stop it... it is so bad for tourism I am ashamed these days.</p> <p>I don't see you can develop it much more but am open to ideas</p>	Alcohol and anti-social behaviour	<p>Comments noted.</p> <p>The following deliverable is listed within CBP:</p> <p>1.1.5 - Partner with WA Police to conduct joint patrols with Shire Rangers of Male Oval Precinct, Town Beach, Kennedy Hill, Palmer Rd and other hot spots.</p>	Copy CBP deliverable 1.1.5 into Town Beach Place Management Plan, and add in Chinatown to the listed areas

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No.	Plan	Respondent	Comment	Theme of Comment	Officer response	Recommended action
4	Town Beach Place Management Plan	Riyadh Alaka (Dr)	<p>It looks good in broad terms however, as an investor from outside Broome I would like to see more thought given to encouraging visitors to Broome to come to the city and enjoy their stay. I strongly encourage you to put this important factor in the heart of the planning process in order to promote growth and development of Broome and the wider community.</p> <p>The best way is to think like a visitor and what would you like to do in Broome in your short stay. Does the plan meet the visitor's needs? Or is it more for addressing the local community needs? The balance is important for the future of Broome.</p> <p>Do you know the needs of Broome's visitors? The visitors could be from all over Australia and perhaps in due course from overseas. If you do then please address them in your plan. I somehow was unable to see that clearly but that could be just me.</p> <p>For example, How easy is it to get to the beach? Would there be pick up shuttles? Other than swimming and the like what other water sport activities are there? How about safety?</p> <p>I hope the above will help in stimulating the flow of ideas.</p>	<ul style="list-style-type: none"> - Tourism - Transport 	<p>Existing deliverables respond to the applicant's comments:</p> <ul style="list-style-type: none"> - Facilitate alternative transport modes for key events - Facilitate marketing of facilities - Facilitate the usage of the precinct for active and passive recreation 	<p>No change.</p> <p>Incorporate suggestions into delivery of actions.</p>

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No.	Plan	Respondent	Comment	Theme of Comment	Officer response	Recommended action
5	Town Beach Place Management Plan	Andrew Della	<p>Town Beach Place Management Plan Submission</p> <p>OLD JETTY // TOWN BEACH PRECINCT</p> <p>Plant more trees – for shade; and, to bolster foreshore areas against sea level rise. This should include the jetty groyne and the pindan cliff revetment. The visual impediment to the viewing of the Staircase to the Moon will be a minor temporary one while the trees grow to an appropriate height and provide their multiple benefits.</p> <p>Build an enclosed mesh swimming pool like the one we had in the 50's, 60's and 70's to provide a protected swim environment – This is essential because with the increasing crocodile numbers this traditional swim location has become much less safe. Swimming, like fishing has been a cultural practice here for millennia, and therefore needs to be sustained.</p>	<ul style="list-style-type: none"> - Reserve amenities - Parking 	<p>Comments noted.</p> <p>Existing deliverables respond to the applicant's comments:</p> <ul style="list-style-type: none"> - Facilitate alternative transport modes for key events - Provide additional parking - Facilitate the usage of the precinct for active and passive recreation 	<p>No change.</p> <p>Suggestion regarding parking to be taken into account when actioning deliverable.</p>

			<p>No more businesses or commercialism – this area should remain a gathering place for people without any accumulation of business interests.</p> <p>The Old Jetty be acknowledged in a visual display. To the old families and First Nation peoples this area is still known as Old Jetty and has huge cultural and historical significance.</p> <p>Parking -- this Submission proposes that the oval adjoining the Police & Citizens Youth Club (PCYC) be utilized for overflow parking on Staircase to the Moon Market nights, and that the Shire of Broome fund shuttle buses for the transfer of people to the Town Beach Precinct. This would allow for the spaciousness of the Precinct as it currently exists to remain unimpeded by vehicular traffic on occasions of high-volume personage.</p>		As part of the redevelopment of the Town Beach Jetty, there will be interpretation on-site that acknowledges the old jetty.	
No.	Plan	Respondent	Comment	Theme of Comment	Officer response	Recommended action
6	Town Beach Place Management Plan	Kevin Tasker	<p>The work done so far on the Town Beach Precinct is fantastic and the current work plans will only enhance what has already been achieved.</p> <p>As a resident of Robinson Street at the Town Beach end the only suggestion I would make in respect of further enhancements would be the parking. Events such as the Staircase, Weekly night markets and now Shinju events have a tendency to create parking havoc. The new parking already created are great for the casual users however are quickly overflowing when events occur.</p> <p>I would suggest that there is capacity to create additional defined parking along both sides of Robinson Street between the Oaks and the Caravan park. Currently parking on the verge along this area is haphazard during the events and can cause both confusion and frustrations for both residents and attendees at the functions.</p>	- Parking	<p>Existing deliverables respond to the applicant's comments:</p> <ul style="list-style-type: none"> - Facilitate alternative transport modes for key events - Provide additional parking 	<p>No change.</p> <p>Suggestion regarding parking to be taken into account when actioning deliverable.</p>

			<p>The verge on the western side of Robinson Street in particular is generally overgrown and untidy and I would suggest detracts from the improvements and ambience achieved by the existing work done at Town Beach to date.</p> <p>The verge on the western side is large enough to allow suitably constructed and marked angle parking without causing any interference to residential or public access. It could also allow for the installation of landscaping and a pathway along that section of Robinson Street that provide better access for residents and tourists to both the bus stop (located on that side of the road and currently without a pathway) and the Town Beach precinct.</p>			
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Summary of all changes

Page #	Type of change	Detail
1	Remove text	Remove mention of DRAFT .
3	Add text	Include Cultural Practice Statement - <i>Aboriginal and Torres Strait Islander peoples should be aware that this publication may contain the images of people who have passed away.</i>
4	Minor Edit	Reword sentence - <i>The recent redevelopment of Town Beach has enhanced the appeal of the precinct for <u>locals and visitors</u> with the expansion of the children's water park, play areas, BBQ facilities, exercise equipment, lighting, shade structures, and pending jetty construction.</i>
4	Edit paragraph	Reword sentence— <i>This has always been a place for living for Yawuru people and other countrymen who came to visit and live in the town. The areas known as Guwarri and Jilirrgun hold a great deal of significance for them.</i>
6	Add text	Include mention of the Public Comment Period - <i>At the November 2020 Ordinary Meeting of Council, the Shire Council endorsed an 8-week public comment period on the draft Town Beach Plan 2021 – 2025. Between November 4 to December 31, 2020, Shire Officers implemented a range of community engagement activities to advertise this opportunity and seek feedback on the draft Informing Strategies.</i>
9	Add action	Facilitate the development of the Town Beach Jetty – including site responsive art and interpretation elements. Timeframe: Year 1
9	Minor Edit	Provide a Reconciliation Week event to celebrate Broome's cultural heritage; and increase awareness and acknowledgment of Town Beach's cultural history as a traditional living area.
9	Minor Edit	Facilitate alternative transport modes for key events to encourage walking, cycling and the use of public transport.

9	Minor Edit	Provide school holiday events (Terms 2, 3 and 4) in partnership with service providers to engage youth.
9	Minor Edit	Facilitate marketing of facilities, including use of the Explore Broome App; and distribution of marketing collateral to promote use of the amenities.
10	Revised deliverable	Change to - <i>Facilitate the development of the precinct as a trading node.</i> <i>Timeframe: Year 1 - 4</i>
10	Revised deliverable	<i>Remove deliverable - Facilitate the development of a Friends of Town Beach or similar volunteer group.</i> <i>Change to -</i> <i>Facilitate partnerships with community groups and businesses to activate the precinct through uses such as education, events or programming.</i> <i>Timeframe: Year 1-4</i>
10	Minor edit	Revise deliverable - <i>Facilitate linkages to Chinatown and Cable Beach, such as promotion of footpath networks, trails and public transport.</i>
11	Minor edit and revised timeframe for deliverable	<i>Partner with stakeholders to support the delivery of the 80th Anniversary Air Raid Memorial Event and Memorial.</i> <i>Timeframe: Year 1</i>
11	Minor edit	Revise deliverable – <i>Fund activation initiatives through highlighting place activation as a priority in Community Sponsorship Program, and creating awareness of the Economic, Events and Tourism Development Funding Stream.</i> <i>Timeframe: Year 1-2</i>
11	Add deliverable	<i>Develop a usage, care and maintenance plan to assist in keeping the reserve in a optimum condition.</i> <i>Timeframe: Year 1-4</i>
11	Add deliverable	<i>Partner with WA Police to conduct joint patrols with Shire Rangers of Male Oval Precinct, Chinatown, Town Beach, Kennedy Hill, Palmer Rd, and other hot spots.</i> <i>Timeframe: Year 1- 4</i>

12	Add photo	Swap the dark photo in plan with the basketball photo in attachment 1
9 / 10 / 11	Remove title and combine deliverables under two headings	Combine and change action titles: <ul style="list-style-type: none">- Amend the plan to have 2 action titles instead of 3- Change the action titles to the following:<ol style="list-style-type: none">1) Deliver a range of initiatives leading to a safe, vibrant and well-used precinct2) Encourage the community to utilise the precinct

Attachment 1 – photo for inclusion



Community Development Framework 2021 - 2025





OUR FRAMEWORK

The Shire of Broome *Community Development Framework* guides actions undertaken by the Shire in partnership with community organisations, government agencies and the community in the delivery of community development initiatives.

The Framework brings together a suite of the Shire's plans and strategies to collectively ensure our vision, mission and goals connect directly to our day-to-day activities, and for each of the plans to work towards the over-arching goals in the *Strategic Community Plan*.

The *Strategic Community Plan* and the *Corporate Business Plan* are the Shire's highest-level planning documents.

All documents feeding into these high-level planning documents help guide the development of the Shire of Broome and have the flexibility to adapt to changing global trends, policy mandates, and marketplace needs.

Each of the documents in the Framework are integrated and identify areas in which the Shire has a direct role and is invested in delivering outcomes to benefit the community, often in partnership with the community or other stakeholders such as representative bodies or government agencies.

Aboriginal and Torres Strait Islander peoples should be aware that this publication may contain the images of people who have passed away.

SNAPSHOT – COMMUNITY DEVELOPMENT IN BROOME

Strong communities are characterised by high levels of social and economic participation. They demonstrate effective decision-making and strong networks, and they attract and retain people of all ages to live, work, and contribute.

The goal of a highly empowered community is, collectively, its members have a strong sense of positive and communal wellbeing and are active in areas such as civic engagement, social cohesion and good health.

Within a local government context, community development is an ongoing and flexible process which builds stronger, adaptable and more connected communities, making the most of its natural, cultural, human, social, political, financial, and built assets.

The Shire's community development planning aims to increase social capital and empower the Broome community with a direct benefit to the population's wellbeing.





OUR PLAN

Within the *Community Development Framework* sits a suite of integrated documents to define the range of scope of the activities and objectives delivered by the Shire of Broome.

The *Community Development Framework* includes the following documents:

- **Community Safety Plan 2021 - 2025**
Enables the Shire to work in partnership with key stakeholders and the community to reduce the risk of crime and anti-social behaviour and improve community perceptions of safety.
- **Youth Plan 2021 - 2025**
This ensures appropriate facilities and services are provided to meet the needs of youth in the region.
- **Town Beach Place Management Plan 2021 - 2025**
This outlines a holistic, 'place based' approach to the management and governance of the Town Beach Precinct in the short and long term.

In addition, the Framework also incorporates the following documents:

- **Disability Access and Inclusion Plan 2018-2023**
- **Chinatown Place Management Plan 2019**



Community Safety Plan 2021 - 2025





OUR PLAN

The Shire of Broome aspires for the District to be a safe and enjoyable place for everyone to live, work and visit.

This Plan guides the Shire to provide the foundation for a safe and thriving community; and inform the action undertaken by the Shire in partnership with agencies and the community to reduce the risk of crime and anti-social behaviour and improve community perceptions of safety.

In response to resident and business and visitor concerns, the *Community Safety Plan 2016 – 2019* was developed to stimulate action, however safety and security continue to remain a key concern for the community.

The relaxed pace of life and laid-back attitude of Broome are appealing – yet continue to be impacted by key issues including excessive drug and alcohol consumption and related harm; anti-social behaviour in public places; and rates of youth offending and recidivism.

The *Community Safety Plan 2021 – 2025* continues the work of the first plan - ensuring issues impacting the community are addressed and the Shire contributes to a shared community safety solution.

This plan was developed based on consultation with the community and key stakeholders including WA Police, service providers and community groups.

The actions respond to key themes and areas of need identified through this process – and acknowledge the fact not one group is solely responsible for addressing community safety concerns and crime prevention throughout the Shire.

Aboriginal and Torres Strait Islander peoples should be aware that this publication may contain the images of people who have passed away.

SNAPSHOT – COMMUNITY SAFETY AND CRIME IN BROOME

The Shire commenced a consultation and review process in 2019 to develop the Community Safety Plan 2021 - 2025.

This process included several methods to gain an understanding of the prevailing perceptions, concerns and priorities of the community in relation to community safety and crime prevention.

Review

Officers conducted a review of all actions contained within the Community Safety Plan 2016 – 2019 with those which remained relevant being considered as ongoing actions.

Community Surveying

The Shire of Broome conducted a Community Perceptions Survey in June 2020, which was completed by 1,046 respondents. The survey results identified that **Safety and Security** was a top community priority, and provided a significant amount of comments and feedback on this theme.

Informal Engagement

Twelve community picnics were held across various neighbourhoods in Broome in 2019.

These picnics were aimed at providing an opportunity for community engagement; whilst building capacity and resilience for community members to increase safety and security awareness.

These picnics were supported by WA Police who attended to provide advice to community members on community safety concerns.



Stakeholder workshop

Key stakeholders, including members from the previous Community Safety Working Group, were invited to attend the workshop as part of targeted community consultation.

The main objectives of the stakeholder workshop included testing priorities and formulating key actions for inclusion in the draft plan.

A variety of stakeholders participated including:

- Shire of Broome (officers and elected members)
- WA Police
- Department of Justice
- Department of Communities
- Kimberley Population Health Unit
- Kullarri Patrol
- Broome Youth and Families Hub
- Broome Visitor Centre
- Paspaley Properties
- Agunya Ltd
- Milliya Rumurra

At the November 2020 Ordinary Meeting of Council, the Shire Council endorsed an 8-week public comment period on the draft Community Safety Plan 2021 – 2025. Between November 4 to December 31, 2020, Shire Officers implemented a range of community engagement activities to advertise this opportunity and seek feedback on the draft Informing Strategies.

Data analysis

The crime statistics analysed and included on the following pages were obtained from the WA Police Force website.

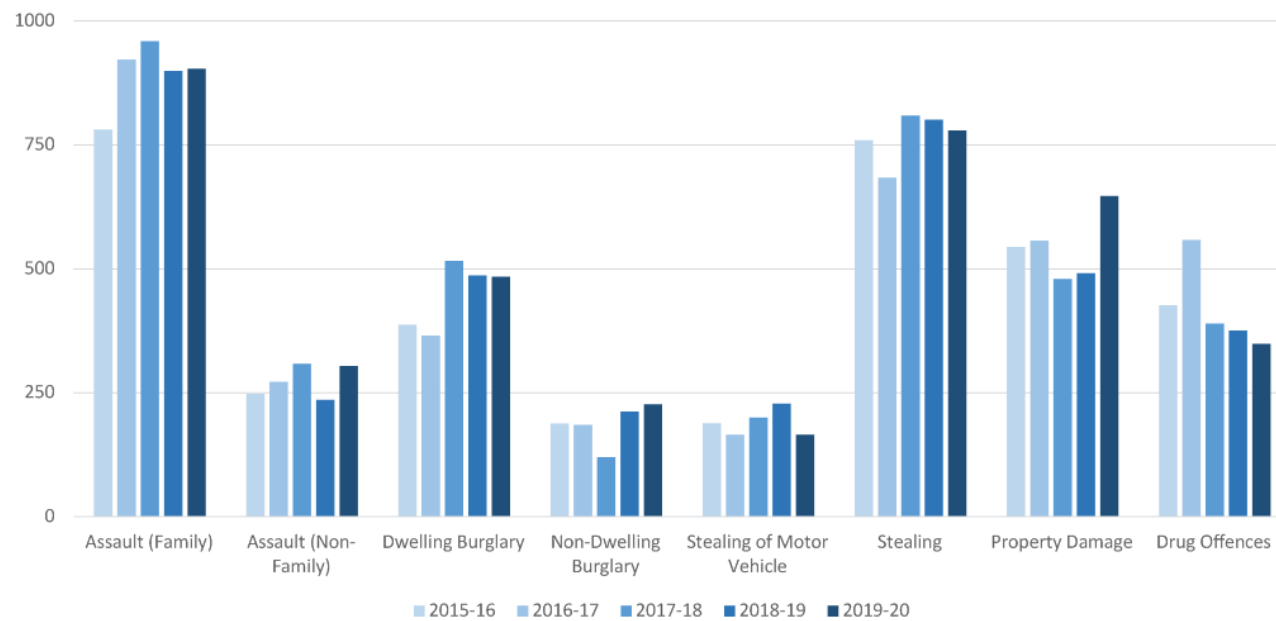
The Shire acknowledges crime statistics are only one measure of community safety and may be influenced by a wide range of factors including, although not limited to:

- Population size
- Infrastructure (such as shopping centres and entertainment precincts)
- Seasonal trends
- The extent to which crime is reported to, and detected by, police
- Changes to offence recording and reporting categories
- Other social, economic, proactive policing or inter-agency strategies

Consideration should be given to these factors when interpreting statistics.

Shire of Broome - Five year crime trends (by crime category)

The following areas are included in calculated crime statistics: Broome, Bilingurr, Cable Beach, Coconut Well, Dampier Peninsula, Djugun, Eight Mile Beach, Lagrange, Minyirr, Morell Park, One Arm Point and Roebuck.

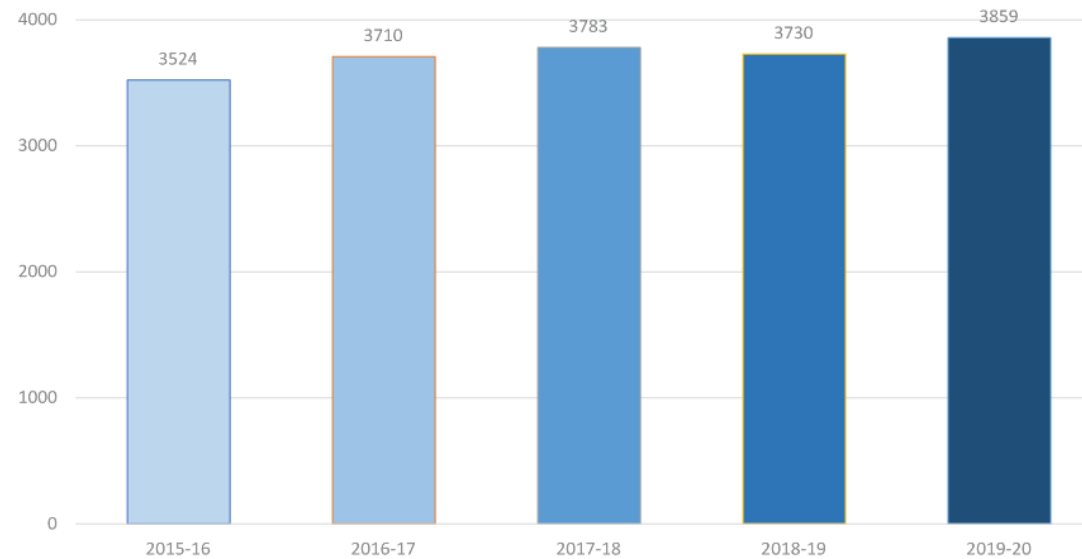


Statistics are sourced from WA Police website <https://www.police.wa.gov.au/>

Shire of Broome - Total number of yearly offences

(Population: 16,222* 2016 Census)

The following areas are included in calculated crime statistics: Broome, Bilingurr, Cable Beach, Coconut Well, Dampier Peninsula, Djugun, Eight Mile Beach, Lagrange, Minyirr, Morrell Park, One Arm Point and Roebuck.



* 1.09% Population growth since 2011

Statistics are sourced from WA Police website <https://www.police.wa.gov.au/>

COMMUNITY SAFETY FORUM

A Community Safety Forum was held at the Broome Civic Centre on December 7, 2020.

The meeting was organised to address concerns around public safety and formed part of the engagement process seeking feedback on the Draft Community Safety Plan 2021-2025.

The Broome community turned out in significant numbers directing questions to a panel consisting of the Shire of Broome president Harold Tracey and regional Government heads from WA Police, Department of Justice, Department of Communities, Department of Education, Department of Health and Kimberley Aboriginal Medical Services.

The forum was also attended by State politicians Ben Wyatt and Zak Kirkup who addressed the community.

The themes that were identified through discussions at the Community Safety Forum have reinforced the following priority areas within the Community Safety Plan 2021-2025 and strengthened the necessity of the actions which address them.

- Alcohol and Drugs
- Anti – Social Behaviour
- Itinerancy
- Youth Crime
- Burglary / Theft
- Civil Leadership

Following the Forum, the Shire of Broome webpage was updated to include information on the Community Safety Forum, including live video footage from the event.

As part of the Community Safety Forum, members of the public were requested to submit questions prior to the evening, as timing did not permit for all pre-submitted questions to be read at the meeting, all questions received were collated and responses sourced. The questions and answers are published on the Shire webpage.

The Forum was valuable in confirming the community's priorities and key concerns which have been previously articulated through the Community Perceptions survey and targeted engagement on community safety.



OUR PURPOSE

The Shire of Broome exists to deliver affordable and quality Local Government services, for everyone.

We fulfil the following roles and responsibilities to meet local needs:

- Advocate** We are a voice for the local community, promoting local interest in relation to health and safety, climate change, responsible development and more.
- Facilitate** We help to make it possible or easier to meet community needs.
- Fund** We help to fund organisations to deliver essential community services including Broome Visitor Centre, Surf Lifesaving, festivals, events and more.
- Partner** We form strategic alliances with other interest of the community.
- Provide** We directly provide community infrastructure and services.
- Regulate** We ensure compliance with local laws.



OUR ACTIONS

The *Community Safety Plan 2016 – 2019* was informed by the Broome 2040 community consultation and the 2015 Community Perceptions Survey, which identified several issues relating to community safety in the Broome town-site.

Building upon this work, further consultation through 2019 and 2020 has consolidated a list of key priority themes to focus the Shire's efforts in the Community Safety space over the life of this plan.

These are:

- Alcohol consumption and other drugs
- Anti-social behaviour in public places
- Itinerancy and rough camping
- Youth crime and diversionary initiatives
- Burglary / theft / stealing
- Family and domestic violence
- Civic leadership



ACTION // Alcohol consumption and other drugs

The excessive intake of alcohol continues in public places throughout Broome, and there is also community angst regarding drug use.

DELIVERABLES	TIMEFRAME			
	21/22	22/23	23/24	24/25
Advocate for the implementation of measures to reduce the impact of excessive alcohol consumption. e.g. Banned Drinkers Register Takeaway Alcohol Management System.	●	●	●	●
Advocate for services addressing alcohol and other drug related harm occurring within the Shire.	●	●	●	●
Provide administration support to the Broome Liquor Accord.	●	●	●	●
Facilitate an ongoing dialogue with the Kimberley Regional Group (four local governments) regarding a regional approach to alcohol and other drug related matters.	●	●	●	●
Provide funding for an independent evaluation of the Banned Drinkers Register trial in the Kimberley.	●	●		

ACTION / / Anti-social behaviour in public places

Ongoing anti-social behaviour continues to impact community and businesses. There is concern about the reputational damage posed by the highly visible nature of this behaviour. In the Broome context anti-social behaviour can include abusing people, shouting and swearing, fighting, littering, being drunk and disorderly, loitering, defecating, sleeping in public areas, disrupting events, holding noisy parties and hassling (humbugging) people.

DELIVERABLES	TIMEFRAME			
	21/22	22/23	23/24	24/25
Provide a program of events to activate public open spaces; and strengthen neighbourhood pride and connections.	●	●	●	●
Facilitate a strategic review of the laneway and drainage network.		●		
Advocate for Crime Prevention Through Environmental Design (CPTED) principles to be applied to major infrastructure projects outside of the control of the Shire.	●	●	●	●
Partner with WA Police to provide ongoing monitoring of anti-social behaviour in public places, , including providing access to the Shire's CCTV network and communicating on a regular basis.	●	●	●	●
Provide an annual lighting upgrade program.	●	●	●	●
Advocate for external funding for CCTV and lighting programs.	●	●	●	●
Provide additional CCTV in public open spaces, with a focus on hot spots for crime and anti social behaviour identified through consultation with WA Police.	●	●	●	●

ACTION / / **Anti-social behaviour in public places** CONT.

DELIVERABLES	TIMEFRAME			
	21/22	22/23	23/24	24/25
Provide infrastructure and amenity upgrades in line with Crime Prevention Through Environmental Design (CPTED) principles.	●	●	●	●
Advocate for additional police resources to address community safety and crime prevention in the district.	●	●	●	●

ACTION / / **Itinerancy and rough camping**

The township of Broome experiences periodic influxes of transient visitors from surrounding communities and the Northern Territory. Reasons for visits include treatment for medical conditions, family gatherings, sporting events, bereavement and funerals, visiting people in residential aged care, on dialysis or in prison and the need to get away from pressures at home.

DELIVERABLES	TIMEFRAME			
	21/22	22/23	23/24	24/25
Facilitate information sharing between service providers to improve collaborative outcomes to address itinerancy, including thorough initiatives such as the Broome Vulnerable People Working Group.	●	●	●	●
Partner with State Government agencies, service providers and remote communities to monitor and address itinerancy occurring within the Shire.	●	●	●	●
Advocate for Aboriginal Lands Trust and Malingbarr Aboriginal Corporation to effectively manage land use and public health issues at Kennedy Hill.	●	●	●	●

ACTION / / Youth crime and diversionary initiatives

Youth crime is a key concern for the Broome community and accounts for the majority of contacts made by community members to the Shire about young people. Young people themselves have expressed concern that the actions of a few young offenders has created a bad image for Broome youth as a whole. Indeed, groups of young people gathered in a public space is perceived by some survey respondents as being negative or threatening

DELIVERABLES	TIMEFRAME			
	21/22	22/23	23/24	24/25
Partner with agencies such as WA Police; and Departments of Communities, Justice and Education, to deliver effective youth diversionary activities and initiatives to address rates of youth offending.	●	●	●	●
Advocate for increased grant funding and continue to consider Shire funding to support local service providers such as Kullarri Patrol and Broome Youth and Families Hub to extend safety patrol services for children, youth and adults.	●	●	●	●
Advocate for external funding to ensure the ongoing delivery of diversionary activities and facilities to keep youth on country.	●	●	●	●
Advocate for the delivery of alternative education programs and initiatives.	●	●	●	●
Advocate for the provision of crisis accommodation for young people, including a safe place for at risk youth at night.	●	●	●	●

ACTION / / Burglary / theft / stealing

Theft and burglary are a major concern for Broome residents with reported cases of stealing and property damage statistics on the rise in the last reporting period. The use of social media to highlight the issue is leading to increased community angst.

DELIVERABLES	TIMEFRAME			
	21/22	22/23	23/24	24/25
Advocate for external funding for a home security subsidy scheme.	●	●	●	●
Provide a community awareness campaign to promote safety and crime prevention, including promotion of existing initiatives such as Neighbourhood Watch, State CCTV Register and Bikelinc.	●	●	●	●
Advocate for external funding for crime prevention resources such as scooter locks and property markers.	●	●	●	●

ACTION / / Family and domestic violence

Family and domestic violence is a major health and welfare issue in Australia - occurring across all demographics . The impacts of family and domestic violence can be serious and long - lasting. Crime statistics in Broome indicate over 800 reported assaults in 2019-20.

DELIVERABLES	TIMEFRAME			
	21/22	22/23	23/24	24/25
Advocate for the delivery of ongoing strategies by the State Government to reduce family and domestic violence.	●	●	●	●
Advocate for services addressing domestic violence occurring within the Shire of Broome.	●	●	●	●

ACTION / / Civic leadership

The Shire has an opportunity to continue to demonstrate civic leadership in advocating for State or Federal Government support where appropriate. Further opportunities exist in leveraging the collective strength of the four Kimberley local governments through the Kimberley Zone – which has proven effective previously when dealing with matters impacting the region.

DELIVERABLES	TIMEFRAME			
	21/22	22/23	23/24	24/25
Advocate for the State Government to review the effectiveness of community safety service provision within the Kimberley region to evaluate and improve social outcomes for Broome and the region.	●	●		
Advocate for the funding and delivery of an urban renewal project across major precincts in Broome.	●	●	●	●
Fund programs addressing community safety and crime prevention through the Community Sponsorship Program.	●	●	●	●
Advocate on new and emerging community safety and crime prevention issues.	●	●	●	●
Facilitate a Community Safety Working Group with regular information sessions to provide updates and seek feedback on Shire community safety initiatives; and identify opportunities and trends in the community.	●	●	●	●







Shire of Broome Youth Advisory Council 2020

OUR PLAN

The *Shire of Broome Youth Plan 2021 – 2025* guides the development and implementation of key youth programs and services being delivered or proposed by the Shire of Broome.

Young people have unique perspectives, aspirations and needs requiring specific approaches to engaging and supporting them.

There are several different factors which, when combined, increase the likelihood of young people being happy, healthy contributors to their communities.

The Shire's role implementing the Plan ensures appropriate facilities and services are provided to meet the needs of youth in the region.

It is also the responsibility of the Shire to advocate for, and in some instances, partner with, stakeholders to ensure core objectives of the plan are achieved.

The previous *Shire of Broome Youth Framework 2016 – 2018* drew on key research from the *West Kimberley Youth Strategy 2014 – 2016*, *Kimberley Regional Strategic Framework for Young People 2016*; and consultation with local stakeholders and young people.

The Youth Plan 2021 – 2025 has been developed in consultation with the community and key stakeholders including WA Police, youth service providers, community groups, and of course, young people themselves.

The Shire of Broome Youth Advisory Council will continue to play a leading role in the delivery of youth initiatives for this plan with members ensuring there is a strong youth voice in this and other major projects delivered by the Shire.

Aboriginal and Torres Strait Islander peoples should be aware that this publication may contain the images of people who have passed away.

SNAPSHOT – YOUTH DEVELOPMENT IN BROOME

The Shire commenced a consultation and review process in 2020 to develop the *Youth Plan 2021 - 2025*.

This process included several methods to gain an understanding of the concerns and priorities of the community in relation to youth development in Broome.

Review

Officers conducted a review of all actions contained within the *Youth Framework 2016 – 2018* with those which remained relevant being considered as ongoing actions.

Community Surveying

The Shire of Broome conducted a Community Perceptions Survey in June 2020, which was completed by 1,046 respondents.

The survey results identified ***Services and facilities for young people*** as a high community priority; and comments and feedback were also provided on this theme.

Informal Engagement

The Shire Youth Advisory Council reviewed the key strategic priorities outlined in the *Youth Framework 2016 – 2018*.

This included a focused youth engagement activity held at the Broome Boulevard in March 2020 where young people were asked to rate the priorities to determine which themes they viewed as most important.

A further series of workshops allowed the Youth Advisory Council to inform the Plan's strategic priorities.

Stakeholder Workshop

Key stakeholders were invited to attend a workshop in August 2020 as part of targeted community consultation.

The main objectives of the workshop were to identify current issues relating to youth in Broome and formulate key actions for inclusion in the Plan.

The following stakeholders provided input including:

- Shire of Broome (officers and elected members)
- Nyamba Buru Yawuru
- Department of Education
- Department of Communities
- Department of Local Government, Sport and Cultural Industries
- Broome Senior High School
- Broome Youth and Families Hub
- Year 13 Project
- PCYC

At the November 2020 Ordinary Meeting of Council, the Shire Council endorsed an 8-week public comment period on the draft Youth Plan 2021 – 2025. Between November 4 to December 31, 2020, Shire Officers implemented a range of community engagement activities to advertise this opportunity and seek feedback on the draft Informing Strategies.

Data Analysis: The statistics analysed and included below were obtained from 2016 Australian census.

- Young people represent 17% of the total population
- 2,900 young People aged 10 – 24 live
- 42% of young people identify as Aboriginal or Torres Strait Islander

OUR PURPOSE

The Shire of Broome exists to deliver affordable and quality Local Government services, for everyone.

We fulfil the following roles and responsibilities to meet local needs:

- Advocate** We are a voice for the local community, promoting local interest in relation to health and safety, climate change, responsible development and more.
- Facilitate** We help to make it possible or easier to meet community needs.
- Fund** We help to fund organisations to deliver essential community services including Broome Visitor Centre, Surf Lifesaving, festivals, events and more.
- Partner** We form strategic alliances with other interest of the community.
- Provide** We directly provide community infrastructure and services.
- Regulate** We ensure compliance with local laws.



OUR ACTIONS

This Plan has been informed by the *Youth Framework 2016 – 2018*, *West Kimberley Youth Strategy 2014 –2016*, and the *Kimberley Regional Strategic Framework*.

Building upon this research, further consultation through 2020 has consolidated a list of key actions to focus the Shire's efforts over the life of this Plan.

These are:

- Youth Services Coordination
- Youth Facilities and Services
- Youth Diversionary Programs
- Youth Leadership Opportunities



ACTION / / Youth Services Coordination

The Broome region has many service providers collectively delivering a diverse range of support services for young people.

The Broome Youth Coordinators Network is a key stakeholder in the coordination of youth services, and consists of representatives of service providers and organisations working with young people throughout the community.

The Network shares information about training and funding opportunities, provides service updates and plans for collaborative projects and events.

Stronger collaboration between service providers was highlighted through the 2020 stakeholder consultation as a key priority.

DELIVERABLES	TIMEFRAME			
	21/22	22/23	23/24	24/25
Facilitate a program of events and activities in celebration of National Youth Week.	●	●	●	●
Facilitate networking, information sharing and collaboration through the Broome Youth Coordinators Network and partnerships with relevant stakeholders.	●	●	●	●

ACTION / / Youth Facilities and Services

Sport, recreation and leisure opportunities are a high priority for young people.

Young people need access to a range of regular physical, cultural, educational and artistic activities to keep them engaged and stimulated.

Provision of health, accommodation, transport services and other services are primarily the responsibility of State Government agencies and non-government organisations.

The Shire of Broome can advocate for these services and will actively support agencies who are delivering them.

DELIVERABLES	TIMEFRAME			
	21/22	22/23	23/24	24/25
Advocate for the provision of essential health services for young people in the Broome region, including mental health.	●	●	●	●
Advocate for the inclusion of a "Youth Services Section" in the Online Community Directory in a format accessible to young people.		●		
Facilitate youth focused programs, activities and events at the Broome Recreation and Aquatic Centre and encourage usage for youth activities delivered by external providers.	●	●		
Advocate for the provision of Crisis Accommodation for young people, including a safe space for at risk youth at night.	●	●	●	●
Facilitate the redevelopment of the Broome Skate Park.	●	●		
Facilitate increased youth participation in sport through administration of initiatives such as the KidSport program and free facility usage for structured junior sport.	●	●	●	●

ACTION / / Youth Diversionary Programs

It is important for young people to have access to safe, youth friendly spaces where they feel welcomed and a sense of belonging.

Juvenile crime is a key concern for the Broome community, including for many young people surveyed.

Addressing issues related to juvenile crime involves both improving outcomes for young offenders and diverting youth from the justice system as well as ensuring the safety of the community.

DELIVERABLES	TIMEFRAME			
	21/22	22/23	23/24	24/25
Fund and partner with key stakeholders to promote programs delivering youth diversionary outcomes.	●	●	●	●
Advocate for external funding to ensure the ongoing delivery of diversionary activities and facilities for keeping youth on country.	●	●	●	●

ACTION / / Youth Leadership

Young people are a vital and vibrant part of the Broome community and participate in community life in a range of ways including volunteering, employment, participation in sporting clubs, school activities, membership in community groups and committees and social activities.

With support and guidance, young people have great potential to grow as leaders and role models in the community.

DELIVERABLES	TIMEFRAME			
	21/22	22/23	23/24	24/25
Facilitate a Youth Advisory Council for the Shire of Broome.	●	●	●	●
Facilitate opportunities for young people to provide input into engagement projects and Council decision making processes.	●	●	●	●
Partner with schools to develop an Annual Youth Forum during National Youth Week to tackle issues impacting youth, celebrate positive contributions and inspire with role models and guests.	●	●	●	●
Facilitate opportunities for youth traineeships with the Shire of Broome.	●	●	●	●
Partner with schools and youth programs to develop relationships with future employees.	●	●	●	●
Advocate for an increased pool of residents through scholarships, traineeships, and work experience or similar for young people in Broome.	●	●	●	●



Town Beach Place Management Plan 2021 - 2025





OVERVIEW

“Creating an award-winning beautiful place is just the beginning...80% of the success of any public space can be attributed to its ongoing management”.

FRED KENT, PROJECT FOR PUBLIC SPACES

Too often, efforts to improve how a place functions are focused on its design features and hard infrastructure – ‘build it and they will come’.

However, bringing public spaces to life with events and celebrations, ensuring businesses are well-connected and thriving, and elevating a place's image and identity, are equally vital strategies that can be overlooked.

Local government is often considered the ‘natural home’ for place management due to its responsibility for public realm maintenance and upgrades, hosting local events and support for local businesses.

Successful place management relies on the inclusion and active participation of a wide variety of stakeholders in the design and delivery of place initiatives, with local government playing an enabling role through streamlining processes and making it easier to innovate.

Efforts by the Shire to adopt a proactive place management approach, and levels of interest from businesses, stakeholders and residents to take part and drive ‘bottom-up’ initiatives represent an opportunity to make the most of locations in Broome.

Aboriginal and Torres Strait Islander peoples should be aware that this publication may contain the images of people who have passed away.

SNAPSHOT – TOWN BEACH PRECINCT

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

Town Beach has significant local history and includes colonial heritage sites such as the Pioneer Cemetery, Old Broome Jetty, Catalina Flying Boat wrecks and the Broome Historical Society Museum.

This has always been a place for living for Yawuru people and other countrymen who came to visit and live in the town. The areas known as Guwarri and Jilirrgun hold a great deal of significance.

As well as a fishing and gathering spot for the community, it was a protected area where people could take shelter within caves along the cliff line.

Areas of debris dating back many years (known as middens) have been found in the area and work undertaken, under Yawuru cultural guidance, to acknowledge the heritage in interpretive elements and provide space for families to relax and gather as they would always have done in that place.

Viewing the Staircase to the Moon (when the full moon rises across Roebuck Bay's exposed flood plains to create the illusion of a staircase leading from the beach directly to the full moon) draws thousands of visitors to Town Beach each year, with the iconic natural phenomena occurring only three nights each month.

Night markets are held at Town Beach during these nights, and on additional nights throughout the year, bringing the precinct to life with bustling activity.

The recent redevelopment of Town Beach has enhanced the appeal of the precinct for locals and visitors with the expansion of the children's water park, play areas, BBQ facilities, exercise equipment, lighting, shade structures, and pending jetty construction.



OUR PLAN

The *Town Beach Place Management Plan 2021 – 2025* outlines a holistic, 'place based' approach to the management and governance of the Town Beach Precinct.

Adopting a 'Place Management' approach to Town Beach involves initiatives and strategies, developed with key stakeholders, to increase active participation within the precinct.

This plan has been developed through the following:

Community Surveying

Shire Officers developed a community survey which was used to gather feedback from the community at the Town Beach official opening event in October 2020.

The survey was also advertised on the Shire Facebook page and distributed through external email distribution lists.

The results from the Community Scorecard Survey 2020 were used to inform and develop actions within this plan

Stakeholder workshop

Key stakeholders were invited to attend a workshop in October 2020 as part of targeted community consultation.

The main objectives of the workshop were to determine what programs, services, events or other initiatives could be considered to activate the precinct, identify current issues relating to the precinct, and formulate key actions for inclusion in the draft plan.

The following stakeholders provided input:

- Shire of Broome (officers and elected members)
- Shinju Matsuri Inc
- Broome Discovery Parks
- Broome Visitors Centre
- Broome Stallholders Association
- Broome Historical Society



At the November 2020 Ordinary Meeting of Council, the Shire Council endorsed an 8-week public comment period on the draft Town Beach Plan 2021 – 2025. Between November 4 to December 31, 2020, Shire Officers implemented a range of community engagement activities to advertise this opportunity and seek feedback on the draft Informing Strategies.

OUR PURPOSE

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- Advocate** We are a voice for the local community, promoting local interest in relation to health and safety, climate change, responsible development and more.
- Facilitate** We help to make it possible or easier to meet community needs.
- Fund** We help to fund organisations to deliver essential community services including Broome Visitor Centre, Surf Lifesaving, festivals, events and more.
- Partner** We form strategic alliances with other interest of the community.
- Provide** We directly provide community infrastructure and services.
- Regulate** We ensure compliance with local laws.



OUR ACTIONS

Building upon the research undertaken, the *Town Beach Place Management Plan 2021 – 2025* consolidates a list of key actions for the Shire to focus its efforts for Town Beach activation over the life of this plan.

These are:

- Deliver a range of initiatives leading to a safe, vibrant and well-used precinct
- Encourage the community to utilise the precinct



ACTION / / Deliver a range of initiatives leading to a safe, vibrant and well-used precinct

DELIVERABLES	TIMEFRAME			
	21/22	22/23	23/24	24/25
Facilitate the development of the Town Beach Jetty – including site responsive art and interpretation elements.	●			
Provide a Reconciliation Week event to celebrate Broome's cultural heritage; and increase awareness and acknowledgment of Town Beach's cultural history as a traditional living area.	●			
Provide School holiday events (Terms 2, 3 and 4) in partnership with service providers to engage youth.	●	●	●	●
Provide additional car parking.	●	●		
Partner with stakeholders to support the delivery of the 80th Anniversary of the Air Raid Memorial Event and Memorial.	●			
Develop a usage, care and maintenance plan to assist in keeping the reserve in a optimum condition.	●	●	●	●
Partner with WA Police to conduct joint patrols with Shire Rangers of Male Oval Precinct, Chinatown, Town Beach, Kennedy Hill, Palmer Rd and other hot spots.	●	●	●	●
Facilitate an investigation into opportunities to stimulate business growth in the precinct.	●	●	●	

ACTION / / Encourage the community to utilise the precinct

DELIVERABLES	TIMEFRAME			
	21/22	22/23	23/24	24/25
Facilitate waivers of fees and charges for community group usage.	●	●	●	●
Facilitate the development of the precinct as a trading node.	●	●	●	●
Facilitate the usage of the precinct for active and passive recreation e.g. community walks, National Bike Day, fitness classes.	●	●	●	●
Fund activation initiatives through highlighting place activation as a priority in Community Sponsorship Program, and creating awareness of the Economic, Events and Tourism Development Funding Stream.	●	●		
Facilitate partnerships with community groups and businesses to activate the precinct through uses such as education, events or programming.	●	●	●	●
Facilitate linkages to Chinatown and Cable Beach, such as promotion of footpath networks, trails and public transport.			●	●
Facilitate marketing of facilities , including use of the Explore Broome App; and distribution of marketing collateral to promote use of the amenities.	●	●	●	●
Facilitate alternative transport modes for key events to encourage walking, cycling and the use of public transport.	●	●	●	●





9.2 PLACE**9.2.1 AMENDMENT TO LOCAL DEVELOPMENT PLAN NO 8 - PORTIONS OF LOTS 1648 AND 9050 MACPHERSON STREET, DJUGUN**

LOCATION/ADDRESS:	Portions of Lots 1648 and 9050 Macpherson Street, Djugun
APPLICANT:	Shrapnel Urban Planning
FILE:	FRE-1/LT 1648
AUTHOR:	Strategic Planning Coordinator
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Acting Director Development and Community
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

Local Development Plan No.8 (previously referred to as Detailed Area Plan No.8) was adopted by Council at the Ordinary Council Meeting on the 14 June 2012. It covers a total area of 5.7ha and includes portions of Lots 1648 and Lot 9050 Macpherson Street, Djugun. The Local Development Plan No.8 (**LDP8**) was adopted to guide future commercial development on the subject land.

The applicant is proposing minor modifications to the existing approved LDP8 to respond to market conditions and increase design flexibility in the LDP8 area. The proposed amendment will not result in a net increase in total lot area, whilst the existing approved access and egress from Frederick Street is not proposed to be altered. The LDP amendment is recommended for approval.

BACKGROUNDPrevious Considerations

OMC 24 November 2011	Item 9.2.4
OMC 14 June 2012	Item 9.2.3

At the Ordinary Council Meeting on the 14 June 2012, Council resolved the following:

COUNCIL RESOLUTION**(REPORT RECOMMENDATION)**

Moved: Cr C R Mitchell

Seconded: Cr M Manado

That Council:

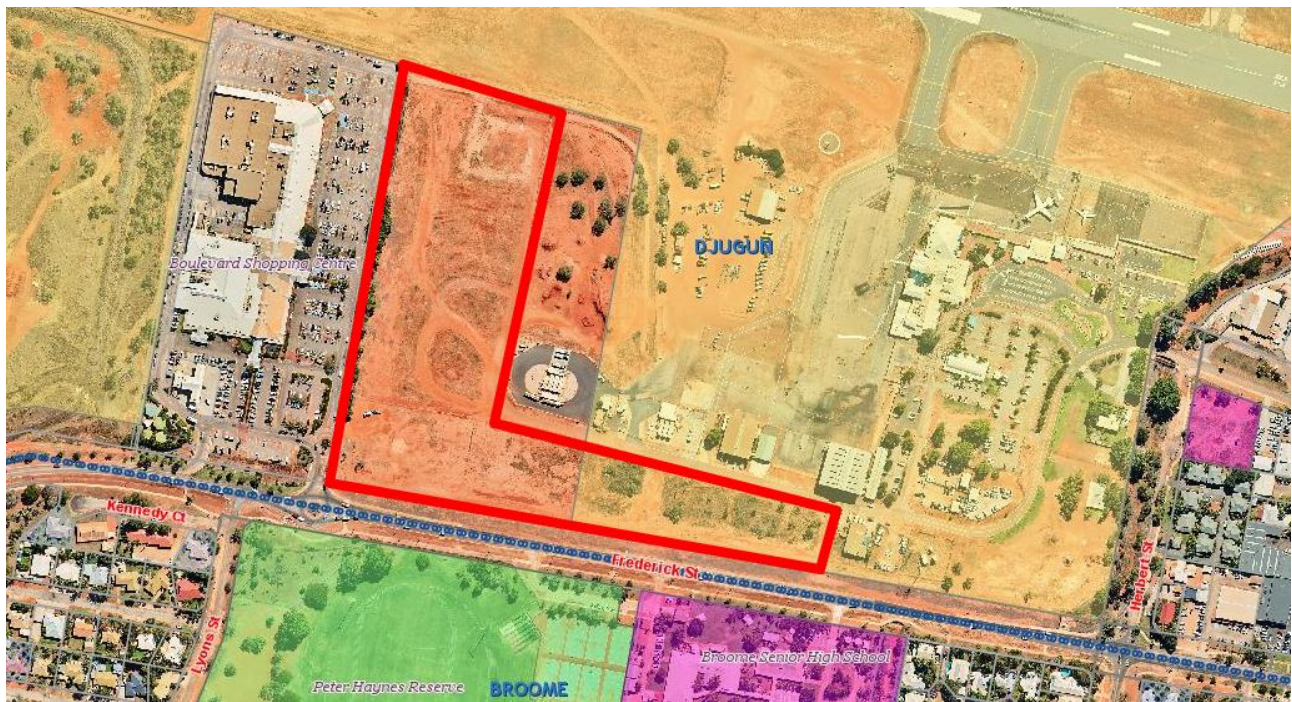
- 1. Approves the modified Detailed Area Plan No.8 – Frederick Street Commercial Area – Parts of Lots 1653 and 1648 Frederick Street, Djugun in accordance with Clause 4.27.1.4 of the Shire of Broome Town Planning Scheme No. 4 as set out in Attachment 3; and**
- 2. Authorises the Shire President and Chief Executive Officer to engross the Detailed Area Plan No. 8 documents.**

CARRIED UNANIMOUSLY 5/0

It should be noted that since the introduction of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Detailed Area Plans are now titled Local Development Plans. The report will therefore reference the planning instrument subject of this report as Local Development Plan No 8 (**LDP8**) herein.

Attachment No 1 includes a copy of the adopted LDP8. LDP8 was adopted to guide the development and lot layout of the land in line with the guidance provided in the Airport Development Plan (adopted by the Shire of Broome in November 2009 and the West Australian Planning Commission in October 2012) and the then 2007 Local Commercial Strategy.

Site and Surrounds



The total area covered by LDP8 is approximately 5.7ha. The site is located to the immediate east of the Broome Boulevard shopping centre. The subject land is bounded by the airport to the east and north and Frederick Street to the south.

LDP8 was adopted by Council in 2012 to enable the development of commercial land uses on the subject site, consistent with the adopted Airport Development Plan and the 2007 Local Commercial Strategy, which recommended that bulky goods/large format retail land uses be developed in this location.

Since this time, the following changes have occurred to the local planning framework:

- The Local Planning Strategy was adopted by the Shire and the WAPC in 2014 which shows the subject land as Service Commercial and recommends the following under Section 2.4.7 of the Strategy 'Promote and encourage development along the north side of Frederick Street as showrooms and bulky goods retail'.
- Local Planning Scheme No 6 was gazetted in 2015, which saw the change in zoning of the site from 'Development' under Town Planning Scheme No 4 to 'Service Commercial'.

The Shire has also reviewed the 2007 Local Commercial Strategy, and adopted a new Local Commercial Strategy in 2017, which recommends some changes to LDP8, specifically:

- Remove inconsistency between the 'Service Commercial' zoning and the 'Mixed Use' land use identified on the Airport Development Plan and the Frederick Street Local Development Plan No 8.

The applicant is proposing to amend LDP8 to address the recommended changes under the Local Commercial Strategy, notably in this regard the reference to the Mixed-Use zoning has been removed. Amendments are also proposed to lot configuration and building envelopes to accommodate potential tenants within the subject land.

In summary, the following amendments are sought to LDP8:

- Layout changes:
 - Increased setback of the building envelope from Frederick Street to provide for a more consistent and visually cohesive street setback. This amendment will also improve the potential impact of building bulk on the streetscape.
 - The design also provides for varying setbacks to the adjoining lot (Broome Boulevard shopping centre), therefore reducing the impact of building bulk. Similarly, with the existing LDP, all building envelopes include front boundaries which can be varied in accordance with the provisions of the LDP and LPS6.
- Removal of condition No 2, which provides reference to the potential land uses and the 'Mixed Use' zoning. This is no longer required as the site is now zoned 'Service Commercial'. Consequently, any future land uses would be guided as per the zoning table under Local Planning Scheme No 6 (LPS6) rather than the LDP. This inconsistency is highlighted in the Shire's Local Commercial Strategy (2017).
- Addition of a 'public road' notation in the internal layout. The current LDP does not include this notation, however, the public road is consistent with the Shire's endorsed Airport Development Plan (2012) and has been conditionally approved by West Australian Planning Commission (WAPC) as part of an earlier subdivision application which has lapsed. The conditional subdivision approval required the landowner / applicant to design and construct the public road to the satisfaction of the local government or, subject to agreement of WAPC and local government, pay for the costs of infrastructure as estimated by the local government.
- Minor modifications to individual lot sizes, however, it should be noted that there is no net increase to the total lot size. These modifications are to provide for greater flexibility and increase development potential of the proposed lots.
- Removal of one of the access points to the Broome Boulevard site to the south. The condition of LDP, noting that any dual access will need to be negotiated and agreed to by both landowners remains on the LDP.

The other provisions of the LDP, including road alignment, reciprocal parking and access to the LDP8 area are not proposed to change. No net increase in total proposed lot area is proposed and the access and egress arrangements are consistent with the existing approved LDP. There is therefore no significant increase in traffic expected in the proposed amended LDP, when compared with the 2012 version.

Any future development within the LDP area will be subject to the development application process and will be considered against the LDP and wider planning framework.

A copy of the amended LDP is provided in **Attachment No 2**.

COMMENT

The *Planning and Development (Local Planning Schemes) Regulations 2015*, (**the Regulations**) and the Western Australian Planning Commissions (**WAPC**) Framework for Local Development Plans (August 2015), (**the WAPC Framework**) provide direction on the preparation and content of an LDP and the process for adopting or amending a LDP. The provisions of the LDP must also be consistent with the local planning framework. The comments below will provide an assessment of the amendment to the LDP against the planning framework and the Regulations and WAPC Framework.

Local Planning Framework

The subject site is identified as 'Service Commercial' under the Shire's Local Planning Strategy and is similarly zoned 'Service Commercial' under LPS6. The LDP prepared will provide guidance on the lot layout and built form development on site. The provisions of the LDP, with regard to the position of the building envelopes and site coverage, are consistent with the development standards established for the Service Commercial zone under Schedule 8 of LPS6.

As outlined above, the amendments proposed to the LDP are also consistent with the Local Commercial Strategy, which recommends that the reference to Mixed Use and land uses currently contained in the LDP are removed.

It is considered that the LDP provides adequate controls to guide the future development and future lot layout for the site. It should be noted that as development is proposed on each of the lots, development approval will still need to be sought and obtained from the Shire and it is at this stage that detailed consideration is given to the matters such as car parking, landscaping, stormwater management, etc. The provisions of the Scheme relative to these development matters would still apply.

Infrastructure

The amended LDP was referred to the Shire's Infrastructure Directorate, who raised no objections to the plan. It was noted that the number and location of the access / egress locations were generally consistent with the previous LDP. It was also noted that LDP includes public roads that are proposed to be transferred to the Shire when the property is subdivided, which will have asset management implications.

The Regulations and WAPC Framework

Clause 59 of the Regulations establishes the process for an amendment to an LDP, which includes:

- An LDP may be amended by the local government;
- A person who owns land covered by an LDP may request the local government to amend the plan;
- The procedures for making an LDP are established in the Regulations, with any necessary changes, to be followed in relation to an amendment of an LDP;
- The local government may decide not to advertise an amendment to an LDP, if in the option of the local government, the amendment is minor in nature; and
- An amendment to an LDP does not extend the period of approval of the plan, unless, at the time the amendment is approved, the local government agrees to extend the period.

In relation to advertising of the amendments to the LDP, the amendments proposed are considered minor in nature and do not give rise to any material changes that call for the need for public advertising. The current LDP will expire on 19 October 2025. In accordance with clause 57 of the Regulations, the applicant has requested that the term of the approval

be extended to a further 10 years. Given the LDP's consistency with the local planning framework, it is recommended that Council in approving the amendment, also extends the term of approval for a further 10 years.

The WAPC Framework has been prepared by the WAPC to guide the manner and form in which an LDP is to be prepared under the Regulations. The WAPC Framework establishes that an LDP is a mechanism used to coordinate and assist in achieving better built form outcomes by linking lot design to future development. The Framework establishes the level of information required to be supplied, format and content. The LDP prepared is deemed consistent with the WAPC Framework.

Given the above, it is recommended that Council adopts the amendments to the LDP.

CONSULTATION

The application is seeking an amendment to an LDP that was adopted by Council in 2012. Clause 59 of the Regulations establish that when considering an amendment to an LDP, the local government may decide not to advertise the amendment if the amendment is of minor nature.

The amendments proposed under the LDP are considered to be minor in nature, as the proposed lot modifications are not considered to be significantly different to the current LDP. Furthermore, it should be noted, under the Shire's Local Planning Policy 8.23 – Public Consultation – Planning Matters (**LPP 8.23**), Schedule 1 does not specifically require Local Development Plans to be advertised for public comment. Where considered necessary, LDPs can nevertheless be advertised in accordance with the provisions of the Regulations and the guidance of LPP 8.23.

STATUTORY ENVIRONMENT

Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 (Deemed Provisions)

52. Decision of local government

- (1) *Following consideration of a proposed local development plan, including any amendments made to the plan to address matters raised in submissions, the local government must —*
 - (a) approve the local development plan; or
 - (b) require the person who prepared the local development plan to —
 - (i) modify the plan in the manner specified by the local government; and
 - (ii) resubmit the modified plan to the local government for approval; or
 - (c) refuse to approve the plan

54. Review

A person who prepared a local development plan may apply to the State Administrative Tribunal for a review, in accordance with the Planning and Development Act 2005 Part 14, of a decision by the local government not to approve the local development plan.

56. Effect of local development plan

- (1) *A decision-maker for an application for development approval in an area that is covered by a local development plan that has been approved by the local*

government must have due regard to, but is not bound by, the local development plan when deciding the application.

- (2) A decision-maker for an application for development approval in an area referred to in clause 47 as being an area for which a local development plan may be prepared, but for which no local development plan has been approved by the local government, may approve the application if the decision-maker is satisfied that —
 - (a) the proposed development does not conflict with the principles of orderly and proper planning; and
 - (b) the proposed development would not prejudice the overall development potential of the area.

57. Duration of approval

- (1) The approval of a local development plan has effect for a period of 10 years commencing on the day on which the local government approves the plan, or another period determined by the local government, unless the local government earlier revokes its approval.
- (2) For the purposes of subclause (1), a local development plan that was approved before 19 October 2015 is taken to have been approved on that day.
- (3) A local government may extend the period of approval of a local development plan if there are no changes to the terms of the plan or the conditions attached to the approval.

58. Revocation of local development plan

The local government must not revoke approval of a local development plan unless this Scheme is amended so that the development to which the plan relates is a non-conforming use.

59. Amendment of local development plan

- (1) A local development plan may be amended by the local government.
- (2) A person who owns land in the area covered by a local development plan may request the local government to amend the plan.
- (3) The procedures for making a local development plan set out in this Part, with any necessary changes, are to be followed in relation to an amendment to a local development plan.
- (4) Despite subclause (3), the local government may decide not to advertise an amendment to a local development plan if, in the opinion of the local government, the amendment is of a minor nature.
- (5) An amendment to a local development plan does not extend the period of approval of the plan unless, at the time the amendment is approved, the local government agrees to extend the period.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The Amendment to the LDP attracted regulated fees prescribed in Council's adopted Fees and Charges as well as budgeted staff time.

The LDP includes public roads that are proposed to be transferred to the Shire when the property is subdivided. These roads (with included infrastructure i.e. drainage and lighting), will then require ongoing asset management by the Shire.

RISK

Reputation

Should the application to amend the LDP be refused, there is risk of reputational damage due to the multi-faceted role of Council. In this instance, Council has a regulatory function in the administration and assessment of the amendment to the LDP as guided by relevant legislation and the Local Planning Framework. Departures from the adopted planning framework as considered in this report, should be exercised with caution as these documents provide the basis for all planning decisions.

Quasi-judicial

Should Council not approve the amendment to the LDP, the applicant / proponent may seek a review of Council's decision to the State Administrative Tribunal as per the terms of the Planning and Development (Local Planning Schemes) Regulations 2015.

STRATEGIC IMPLICATIONS

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

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

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

Affordable land for residential, industrial, commercial and community use

VOTING REQUIREMENTS

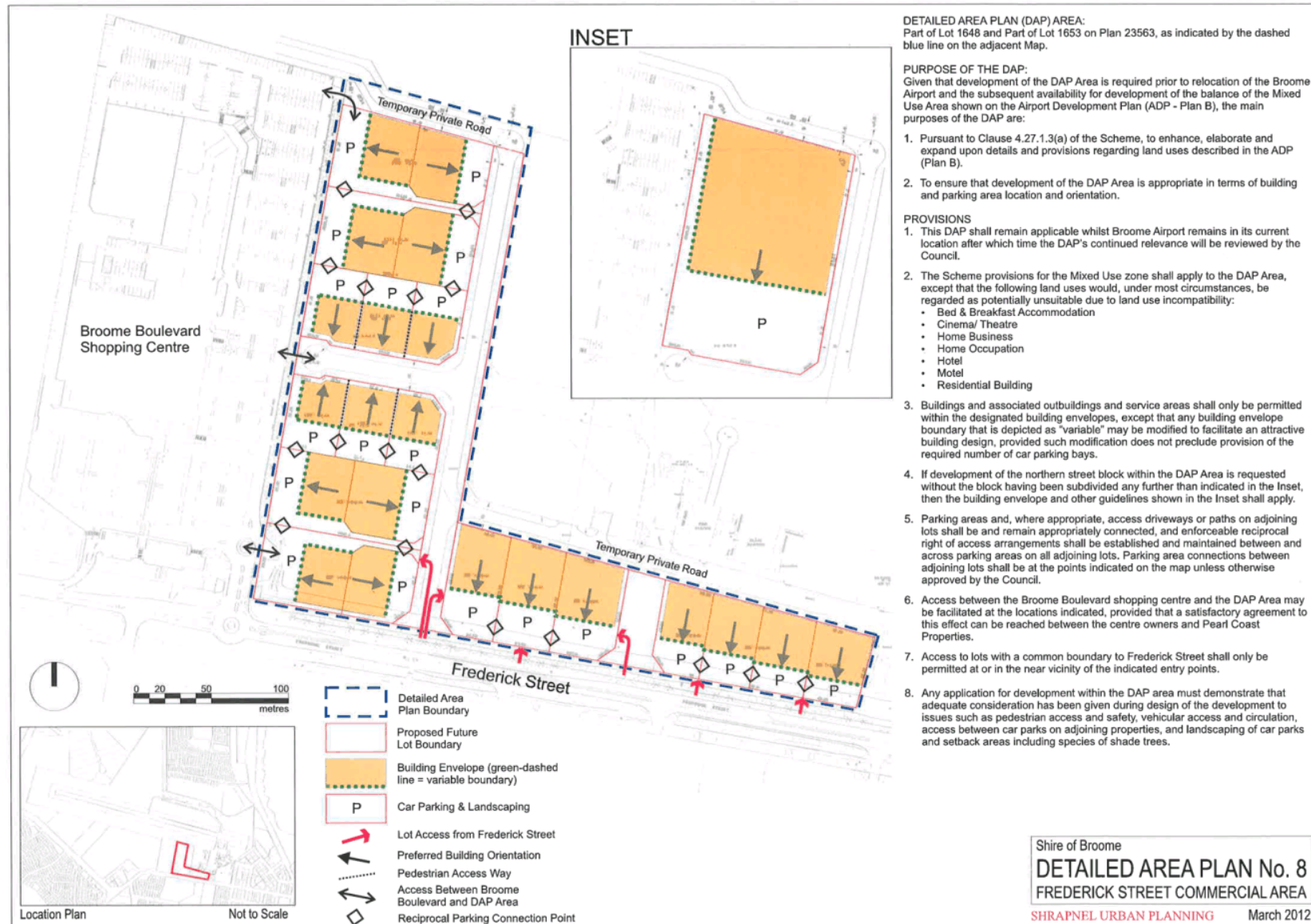
Simple Majority

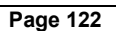
REPORT RECOMMENDATION:

That Council approves amended Local Development Plan No.8 – Portions of Lots 1648 and Lot 9050 Macpherson Street, Djugun as contained in Attachment 2, in accordance with Clause 52 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 (Deemed Provisions) for a period of 10 years, until 25 March 2031.

Attachments

1. Attachment 1 - Current LDP8
2. Attachment 2 - Proposed LDP8





9.2.2 2021 LANDFILL CLOSURE MANAGEMENT PLAN

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	RES40813.3
AUTHOR:	Manager Works
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Infrastructure
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

The Landfill Closure Management Plan (2021) (LCMP) for the Buckley's Road Waste Management Facility includes the best practice procedures for closure of a landfill and is presented for Council's consideration.

This report recommends Council endorse the LCMP (2021) and incorporate the new financial model into Council's Long-Term Financial Plan.

BACKGROUND*Previous Considerations*

OMC 18 July 2013 Item 9.3.1

COMMENT

In late 2018 it was identified through quarterly volumetric surveys that the space within the existing landfill would expire in 2020. In 2019 the Shire engaged waste consultants, ASK, to review the life expectancy of the landfill and find contingency possibilities.

As a result of the consultation, a submission by the Shire to the Department of Water and Environmental Regulation (DWER) for an amendment to the landfill license was requested and granted. This change to the license extended the life of the existing landfill until July 2024. The amendment to the licence allowed an increase to the footprint of the landfill through extending the toe and increasing the slope of the side of the landfill.

Further, ASK Consultants identified a contingency area that would allow for an extension to the life of the landfill until the end of December 2025. Extending into the contingency area requires extending into the current transfer station area at the landfill.

The changes to the license, the extension into the contingency area and the subsequent increased cost to close the landfill, informed an update to the Landfill Closure Management Plan (see Timeline 1).

Timeline 1: Shire of Broome Landfill Closure plan

DATE	ACTIVITY
2012	Landfill Closure Management Plan written for the Buckley's Road Landfill Facility by ASK consultants and approved by DWER
2013	The 2012 Landfill Closure Management Plan was endorsed by Council

2014	Changes to landfill closing requirements and review of the remaining life of the site prompted a review of the 2012 closure plan.
Early 2019	ASK consultants engaged to look at the life expectancy of the landfill site and suggest methods of extending the time to closure.
Late 2019	A landfill license amendment was submitted to DWER to increase the footprint of the landfill through extending the toe of the landfill and increasing the slope of the sides.
2020 -21	ASK consultants engaged to update the Landfill Closure Management Plan to include the incorporated changes from the license amendment, the contingency area and associated closure costs.

The LCMP is a vital tool to enable the best practice closure of any active Landfill. It has been produced to achieve the following objectives:

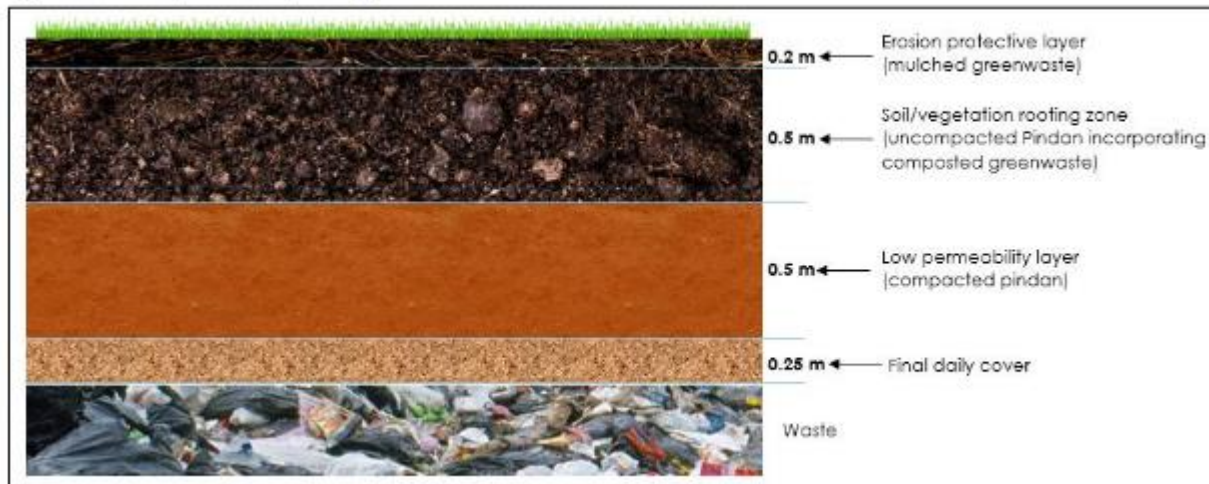
- Develop final contours and landform designs for the landfill that are stable and meet best practice guidelines and can be used to guide landfilling operations and site works going forward.
- Develop a landfill cap design that will provide a physical barrier between waste and the environment and restrict the infiltration of rainwater into the waste mass and minimise the production of leachate.
- Develop a stormwater management design that minimises leachate generation and controls the release of stormwater from the Facility.
- Develop an appropriate landfill gas management system to control the generation of landfill gases and reduce any significant risk of adversely impacting the surrounding environment.
- Develop a post closure management and monitoring program that can be implemented to ensure that environmental impacts are minimised after the landfill cells are closed and rehabilitated.
- Provide a bill of quantities and cost estimates for closure and rehabilitation works that the Shire can use to budget for future liabilities.

With the rate of filling at Buckley's Road this plan needs to be endorsed to enable full transparency and financial inclusion in the LTFP. Closure will be staged, and it is proposed to utilise Shire resources to achieve this.

Attachment 1 contains the full report, outlining all the DWER requirements and includes conformance to the Shires licence conditions. DWER has reviewed the document, which is consistent with 2012 closure plan and has not provided any comments.

The image below is the proposed capping design including 1m of cover material and 200mm of mulch, which satisfies the site licence conditions.

Figure 6.7 - Proposed cap design



The Plan will become an operational tool once endorsed and will be the working document for budget considerations into the future.

CONSULTATION

ASK Waste Management
DWER

STATUTORY ENVIRONMENT

Environmental Protection (Rural Landfill) Regulations 2002

17. Post-closure plan

(1) *The occupier of a landfill site must prepare and submit to the Chief Executive Officer for approval a post-closure rehabilitation plan, in accordance with sub regulation (2), for the site within 18 months of the site being registered under regulation 5B of the Environmental Protection Regulations 1987.*
Penalty: \$5 000.

(2) *A post-closure rehabilitation plan is to set out a plan for the rehabilitation of the site after it has ceased to be a landfill site and is to specify —*

- (a) options for the use of the site after it has ceased to be a landfill site, and is to specify the preferred option;*
- (b) a conceptual design of the infrastructure needed for the preferred option for the use of the site after it has ceased to be a landfill site;*
- (c) the estimated final contours of the site, after allowing for settlement, and specifying to what extent settlement has been allowed for;*
- (d) the capping materials proposed to be used on the site;*
- (e) a proposed system of drainage of the site;*
- (f) measures proposed for the protection of the environment and the monitoring of the site; and*
- (g) the estimated period for which the site will require protection and monitoring.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The costings provided in the LCMP (2012) total \$4,243,180 for the closure of the current landfill without the contingency area. The LCMP (2021) considers costs over the remaining operational life to financial year 2025/26. The estimated total cost including contingency as detailed in the table below is \$3,401,266 Ex GST. The Financial table within the LCMP (2021) will be used to inform the Long-Term Financial Plan.

Description	Parameter	Total cost	2021-22	2022-23	2023-24	2024-25	2025-26
Perimeter road	South and SW corner (450m length)	22,500					
	Remainder of road (800m)	76,000	76,000				
	Road / drain overpass	50,000	50,000				
Surface water management	Excavate perimeter drainage channel	22,500	-				
	Excavate sediment ponds	160,000	160,000				
Landfill gas management	LFG Management System (provisional)	576,000		144,000	144,000	144,000	144,000
	Flare (yet to be determined)	200,000					200,000
	Supply and install perimeter gas monitoring wells	20,000					20,000
Capping - Earthworks	Importing capping material (pindan) to site	984,060	123,008	246,015	123,008	246,015	246,015
	Placement and compaction Capping material (1FTE)	466,000	90,000	91,000	93,000	95,000	97,000
	Machine Hire (Wet and Dry)	300,000	60,000	60,000	60,000	60,000	60,000
	Revegetation	40,000		10,000	10,000	10,000	10,000
Professional fees and services	LFG system detailed design	45,000	45,000				
	Stormwater detailed design (Including Contingency Area)	35,000	17,500				
	Tendering, project management, additional consultancy, etc	80,000		20,000	20,000	20,000	20,000
	Revegetation plan	15,000	15,000				
Contingency	10% contingency for unforeseen events and issues	309,206	63,651	57,102	45,001	57,502	79,702
Total estimated cost		3,401,266	700,158	628,117	495,008	632,517	876,717

Review of costings has identified considerable savings through allocation of internal resources to undertake the closure works. A Project Brief has been developed for consideration through the 2021/22 budget process to include an additional internal resource to facilitate the placement and compaction of materials.

The current available budget in the Refuse Site Reserve is \$2,400,000. As such the shortfall in funding in later years of this plan will need to be funded through either:

- Additional revenue realised through fees and charges; or
- Development of Shire reserve vested for Pindan extraction to reduce material costs.

It should be noted that the Shire has a licence requirement to monitor the Buckley's Road site for 30 years after closure. Operational funding is required for that 30-year period and is estimated at \$460,000Ex GST over the 30 years. These activities and costings are summarised below.

Description	Parameter	Total cost
Post closure	Groundwater monitoring (6 monthly - 10 years)	130,000
	Groundwater monitoring (annually 11- 30 years)	120,000
	Landfill cap and rehab monitoring	15,000
	Landfill gas monitoring	15,000
	Leachate monitoring (sediment ponds)	30,000
	Landfill cap maintenance (contingency)	150,000
	TOTAL OPERATIONAL	460,000

RISK

Several risks are pertinent to endorsement of this plan:

- Best practice closure procedures are adopted to ensure environmental hazards are minimised and 30 years of monitoring are planned.
- Imminent closure of the site – the plan sets out areas to be filled and methods to achieve optimal space.
- Cost of waste disposal if it must be taken to another facility, and whether it would be accepted – space optimisation is primary.
- Safety issues for the public and staff – site manoeuvrability decreases as the site fills, interaction between large and small vehicles increases.
- Increased operational cost as staff time to fill the landfill increases.
- Possibility of a spike in waste generated from a disaster (cyclone, fire).
- Special waste like asbestos / quarantine / bulky waste (e.g. Broome Primary School, waste from communities) will decrease the airspace through increased cover material.
- Contingency area needs to be available by June 2023 to enable expansion of the landfill.

STRATEGIC IMPLICATIONS

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

A healthy and safe environment

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

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

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

Sustainable and integrated strategic and operational plans

VOTING REQUIREMENTS

Simple Majority

REPORT RECOMMENDATION:

That Council:

1. *Adopts the Landfill Closure Management Plan (2021) as attached;*
2. *Requests the Chief Executive Officer to include the financial implications of the Landfill Closure Management Plan (2021) within the next review and update of the Long-Term Financial Plan; and*
3. *Requests the Chief Executive Officer investigate opportunities for pindan extraction from Shire Reserves vested for that purpose.*

Attachments

1. Attachment 1 - Landfill Closure Management Plan Buckleys Road Waste Management Facility



Landfill Closure Management Plan

Buckleys Road Waste Management Facility

Shire of Broome

March 2021



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Acknowledgements

ASK Waste Management acknowledges the Traditional Owners of the land in which we work and live, and pays respects to Elders past, present, and emerging.

ASK also gratefully acknowledge the cooperation of the Shire of Broome staff that provided information and assistance in the development of this report.

Disclaimer

Information in this document is current as of March 2021. While all professional care has been undertaken in preparing the document, ASK Waste Management accepts no liability for loss or damages incurred as a result of reliance placed on its content.

Any plans, designs or otherwise contained in this report are schematic and are provided for general guidance only. No reliance should be made by any user on this material for construction purposes. Advice must be sought from a suitably qualified engineer, prior to any construction, excavation or otherwise.

The mention of any company, product or process in this report does not constitute or imply endorsement by ASK Waste Management.

Document Control			
Version	Date	Description	Initials
3B	11 March 2021	Draft – for internal review	GP
4A	11 March 2021	Draft – for Shire review	
4B	12 March 2021	Update of phasing diagram	

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1 INTRODUCTION

The Shire of Broome (the Shire) engaged ASK Waste Management (ASK) to update the current Landfill Closure Management Plan (LCMP) for the Buckleys Road Waste Management Facility (the Facility) to reflect the recently approved increase in the landfill footprint (DWER Licence Amendment File Number 2013/003936-1).

ASK has previously produced a LCMP for the Facility. The site is an unlined Class II landfill, which is located approximately 7.5km to the north of the Broome CBD on Crown Land Reserve 40813, Lot 228, Buckleys Road, Broome. A portion of Reserve No 40813 is leased to Energy Development Ltd (EDL) for gas storage leaving 12.45Ha available for waste receipt, recovery and disposal.

The LCMP provides information relating to the progressive rehabilitation and closure of the Facility's landfill cells, together with the post-closure monitoring requirements.

The following documents have been considered in the preparation of the LCMP:

- The Facility's current Environmental Protection License (EPL) (L6912/1997/11)
- Best Practice Environmental Management: Siting, design, operation and rehabilitation of landfills (EPA Victoria, 2015)
- Buckleys Road Waste Management Facility – Landfill Closure Management Plan (LCMP) (ASK, 2012)
- Buckleys Road Waste Management Facility – Review of Closure Management Plan (ASK, 2014)
- DWER Licence Amendment Notice 2 (24/01/2020) - Change above ground waste disposal buffer distance

1.1 AMENDMENTS TO THE LCMP

In 2012, ASK produced a LCMP for the Facility with consideration of the BPEM Best Practice Guidelines to fulfil both the Shire and the Department of Water and Environment Regulation (DWER)'s expectations. The plan included the proposed final landform including a contingency area, rehabilitation requirements, staged filling and rehab schedule, post closure monitoring programme and a cost estimate for the closure and post closure costings.

The final plan that was approved by DWER included a landfill capping design that utilised locally available pindan soil. This capping design was lower than the specifications of BPEM but was accepted by DWER based on the risk presented by the landfill and the understanding of likely performance of the cap in the Kimberley's weather.

In 2014, the Shire wished to have the existing LCMP reviewed to ensure that the schedule of costs for capping requirements were up to date, and that the capping design met best practice guidelines whilst minimising the associated capital expenditure.

ASK subsequently reviewed the LCMP to provide the Shire with a range of scenarios for capping design options, detailing their performance and cost, including:

- Updated costing of current LCMP capping design
- Costing for BPEM type 2 capping
- Costing for BPEM type 3 capping

The remaining airspace at the Facility based on the previous final landform developed in 2012 indicated a remaining operational life of less than two years (based on the November 2019 site survey). In order to increase the operational life of the Facility a licence amendment was recently

approved by DWER allowing above ground waste placement to within 15 meters of the premise's boundary.

The reduction of the internal buffers at the Facility has allowed a new final landform to be developed for the landfill, that also incorporated an extension area extending towards the gatehouse. As detailed in this LCMP, this new final landform will increase the remaining operational life of the landfill.

1.2 OBJECTIVES AND SCOPE

This LCMP has been produced to achieve the following objectives:

- Develop final contours and landform designs for the landfill that are stable and meet best practice guidelines and can be used to guide landfilling operations and site works going forward.
- Develop a landfill cap design that will provide a physical barrier between waste and the environment and restrict the infiltration of rainwater into the waste mass and minimise the production of leachate.
- Develop a stormwater management design that minimises leachate generation and controls the release of stormwater from the Facility.
- Develop an appropriate landfill gas management system to control the generation of landfill gases and reduce any significant risk of adversely impacting the surrounding environment.
- Develop a post closure management and monitoring program that can be implemented to ensure that environmental impacts are minimised after the landfill cells are closed and rehabilitated.
- Provide a bill of quantities and cost estimates for closure and rehabilitation works that the Shire can use to budget for future liabilities.

To satisfy the objectives of the LCMP, this document contains the following sections:

- Facility Overview
- Environmental Attributes
- Legislative Context
- Risk Assessment
- Rehabilitation Design
 - Current Landfill Profile
 - Proposed Final Profile
 - Detailed Capping System Design
- Surface Water Management Design
- Landfill Gas Management Design
- Revised Risk Assessment
- Post-Closure Management and Monitoring
- Closure Cost Estimates
- Financing Strategy

1.3 REVISIONS AND UPDATES

The Shire will review and update the LCMP (as necessary) after every review of the Environmental Protection Licence (EPL) or at least every three years. The purpose of the review is to:

- Review closure and rehabilitation operations and identify areas where performance can be improved;
- Update the LCMP to reflect any changes to Facility operations;
- Update the LCMP to reflect regulatory changes;
- Update the LCMP to reflect changes to the Shire, State and Federal strategic objectives; and
- Update the LCMP to incorporate all changes arising from the review process.

2 FACILITY OVERVIEW

The following sections detail the location, history, surrounding land uses, and current and proposed waste management activities undertaken at the Facility.

2.1 SITE OVERVIEW

The facility provides a waste disposal site for the Town and immediate community of Broome. As the only licenced landfill in the vicinity, it receives a combination of Municipal Solid Waste (MSW), Commercial and Industrial waste (C&I) and Construction and Demolition waste (C&D).

The site consists of a landfill, and a transfer station to allow for separation of material and reduce traffic at the tip face. The Shire of Broome also operates a licensed Resource Recovery Area (RRA) on another site for storage and processing of greenwaste, concrete, tyres, glass, wood pallets and metal.

Table 2.1 - Summary of Buckleys Road Waste Management Facility

Facility address:	Crown Reserve No 40813, Lot 228 Buckleys Road, Broome. WA. 6725
Facility Licence number:	L6912/1997/10
Ownership:	Shire of Broome
Operator:	Shire of Broome
Landfill class:	Category 64 – Class II Putrescible Landfill Site Category 61 – Liquid Waste Facility
Waste types received:	Putrescible and inert solid waste
Tonnage per annum:	Estimated at 20,000 – 25,000 tonnes per annum
Size:	15 ha site. (12.45 ha excluding EDL lease)
Population serviced:	Approximately 16,000 residents (the significant number of tourists that visit Broome equates to a further 4,500 residents)
Method of construction:	Combination of below ground trenches and above ground cells
Type of liner:	No liner
Opening date:	Unknown but vested to Shire for waste disposal in 1987 and licensed in 1997
Remaining operational life:	5 - 10 years

Waste was historically disposed of at the Facility in below ground trenches throughout the site. Since 2000, a combination of below ground and above ground waste disposal has occurred. The available below ground airspace in the current landfill area is exhausted and above ground disposal is occurring.

2.2 LOCATION

The town of Broome located in the Kimberley region of Western Australia approximately 2,300km north of Perth by road. The Buckleys Road Waste Management Facility is situated approximately 8.6km by road, north of the Shire Chambers. The site is located at the northern end of Buckleys Road. The land title description is Crown Reserve No 40813, Lot 228 Buckleys Road, Broome.

Figure 2.1 - Facility location



2.3 SURROUNDING LAND USE

Table 2.2 lists the relevant sensitive land uses in the vicinity of the Facility.

Table 2.2 - Surrounding land use for the Facility

Residential and sensitive premises	Distance from Prescribed Premises
Residential premises	<ul style="list-style-type: none"> • 660m south east of the south east boundary corner, residential property at Locke Street • 900m west of landfill, dwellings on Sands Street • 1700m south of the boundary, dwellings on Fairway Drive • There are no sensitive receptors within 5km to the north of the facility with this land being zoned for cultural and natural resources use
Industry	<ul style="list-style-type: none"> • Adjacent to the north west boundary, Energy Development Ltd (EDL) gas storage facility • 100m west of the boundary, a quarry and soil borrow pit

Table 2.3 lists the relevant environmental receptors in the vicinity of the Facility which may be receptors relevant to the operations of the Facility (DWER, 2020).

Table 2.3 - Surrounding environmental receptors

Environmental Receptors	Distance from Prescribed Premises
Public Drinking Water Areas	<ul style="list-style-type: none"> 5km north east
RIWI Act Groundwater Ares	<ul style="list-style-type: none"> Premises lies within Broome Groundwater area
Threatened and Priority Flora	<ul style="list-style-type: none"> 2150m north west of north western boundary
Threatened Ecological Communities	<ul style="list-style-type: none"> Premises within Mangarr (relic dune system dominated by extensive stands of Minyjara)
Threatened Fauna	<ul style="list-style-type: none"> 1200m west: Falco peregrines, Fregata ariel and Stern hirundo 1000m south: Calidris acuminata, Calidris ruficollis, Charadrius veredus, Fregata ariel, Limosa, Numenius madagascariensis, Tringa nebularia, Tringa stagnatilis, Arenaria interpres, Calidris canutus, Calidris ferruginea, Calidris subminuta, Calidris tenuirostris, Charadrius mongouls, Hirundo rustica, Limosa lapponica, Numenius minutus, Stern hirundo, Calidris alba, Pluvialis squatarola, Sula leucogaster and Tringa glareola
Surface water body - wetland	<ul style="list-style-type: none"> 320m north (saltwater marshes) and 600m west of the landfill

2.4 FACILITY LICENCE

The Facility is a prescribed site under the Environmental Protection Act 1986 and is managed in accordance with an operating licence issued by the Department of Water and Environment Regulation (DWER). The DWER Licence (Licence Number I6912/1997/11) governs waste management activities on site and includes the following aspects:

- Classification of Premises: Category 64 – Class II putrescible landfill site and Category 61 - Liquid waste facility
- Commencement date (of current licence) – Monday 11 June 2012
- Amended Expiry date (of current licence) – 10 June 2028
- Nominated Rate of Throughput – Class II putrescible landfill facility: 30,000 tonnes per annum; and Liquid waste facility: 1,932 tonnes per annum
- General Conditions
- Air Pollution Control Conditions
- Water Pollution Control Conditions Uncontaminated Stormwater Management

The Facility is also subject to the EPL amendments detailed below:

- Instrument Issued Amendment
- 1/08/2011 Licence amendment
- 3/11/2011 Appeal amendment
- 03/11/2012 Greenwaste amendment
- 13/12/2012 Posi-shell trial
- 26/04/2016 Amendment Notice 1 – extend expiry date 10 June 2028
- 24/01/2020 Amendment Notice 2- Change above ground waste disposal buffer distance

The licensee shall accept and bury only the following types of wastes at the premises in compliance with criteria defined in the Landfill Waste Classification and Waste Definitions 1996 (amended December 2009):

- Clean fill;
- Inert waste type 1 and 2;
- Putrescible waste;
- Special waste type 1 and 2;
- Grease trap and mineral oil liquid waste¹; and
- Quarantine waste.

2.5 WASTE MANAGEMENT ACTIVITIES

The Facility predominantly accepts waste for recycling and disposal from the town of Broome and surrounding areas.

Figure 2.2 shows the Buckleys Road site. In relation to waste disposal, the site can be broadly divided into three areas:

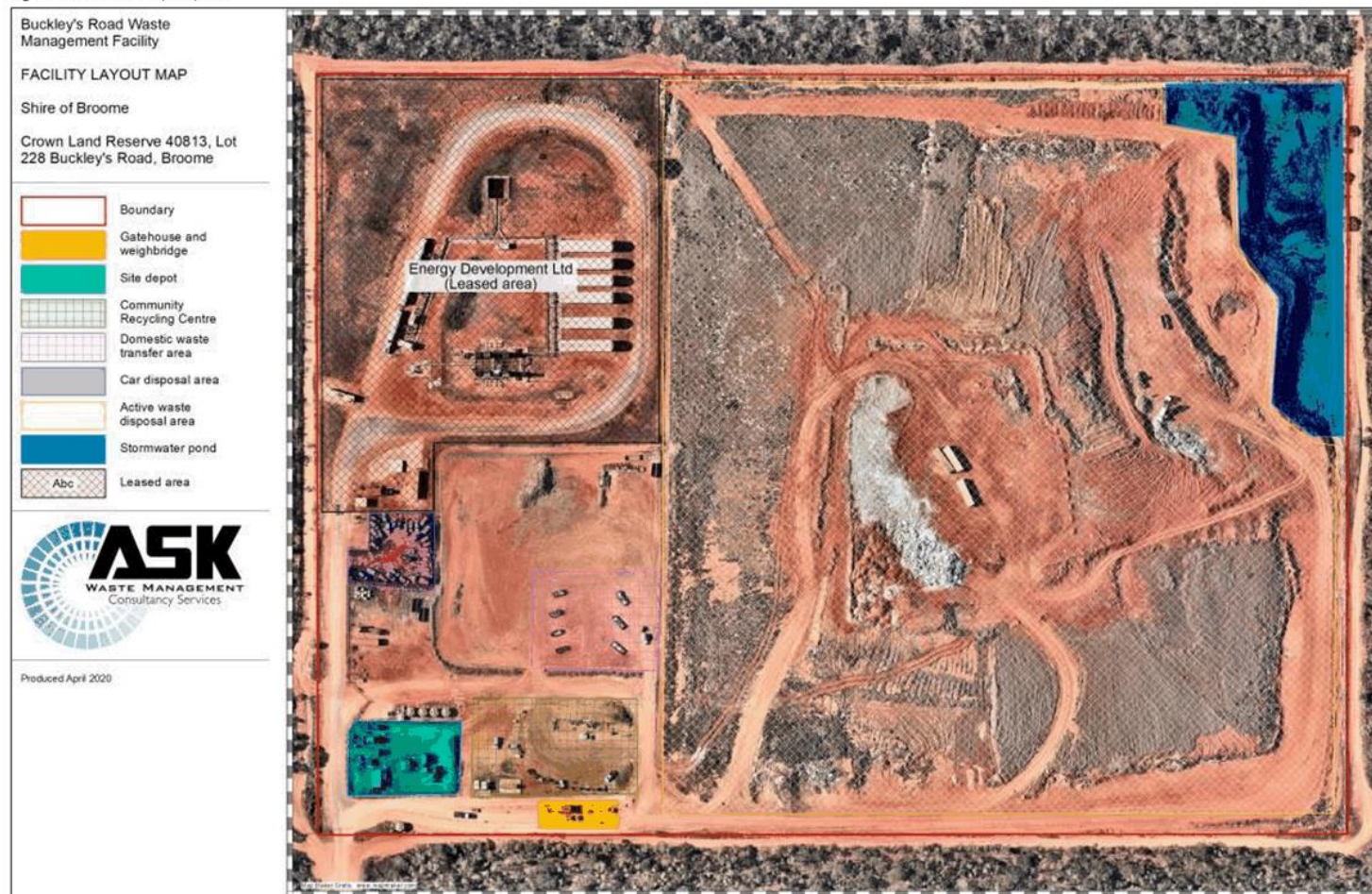
- The gatehouse and weighbridge providing secure access to the Facility
- Main disposal area where above ground disposal activities are completed
- Transfer station and resource recovery area

A portion of the site is leased to Energy Development Ltd for gas storage.

Since the final landform incorporates part of the current facility layout, a new site layout will need to be developed as the landfill nears its final shape.

¹ The liquid waste ponds that previously; received these wastes have been decommissioned, therefore the Facility no longer accepts any grease trap and mineral oil liquid waste

Figure 2.2 - Facility layout



Shire of Broome
Landfill Closure Management Plan

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2.5.1 Gatehouse, staff compound, weighbridge

A gatehouse and weighbridge are located at the entry to the Facility where vehicles are stopped at an electronic boom gate to have their waste loads inspected and/or weighed and details recorded by a gatehouse operator.

Staff facilities, amenities and parking are also located at the gatehouse.

Figure 2.3 - Facility gatehouse, and weighbridge



2.5.2 Domestic transfer station and resource recovery area

A transfer station and resource recovery area is located adjacent to the gatehouse that is used by domestic customers to separate waste and recyclables into bins (Figure 2.4). These are transferred to the Shire's resource recovery site or emptied into the landfill when required.

Figure 2.4 - Transfer Station domestic drop off bins



A bunded and covered waste oil collection facility is located at the Transfer Station to store waste oil until it is collected for recycling. The Transfer Station also has an area to deposit household hazardous materials such as vehicle batteries, paint and gas bottles so that they can be safely disposed of or recycled.

2.5.3 Landfill cells

The landfill is approaching its final landform with some sections of the landfill at final levels as per the previous closure plan. The reduction of the internal buffers at the Facility, in line with the recent licence amendment, has allowed a new final landform to be developed for the landfill. As a result, the northern, southern and eastern batters will receive additional waste and will be filled in phases as per **Section 6.5**.

2.6 LANDFILL WASTE DISPOSAL QUANTITIES

The facility receives approximately 25,000 tonne per year for recycling and disposal based on assessment of quantities presented over the previous five years. The waste quantities accepted, recycled, and landfilled at the Facility between 2015 and 2020 are presented in **Table 2.4**.

Table 2.4 - Waste quantities (tonnes)

Year	MSW Landfilled	C & I Landfilled	C&D Landfilled	Total Landfilled	Total Recycled	Total Accepted
2019-20	6,120	5,172	11,104	23,430	11,822	35,253
2018-19	8,474	14,458	29	22,960	12,448	35,408
2017-18	7,838	3,857	2,477	14,171	11,704	25,875
2016-17	13,380	3,961	2,866	20,207	8,298	28,505
2015-16	9,471	5,471	3,959	18,902	6,070	24,972

2.7 FUTURE DIRECTION FOR THE FACILITY

The Shire has been actively seeking a suitable new site for a regional resource recovery park (including landfill) for the last six years. To date, a suitable site has not yet been secured.

The remaining airspace at the Facility, based on the previous final landform developed in 2012, indicates a remaining operational life of less than two years (based on the November 2019 site survey). In order to increase the operational life of the Facility, a licence amendment was recently approved by DWER allowing above ground waste placement to within 15 meters of the premises boundary.

The reduction of the internal buffers at the Facility has allowed a new final landform to be developed for the landfill. As detailed in this LCMP, this will increase the remaining operational life of the landfill.

3 ENVIRONMENTAL ATTRIBUTES

3.1 CLIMATE

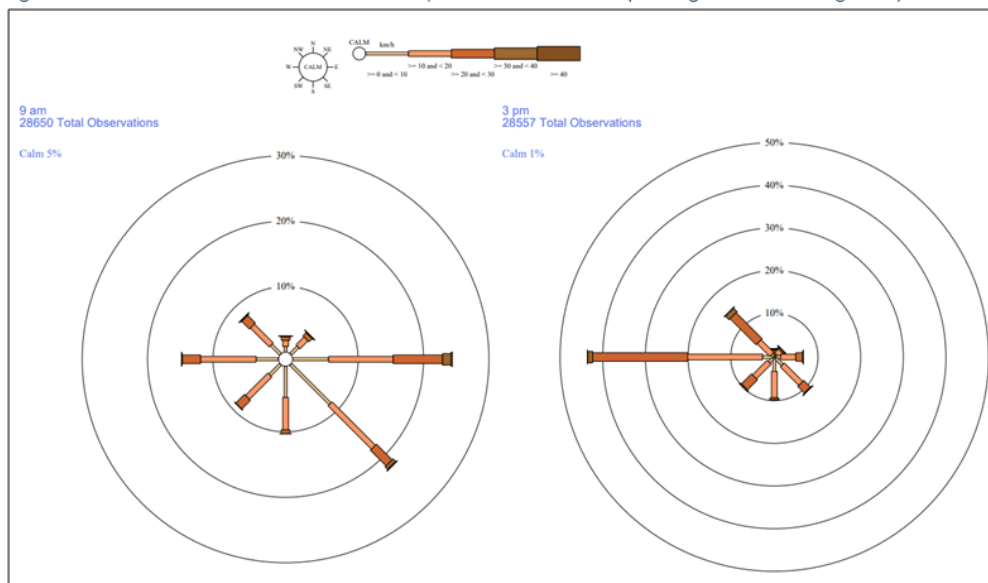
The Bureau of Meteorology has collected climate data from the Broome weather station located at the Broome Airport (Site number 003003) between 1991 and 2020. The average monthly climate data has been summarised in **Table 3.1**. The area receives an average annual rainfall of 752.6mm with the majority of it falling throughout the summer season between December and March. Temperature variations are moderated by the coastal location with an annual mean maximum of 32.4°C and an annual mean minimum of 21.4°C.

Table 3.1 - Monthly climate statistics for Broome weather station (1991-2020)

Climate Statistic	January	February	March	April	May	June	July	August	September	October	November	December	Annual
TEMPERATURE													
Mean maximum temperature (°C)	33.2	32.8	34.0	34.5	32.0	29.5	29.5	30.6	31.7	33.2	33.8	33.9	32.4
Mean minimum temperature (°C)	26.5	26.2	25.6	22.9	18.0	15.2	13.9	14.5	18.7	23.0	25.7	26.8	21.4
RAINFALL													
Mean rainfall (mm)	228.9	221.7	107.5	28.4	21.5	18.6	9.7	2.9	1.0	1.0	8.6	97.2	752.6
Decile 5 (median) monthly rainfall (mm)	163.5	198.6	47.0	3.4	0.4	1.4	0.2	0.6	0.8	0.0	2.8	80.4	700.4
Mean number of days of rain >= 1 mm	10.2	10.6	6.4	2.0	1.2	1.0	0.4	0.4	0.1	0.2	0.8	5.1	38.4
9AM CONDITIONS ²													
Mean 9am temperature (°C)	30.2	29.6	30.1	29.5	25.8	22.7	22.1	23.9	26.9	29.5	30.6	30.6	27.6
Mean 9am relative humidity (%)	71	74	68	55	44	45	43	42	49	53	57	65	56
Mean 9am wind speed (km/h)	15.1	14.4	12.8	12.3	14.4	15.2	15.1	14.7	14.9	14.9	15.6	15.9	14.6
3PM CONDITIONS ³													
Mean 3pm temperature (°C)	31.6	31.2	32.6	33.1	30.8	28.3	28.1	28.8	29.4	30.6	31.6	31.7	30.7
Mean 3pm relative humidity (%)	66	69	59	44	35	34	32	34	46	54	57	63	49
Mean 3pm wind speed (km/h)	20.7	18.5	17.6	15.3	14.0	14.5	15.3	17.2	20.2	22.1	23.4	22.7	18.5

The Wind Rose data for Broome shown in **Figure 3.1** indicates predominantly easterly winds in the morning that switch to westerly in the afternoon.

Figure 3.1 – Wind Rose data from Broome Airport weather station (11 Aug 1939 to 10 Aug 2019)



3.1.1 Trends and projections

The Department of Primary Industries and Regional Development (DPIRD, 2020) reports that Kimberley temperatures have increased in winter and decreased in summer. Between 1910 and 2013, average annual temperature increased by 0.9°C. Average summer temperature declined because increasing summer rainfall and associated cloud cover gave a cooling effect.

The intensity of hot spells generally decreased over the north-west. Trends in the frequency and duration of hot spells are not clear and differ according to how they were estimated. In the Kimberley and Pilbara, rainfall has increased in most areas.

Over the last 60 years, annual rainfall has increased over northern and interior WA. A recent study of tree growth in the Pilbara found that five of the 10 wettest years in the last 210 years occurred in the last two decades.

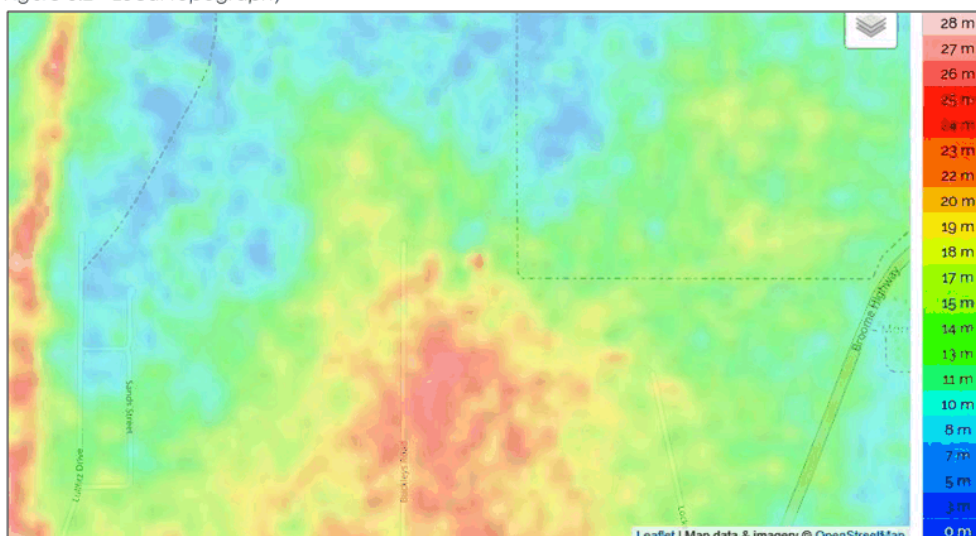
High sea surface temperatures off the north-west coast and increased summer rainfall in the Kimberley and Pilbara have coincided with major shifts in the large-scale atmospheric circulation of the southern hemisphere. These changes include a southward shift in the subtropical ridge and the polar jet stream. In addition to increased annual rainfall, the seasonality (that is, the difference between rainfall amount in the driest and wettest periods) has also increased in northern WA.

Although the projected rainfall increases are expected to result in increased landfill leachate generation at the Facility, risk assessments and capping designs contained in this LCMP are based on currently available data and do not take into account the future projections.

3.2 LOCAL TOPOGRAPHY

The Facility is situated midway down a gentle slope running in a northerly direction from a high point south along Buckleys Road.

Figure 3.2 - Local topography



3.3 GEOLOGY

Broome is located within the Canning Basin, a large sedimentary basin covering an onshore area of more than 450 000 km². It spans from the Pilbara Craton in the south-west to the King Leopold and Halls Creek Oregon in the north-east.

The basin comprises sequences of folded sedimentary rocks up to 18 km thick (Laws, 1987). Superficial sands and pindan soils of Quaternary age unconformably overlie the Broome Sandstone of Cretaceous age.

The soil type within the site is described as 'pindan sand plain'; a light, clayey, fine-grained nonwater-repellent sand to silt, which is characteristically deep red in colour due to the iron oxide staining of the quartz grains.

3.4 GROUNDWATER

The depth to groundwater has been measured to be from 7.25m to 12.4m below ground level. Groundwater flow is reported to be from the north-east to the south-west (Department of Water, 2012a Groundwater Resource Review Dampier Peninsula). Groundwater moves under the influence of gravity down the hydraulic gradient, west towards the ocean, south-west towards the town site, and south towards Roebuck Bay.

The existing licence has conditions requiring the monitoring of groundwater below the landfill to detect any seepage and impacts on groundwater quality. There are currently five monitoring bores around the landfill.

3.5 SURFACE WATER

There are no permanent or ephemeral surface watercourses located on the premises or within 5km of the premises. The nearest surface water body is a wetland approximately 320m to the north of the facility and consists of saltwater marshes.

The region does experience cyclonic activity that can result in significant high intensity rainfall events, which produce large quantities of stormwater at the Facility. During extreme rainfall events the surface flows of stormwater exit the Facility in the north west corner.

3.6 FLORA AND FAUNA

Table 3.2 lists the location of threatened flora and fauna in relation to the Facility (DWER, 2020)

Table 3.2 - Surrounding threatened flora and fauna

Environmental Receptors	Distance from Prescribed Premises
Threatened and Priority Flora	<ul style="list-style-type: none"> • 2150m north west of north western boundary
Threatened Ecological Communities	<ul style="list-style-type: none"> • Premises within Mangarr (relic dune system dominated by extensive stands of Minyjara)
Threatened Fauna	<ul style="list-style-type: none"> • 1200m west: Falco peregrines, Fregata ariel and Stern hirundo 1 • 1000m south: Calidris acuminata, Calidris ruficollis, Charadrius veredus, Fregata ariel, Limosa, Numenius madagascariensis, Tringa nebularia, Tringa stagnatilis, Arenaria interpres, Calidris canutus, Calidris ferruginea, Calidris subminuta, Calidris tenuirostris, Charadrius mongouls, Hirundo rustica, Limosa lapponica, Numenius minutus, Stern hirundo, Calidris alba, Pluvialis squatarola, Sula leucogaster and Tringa glareola

4 LEGISLATIVE CONTEXT

4.1 LICENCE

The Facility is a prescribed site under the Environmental Protection Act 1986 and as such is managed in accordance with an operating licence issued by the Department of Water and Environment Regulation (DWER). As of March 2020, the Facility is governed by Licence Number (L6912/1997/11) and the following EPL amendments:

- 26/04/2016 Amendment Notice 1 – extend expiry date 10 June 2028
- 24/01/2020 Amendment Notice 2 - change above ground waste disposal buffer distance

Current conditions from the EPL and subsequent amendments that are relevant to this LCMP are detailed to follow.

4.1.1 *Current licence conditions relating to closure and capping works*

The following licence conditions (current as of January 2019) are relevant to closure and capping works at the facility:

Condition W1 (a) The licensee shall divert stormwater away from all active and inactive disposal areas within the premises

Condition W1(b) The licensee shall ensure stormwater drains on the premise are kept clear to allow for drainage

Condition W1 (c) The licensee shall ensure that stormwater that has come into contact with waste is diverted into a sump on the premises or otherwise retained on the premises.

4.2 BEST PRACTICE GUIDELINES

This LCMP is prepared in line with a risk based approach and draws from the Closure Plan Risk Assessment (**Section 5**) and the *Best Practice Environmental Management (BPEM) Guidelines: Siting, design, operation and rehabilitation of landfills* (EPA Victoria, 2015).

According to the BPEM Guidelines, best practice rehabilitation of landfills should include consideration of site after use, settlement and final surface profile, and landfill cap. The required outcomes of best practice landfill rehabilitation are to:

- Consider after use options for the Site;
- Ensure that the seepage through the landfill cap is no more than 75% of the anticipated seepage rate through the landfill liner;
- Design and construct the best cap practicable to prevent pollution of groundwater and degradation of air quality through the escape of landfill gas;
- Design and construct the most robust cap to ensure that the system will continue to achieve the objective in the event of several components of the system failing; and
- Progressively rehabilitate the landfill.

This LCMP has been prepared to satisfy the rehabilitation requirements as stipulated with the Best Practice Landfill Guidelines.

5 CLOSURE PLAN RISK ASSESSMENT

A pre-closure risk assessment for the Facility has been undertaken using a Source-Pathway-Receptor analytical model that involves an assessment of the source of potential emissions, identification of potential pathways for migration and delineation of receptors that could be impacted.

For the purposes of the risk assessment, the key definitions are as follows:

- Source – The prime mover to cause significant contamination or harm to the environment.
- Pathway – The route by which potential contamination or harm can migrate.
- Receptor – The on-site and off-site location where the impact or harm is registered

5.1 SOURCES OF ENVIRONMENTAL IMPACT

The sources of environmental impact during the operation of the Facility include:

- Fire
- Vermin
- Landfill gas (LFG) / odour
- Leachate
- Dust
- Litter
- Invasive flora species

5.2 RECEPTORS OF POTENTIAL ENVIRONMENTAL IMPACTS

The possible receptors of the impacts include:

- Surrounding land users – businesses and communities surrounding the Facility.
- Surrounding infrastructure – buildings, road corridors, powerlines, etc in close proximity to the Facility.
- Surface water – permanent or semi-permanent surface water which provides a habitat for flora and fauna.
- Groundwater – groundwater at the site that recharges the onsite wetland or from which a water supply may be extracted for industrial or potable purposes.
- Vegetation and flora – on-site and off-site vegetation and flora species (e.g. grass or shrubs).
- Fauna – species whose habitat is within the landfill site or the surrounding area.

5.3 PATHWAYS

The key pathways include:

- Airborne – through which lightweight materials such as dust, odour, and landfill gas travel;
- Surface transport – along which the sources of impact can travel (e.g. surface water runoff);
- Sub-surface flow – whereby the underlying soils, bedrock, aquifers, and infrastructure permit contaminants to pass to the soil and groundwater receptors below.

5.4 RISK MATRIX

Risk is defined as a coupled function of likelihood and consequence, based on the levels shown in the following sub-sections.

5.4.1 Likelihood

Likelihood is measured in terms of probability, defined on a scale of 1 to 5, based on the following classification:

1. Rare - The risk event may only occur in exceptional circumstances
2. Unlikely - The risk event will probably not occur in most circumstances
3. Possible - The risk event could occur at some time
4. Likely - The risk event will probably occur in most circumstances
5. Almost Certain - The risk event is expected to occur in most circumstances

5.4.2 Consequence

Consequence is categorised as shown in **Table 5.1**. ASK has applied a scale of A – E for ease of reporting.

Table 5.1 - Consequence categories and impact definitions

	Environment	Public health and amenity
Slight (A)	<ul style="list-style-type: none"> On-site impact: minimal Specific Consequence Criteria (for environment) met 	<ul style="list-style-type: none"> Local scale: minimal impacts to amenity Specific Consequence Criteria (for public health) criteria met
Minor (B)	<ul style="list-style-type: none"> On-site impacts: low level Off-site impacts local scale: minimal Off-site impacts wider scale: not detectable Specific Consequence Criteria (for environment) likely to be met 	<ul style="list-style-type: none"> Specific Consequence Criteria (for public health) are likely to be met Local scale impacts: low level impact to amenity
Moderate (C)	<ul style="list-style-type: none"> On-site impacts: mid-level Off-site impacts local scale: low level Off-site impacts wider scale: minimal Specific Consequence Criteria (for environment) are at risk of not being met 	<ul style="list-style-type: none"> Adverse health effects: low level or occasional medical treatment Specific Consequence Criteria (for public health) are at risk of not being met Local scale impacts: mid-level impact to amenity
Major (D)	<ul style="list-style-type: none"> On-site impacts: high level Off-site impacts local scale: mid-level Off-site impacts wider scale: low level Short term impact to an area of high conservation value or special significance Specific Consequence Criteria (for environment) are exceeded 	<ul style="list-style-type: none"> Adverse health effects: mid-level or frequent medical treatment Specific Consequence Criteria (for public health) are exceeded Local scale impacts: high level impact to amenity
Severe (E)	<ul style="list-style-type: none"> On-site impacts: catastrophic Off-site impacts local scale: high level or above Off-site impacts wider scale: mid-level or above Mid to long term or permanent impact to an area of high conservation value or special significance Specific Consequence Criteria (for environment) are significantly exceeded 	<ul style="list-style-type: none"> Loss of life Adverse health effects: high level or ongoing medical treatment Specific Consequence Criteria (for public health) are significantly exceeded Local scale impacts: permanent loss of amenity

5.4.3 Risk rating

Risk is assessed on the combination of likelihood and consequence levels by a qualitative risk calculator, with the classification system shown in **Table 5.2**.

Table 5.2 - Risk calculator

Likelihood	Consequence				
	Slight A	Minor B	Moderate C	Major D	Severe E
Almost certainly (5)	5A	5B	5C	5D	5E
Likely (4)	4A	4B	4C	4D	4E
Possible (3)	3A	3B	3C	3D	3E
Unlikely (2)	2A	2B	2C	2D	2E
Rare (1)	1A	1B	1C	1D	1E

The risk rating is given a rating out of four possible levels, with appropriate actions associated with each as follows:

	Low risk	Rectify hazard as appropriate
	Medium risk	Plan and schedule appropriate controls
	High risk	Implement high level controls
	Extreme risk	Conduct full analysis

5.5 RISK ASSESSMENT

Table 5.3 provides the risk profile for the operational phase of the Facility, including the identified source, pathway, receptor (S-P-R) linkage.

Table 5.3 - Pre-closure risk profile for Facility

Source	Receptor	Pathway	Pathway description	Risk description	Likelihood	Conseq	Risk	Justification
Landfill Leachate	Community - residents	Subsurface	Leachate migration via groundwater & extraction via bores	Leachate contaminates the aquifer and is extracted for non potable use through groundwater bores.	Unlikely	Moderate	Medium (2C)	Groundwater flow is reported to be from the north-east to the south-west (Department of Water, 2012a Groundwater Resource Review Dampier Peninsula). The closest residential site is located approx. 900m to the west of the site (Sands Drive) and 1700m to the south (Fairway Drive). Given these distances there would be significant contaminant attenuation and concentrations at potential points of extraction would likely be below the limit of detection. Abstracted groundwater from private bores should not be used for potable purposes thereby limiting potential health risks.
	Offsite Ecological Receptors – Surface water bodies (saltmarsh)	Subsurface	Vertical and lateral migration of leachate within the groundwater	Leachate contaminates the aquifer and has adverse impacts to these receptors & associated ecosystems	Rare	Minor	Low (1B)	Groundwater flow is reported to be from the north-east to the south-west (Department of Water, 2012a Groundwater Resource Review Dampier Peninsula). Given the direction of the groundwater flow and the location of surface water body approx. 320m to the north of the facility, it is rare that potential contaminated groundwater will impact on this receptor
	Offsite Ecological Receptors – Surface water bodies (saltmarsh)	Surface	Leachate migration via surface water runoff.	Contaminated surface water run-off impacting the ecological receptors.	Unlikely	Minor	Low (2B)	The distance to the nearest surface water is 320m to the north of the site. It is highly unlikely that given this distance surface water run-off from waste storage areas and cells may be emitted following periods of sustained and heavy rainfall. Contaminant concentrations are expected to be below the limit of detection or extremely low due to the significant dilution that would occur if rainfall was sufficient to carry leachate to these receptors.

Source	Receptor	Pathway	Pathway description	Risk description	Likelihood	Conseq	Risk	Justification
	Onsite Ecological Receptors – Bushland flora/fauna	Surface	Leachate migration via surface water runoff.	Contaminated surface water run-off impacting the ecological receptors.	Possible	Minor	Medium (3B)	It is possible that surface water run-off from the site may cause minor impacts to these receptors and associated ecosystems located in close proximity to the site.
		Subsurface	Vertical migration of leachate within the groundwater.	Contaminated groundwater may impact deep rooted flora.	Rare	Minor	Medium (3B)	It is possible that deep rooted flora in close proximity to existing and historic waste cells may be impacted by leachate.
Landfill gas – explosive & asphyxiant gases	Site users and workers	Air	Landfill gas migration via direct venting into the atmosphere.	Asphyxiation & explosion caused by the landfill gas.	Rare	Major	Medium (1D)	Any landfill gas generated will be rapidly dispersed and oxidised.
Landfill gas – odour	Site users and workers	Air	Landfill gas migration via direct venting into the atmosphere.	Nuisance caused by the odour. Odour can be detected near the landfill surface.	Likely	Minor	Medium (4B)	It is likely that odour will be detected near the landfill surface and in close proximity to exposed waste.
Landfill gas – odour	Community - residents	Air	Landfill gas migration via direct venting into the atmosphere.	Nuisance caused by the odour. Odour can be detected near the landfill surface.	Unlikely	Slight	Low (2A)	The closest residential site is located approx. 900m to the west of the site (Sands Drive) and 1700m to the south (Fairway Drive). Given these distances there would be significant dilution of potential odours from landfill. There are minimal exposed faces and use of daily cover material further negating potential impacts.
Landfill Fires	Site users and workers	Air	Burning waste emitting smoke containing	Bushfires causing a landfill fire.	Possible	Moderate	Medium (3C)	Site workers can be potentially exposed to fires as part of the day-to-day operations or while attempting to extinguish minor fires.

Source	Receptor	Pathway	Pathway description	Risk description	Likelihood	Conseq	Risk	Justification
	Community - residents		toxic compounds	The combustion of waste materials can result in dangerous toxic emissions that includes dioxins, sulphur dioxide, lead, and mercury. These emissions can cause immediate and long-term harm to the nervous system, lungs, liver and kidneys and result in reproductive and developmental disorders.	Unlikely	Moderate	Medium (2C)	It is unlikely that toxic smoke emissions will impact on surrounding sensitive receptors given dilution and distance factors of these receptors from the facility.
Dust	Community - residents	Air	Dust from site works, access roads and earthworks becoming airborne.	Nuisance caused by the dust and health impacts from particulate matter.	Unlikely	Minor	Medium (2B)	The closest residential site is located approx. 900m to the west of the site (Sands Drive) and 1700m to the south (Fairway Drive). Given these distances It is highly unlikely that dust emissions will reach the residential area, furthermore there would be significant dilution of any potential dust emissions from the landfill.

Source	Receptor	Pathway	Pathway description	Risk description	Likelihood	Conseq	Risk	Justification
Pests, Vermin and disease vectors	Offsite Ecological Receptors –Bushland flora & fauna	Surface & Air	Exposed waste may be used as a food source by vermin and introduced fauna species such as rodents, dogs, and cats and could result in elevated population levels.	Populations of vermin and introduced fauna species can impact negatively on the surrounding natural fauna and flora.	Possible	Moderate	Medium (3C)	It is possible that exposed waste will attract vermin and fauna species causing increased populations in the vicinity of the landfill.
	Community – residents	Surface & Air	Exposed waste and ponded water can facilitate the breeding of disease vectors that are capable of impacting the community.	Flies, mosquitoes and rats can spread disease to humans and negatively impact the community amenity.	Unlikely	Moderate	Medium (2C)	Water can pond on-site during the wet season and periods of high rainfall.
Invasive flora species	Offsite Ecological Receptors –Bushland flora & fauna	Air, surface water runoff, and animal movement	Invasive weed species from seeds in waste received spread to the surrounding environment	Invasive flora species impacting of the ecological value of the surrounding area.	Likely	Minor	Medium (4B)	It is likely that weed species will be present at the Facility due to waste being received that contains seeds. If left to become well established, weeds are likely to spread to the surrounding ecosystems where controlling them becomes more difficult and costly.

Source	Receptor	Pathway	Pathway description	Risk description	Likelihood	Conseq	Risk	Justification
Litter	Community – residents	Air	Litter blown in the wind.	Mainly visual impact.	Rare	Slight	Low (1A)	Due to the long distance, the windblown litter is unlikely to reach the receptor and the impacts are mainly visual (i.e. minor).
	Offsite Ecological Receptors – Bushland flora & fauna				Likely	Minor	Medium (4B)	It is likely that some windblown litter will enter the surrounding bushland, but the impacts are mainly visual (i.e. minor).

6 REHABILITATION DESIGN

The previous closure management plan, and the engineering design for the closure measures detailed within it, are based on the BPEM Guidelines (EPA Victoria, 2014). In line with the BPEM guidance, the objective of rehabilitation is to ensure that landfills are rehabilitated to minimise the seepage of water into the landfill and maximise the collection and oxidation of landfill gas from the landfill.

The rehabilitation measures detailed within this section meet the required outcomes of BPEM including:

- That the seepage through the landfill cap is no more than 75 per cent of the anticipated seepage rate through a basal liner that meets best-practice requirements.
- Design and construction of the best cap practicable to prevent pollution of groundwater and degradation of air quality.
- Design and construction of the most robust cap to ensure that the system will continue to protect the environment in the event of several components of the system failing.
- Development of a post closure management plan to ensure that the site no longer poses a risk to the environment for at least 30 years after the site stopped receiving waste.
- Progressive rehabilitation of the landfill.

Progressive rehabilitation of a landfill involves the closure and rehabilitation of each cell once filling has been completed during the operating life of the landfill. These works are effectively a staged closure of the landfill that occurs while the operational site is being filled. Landfill cell rehabilitation works include:

- Capping and revegetation in accordance with regulatory requirements;
- Where required, installation and ongoing maintenance and replacement of gas and leachate collection infrastructure; and
- Decommissioning of infrastructure no longer required.

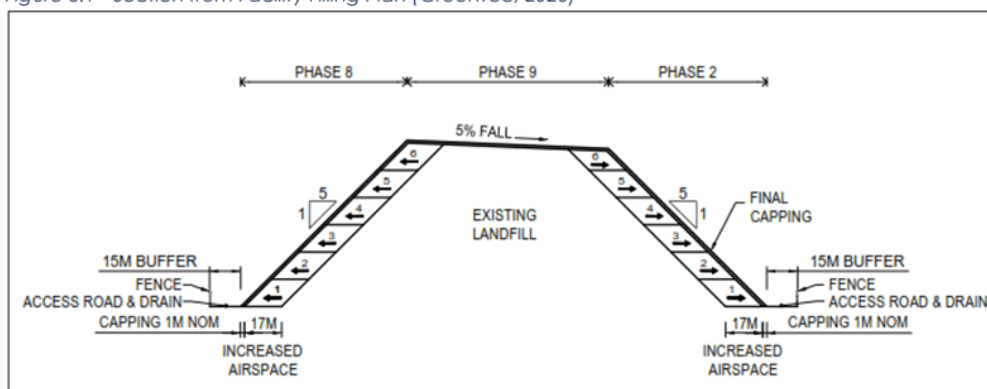
Environmental and management benefits of progressive rehabilitation, specific to Buckleys Road landfill include:

- Minimising the risk to the adjacent EDL facility;
- Minimising the generation of leachate and offensive odours;
- Facilitating materials budgeting through the staged use of capping materials over the life of the landfill;
- Achieving cost recovery during the operational life of the landfill;
- Completing rehab works while waste management personnel and plant are still based on-site;
- Refining the capping design and construction methods based on experience and cap performance; and
- Meeting financial assurance requirements.

Implementation of the progressive rehabilitation at a landfill should be consistent with the landfill closure plan. The Shire should, where operationally practicable, sequence operations to complete the filling of each cell in turn, rather than leaving one or more partly filled cells inactive and not fully rehabilitated.

The above ground cells should be marked on-site to provide a defined cell for waste placement and to provide the site operators with a guide to the waste depth and final heights required. As each phase at the site gradually achieves the final profile, each phase can be capped and rehabilitated as shown in **Figure 6.1**.

Figure 6.1 - Section from Facility Filling Plan (GreenTec, 2020)



6.1 CURRENT LANDFILL PROFILE

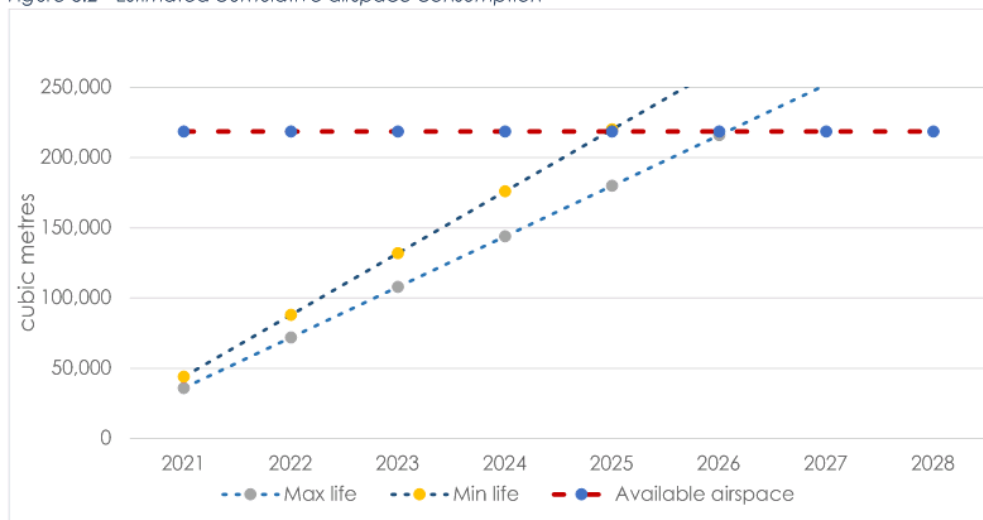
The existing waste mass is approaching the final landform as defined in the previous closure plan. The reduction of the internal buffers at the Facility in line with the recent licence amendment has increased airspace capacity and allowed a new final landform to be developed for the landfill. As a result, the northern, southern and eastern batters will receive additional waste and will be filled in phases as per **Section 6.5**.

6.2 FILLING RATE

The Shire has informed ASK that the Facility utilised 40,000 cubic metres of airspace in the 2019-20 period to landfill 20,000 tonnes of waste (including cover material). Given this, the average compaction rate achieved during this period was 0.5t/m³. This value was used in the operational life projection calculations.

Based on extending the footprint of the existing disposal area to a 15m internal buffer, adding the extension area to the west and maintaining the gradients at 1(v):5(h), approximately 218,500m³ of airspace is available (based on a survey dated Feb 2021). This results in a projected operational life until Nov 2025 – Dec 2026). The estimated cumulative consumption of airspace over the remaining operational life of landfill is shown in **Figure 6.2** below.

Figure 6.2 - Estimated cumulative airspace consumption



6.3 PROPOSED FUTURE USE

The post closure use of the site has not been decided by the Shire. Considering the proximity of the EDL facility and the risks this presents, the use of the site for any future waste management or recycling activities (such as a transfer station) should undergo a comprehensive risk assessment and include measures in the design to accommodate the risks associated with waste materials stored next to a gas facility in a cyclone area.

Considering the potential issues at the site leading from the historic uncontrolled disposal of waste and poor management practices, ASK would suggest the post closure use of the site is limited to a restored area of natural vegetation. Public access should not be encouraged until the site has completed most of its secondary settlement and the cap vegetation is mature. This could be 5 – 10 years after site closure and a site assessment should be made prior to any change of use for the site.

6.4 PROPOSED FINAL LANDFORM

Maximising the available airspace at the Facility is essential to increase its operational life and ensure the Shire avoids the need to transport waste significant distances to the next nearest landfill before the new landfill site is operational. As such, the final footprint for the site will be developed to include the increased footprint and height of the existing above ground area and a portion of the site to the west currently used for resource recovery and gatehouse operations.

Designs for the phased closure of the landfill that comply with the objectives and requirements of BEPM have been developed for the site. The key objectives for the closure designs include:

- Ensuring that all waste materials are covered to mitigate long term environmental impacts
- Final profile and slopes that are greater than 1V:20H (5%) and less than 1V:5H (20%) to:
 - Ensure the long-term stability and integrity of the capping material and containment layer;
 - Promote natural surface water run-off;
 - Provide an aesthetically acceptable landform; and

- Minimise long term maintenance requirements.
- Facilitate phased capping of the landfill

The proposed final landforms for each stage are discussed to follow.

6.4.1 Phase 1 to 10: Existing above ground waste disposal area

The final landform for the existing waste disposal area includes the following:

- An unlined expansion of the current landfill footprint to within 15m of the premises boundary in line with DWER Amendment Notice (24/01/202).
- The final cap gradients at 1(v):5(h).
- The landfill peak has an approximate RL of 35m and is a slightly sloped area approximately 25m wide to ensure precipitation runoff.
- Stormwater infrastructure including sediment and erosion control measures on slopes and a batter (drainage) chute running adjacent to the access road to the top of the landfill to aid controlled precipitation runoff.

6.4.2 Phase 11 to 12

This section expands the landfill footprint into an area within the prescribed premises boundary which is currently utilised for community waste and recycling drop off, water tanks and standpipe and the Rangers compound. This area is understood to be previously utilised for landfill with a number of historic trenches containing asbestos and medical waste situated within this area. The final landform includes the following:

- Landfill to within 15m of the premise boundary. The western boundary of the landform in the contingency area is approximately 15m from the road (to EDL).
- The final cap gradients at 1(v):5(h).
- The final landform within the contingency area builds to a ridge at an approximate RL of 25m connecting into the existing landform building to the landfill peak.
- Stormwater infrastructure including sediment and erosion control measures on slopes and batter (drainage) chutes running adjacent to the access road to the top of the landfill to aid controlled precipitation runoff.

The proposed final design is shown in **Figure 6.3** and sections are provided in **Figure 6.5**. The plans are provided in A3 format in the Appendix.

Figure 6.3 - Proposed final landform - top of waste (Greentec 2021)

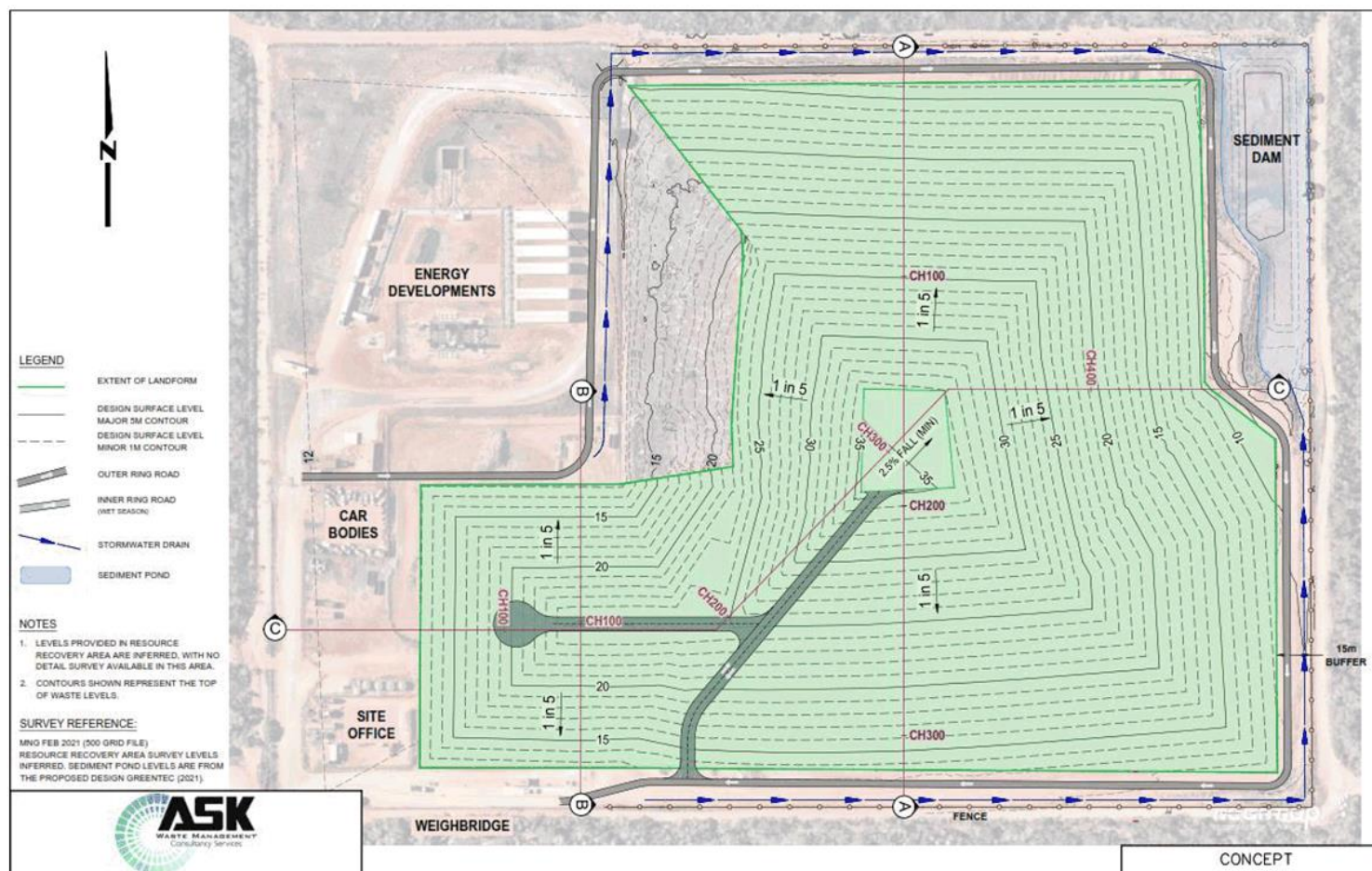


Figure 6.4 - Proposed final landform - top of cap (Greentec 2021)

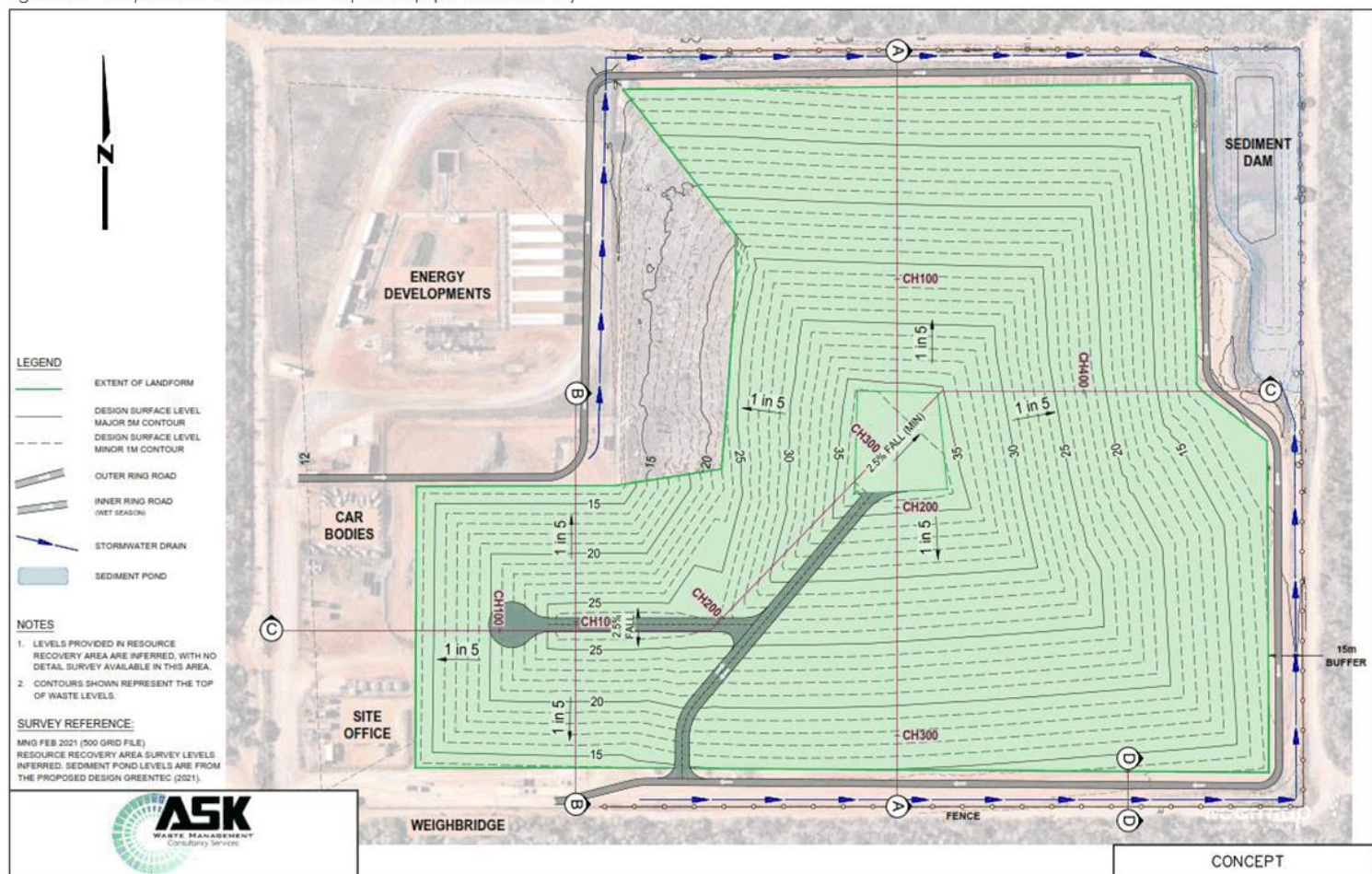
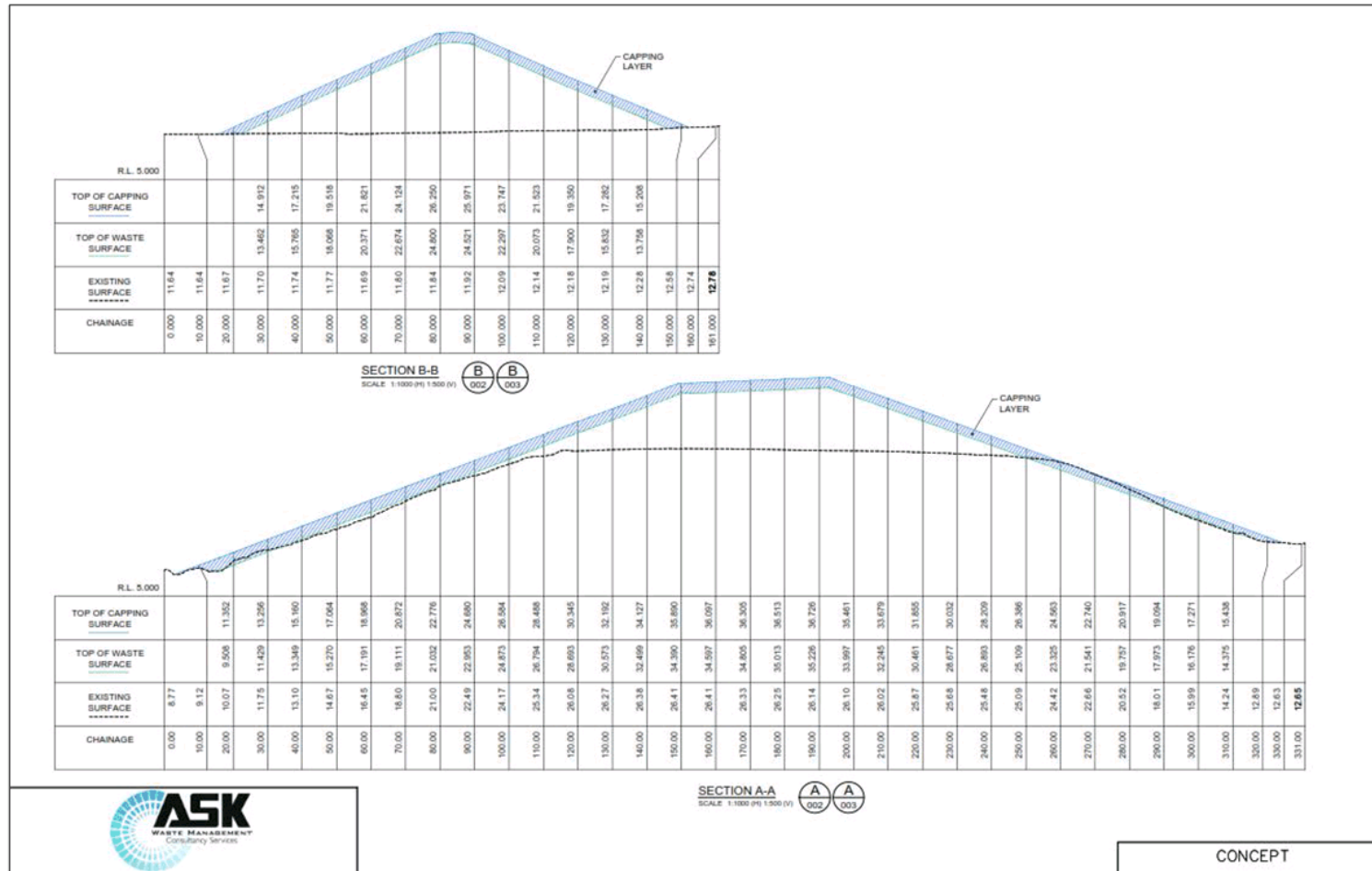
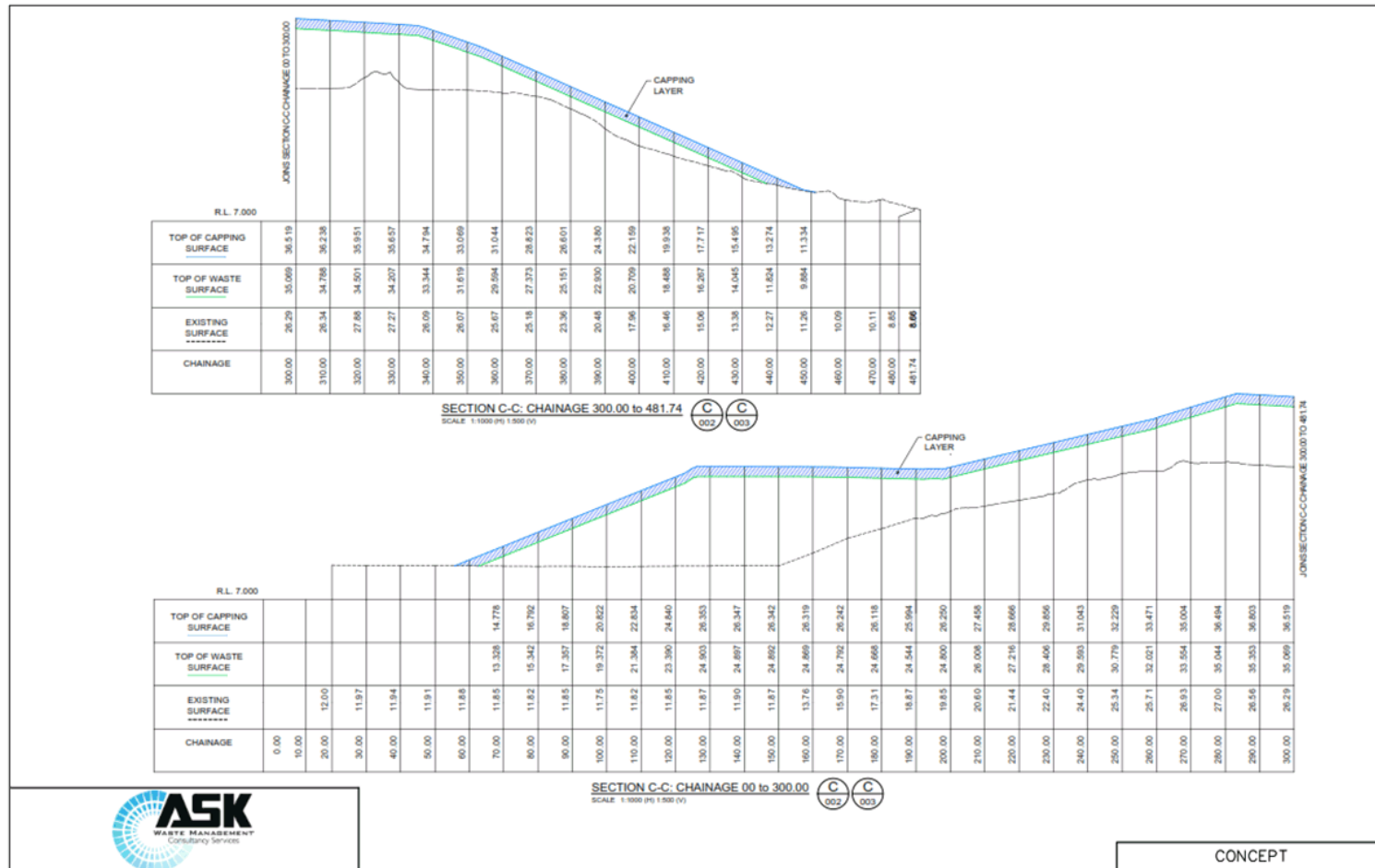


Figure 6.5 – Sections of proposed final landform (Greentec, 2021)





6.5 PHASING OF SITE (FILLING PLAN)

The appropriate establishment of waste disposal cells, waste placement, compaction and covering of waste in line with best practice standards is important as it:

1. Establishes waste disposal cells in a logical order to ensure progressive capping and rehabilitation is promptly achieved; thus minimising environmental impacts from uncapped active areas of the landfill.
2. Maximises landfill airspace use and increases the lifespan of the landfill.
3. Minimises soil covering costs and allows for the use of any cover and capping materials that become available during the operational life of the landfill.

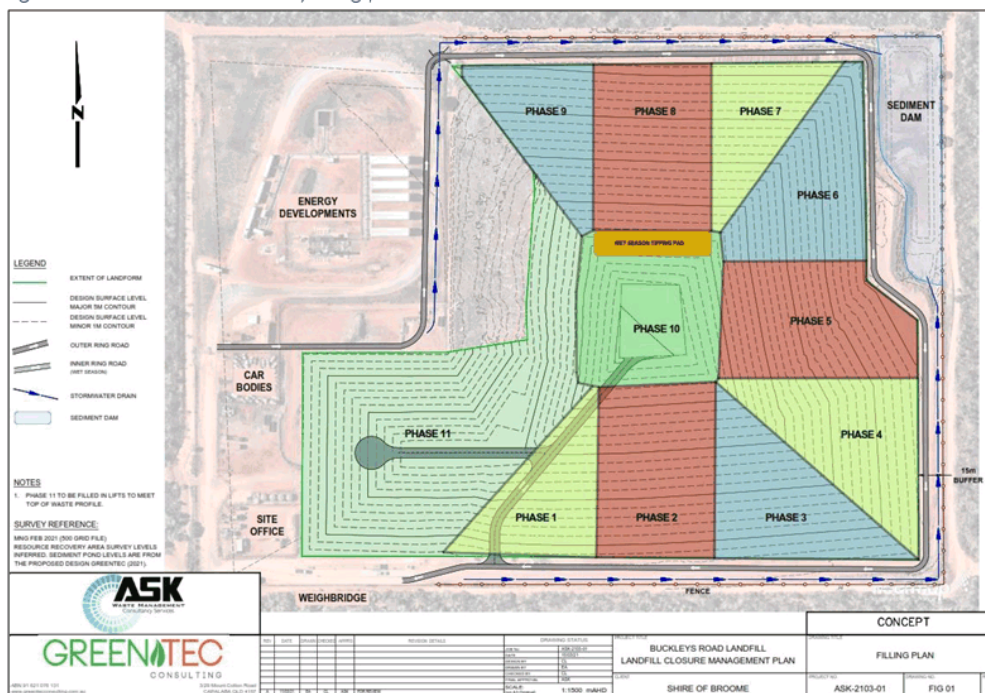
The increased landfill footprint through the reduction of the landfill buffers will require the scraping back of the existing cover material to allow for filling across the site. Filling of the waste mass to achieve the final landform will be undertaken in phases. There will be eleven phases across the site as detailed in **Figure 6.6**. Phase one will be completed first, before moving to phase two and working in an anti-clockwise direction. Operations will subsequently move around the site phases in an anti-clockwise direction. The western batter of the landfill was capped in 2017 and will not be further utilised.

The extension area to the west will be the last portion of the site filled, this area will require a filling plan to be developed before groundworks and filling begins for these final phases.

The above ground cells should be marked on site to provide a defined cell for waste placement and to provide the site operators with a guide to the waste depth and final heights required. As each phase gradually achieves the final profile, the phase can be capped and rehabilitated.

Phased capping will reduce contaminated stormwater and leachate generation, spread rehabilitation and closure costs, and allow for initial settlement to take place before final capping is placed. It will also improve the site aesthetics once suitably vegetated. Vegetation of the side slopes will also mitigate sedimentation of the storm water infrastructure.

Figure 6.6 - Phases of the Facility filling plan



6.6 DETAILED CAPPING SYSTEM DESIGN

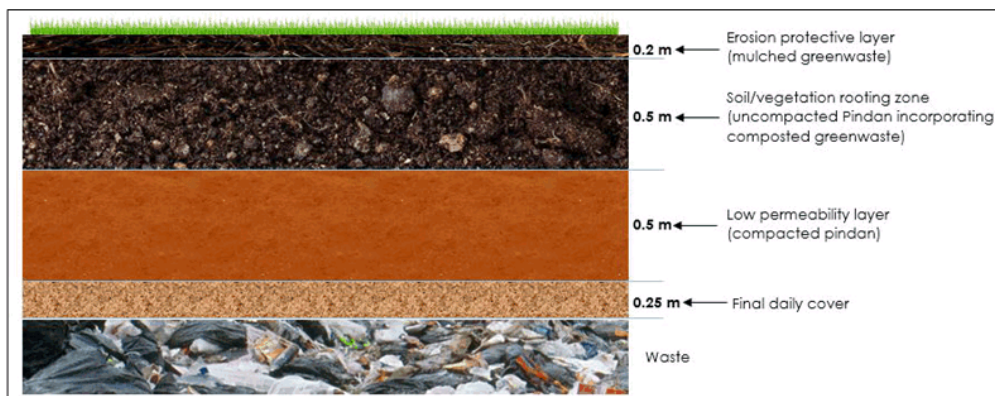
The landfill cap forms a major component of the closure of the Facility. The design objectives for the final landform and cap are as follows:

- Minimise infiltration of water into the waste, ensuring that the infiltration rate does not exceed the seepage rate through base of the landfill.
- Provide a long-term stable barrier between waste and the environment.
- Improve the visual amenity of the site.
- Provide a physical barrier to the waste body, minimising the risk to the EDL facility.
- Manage surface water flows to minimise the potential for leachate generation and surface ponding.

The Buckleys Road landfill is unlined, therefore the base of the cells and historic trenches are constructed from naturally occurring subsoils (Pindan sands). The risk assessment completed in **Section 5.5** has been used to determine an appropriate capping design, as shown in **Figure 6.7**. The design reflects the risk presented by the Facility and BPEM guidelines and local factors.

This cap design was used for the 2012 LMCP and was accepted by DWER, provided the first stages of capping was assessed to ensure it would withstand the rainfall events experienced in Broome. The western batter of the landfill was capped in 2017, since then the cap has withstood several large rainfall events and cyclones, with minimal erosion.

Figure 6.7 - Proposed cap design



The cap would comprise of the following layers.

Erosion protection layer. Due to the intensity of rainfall events in the region and the final slopes of the sites, a 200mm layer of coarse mulch will be required to minimise the risk of cap erosion until vegetation has become established. The mulch can be produced from greenwaste received at the facility. However, to avoid the introduction of weed seeds, the mulch must be adequately pasteurised (composted) or a weed spraying program should be implemented.

Research has shown that the use of a layer of greenwaste over bare soil at landfill sites can reduced runoff by 50% and total suspended sediments (TSS) by 98% (Brodie, 2009).

Soil / vegetation rooting zone. This 500mm layer of soil will provide the rooting zone for the cap's vegetation. It can be produced with uncompacted local soils (Pindan) and composted greenwaste can be applied and incorporated within this layer to improve the soils ability to support the vegetation planted on the cap.

The greenwaste received at the facility is already shredded and windrowed. Once this material has been shredded it can be screened into mulch (larger sized material) and composted fines (small soil like material). The 'fines' can be mixed into the soil layer to improve the soil quality and the coarse mulch used as the erosion protection layer. It has been the Shire's experience that the greenwaste contains few weed seeds, however, a weed spraying program should be implemented once the cap has been constructed.

Low permeability layer. Considering the lack of locally available clay and the DWER advice to ensure some rainfall infiltrates into the waste body to aid biological activity (Per com, Damian Thomas 2011), a 500mm layer of compacted Pindan sand will be used. Emery *et al* (2003) states that static compaction with natural dry back will maximise the strength of the capped layer.

The soil at the facility has undergone permeability testing at normal field density and moisture conditions. The coefficient of permeability was recorded at $6.9E^{-7}$ in these tests (SGS, 2009). It can be expected that the compacted pindan suggested for the caps low permeability layer would achieve a lower result, possibly in line with the testing completed for the maturation pond at Water Corporations Crab Creek WWTW, where results between 1.1×10^{-9} – 2.5×10^{-8} have been recorded for the compacted Pindan sands (DEC, 2009). Therefore, the layer of compacted pindan will provide the low permeability barrier required to limit the infiltration of water into the waste body.

The combination of surface run-off from the contoured capping layer, evapotranspiration from the vegetation, evaporation from the mulch and soil layers, together with the compacted layer of Pindan sand are expected to provide the 'less than 75% seepage rate' required for best practice.

Final daily cover layer. A final daily cover layer of 250mm should be spread over the last layer of waste and appropriately compacted to ensure a stable, uniform layer with no exposed waste that the capping can be constructed over.

Therefore, any suitable soil material for the soil / rooting layer that is received at the site during its remaining operational life should be stockpiled in preparation for rehabilitation works.

6.6.1 Vegetation

The landfill will be rehabilitated to natural vegetation after its closure; therefore, the plantings should be of species found in the surrounding natural vegetation.

Advice should be sought regarding suitable species that are indigenous to the area and local provenance. To avoid inappropriate planting, ensure the species are adoptable to the local climate; and enhance the local habitat. Roebuck Plains Couch is a rapidly growing local species that may provide a suitable groundcover.

Shallower rooting species should be used, as any roots penetrating the low permeability layer into the waste body may provide a conduit for water to flow through the cap. In addition, as the waste is likely to be producing small quantities of methane (which is a toxic gas to flora) for a number of years after capping, any roots penetrating the cap would be exposed to methane and possibly result in the death of the plant.

7 DETAILED SURFACE WATER MANAGEMENT DESIGN

A surface water management design for the Facility has been developed to manage the environmental risks associated with the infiltration of surface water into the waste mass and to minimise the production of leachate.

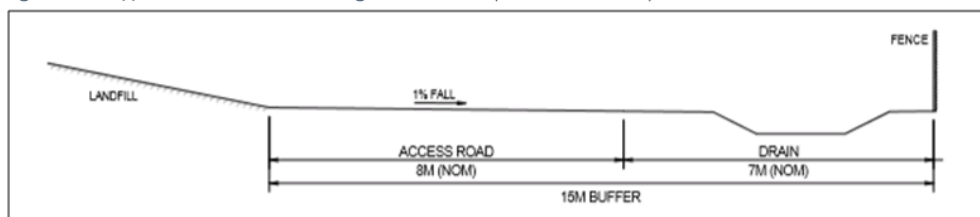
7.1 DESIGN OF SURFACE WATER MANAGEMENT INFRASTRUCTURE

The key design features utilised to achieve these objectives include:

- Implementation of a best practice capping and surface water management system over the landfill.
- Development of a perimeter drainage system along the toe of the landfill to collect stormwater.
- Diversion of stormwater away from the waste cell into the sediment dam to capture any water borne litter and soils (eroded during high intensity rainfall events), prior to controlled discharge off-site.
- Incorporation of measures into the capping system to direct surface water from the landfill cap to the stormwater drains such as contour drains and drainage chutes.

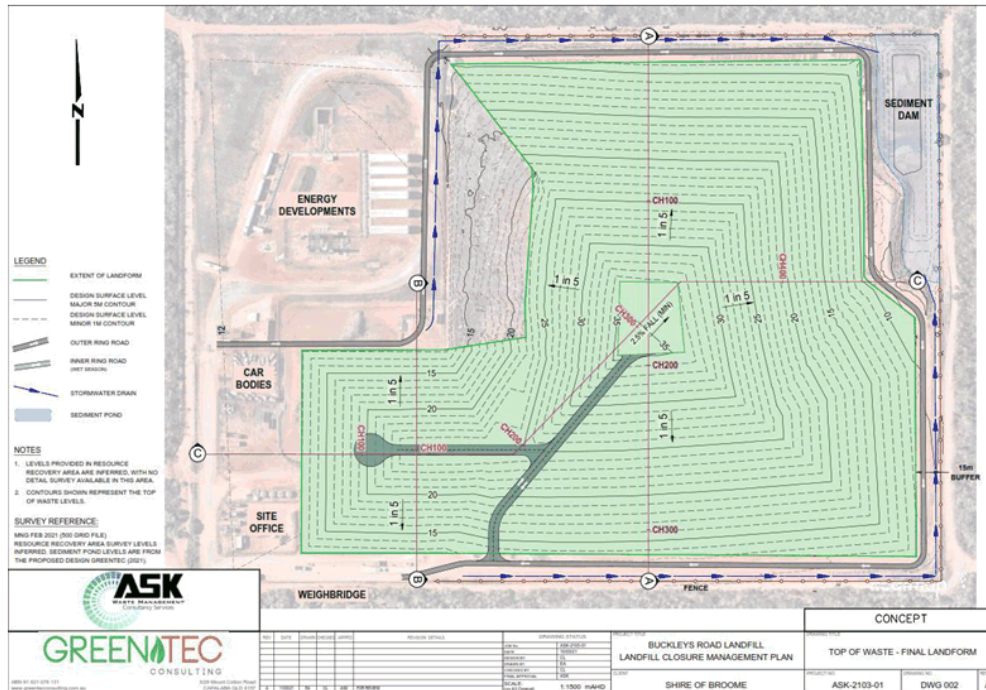
The design of the final slopes of the active area have been developed to minimise rainfall from infiltrating through the body of waste. In addition, to prevent stormwater flowing into the filled area of the site and carry away surface water run-off from the capped area, surface drains will be constructed around the perimeter of the waste body. The schematic layout of the drains at the foot of the waste batter is shown in **Figure 7.1** for ease of understanding; it has been slightly modified to reflect the amended post closure slopes.

Figure 7.1 - Typical final section through 15m buffer (Greentec, 2020)



A conceptual stormwater management design is shown in **Figure 7.2** and is also shown in **Appendix D**. The Shire has already produced a design for an appropriate sediment pond, and the cost to construct this is included in the costs estimates in **Appendix B**.

Figure 7.2 - A conceptual stormwater management design



8 DETAILED LANDFILL GAS MANAGEMENT DESIGN

Landfill gas (LFG) is a natural by-product of the anaerobic biological decomposition of the organic fraction of solid waste disposed of in putrescible landfills. LFG consists primarily of Methane (CH₄) and Carbon Dioxide (CO₂), but may contain many other constituents in small quantities.

Once the LFG has been generated it often moves through and out of the landfill via the path of least resistance. If the LFG moves out of the landfill into the surrounding soils it is called "migration". If it moves out of the landfill through the landfill cover into the atmosphere it is called "emissions". In either case, the LFG can have significant impacts on the environment and human health and safety.

The Site currently has no gas migration monitoring points or gas management infrastructure. The formation of gas is likely to continue for some years.

8.1 LANDFILL GAS CONTROL AND MODELLING

Landfill gas (LFG) can be controlled by installing active systems where the system uses a vacuum to extract the landfill gas generated, or passive systems, similar to active but with no vacuum pump that collect and combust the gases so that they no longer pose environmental and health issues.

The Victorian EPA (2015) *Siting, Design, Operation and Rehabilitation of Landfills* suggest active systems are used for moderate to large generation rates of landfill gas (> 250 m³/hr), whereas passive systems are used for smaller rates of landfill gas (< 250 m³/hr). Furthermore, as outlined in landfill guidelines:

- Methane concentrations associated with LFG emissions are not to exceed the following:
 - Landfill surface final cap 100 ppm
 - Within 50mm of penetrations through the final cap 100 ppm
 - Landfill surface intermediate cover areas 200 ppm
 - Within 50mm of penetrations of intermediate cap 1,000 ppm
 - Subsurface geology at the landfill boundary 1% v/v methane
 - Subsurface services on and adjacent to landfill site 10,000 ppm
 - Building structures on and adjacent to landfill site 5,000 ppm
 - Landfill Gas flares 98% destruction efficiency

As a first-order assessment of the need for an LFG management system at the Facility, LFG generation modelling has been undertaken using the USEPA landfill gas emissions estimation model (LandGEM) for the existing waste disposal area. This modelling has been based on the assumption that 17,700⁴ tonnes per annum of waste is received at the Facility and that 82% of this is putrescible and capable of producing LFG. The quantity of putrescible waste used in the modelling is therefore estimated to be 14,600 tonnes per annum.

The waste acceptance criteria over this period has been restricted to putrescible waste, with the following parameters assigned:

- Methane generation decay rate (k) 0.05/year
- Potential methane generation capacity of waste (L0) 170m³/tonne
- Waste Disposal rate 14,600 tpa
- NMVOC concentration (Default Value) 4,000pmv (as hexane)

⁴ Three year average not including 2018-19 data

9.3	PROSPERITY
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There are no reports in this section.

9.4 PERFORMANCE

9.4.1 MONTHLY PAYMENT LISTING FEBRUARY 2021

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	FRE02
AUTHOR:	Finance Officer - Creditors
CONTRIBUTOR/S:	Finance Officer - Rates
RESPONSIBLE OFFICER:	Acting 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 February 2021.

BACKGROUND

The Chief Executive Officer (CEO) has delegated authority to make payments from the Municipal and Trust funds as per the budget allocations.

COMMENT

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 February 2021.

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 —
- presented to the Council at the next ordinary meeting of the Council after the list is prepared; and
 - recorded in the minutes of that meeting.

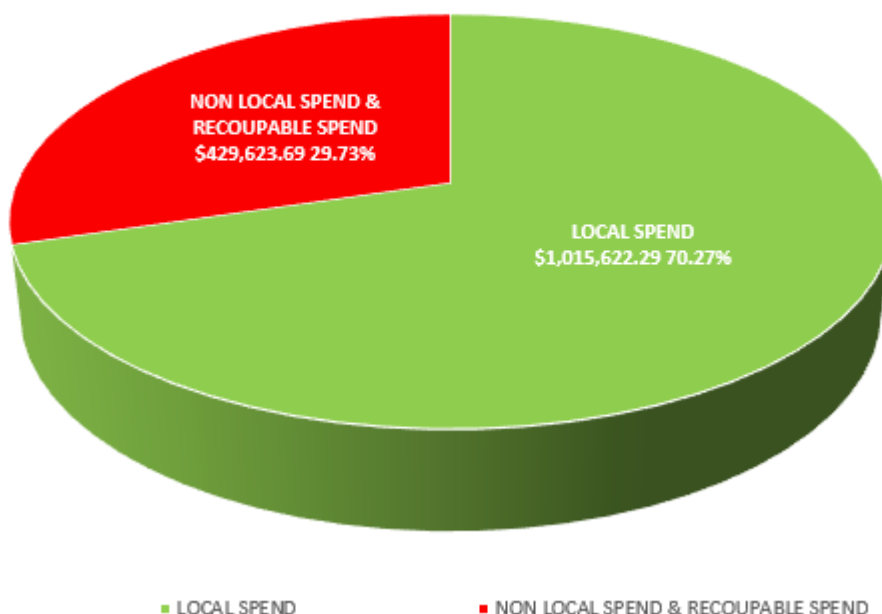
POLICY IMPLICATIONS

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 - FEBRUARY 2021



The above graph shows the percentage of local spend in comparison to non-local and recoupable spend for February 2021 after \$1,142,374.89 in personnel payments, and \$1,572,382.86 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

Performance - We will deliver excellent governance, service and value, for everyone:

Improved systems, processes and compliance

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION:

That Council:

1. *Receives the list of payments made from the Municipal and Trust Accounts in February 2021 totalling in \$4,160,003.73 (Attachment 1) as per the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996 covering:*
 - a) *EFT Vouchers 59425 to 59866 totalling \$3,991,735.58;*
 - b) *Municipal Cheque Vouchers 57670 – 57673 totalling \$2,055.82*
 - c) *Trust Cheque Vouchers 000 - 000 totalling \$0.00; and*
 - d) *Credit Card Payments and Municipal Direct Debits DD29055.1 - DD29138.5 totalling \$166,212.33.*
2. *Notes the local spend of \$1,015,622.29 included in the amount above, equating to 70.27% of total payments excluding personnel, utility and other external sole supplier costs*

Attachments

1. MONTHLY PAYMENT LISTING FEBRUARY 2021

Item 9.4.1 - MONTHLY PAYMENT LISTING FEBRUARY 2021

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 - February 2021						
MUNICIPAL & TRUST ELECTRONIC TRANSFER - February 2021						
EFT	Date	Name	Description	Amount	DEL AUTH	Local Spend
EFTS9425	01/02/2021	BRUCE RUDEFORTH	Monthly Councilor Sitting Fee and Allowances	1747.75	MFS	1747.75
EFTS9426	01/02/2021	CHRISTOPHER RALPH MITCHELL	Monthly Councilor Sitting Fee and Allowances	1747.75	MFS	1747.75
EFTS9427	01/02/2021	DESIREE MAGDOLNA MALE	Monthly Councilor Sitting Fee and Allowances	2737.67	MFS	2737.67
EFTS9428	01/02/2021	ELSTA REGINA FOY	Monthly Councilor Sitting Fee and Allowances	1747.75	MFS	1747.75
EFTS9429	01/02/2021	FIONA LEIGH WEST	Monthly Councilor Sitting Fee and Allowances	1747.75	MFS	1747.75
EFTS9430	01/02/2021	HAROLD NORMAN TRACEY	Monthly Councilor Sitting Fee and Allowances	6202.16	MFS	6202.16
EFTS9431	01/02/2021	NIK WEVERS	Monthly Councilor Sitting Fee and Allowances	1747.75	MFS	1747.75
EFTS9432	01/02/2021	PETER JOHN TAYLOR	Monthly Councilor Sitting Fee and Allowances	1747.75	MFS	1747.75
EFTS9433	01/02/2021	PHILLIP FRANCIS MATSUMOTO	Monthly Councilor Sitting Fee and Allowances	1747.75	MFS	1747.75
EFTS9434	01/02/2021	BROOME FIRST NATIONAL REAL ESTATE	Staff Rent- February 2021	9420.86	MFS	9420.86
EFTS9435	01/02/2021	HUTCHINSON REAL ESTATE	Staff Rent- February 2021	2389.88	MFS	2389.88
EFTS9436	01/02/2021	KATHRYN KIMBER & GRANT ASTLES	Staff Rent- February 2021	2824.40	MFS	2824.40
EFTS9437	01/02/2021	MCCOSH ANNE (RED EMPORER BED & BREAKFAST)	Staff Rent- February 2021	1213.33	MFS	1213.33
EFTS9438	01/02/2021	PRD NATIONWIDE	Staff Rent- February 2021	11811.39	MFS	11811.39
EFTS9439	01/02/2021	RAY WHITE BROOME	Staff Rent- February 2021	7126.18	MFS	7126.18
EFTS9440	01/02/2021	REALMARK BROOME	Staff Rent- February 2021	3910.70	MFS	3910.70
EFTS9441	01/02/2021	VICKI ELIZABETH COBBY	Staff Rent- February 2021	3466.66	MFS	3466.66
EFTS9442	01/02/2021	PRD NATIONWIDE	Staff Rent- February 2021	3683.33	MFS	3683.33
EFTS9443	02/02/2021	AMINDA MENAKA WARNASOORIYA	Reimbursement CPA Renewal Fees- Finance	720.00	MFS	
EFTS9444	02/02/2021	ASHURST AUSTRALIA	Consultant Fees- HR	852.50	MFS	
EFTS9445	02/02/2021	BEST IT & BUSINESS SOLUTIONS PTY LTD	Printer Charges- IT	1443.12	MFS	1443.12
EFTS9446	02/02/2021	BROOME CLEANAWAY	Pensioner Skip Bin Pick Up (RFT 14/09)- WMF	27119.84	MFS	27119.84
EFTS9447	02/02/2021	CLANCY MCDOWELL COMMUNICATION & MEDIA	Coordination Public Art- Chinatown	2640.00	MFS	2640.00
EFTS9448	02/02/2021	COCA COLA AMATIL (HOLDINGS) LTD	Coffee Machine Kiosk- BRAC	1656.68	MFS	
EFTS9449	02/02/2021	DPP RECRUITMENT (PINDAN LABOUR SOLUTIONS PTY LTD)	Temporary Staff- Rangers	2242.15	MFS	2242.15
EFTS9450	02/02/2021	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Airconditioning Repairs- Works	1593.95	MFS	1593.95
EFTS9451	02/02/2021	FIRE & SAFETY SERVICES	Annual Test Fire Pump Set- Civic Centre	135.67	MFS	135.67
EFTS9452	02/02/2021	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning and Lawn Mowing- Staff Housing	165.00	MFS	165.00
EFTS9453	02/02/2021	FREEDOM FAIRIES	Face Painter- Australia Day Event	275.00	MFS	
EFTS9454	02/02/2021	GPC ASIA PACIFIC PTY LTD T/AS REPCO	Adhesive Glue- Depot	23.93	MFS	
EFTS9455	02/02/2021	HARBY ENTERPRISES PTY LTD T/A HARBY STUDIOS	Consultancy Stage Two- Chinatown	4657.96	MFS	
EFTS9456	02/02/2021	HARMONY HORTICULTURE	Weed Spraying- P&G	880.00	MFS	880.00
EFTS9457	02/02/2021	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Shire Administration	26570.62	MFS	
EFTS9458	02/02/2021	INFOSURETY PTY LTD T/A INFOTRUST	Monthly Veritas Enterprise Subscription- IT	256.99	MFS	
EFTS9459	02/02/2021	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA LTD	Plant & Vehicle Training Manuals- Depot	705.82	MFS	
EFTS9460	02/02/2021	JAYE SMOKER (UNBOUND SOUND)	Repair Laptop & Audio Faults- Civic Centre	180.00	MFS	180.00
EFTS9461	02/02/2021	JESSICA EDGAR	Refund Party Deposit- BRAC	55.00	MFS	55.00
EFTS9462	02/02/2021	KIMBERLEY GOLD PURE DRINKING WATER	Water Supply- WMF	170.00	MFS	170.00
EFTS9463	02/02/2021	LASER TECHNOLOGY AUSTRALIA	Laser Speed Device Certification- Rangers	451.00	MFS	
EFTS9464	02/02/2021	LHM FABRICATION & FENCING	Repairs Tennis Court Fence- BRAC	528.00	MFS	528.00
EFTS9465	02/02/2021	MANAGED SYSTEM SERVICES	Professional Services Backup and Replication- IT	1694.00	MFS	
EFTS9466	02/02/2021	MATT'S AUTHENTIC FILIPINO CUISINE (MONETTE SARAZA)	Bar Relief Staff- Civic Centre	484.00	MFS	484.00
EFTS9467	02/02/2021	OFFICE NATIONAL BROOME	Stationary Order- Administration office	1531.71	MFS	1531.71
EFTS9468	02/02/2021	SWAN MARINE CONSTRUCTION (SMC MARINE PTY LTD)	Supply & Installation of Jetty Progress Claim 2 (RFT20-03)- Town Beach	891905.08	MFS	
EFTS9469	02/02/2021	TALIS CONSULTANTS	Consultancy Services- Broome RRRP	30135.33	MFS	
EFTS9470	02/02/2021	TOTALLY WORKWEAR	Uniforms- HR	775.60	MFS	775.60
EFTS9471	02/02/2021	WEST COAST ON HOLD	Monthly On Hold Messages- Marketing	69.00	MFS	
EFTS9472	02/02/2021	WESTBOOKS	Junior & Kindergarten Books- Library	66.70	MFS	
EFTS9473	04/02/2021	AVERY AIRCONDITIONING PTY LTD	Airconditioning Repairs- Shire Administration	1568.06	MFS	1568.06
EFTS9474	04/02/2021	BIDFOOD (PREVIOUSLY GOLDLINE DISTRIBUTORS)	Chips Kiosk- BRAC	428.20	MFS	428.20
EFTS9475	04/02/2021	BJ DAVIES PLUMBING	Leak- Civic Centre	629.75	MFS	629.75
EFTS9476	04/02/2021	BP AUSTRALIA PTY LTD - FUEL	Diesel- Depot	12651.95	MFS	
EFTS9477	04/02/2021	BROOME COMMUNITY STALLHOLDERS ASSOCIATION	Bins & Security- Town Beach	815.00	MFS	815.00
EFTS9478	04/02/2021	BROOME DIESEL & HYDRAULIC SERVICE	Oil & Air Filter Truck- Works	116.50	MFS	116.50
EFTS9479	04/02/2021	BROOME NURSERY & PETS	Plants- Nursery	856.00	MFS	856.00
EFTS9480	04/02/2021	BROOME CRETE	Concrete Pump Truck- BRAC	2084.50	MFS	2084.50
EFTS9481	04/02/2021	CARPET PAINT & TILE CENTRE	Sealer Bitumen- WMF	121.50	MFS	121.50
EFTS9482	04/02/2021	CASEY ZEPNICK	School Holiday Program Supplies- BRAC	20.00	MFS	20.00
EFTS9483	04/02/2021	CJD EQUIPMENT PTY LTD	Parts Volvo Loader- Works	2294.91	MFS	

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EFTS9484	04/02/2021	COLLIERS INTERNATIONAL	Mall Leasing Fee- Community	203.50	MFS	
EFTS9485	04/02/2021	CS LEGAL	Debt Recovery Fees- Finance	563.60	MFS	
EFTS9486	04/02/2021	DEPARTMENT OF AGRICULTURE & FOOD (DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT DPIRD) - AGRICULTURE DIVISION	Quarantine Inspection Plants- Nursery	67.50	MFS	67.50
EFTS9487	04/02/2021	DPP RECRUITMENT (PINDAN LABOUR SOLUTIONS PTY LTD)	Temporary Staff- Finance	2229.55	MFS	2229.55
EFTS9488	04/02/2021	DIRECTCOMMS PTY LTD	Monthly Charges Reservations- Library	39.29	MFS	
EFTS9489	04/02/2021	E & M J ROSHER PTY LTD	Parts Tractor Turf- P&G	2047.65	MFS	
EFTS9490	04/02/2021	EVENTPRO SOFTWARE	Eventpro Subscription January 2021- IT	1394.59	MFS	
EFTS9491	04/02/2021	FIRE & SAFETY SERVICES	Monthly Testing Fire Systems- Civic Centre	435.46	MFS	435.46
EFTS9492	04/02/2021	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight Parts Slasher- P&G	185.84	MFS	
EFTS9493	04/02/2021	GLASS CO KIMBERLEY (FORMALLY KIMBERLEY GLASS SERVICE)	Rollers Windows- WMF	200.64	MFS	200.64
EFTS9494	04/02/2021	HARVEY NORMAN AV/IT SUPERSTORE BROOME	Kettle- Library	79.00	MFS	79.00
EFTS9495	04/02/2021	HOLDFAST FLUID POWER NW PTY LTD	Blade Tractor- P&G	225.50	MFS	
EFTS9496	04/02/2021	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- BRAC	15030.20	MFS	
EFTS9497	04/02/2021	JAYE SMOKER (UNBOUND SOUND)	Production Setup- Civic Centre	1520.00	MFS	1520.00
EFTS9498	04/02/2021	LANDCORP	Tender Assessment Stage Two Development- Chinatown	16262.40	MFS	
EFTS9499	04/02/2021	LGIS	Public And Products Liability Insurance- Infrastructure	43469.52	MFS	
EFTS9500	04/02/2021	LGIS RISK MANAGEMENT	Insurance- Governance	5000.00	MFS	
EFTS9501	04/02/2021	MCCORRY BROWN EARTHMOVING PTY LTD	Sealing Road- WMF	32199.97	MFS	32199.97
EFTS9502	04/02/2021	MCLEODS BARRISTERS & SOLICITORS	Solicitors Representation Final Audit- Finance	176.00	MFS	
EFTS9503	04/02/2021	MCMULLEN NOLAN GROUP PTY LTD (MNG)	Trackway & Vegetation Clearing- Works	3850.00	MFS	
EFTS9504	04/02/2021	NARDIA DANIELLE WALKER	Refund- Rates	100.00	MFS	
EFTS9505	04/02/2021	NIRUMBUBK ABORIGINAL CORPORATION	Project Admin Stage Two- Chinatown	5265.00	MFS	5265.00
EFTS9506	04/02/2021	NORTH WEST COAST SECURITY	Security Services Cash Runs to Bank- Shire Administration	60.50	MFS	60.50
EFTS9507	04/02/2021	NORTH WEST LOCKSMITHS	Lock Fitting- Museum	116.00		116.00
EFTS9508	04/02/2021	NORTH WEST STRATA SERVICES	Levies- Staff Housing	604.00		604.00
EFTS9509	04/02/2021	NORTH WEST TRIM & SHADE	Remove Shade Sail- Town Beach	715.00		715.00
EFTS9510	04/02/2021	NUTRIEN AG SOLUTIONS	Chemicals Cygnet Park- P&G	168.30		168.30
EFTS9511	04/02/2021	PRINTING IDEAS	Signage- Town Beach	572.00		572.00
EFTS9512	04/02/2021	RAECO	White Chair- Library	1023.00		
EFTS9513	04/02/2021	RAMM SOFTWARE PTY LTD	Training RAMM Software- IT	363.00		
EFTS9514	04/02/2021	RAY WHITE BROOME	Rent- Property	4217.26		4217.26
EFTS9515	04/02/2021	ROEBUCK TREE SERVICE	Removal Trees- P&G	4905.00		4905.00
EFTS9516	04/02/2021	SPORTSPOWER BROOME	Air Compressor- BRAC	250.00		250.00
EFTS9517	04/02/2021	SUN STUDIOS	Performances Christmas Trails- Chinatown	220.00		220.00
EFTS9518	04/02/2021	T - QUIP	Parts Toro Mini Track Loader- Works	2458.60		
EFTS9519	04/02/2021	TALIS CONSULTANTS	Project Management (RFQ 18-44)- WMF	194377.99		
EFTS9520	04/02/2021	TELSTRA	Mobile Charges- Various Departments	3316.52		
EFTS9521	04/02/2021	TOTALLY WORKWEAR	Uniforms- Depot	1793.50		1793.50
EFTS9522	04/02/2021	TRADELINK PLUMBING SUPPLIES	Gloves- Depot	55.91		55.91
EFTS9523	04/02/2021	VORGE PTY LTD	Goggles Kiosk- BRAC	524.04		
EFTS9524	04/02/2021	WESTBOOKS	Assorted Books- Library	696.14		
EFTS9525	09/02/2021	ABBY MURRAY PHOTOGRAPHY	Photography Christmas Trails- Chinatown	1250.00		1250.00
EFTS9526	09/02/2021	AUSTRALIAN HOTELS ASSOCIATION	Management Course Licensed Premises- BRAC	1535.00		
EFTS9527	09/02/2021	BJ DAVIES PLUMBING	Plumbing Repairs- KRO	2420.00		2420.00
EFTS9528	09/02/2021	BROOME ALL WORKS	Structures Bin Enclosures (RFQ 20-24)- Town Beach	9328.00		9328.00
EFTS9529	09/02/2021	BROOME BOLT SUPPLIES WA PTY LTD	Nuts & Bolts- Depot	190.80		190.80
EFTS9530	09/02/2021	BROOME CLEANAWAY	General Waste Collection (RFT 14/01)- Various	29738.61		29738.61
EFTS9531	09/02/2021	BROOME DIESEL & HYDRAULIC SERVICE	Parts Loader BM26051- Works	258.60		258.60
EFTS9532	09/02/2021	BROOME MOTORS	Purchase New Isuzu Dmax (RFQ 20-64)- Property Maintenance Officer	98466.91		98466.91
EFTS9533	09/02/2021	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	PPE Pants- P&G	713.00		713.00
EFTS9534	09/02/2021	CABLE BEACH TYRE SERVICE PTY LTD (GOODYEAR AUTOCARE BROOME)	Rim Vehicle- Ranger	90.00		90.00
EFTS9535	09/02/2021	CENTURION TRANSPORT	Freight- DEPOT	188.23		
EFTS9536	09/02/2021	COLIN WILKINSON DEVELOPMENTS PTY LTD	Construction Golf Club (RFQ20-05)- Infrastructure	53317.00		53317.00
EFTS9537	09/02/2021	DAN GUIDERA	Music Performance Christmas Trails- Chinatown	100.00		100.00
EFTS9538	09/02/2021	DENISE GAIL BAINBRIDGE	Reimbursement Kiosk Supplies- BRAC	32.40		32.40
EFTS9539	09/02/2021	DEPARTMENT OF TRANSPORT (VEHICLE SEARCH FEES)	Information Search Fees- Rangers	3.40		
EFTS9540	09/02/2021	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Bomag Battery- WMF	609.60		609.60
EFTS9541	09/02/2021	FIRE & SAFETY SERVICES	Fire Protection Equipment Vehicles- DEPOT	715.00		715.00
EFTS9542	09/02/2021	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning- Various Locations	45579.28		45579.28
EFTS9543	09/02/2021	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight BT Equipment to Broome- Depot	92.92		
EFTS9544	09/02/2021	HARMONY HORTICULTURE	Weed Spraying- P&G	2640.00		2640.00
EFTS9545	09/02/2021	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Recruitment- IT	16911.18		

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EFTS9546	09/02/2021	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Street Lighting	52294.66		
EFTS9547	09/02/2021	INFOSURETY PTY LTD T/A INFOTRUST	Annual Symantec Subscription- IT	10750.08		
EFTS9548	09/02/2021	JAYE SMOKER (UNBOUND SOUND)	Staging & AV Australia Day- Community	2865.00		2865.00
EFTS9549	09/02/2021	JULIA MIKHLIK	Meet the Machines Supplies- Chinatown	258.37		258.37
EFTS9550	09/02/2021	KIMBERLEY CONTRACTING	Posishell Cover (RFT 19-11)- Depot	32571.00		32571.00
EFTS9551	09/02/2021	KIMBERLEY QUARRY PTY LTD	Roadbase Landfill (RFT 19-05) - WMF	26285.13		
EFTS9552	09/02/2021	KIMBERLEY TRAILER PARTS	Tow Bar Vehicle- P&G	155.00		155.00
EFTS9553	09/02/2021	KIMBERLEY WASHROOM SERVICES	Supply & Service Sanitary Disposal Units- Property	973.00		973.00
EFTS9554	09/02/2021	KOLORS PTY LTD (PINDAN PRINTING)	Brochure Printing- BVC	836.00		836.00
EFTS9555	09/02/2021	MAGIQ SOFTWARE PTY LTD	Magiq Performance Software Suite License Renewal- IT	12950.30		
EFTS9556	09/02/2021	MCINTOSH & SON	Parts Mower- P&G	573.07		
EFTS9557	09/02/2021	NETSTAR AUSTRALIA	EZ Subscription Renewal- IT	8255.28		
EFTS9558	09/02/2021	NIRRUMBURK ABORIGINAL CORPORATION	Horticultural Traineeship Staff- Nursery	3503.70		3503.70
EFTS9559	09/02/2021	OFFICE NATIONAL BROOME	Toner Cartridge- IT	408.18		408.18
EFTS9560	09/02/2021	ORACLE CORPORATION AUSTRALIA PTY LIMITED	License Document Control System Stage Two- Chinatown	2013.00		
EFTS9561	09/02/2021	PERPETUAL SERVICES LIMITED	Agent & Establishment Fees- WMF	6600.00		
EFTS9562	09/02/2021	POOL WISDOM	Chemicals Pool- BRAC	1723.48		1723.48
EFTS9563	09/02/2021	PRINTING IDEAS	Printing Advocacy Agenda- Kimberley Regional Group	463.56		463.56
EFTS9564	09/02/2021	ROEBUCK TREE SERVICE	Mulch and Remove Cuttings- Roebuck Bay Caravan Park	330.00		330.00
EFTS9565	09/02/2021	RUNWAY BAR & RESTAURANT	Food & Drink Information Session- Chinatown	700.00		700.00
EFTS9566	09/02/2021	RUSTY COAST	Consumables- Council Workshop	117.50		117.50
EFTS9567	09/02/2021	STRATEGIC ADVISORY SERVICES AUSTRALIA	Wedding Bar Staff- Civic Centre	357.50		357.50
EFTS9568	09/02/2021	STREETEER & MALE PTY LTD	Nuts & Bolts- Depot	17.10		17.10
EFTS9569	09/02/2021	TAPPED PLUMBING & GAS PTY LTD	Plumbing Repairs- WMF	704.00		704.00
EFTS9570	09/02/2021	TAS TAFE	Tafel Fees Diploma Building Surveying- HR	3200.00		
EFTS9571	09/02/2021	TOTALLY WORKWEAR	Uniform- Finance	455.10		455.10
EFTS9572	09/02/2021	U.L.K. PRODUCTIONS (THE PLASTER ARTISTS)	Sound & Lighting- Staff Christmas Party	528.00		528.00
EFTS9573	10/02/2021	BUNNINGS BROOME	Temporary Fencing- Depot	3746.42		3746.42
EFTS9574	11/02/2021	DEPARTMENT OF MINES, INDUSTRY AND SAFETY - BUILDING & ENERGY (PREVIOUSLY BUILDING COMMISSION)	JANUARY BSL 2021	8306.43		
EFTS9575	11/02/2021	SHIRE OF BROOME	DECEMBER BSL 2020	150.00		150.00
EFTS9576	11/02/2021	SALARY & WAGES	Payroll S&W	700.00		
EFTS9577	11/02/2021	SALARY & WAGES	Payroll S&W	112516.66		
EFTS9578	11/02/2021	SALARY & WAGES	Payroll S&W	170.00		
EFTS9579	11/02/2021	SALARY & WAGES	Payroll S&W	18033.99		
EFTS9580	11/02/2021	SALARY & WAGES	Payroll S&W	978.20		
EFTS9581	11/02/2021	SALARY & WAGES	Payroll S&W	740.00		
EFTS9582	11/02/2021	SALARY & WAGES	Payroll S&W	660.00		
EFTS9583	11/02/2021	SALARY & WAGES	Payroll S&W	392.10		
EFTS9584	11/02/2021	SALARY & WAGES	Payroll S&W	19.40		
EFTS9585	11/02/2021	SALARY & WAGES	Payroll S&W	350533.00		
EFTS9586	12/02/2021	SALARY & WAGES	Payroll S&W	470.82		
EFTS9587	12/02/2021	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Valves Grade- Works	2024.44		
EFTS9588	12/02/2021	AUSTRALIA POST	Postage & Freight- Shire Administration	594.74	MFS	
EFTS9589	12/02/2021	BK SIGNS (HALLIDAY ENTERPRISES PTY LTD)	Parking Signs- Chinatown	55.00	MFS	55.00
EFTS9590	12/02/2021	BOC LIMITED	Hire of Gas Cylinder- BRAC	149.51	MFS	
EFTS9591	12/02/2021	BROOME BOLT SUPPLIES WA PTY LTD	3 x Rakes & 2 x Ratchet Binders - P&G	299.75	MFS	299.75
EFTS9592	12/02/2021	BROOME CLEANAWAY	Waste Collection- WMF	90980.16	MFS	90980.16
EFTS9593	12/02/2021	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Blade Edger- P&G	825.00	MFS	825.00
EFTS9594	12/02/2021	BROOME TOYOTA	ARB Accessories New Vehicle- Works	1432.50	MFS	1432.50
EFTS9595	12/02/2021	BROOME CRETE	Concrete- BVC	408.10	MFS	408.10
EFTS9596	12/02/2021	DC DATA COMMS	Repairs Communication System- WMF	343.75	MFS	343.75
EFTS9597	12/02/2021	DFF RECRUITMENT (PINDAN LABOUR SOLUTIONS PTY LTD)	Temporary Staff- Finance	5455.24	MFS	5455.24
EFTS9598	12/02/2021	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Battery & Cables Mower- P&G	120.95	MFS	120.95
EFTS9599	12/02/2021	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning- Civic Centre	1320.00	MFS	1320.00
EFTS9600	12/02/2021	HERBERT SMITH FREEHILLS	Legal Fees- Broome Golf Club	5514.96	MFS	
EFTS9601	12/02/2021	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- KRO	16557.32	MFS	
EFTS9602	12/02/2021	HUMES / WEMBLEY CEMENT	Wheel Stop- Depot	484.00	MFS	
EFTS9603	12/02/2021	IT VISION	New Report Synergy- Finance	687.50	MFS	
EFTS9604	12/02/2021	LACHLAN BIRCH PAINTING SERVICES	Repainting Parks- P&G	4554.00	MFS	4554.00
EFTS9605	12/02/2021	LRL BROOME MEDICAL CLINIC	Medical Fitness- HR	2075.00	MFS	2075.00
EFTS9606	12/02/2021	MDM ENTERTAINMENT PTY LTD	Purchase DVD- Library	28.59	MFS	
EFTS9607	12/02/2021	NORTH WEST LOCKSMITHS	Cutting Keys- Property	15.00	MFS	15.00
EFTS9608	12/02/2021	NORTHERN RURAL SUPPLIES PTY LTD	Chemicals Weed Control- P&G	2687.92	MFS	2687.92
EFTS9609	12/02/2021	PERTH HIDRIVE GROUP PTY LTD	Supply and Installation Dog Pod Enclosure- Rangers	21928.65	MFS	
EFTS9610	12/02/2021	POOL WISDOM	Chemicals Pool- BRAC	394.80	MFS	394.80
EFTS9611	12/02/2021	ROEBUCK TREE SERVICE	Tree Pruning- Anne Street	510.00	MFS	510.00
EFTS9612	12/02/2021	ROYAL LIFE SAVING SOCIETY - WA	Certificates Swimming Lesson Program- BRAC	310.85	MFS	
EFTS9613	12/02/2021	SPORTSPOWER BROOME	Equipment Swimming Classes- BRAC	450.00	MFS	450.00
EFTS9614	12/02/2021	STRATCO WA PTY LTD	Steel Posts- Works	128.50	MFS	128.50

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EFT59615	12/02/2021	T - QUIP	Blade Replacement Lawnmower- P&G	195.80	MFS	
EFT59616	12/02/2021	TOLL PRIORITY	Freight- Works	30.17	MFS	
EFT59617	12/02/2021	TOTALLY WORKWEAR	Uniforms- HR	1215.10	MFS	1215.10
EFT59618	12/02/2021	VANDERFIELD PTY LTD	John Deere Mower Blade- P&G	875.26	MFS	
EFT59619	12/02/2021	VIVA ENERGY AUSTRALIA	Fuel Cards- Various	188.13	MFS	
EFT59620	12/02/2021	WATER CORPORATION	Annual Fee Ablution Licence- Town Beach	566.50	MFS	
EFT59621	12/02/2021	WESTERN DIAGNOSTIC PATHOLOGY	OFD Test Kits- HR	1180.58	MFS	
EFT59622	15/02/2021	Salary & Wages	Payroll S&W	829.05	MFS	
EFT59623	16/02/2021	ACOR CONSULTANTS (WA) PTY LIMITED	Consultancy & Administration Fees- Chinatown	45411.30	MFS	
EFT59624	16/02/2021	ADAM CRAIG ROBERTS	Reimbursement Tafel Fees- P&G	739.55	MFS	739.55
EFT59625	16/02/2021	ADAM KARL PUSEP	Reimbursement Tafel Fees- P&G	559.55	MFS	559.55
EFT59626	16/02/2021	ADVANCED ELECTRICAL EQUIPMENT PTY LTD	PVC Conduit- P&G	57.75	MFS	
EFT59627	16/02/2021	AVERY AIRCONDITIONING PTY LTD	Airconditioning Services- WMF	4051.55	MFS	4051.55
EFT59628	16/02/2021	BIDFOOD (PREVIOUSLY GOLDLINE DISTRIBUTORS)	Chips Kiosk- BRAC	387.70	MFS	387.70
EFT59629	16/02/2021	BK SIGNS (HALLIDAY ENTERPRISES PTY LTD)	Steel Posts- Works	215.60	MFS	215.60
EFT59630	16/02/2021	BP AUSTRALIA PTY LTD - FUEL	Fuel- Depot	9462.51	MFS	
EFT59631	16/02/2021	BROOME ENGRAVING & MULTI SERVICES	YAC Badges- Community Development	350.00	MFS	350.00
EFT59632	16/02/2021	BROOME SMALL ENGINE SERVICES	Service Power Tool- Works	217.16	MFS	217.16
EFT59633	16/02/2021	CLANCY MCDOWELL COMMUNICATION & MEDIA	Reimbursement for Public Art- Chinatown	779.88	MFS	779.88
EFT59634	16/02/2021	ELLYN HARTVIGSEN (SUBLIME GRAPHIC DESIGN)	Posters- Chinatown	135.00	MFS	135.00
EFT59635	16/02/2021	ELOY JULIAN CARDENAS	Reimbursement Multi Focal Lenses- Depot	530.00	MFS	530.00
EFT59636	16/02/2021	FIRE & SAFETY SERVICES	Routine Fire Servicing- Civic Centre	84.34	MFS	84.34
EFT59637	16/02/2021	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Consumables Cleaning January 2021- Property	13595.86	MFS	13595.86
EFT59638	16/02/2021	GPC ASIA PACIFIC PTY LTD T/AS REPCO	CV Joint Tool- Depot	42.90	MFS	
EFT59639	16/02/2021	HAMES SHARLEY	Local Planning Strategy & Review- Planning	3828.00	MFS	
EFT59640	16/02/2021	HERBERT SMITH FREEHILLS	Legal Services- Motocross Lease	384.45	MFS	
EFT59641	16/02/2021	JAYE SMOKER (UNBOUND SOUND)	Production Services- Civic Centre	3560.00	MFS	3560.00
EFT59642	16/02/2021	MARTINE PERRET	Bond Refund 1631- Civic Centre	500.00	MFS	
EFT59643	16/02/2021	NORTH WEST COAST SECURITY	Security Services Cash Runs- Shire Administration	60.50	MFS	60.50
EFT59644	16/02/2021	NUTRIEN AG SOLUTIONS	Assorted Materials- Depot	1893.98	MFS	1893.98
EFT59645	16/02/2021	OHM ELECTRONICS	3 x Handpieces Vehicles- Depot	295.20	MFS	295.20
EFT59646	16/02/2021	RECFSHWEST	Life Buoys- BRAC	193.60	MFS	
EFT59647	16/02/2021	ROSMECH SALES & SERVICE PTY LTD	Broom Road Sweeper- Works	442.20	MFS	
EFT59648	16/02/2021	SHAUN STANLEY	Reimbursement Tafel Fees- HR	799.55	MFS	799.55
EFT59649	16/02/2021	TNT AUSTRALIA PTY LTD T/AS TNT EXPRESS	Freight- Various Departments	1921.43	MFS	
EFT59650	16/02/2021	TOTALLY WORKWEAR	Uniforms- Ranger	715.40	MFS	715.40
EFT59651	16/02/2021	WATER CORPORATION	Water Use and Service Charges- Various Locations	70853.30	MFS	
EFT59652	18/02/2021	BEST IT & BUSINESS SOLUTIONS PTY LTD	Printer Charges- IT	770.15	MFS	770.15
EFT59653	18/02/2021	BIDFOOD (PREVIOUSLY GOLDLINE DISTRIBUTORS)	Ice Cream Kiosk- BRAC	1606.74	MFS	1606.74
EFT59654	18/02/2021	BOC LIMITED	Assorted Gas Cylinders- BRAC	187.02	MFS	
EFT59655	18/02/2021	BROOME CLEANAWAY	Waste Collection (RFT 14-01)- WMF	115257.05	MFS	115257.05
EFT59656	18/02/2021	BROOME DOCTORS PRACTICE PTY LTD	Pre-employment Medical- HR	473.00	MFS	473.00
EFT59657	18/02/2021	CDM AUSTRALIA	Annual Microsoft Office 365 Subscription- IT	58481.50	MFS	
EFT59658	18/02/2021	CHERRY LAWTON	Reimbursement of Training- HR	249.00	MFS	249.00
EFT59659	18/02/2021	CUTTING EDGES REPLACEMENT PARTS PTY LTD	New Blade Grader- Works	2811.64	MFS	
EFT59660	18/02/2021	DEWA'S MOBILE KITCHEN	Catering OMC- Governance	154.50	MFS	154.50
EFT59661	18/02/2021	DPP RECRUITMENT (PINDAN LABOUR SOLUTIONS PTY LTD)	Temporary Staff- Finance	10512.37	MFS	10512.37
EFT59662	18/02/2021	ELLYN HARTVIGSEN (SUBLIME GRAPHIC DESIGN)	Advertising Marketing Campaign- Chinatown	112.50	MFS	112.50
EFT59663	18/02/2021	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Collection Roadside Litter Bags- Depot	4599.94	MFS	4599.94
EFT59664	18/02/2021	GO GO MEDIA	Monthly Radio Broadcast Service- BRAC	198.00	MFS	
EFT59665	18/02/2021	GPC ASIA PACIFIC PTY LTD T/AS REPCO	Oil- Depot	279.46	MFS	
EFT59666	18/02/2021	GREENTEC PTY LTD	Design Sediment Basin- WMF	6259.00	MFS	
EFT59667	18/02/2021	HARMONY HORTICULTURE	Spraying Weeds- P&G	4400.00	MFS	4400.00
EFT59668	18/02/2021	HERBERT SMITH FREEHILLS	Lease- Roebuck Bay Caravan Park	15400.00	MFS	
EFT59669	18/02/2021	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- BVC	15504.40	MFS	
EFT59670	18/02/2021	INFOSURETY PTY LTD T/A INFOTRUST	Monthly Veritas Enterprise Vault- IT	110.98	MFS	
EFT59671	18/02/2021	KULLARRI BUILDING PTY LTD	Consultancy Services Superintendent Duties- Broome Golf Club	13736.25	MFS	13736.25
EFT59672	18/02/2021	NEARMAP PTY LTD	Nearmaps Subscription Renewal- IT	20900.00	MFS	
EFT59673	18/02/2021	NIRRUMBUK ABORIGINAL CORPORATION	Apprentice Trainee- Horticulture	2935.92	MFS	2935.92
EFT59674	18/02/2021	NORTH WEST TRIM & SHADE	Removal of Shade Sails- Town Beach	2805.00	MFS	2805.00
EFT59675	18/02/2021	OAKS HOTELS & RESORTS (VIC) PTY LTD (RATES REFUND)	Refund- Rates	7350.31	MFS	
EFT59676	18/02/2021	OPTEON PROPERTY GROUP PTY LTD	Valuation Properties- Anglicare & KRO	1980.00	MFS	
EFT59677	18/02/2021	OPTIC SECURITY GROUP- NORWEST	Repairs CCTV- Chinatown	1986.82	MFS	1986.82

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EFT59678	18/02/2021	PEARL COAST DISTRIBUTORS	Fresh Fruit Trays- HR	427.00	MFS	427.00
EFT59679	18/02/2021	POWERTEC TELECOMMUNICATIONS	Indoor Mobile Signal Booster WMF- IT	1086.39	MFS	
EFT59680	18/02/2021	SLATER & GARTRELL SPORTS	Tennis Grips- BRAC	111.10	MFS	
EFT59681	18/02/2021	STOTT & HOARE BUSINESS COMPUTERS	Laptops- IT	17813.40	MFS	
EFT59682	18/02/2021	STREETER & MALE PTY LTD	Wheelbarrow- P&G	306.10	MFS	306.10
EFT59683	18/02/2021	TAPPED PLUMBING & GAS PTY LTD	Toilet Repairs- Staff Housing	129.80	MFS	129.80
EFT59684	18/02/2021	TELSTRA	Phone Charges- IT	5566.39	MFS	
EFT59685	18/02/2021	TNT AUSTRALIA PTY LTD T/AS TNT EXPRESS	Freight John Deere 672G Grader- P&G	483.32	MFS	
EFT59686	18/02/2021	TOLL PRIORITY	Freight- Depot	147.44	MFS	
EFT59687	18/02/2021	TOTALLY WORKWEAR	Uniforms- HR	1105.40	MFS	1105.40
EFT59688	18/02/2021	WATERCHOICE (AUST) PTY LTD	Monthly Rental Water System- Library	65.00	MFS	
EFT59689	18/02/2021	WAVE 1	POE Injector Spares- IT	522.50	MFS	
EFT59690	18/02/2021	ZOOM CAPITAL PTY LTD T/A BROOME AND AROUND BUS CHARTERS	School Holiday Program Bus- BRAC	182.00	MFS	182.00
EFT59691	18/02/2021	COLES SUPERMARKETS - CHINATOWN, 5324	Telstra Credit Tablets- Library	1347.12	MFS	1347.12
EFT59692	19/02/2021	ABBY MURRAY PHOTOGRAPHY	Photographs- Chinatown	550.00	MFS	550.00
EFT59693	19/02/2021	ACURIX NETWORKS PTY LTD	Monthly Data Monitoring- Library	436.70	MFS	
EFT59694	19/02/2021	AUTOPRO BROOME (Gaff Holdings Pty Ltd)	Tools- Depot	119.00	MFS	119.00
EFT59695	19/02/2021	AVERY AIRCONDITIONING PTY LTD	Degassing Fridges & Aircons- WMF	2227.50	MFS	2227.50
EFT59696	19/02/2021	BROOME BOLT SUPPLIES WA PTY LTD	Assorted Materials- Shire Administration	87.56	MFS	87.56
EFT59697	19/02/2021	BROOME CLARK POOLS & SPAS BROOME	Pool Servicing & Chemicals- Staff Housing	218.03	MFS	218.03
EFT59698	19/02/2021	BROOME CLEANAWAY	Emptying Bins- KRO	3899.52	MFS	3899.52
EFT59699	19/02/2021	BROOME DIESEL & HYDRAULIC SERVICE	Bracket Hooklift- WMF	262.10	MFS	262.10
EFT59700	19/02/2021	BROOME HISTORICAL SOCIETY & MUSEUM	Contents Chinatown App- Community Development	3850.00	MFS	3850.00
EFT59701	19/02/2021	BROOME PLUMBING & GAS	Plumbing Repairs- Works	1431.00	MFS	1431.00
EFT59702	19/02/2021	BROOME PROGRESSIVE SUPPLIES	Consumables & Kiosk Supplies- BRAC	729.95	MFS	729.95
EFT59703	19/02/2021	BROOME TOWING & SALVAGE	Abandoned Vehicle Towing- Health	693.00	MFS	693.00
EFT59704	19/02/2021	BROOME CRETE	Sand Drainage- Works	4710.48	MFS	4710.48
EFT59705	19/02/2021	BT EQUIPMENT PTY LTD	Parts Bomag- WMF	2049.43	MFS	
EFT59706	19/02/2021	BUDGET CAR & TRUCK RENTAL	Rental 4wd Vehicle- P&G	2320.56	MFS	
EFT59707	19/02/2021	CABLE BEACH ELECTRICAL SERVICE	Electrical Repairs- WMF	1468.50	MFS	1468.50
EFT59708	19/02/2021	CABLE BEACH TYRE SERVICE PTY LTD (GOODYEAR AUTOCARE BROOME)	Tyre & Fittings- Works	728.00	MFS	728.00
EFT59709	19/02/2021	COAST & COUNTRY ELECTRICS	Electric Installation of BBQs- Town Beach	10766.78	MFS	10766.78
EFT59710	19/02/2021	COATES HIRE OPERATIONS PTY LTD	Hire Compactor- Works	127.84	MFS	127.84
EFT59711	19/02/2021	COCA COLA AMATIL (HOLDINGS) LTD	Kiosk Items Assorted- BRAC	1659.40	MFS	
EFT59712	19/02/2021	CORSIGN WA PTY LTD	Signage- Works	360.80	MFS	
EFT59713	19/02/2021	DIRECTCOMMS PTY LTD	SMS Services- Library	36.37	MFS	
EFT59714	19/02/2021	DYNAMIC PLAYGROUNDS PTY LTD	Playground- Town Beach	1688.43	MFS	
EFT59715	19/02/2021	ELGAS LTD	Replacement Residential Gas Bottle- Property	166.50	MFS	
EFT59716	19/02/2021	ENTERTAINMENT KONNECTIONS	Ipad Charger- P&G	131.80	MFS	131.80
EFT59717	19/02/2021	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Airconditioning Repairs Backloader- Works	2441.00	MFS	2441.00
EFT59718	19/02/2021	BUNNINGS BROOME	Garden Sprayer- P&G	2323.04	MFS	2323.04
EFT59719	19/02/2021	BROOME TOYOTA	Cushion Vehicle- Infrastructure	3.33	MFS	3.33
EFT59720	19/02/2021	CHRISTOPHER HARTER	Refund Membership- BRAC	392.00	MFS	
EFT59721	19/02/2021	FIRE & SAFETY SERVICES	Repairs Fire Equipment- BRAC	6170.27	MFS	6170.27
EFT59722	19/02/2021	FOOTPRINT CLEANING (FORMERLY REGIONAL ASSET MANAGEMENT SERVICES)	Cleaning- Medland Pavilion	1100.00	MFS	1100.00
EFT59723	19/02/2021	FUEL TRANS AUSTRALIA PTY LTD T/A RECHARGE PETROLEUM (BP BROOME CENTRAL)	Oil- Depot	856.90	MFS	856.90
EFT59724	19/02/2021	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight- Depot	735.94	MFS	
EFT59725	19/02/2021	GALVINS PLUMBING PLUS	Tap Replacement- Town Beach	181.17	MFS	
EFT59726	19/02/2021	HARBY ENTERPRISES PTY LTD T/A HARBY STUDIOS	Communication Consultancy Stage Two- Chinatown	5870.73	MFS	
EFT59727	19/02/2021	HARMONY HORTICULTURE	Spraying Weeds- P&G	3410.00	MFS	3410.00
EFT59728	19/02/2021	HOLDFAST FLUID POWER NW PTY LTD	Fitting- Depot	285.10	MFS	
EFT59729	19/02/2021	INTELLIHR SYSTEMS PTY LTD	Monthly Charges Intellihr- IT	2920.50	MFS	
EFT59730	19/02/2021	J BLACKWOOD & SON T/AS BLACKWOODS	Racher Tool- Depot	2590.30	MFS	2590.30
EFT59731	19/02/2021	KARRATHA ASPHALT (MANNING PAVEMENT SERVICES)	Resealing Shire Roads- Works	10651.66	MFS	
EFT59732	19/02/2021	KENNARDS HIRE	Hire Message Boards- Chinatown	6831.00	MFS	6831.00
EFT59733	19/02/2021	KIMBERLEY BOOKSHOP	Books- Library	430.67	MFS	430.67
EFT59734	19/02/2021	KIMBERLEY CAMPING & OUTBACK SUPPLIES	Radio- BRAC	589.95	MFS	589.95
EFT59735	19/02/2021	KIMBERLEY CONTRACTING	Materials Cover Asbestos- Finance	13860.00	MFS	13860.00
EFT59736	19/02/2021	KIMBERLEY GOLD PURE DRINKING WATER	Water Supply- WMF	476.00	MFS	476.00
EFT59737	19/02/2021	KIMBERLEY QUARRY PTY LTD	Gravel- WMF	22466.03	MFS	
EFT59738	19/02/2021	KIMBERLEY TRUSS (NORTRUSS (NT) PTY LTD)	Timber- P&G	88.39	MFS	88.39
EFT59739	19/02/2021	LEAH MARGARET RAKABUNDEL	Youth Artwork- Town Beach	1664.00	MFS	1664.00
EFT59740	19/02/2021	M P ROGERS & ASSOCIATES PTY LTD	Design Consultancy- Streeters Jetty	14854.68	MFS	
EFT59741	19/02/2021	MANAGED SYSTEM SERVICES	IT Support January 2021- IT	20599.04	MFS	

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EFT59742	19/02/2021	MARKETFORCE	Job Advertising- HR	546.87	MFS	
EFT59743	19/02/2021	MCCORRY BROWN EARTHMOVING PTY LTD	Footpaths BSHS- Infrastructure	24919.95	MFS	24919.95
EFT59744	19/02/2021	MCINTOSH & SON	Replacement Motor Mower- P&G	833.33	MFS	
EFT59745	19/02/2021	MCLEODS BARRISTERS & SOLICITORS	Legal Advice- Resource Recovery Park	886.82	MFS	
EFT59746	19/02/2021	MCMULLEN NOLAN GROUP PTY LTD (MNG)	Surveying- Town Beach	4485.80	MFS	
EFT59747	19/02/2021	MG TYRES	Tyres- P&G	494.00	MFS	494.00
EFT59748	19/02/2021	MIRACLE RECREATION EQUIPMENT	Perspex Bubble Panel- P&G	693.00	MFS	
EFT59749	19/02/2021	NATHAN CAIN	Reimbursement Professional Membership Fees- Development & Community	531.00	MFS	531.00
EFT59750	19/02/2021	NINTEX PTY LTD	Promapp Annual Licence- IT	27500.00	MFS	
EFT59751	19/02/2021	NIRRUMBUK ABORIGINAL CORPORATION	Wages Project Administration Traineeship- Chinatown	4130.73	MFS	4130.73
EFT59752	19/02/2021	NORTH WEST TRIM & SHADE	Installation Shade Sails- Town Beach	3740.00	MFS	3740.00
EFT59753	19/02/2021	NYAMBA BURU YAWURU LTD	Welcome To Country- Australia Day	678.70	MFS	678.70
EFT59754	19/02/2021	OFFICE NATIONAL BROOME	Printer Charges, Office Equipment & Stationery- Various	2368.50	MFS	2368.50
EFT59755	19/02/2021	SECUREPAY PTY LTD	Online Ticket Payments- Civic Centre	19.78	MFS	
EFT59756	19/02/2021	SOUTHERN CROSS AUSTEREO (SCA)	Radio Advertising- Governance	2336.40	MFS	2336.40
EFT59757	19/02/2021	STREETER & MALE PTY LTD	Newspaper- Library	114.40	MFS	114.40
EFT59758	19/02/2021	SUNNY SIGN COMPANY PTY LTD	Signage- Works	530.20	MFS	
EFT59759	19/02/2021	T - QUIP	T-Bars Mowers- P&G	142.65	MFS	
EFT59760	19/02/2021	TAPPED PLUMBING & GAS PTY LTD	Plumbing Repairs- Depot	723.36	MFS	723.36
EFT59761	19/02/2021	THINK WATER BROOME	Materials- P&G	1548.45	MFS	1548.45
EFT59762	19/02/2021	TOTALLY WORKWEAR	Fabric Face Masks- Depot	2169.90	MFS	2169.90
EFT59763	19/02/2021	WATERCHOICE (AUST) PTY LTD	Water Cooler Hire- Library	65.00	MFS	
EFT59764	19/02/2021	WESTRAC	Repairs Windows CAT- Works	946.24	MFS	
EFT59765	22/02/2021	SALVATORE CONSTANTINO MASTROLEMBO	Reimbursements- Office of the CEO	6391.44	MFS	6391.44
EFT59766	24/02/2021	BIDFOOD (PREVIOUSLY GOLDLINE DISTRIBUTORS)	Chips Kiosk- BRAC	387.70	MFS	387.70
EFT59767	24/02/2021	BLUE TONGUE GARAGE DOORS	Install Roller Door- Works	4136.00	MFS	4136.00
EFT59768	24/02/2021	BOAB UAS PTY LTD	Aerial Photography- Infrastructure	295.00	MFS	295.00
EFT59769	24/02/2021	COLLIERS INTERNATIONAL	RRRP Community Information Stall- Office of the CEO	203.50	MFS	
EFT59770	24/02/2021	DC DATA COMMS	Repairs Weighbridge Microphones- WMF	550.00	MFS	550.00
EFT59771	24/02/2021	FULTON HOGAN INDUSTRIES PTY LTD / PIONEER ROAD SERVICES	Asphalt- Depot	3590.40	MFS	
EFT59772	24/02/2021	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight- Depot	186.35	MFS	
EFT59773	24/02/2021	GARNDUWA AMBOORNY WIRNAN ABORIGINAL CORPORATION	Sponsorship- Community	1100.00	MFS	1100.00
EFT59774	24/02/2021	HARVEY NORMAN AV/IT SUPERSTORE BROOME	Kitchen Appliance- Library	298.00	MFS	298.00
EFT59775	24/02/2021	HEAD OFFICE LANDGATE	Satellite Imagery- IT	567.60	MFS	
EFT59776	24/02/2021	HOLDFAST FLUID POWER NW PTY LTD	Parts Water Cart- Works	397.84	MFS	
EFT59777	24/02/2021	JAYE SMOKER (UNBOUND SOUND)	Lighting- Shire Administration	550.00	MFS	550.00
EFT59778	24/02/2021	JOY SUZANNE WELSHMAN	Reimbursement of Executive Ready Program- Depot	4439.00	MFS	4439.00
EFT59779	24/02/2021	KIMBERLEY FUEL & OIL SERVICES	Fuel Filter Tractor- Depot	21.19	MFS	21.19
EFT59780	24/02/2021	LRL BROOME MEDICAL CLINIC	Asbestos Medical- HR	110.00	MFS	110.00
EFT59781	24/02/2021	MARKETFORCE	Advertising Public Notices- Marketing	738.10	MFS	
EFT59782	24/02/2021	MARTINE PERRET	Refund (1631)- Civic Centre	250.00	MFS	
EFT59783	24/02/2021	MCINTOSH & SON	Freight Parts Mower- P&G	264.00	MFS	
EFT59784	24/02/2021	METRO COUNT	Consumables Surveying- Engineering	1155.00	MFS	
EFT59785	24/02/2021	MONSOONAL BLUES PTY LTD	Vouchers- Chinatown	200.00	MFS	200.00
EFT59786	24/02/2021	PINE TIMBER PRODUCT PTY LTD	Timber- P&G	4998.02	MFS	
EFT59787	24/02/2021	POOL WISDOM	Pool Chemicals- BRAC	1286.80	MFS	1286.80
EFT59788	24/02/2021	RESOLUTE SECURITY SERVICES	Security Services (RFT 20-07)- Various	9878.65	MFS	
EFT59789	24/02/2021	ROEBUCK BAY HOTEL	Vouchers- Chinatown	200.00	MFS	200.00
EFT59790	24/02/2021	ROEBUCK TREE SERVICE	Removal Trees- P&G	880.00	MFS	880.00
EFT59791	24/02/2021	SAFEHAVEN STUDIOS	Construction Entry Statement- Chinatown	44000.00	MFS	
EFT59792	24/02/2021	STREETER & MALE PTY LTD	Vouchers- Chinatown	200.00	MFS	200.00
EFT59793	24/02/2021	TECHNOLOGY ONE LTD	Intramaps Upgrade- IT	8624.00	MFS	
EFT59794	24/02/2021	TELSTRA	Phone Charges- Rangers	210.00	MFS	
EFT59795	24/02/2021	TOTALLY WORKWEAR	Uniform- HR	216.00	MFS	216.00
EFT59796	24/02/2021	WEST COAST ON HOLD	Monthly on Hold Messages- Office of the CEO	69.00	MFS	
EFT59797	24/02/2021	YOGAMON (MONIQUE ELLIS)	Yoga Classes- BRAC	660.00	MFS	660.00
EFT59798	24/02/2021	AQUA INSPIRATION	Aqua Instructor- BRAC	55.00	MFS	55.00
EFT59799	24/02/2021	ASB MARKETING PROMOTIONAL PRODUCTS	PPE Shirts Mosquitos- Health	294.25	MFS	
EFT59800	24/02/2021	BP AUSTRALIA PTY LTD - FUEL	Diesel- Depot	17900.28	MFS	
EFT59801	24/02/2021	BROOME DOCTORS PRACTICE PTY LTD	Pre-employment Medical- HR	385.50	MFS	385.50
EFT59802	24/02/2021	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Oil- Depot	480.00	MFS	480.00
EFT59803	24/02/2021	BWS LIQUOUR (WOOLWORTHS GROUP)	Alcohol Stock Bar- BRAC	697.65	MFS	697.65
EFT59804	24/02/2021	CARPET PAINT & TILE CENTRE	Decking Oil- Chinatown	561.60	MFS	561.60
EFT59805	24/02/2021	ELGAS LTD	Gas Forklift- Depot	79.19	MFS	
EFT59806	24/02/2021	FIRE & SAFETY SERVICES	Replacement Fire Equipment- Depot	8423.80	MFS	8423.80
EFT59807	24/02/2021	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight- Nursery	93.17	MFS	
EFT59808	24/02/2021	KIMBERLEY FUEL & OIL SERVICES	Filter Grader- Works	196.33	MFS	196.33
EFT59809	24/02/2021	KIMBERLEY TRUSS (NORTRUSS (NT) PTY LTD)	Helmet- P&G	137.23	MFS	137.23
EFT59810	24/02/2021	LANA REED (LANA REED PRODUCTIONS)	RRRP Video- Marketing	400.00	MFS	400.00

Item 9.4.1 - MONTHLY PAYMENT LISTING FEBRUARY 2021

EFT59811	24/02/2021	OPTEON PROPERTY GROUP PTY LTD	Valuation- Town Beach Cafe	1980.00	MFS	
EFT59812	24/02/2021	POOL WISDOM	Pool Chemicals- BRAC	157.92	MFS	157.92
EFT59813	24/02/2021	RAECO	Book Covering- Library	332.81	MFS	
EFT59814	24/02/2021	RAYMOND FREDRICK LOWE	Purchase Novels- Library	51.85	MFS	
EFT59815	24/02/2021	REEN AUTO ELECTRICS	Fuses- Propety Maintenance Vehicle	17.80	MFS	17.80
EFT59816	24/02/2021	SEAT ADVISOR PTY LTD	Ticket Sales- Civic Centre	170.18	MFS	
EFT59817	24/02/2021	SWAN MARINE CONSTRUCTION (SMC MARINE PTY LTD)	Mobilisation Costs Jetty- Town Beach	8552.39	MFS	
EFT59818	24/02/2021	TAPPED PLUMBING & GAS PTY LTD	Plumbing Various Locations- Works	6930.00	MFS	6930.00
EFT59819	24/02/2021	TERRY PATTERSON BUILDER (DEVERE CORPORATION PTY LTD)	Insulation Plant Room- Town Beach	5500.00	MFS	5500.00
EFT59820	24/02/2021	TOTALLY WORKWEAR	Uniform- HR	2308.40	MFS	2308.40
EFT59821	24/02/2021	TRASH TEST DUMMIES	Performance Fees- Civic Centre	2475.00	MFS	
EFT59822	24/02/2021	WA HINO	Truck Parts- Works	535.76	MFS	
EFT59823	24/02/2021	WEST AUSTRALIAN NEWSPAPERS	Bi-Weekly Shire News Papers- Office CEO	4184.74	MFS	
EFT59824	24/02/2021	WESTRAC	Parts CAT Roller- Works	270.42	MFS	
EFT59825	25/02/2021	Salary & Wages	Payroll S&W	116408.58	MFS	
EFT59826	25/02/2021	Salary & Wages	Payroll S&W	17227.96	MFS	
EFT59827	25/02/2021	Salary & Wages	Payroll S&W	954.30	MFS	
EFT59828	25/02/2021	Salary & Wages	Payroll S&W	780.00	MFS	
EFT59829	25/02/2021	Salary & Wages	Payroll S&W	660.00	MFS	
EFT59830	25/02/2021	Salary & Wages	Payroll S&W	496.64	MFS	
EFT59831	25/02/2021	Salary & Wages	Payroll S&W	19.40	MFS	
EFT59832	25/02/2021	Salary & Wages	Payroll S&W	357118.95	MFS	
EFT59833	26/02/2021	ALL ACCESS ALL AREAS TRAINING PTY LTD	Approved Managers Course- Civic Centre	330.00	MFS	
EFT59834	26/02/2021	ALLYSON GRIBBIN	Refund- Rates	121.00	MFS	
EFT59835	26/02/2021	ANDREW TULLOCH (A.R.T LANDSCAPE TOOLS)	Rack & Adaptor Kit- P&G	741.20	MFS	
EFT59836	26/02/2021	BROOME HOLDEN	Service Holden Ute- Works	1682.98	MFS	1682.98
EFT59837	26/02/2021	BROOME NETBALL ASSOCIATION	Sponsorship- Community	1100.00	MFS	1100.00
EFT59838	26/02/2021	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Visor & Earmuffs- P&G	599.50	MFS	599.50
EFT59839	26/02/2021	CRYSTAL FUSION	Vouchers Marketing Campaign- Chinatown	200.00	MFS	200.00
EFT59840	26/02/2021	FIRE & SAFETY SERVICES	Replacement Fire Equipment- Shire Administration	3099.07	MFS	3099.07
EFT59841	26/02/2021	FLOWERS ON SAVILLE STREET	Flowers- Shire Administration	100.00	MFS	100.00
EFT59842	26/02/2021	IT VISION	Bank Reconciliation ITVision- IT	1991.00	MFS	
EFT59843	26/02/2021	MAGIQ SOFTWARE PTY LTD	Training Excel & Admin- Finance	2788.50	MFS	
EFT59844	26/02/2021	MCINTOSH & SON	Freight Parts- Depot	594.50	MFS	
EFT59845	26/02/2021	NORTH WEST TRIM & SHADE	Shade Sails- Town Beach	2200.00	MFS	2200.00
EFT59846	26/02/2021	NUTRIEN AG SOLUTIONS	Roundup- P&G	1822.70	MFS	1822.70
EFT59847	26/02/2021	RUSSELL WAYNE CARSTON	Refund- Rates	1130.20	MFS	1130.20
EFT59848	26/02/2021	SHANE MERVYN VEAR	Reimbursement Horticulture Ticket- P&G	739.55	MFS	739.55
EFT59849	26/02/2021	TOTALLY WORKWEAR	Uniform- HR	160.00	MFS	160.00
EFT59850	26/02/2021	BROOME FIRST NATIONAL REAL ESTATE	Staff Rent- March 2021	9916.66	MFS	9916.66
EFT59851	26/02/2021	HUTCHINSON REAL ESTATE	Staff Rent- March 2021	2389.88	MFS	2389.88
EFT59852	26/02/2021	KATHRYN KIMBER & GRANT ASTLES	Staff Rent- March 2021	2824.40	MFS	2824.40
EFT59853	26/02/2021	MCCOSH ANNE (RED EMPORER BED & BREAKFAST)	Staff Rent- March 2021	1213.33	MFS	1213.33
EFT59854	26/02/2021	PRD NATIONWIDE	Staff Rent- March 2021	10545.68	MFS	10545.68
EFT59855	26/02/2021	RAY WHITE BROOME	Staff Rent- March 2021	7188.92	MFS	7188.92
EFT59856	26/02/2021	REALMARK BROOME	Staff Rent- March 2021	3910.70	MFS	3910.70
EFT59857	26/02/2021	VICKI ELIZABETH COBBY	Staff Rent- March 2021	3466.66	MFS	3466.66
EFT59858	26/02/2021	BRUCE RUDEFORTH	Monthly Councillor Sitting Fee and Allowances	1747.75	MFS	1747.75
EFT59859	26/02/2021	CHRISTOPHER RALPH MITCHELL	Monthly Councillor Sitting Fee and Allowances	1747.75	MFS	1747.75
EFT59860	26/02/2021	DESIREE MAGDOLNA MALE	Monthly Councillor Sitting Fee and Allowances	2737.67	MFS	2737.67
EFT59861	26/02/2021	ELSTA REGINA FOY	Monthly Councillor Sitting Fee and Allowances	1747.75	MFS	1747.75
EFT59862	26/02/2021	FIONA LEIGH WEST	Monthly Councillor Sitting Fee and Allowances	1747.75	MFS	1747.75
EFT59863	26/02/2021	HAROLD NORMAN TRACEY	Monthly Councillor Sitting Fee and Allowances	6202.16	MFS	6202.16
EFT59864	26/02/2021	NIK WEVERS	Monthly Councillor Sitting Fee and Allowances	1747.75	MFS	1747.75
EFT59865	26/02/2021	PETER JOHN TAYLOR	Monthly Councillor Sitting Fee and Allowances	1747.75	MFS	1747.75
EFT59866	26/02/2021	PHILLIP FRANCIS MATSUMOTO	Monthly Councillor Sitting Fee and Allowances	1747.75	MFS	1747.75
MUNICIPAL ELECTRONIC FUNDS TRANSFER TOTAL:				\$3,991,735.58		\$ 1,013,157.28

MUNICIPAL CHEQUES - February 2021						
DD#	Date	Name	Description	Amount	Del Auth	Local Spend
57670	03/02/2021	SHIRE OF BROOME	Administration- Petty Cash	651.80	MFS	651.80
57671	08/02/2021	DEPARTMENT OF TRANSPORT - LICENSING	Shire of Broome Plates- Administration	400.00	MFS	
57672	12/02/2021	DEPARTMENT OF TRANSPORT - LICENSING	Shire of Broome Plates- Administration	200.00	MFS	
57673	16/02/2021	DONALD LOWREY	Rates Refund- Finance	804.02	MFS	804.02
MUNICIPAL ELECTRONIC FUNDS TRANSFER TOTAL:				\$2,055.82		\$ 1,455.82

TRUST CHEQUES - February 2021						
DD#	Date	Name	Description	Amount	Del Auth	Local Spend
					MFS	
TRUST CHEQUES TOTAL:				\$0.00		0.00

MUNICIPAL DIRECT DEBIT/CREDIT CARD PAYMENTS - February 2021						
DD#	Date	Name	Description	Amount	Del Auth	Local Spend
DD29055.1	09/02/2021	SUPERANNUATION	Superannuation Contributions	45407.75	MFS	

Item 9.4.1 - MONTHLY PAYMENT LISTING FEBRUARY 2021

DD29055.2	09/02/2021	SUPERANNUATION	Superannuation contributions	113.03	MFS	
DD29055.3	09/02/2021	SUPERANNUATION	Superannuation Contributions	640.89	MFS	
DD29055.4	09/02/2021	SUPERANNUATION	Superannuation contributions	446.78	MFS	
DD29055.5	09/02/2021	SUPERANNUATION	Superannuation contributions	272.37	MFS	
DD29055.6	09/02/2021	SUPERANNUATION	Superannuation Contributions	3226.85	MFS	
DD29055.7	09/02/2021	SUPERANNUATION	Superannuation contributions	391.31	MFS	
DD29055.8	09/02/2021	SUPERANNUATION	Superannuation Contributions	1124.63	MFS	
DD29055.9	09/02/2021	SUPERANNUATION	Superannuation contributions	370.23	MFS	
DD29104.1	23/02/2021	SUPERANNUATION	Superannuation Contributions	44568.01	MFS	
DD29104.2	23/02/2021	SUPERANNUATION	Superannuation Contributions	641.71	MFS	
DD29104.3	23/02/2021	SUPERANNUATION	Superannuation contributions	446.78	MFS	
DD29104.4	23/02/2021	SUPERANNUATION	Superannuation contributions	272.37	MFS	
DD29104.5	23/02/2021	SUPERANNUATION	Superannuation Contributions	3119.77	MFS	
DD29104.6	23/02/2021	SUPERANNUATION	Superannuation contributions	362.32	MFS	
DD29104.7	23/02/2021	SUPERANNUATION	Superannuation Contributions	1138.66	MFS	
DD29104.8	23/02/2021	SUPERANNUATION	Superannuation contributions	370.23	MFS	
DD29104.9	23/02/2021	SUPERANNUATION	Superannuation Contributions	1324.14	MFS	
DD29126.1	24/02/2021	BROOME COMMONWEALTH BANK OF AUSTRALIA	Dispute Refund- Development & Community (Credit Card Payment 24.02.21)	40.20	MFS	40.20
DD29128.1	24/02/2021	QANTAS AIRWAYS LTD	Flights for Rates Training- Finance (Credit Card Payment 24.02.21)	1511.14	MFS	
DD29138.1	24/02/2021	OAKS HOTELS & RESORTS - BROOME	Accommodation Australia Day Ambassador- Office of the CEO (Credit Card Payment 24.02.21)	968.99	MFS	968.99
DD29138.2	24/02/2021	FACEBOOK	Facebook Advertising- Marketing (Credit Card Payment 24.02.21)	269.97	MFS	
DD29138.3	24/02/2021	JOHN FAIRFAX GROUP PTY LIMITED	News Monitoring- Marketing (Credit Card Payment 24.02.21)	15.08	MFS	
DD29138.4	24/02/2021	QANTAS AIRWAYS LTD	Flights for State Council Meeting- Councillor (Credit Card Payment 24.02.21)	705.96	MFS	
DD29138.5	24/02/2021	SQUARESPACE INC	Website Monthly Fee- Chinatown (Credit Card Payment 24.02.21)	35.15	MFS	
DD29055.10	09/02/2021	SUPERANNUATION	Superannuation Contributions	1324.14	MFS	
DD29055.11	09/02/2021	SUPERANNUATION	Superannuation Contributions	931.81	MFS	
DD29055.12	09/02/2021	SUPERANNUATION	Superannuation Contributions	2559.96	MFS	
DD29055.13	09/02/2021	SUPERANNUATION	Superannuation Contributions	1147.51	MFS	
DD29055.14	09/02/2021	SUPERANNUATION	Superannuation Contributions	635.04	MFS	
DD29055.15	09/02/2021	SUPERANNUATION	Superannuation contributions	297.31	MFS	
DD29055.16	09/02/2021	SUPERANNUATION	Superannuation Contributions	1293.53	MFS	
DD29055.17	09/02/2021	SUPERANNUATION	Superannuation Contributions	679.26	MFS	
DD29055.18	09/02/2021	SUPERANNUATION	Superannuation Contributions	402.72	MFS	
DD29055.19	09/02/2021	SUPERANNUATION	Superannuation Contributions	1511.10	MFS	
DD29055.20	09/02/2021	SUPERANNUATION	Superannuation Contributions	776.22	MFS	
DD29055.21	09/02/2021	SUPERANNUATION	Superannuation Contributions	656.40	MFS	
DD29055.22	09/02/2021	SUPERANNUATION	Superannuation Contributions	783.34	MFS	
DD29055.23	09/02/2021	SUPERANNUATION	Superannuation contributions	356.13	MFS	
DD29055.24	09/02/2021	SUPERANNUATION	Superannuation Contributions	741.10	MFS	
DD29055.25	09/02/2021	SUPERANNUATION	Superannuation Contributions	345.35	MFS	
DD29055.26	09/02/2021	SUPERANNUATION	Superannuation Contributions	2352.33	MFS	
DD29055.27	09/02/2021	SUPERANNUATION	Superannuation Contributions	1992.84	MFS	
DD29055.28	09/02/2021	SUPERANNUATION	Superannuation contributions	704.82	MFS	
DD29055.29	09/02/2021	SUPERANNUATION	Superannuation Contributions	8343.52	MFS	
DD29055.30	09/02/2021	SUPERANNUATION	Superannuation contributions	480.60	MFS	
DD29055.31	09/02/2021	SUPERANNUATION	Superannuation contributions	883.24	MFS	
DD29104.10	23/02/2021	SUPERANNUATION	Superannuation Contributions	931.81	MFS	
DD29104.11	23/02/2021	SUPERANNUATION	Superannuation Contributions	1147.51	MFS	
DD29104.12	23/02/2021	SUPERANNUATION	Superannuation Contributions	2559.96	MFS	
DD29104.13	23/02/2021	SUPERANNUATION	Superannuation Contributions	635.04	MFS	
DD29104.14	23/02/2021	SUPERANNUATION	Superannuation contributions	297.02	MFS	
DD29104.15	23/02/2021	SUPERANNUATION	Superannuation Contributions	1293.53	MFS	
DD29104.16	23/02/2021	SUPERANNUATION	Superannuation Contributions	679.26	MFS	
DD29104.17	23/02/2021	SUPERANNUATION	Superannuation Contributions	712.80	MFS	
DD29104.18	23/02/2021	SUPERANNUATION	Superannuation Contributions	1511.10	MFS	
DD29104.19	23/02/2021	SUPERANNUATION	Superannuation Contributions	776.22	MFS	
DD29104.20	23/02/2021	SUPERANNUATION	Superannuation Contributions	665.50	MFS	
DD29104.21	23/02/2021	SUPERANNUATION	Superannuation Contributions	783.34	MFS	
DD29104.22	23/02/2021	SUPERANNUATION	Superannuation Contributions	741.10	MFS	
DD29104.23	23/02/2021	SUPERANNUATION	Superannuation Contributions	3166.49	MFS	
DD29104.24	23/02/2021	SUPERANNUATION	Superannuation Contributions	526.68	MFS	
DD29104.25	23/02/2021	SUPERANNUATION	Superannuation contributions	514.88	MFS	
DD29104.26	23/02/2021	SUPERANNUATION	Superannuation Contributions	1992.84	MFS	
DD29104.27	23/02/2021	SUPERANNUATION	Superannuation contributions	704.82	MFS	
DD29104.28	23/02/2021	SUPERANNUATION	Superannuation contributions	480.60	MFS	
DD29104.29	23/02/2021	SUPERANNUATION	Superannuation Contributions	8052.57	MFS	
DD29104.30	23/02/2021	SUPERANNUATION	Superannuation contributions	1056.67	MFS	
				\$166,212.33		\$1,009.19
MUNICIPAL ELECTRONIC TRANSFER TOTAL				\$3,991,735.58		\$1,013,157.28
MUNICIPAL CHEQUES TOTAL				\$2,055.82		\$1,455.82
TRUST CHEQUE TOTAL				\$0.00		0.00
MUNICIPAL DIRECT DEBIT/ CREDIT CARD TOTAL				\$166,212.33		\$1,009.19
TOTAL PAYMENTS February 2021				\$4,160,003.73		\$1,015,622.29

Key for Delegation of Authority:

CEO- Chief Executive Officer
MFS- Manager Financial Services
DCS- Director Corporate Services

9.4.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY REPORT FEBRUARY 2021

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	FRE02
AUTHOR:	Acting Coordinator Financial Services
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Acting 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 28 February 2021, as required by Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* (FMR).

BACKGROUND*Previous Considerations*

Council is provided with the Monthly Financial Activity Report which has been developed in line with statutory reporting standards and provides Council with a holistic overview of the operations of the Shire of Broome.

Supplementary information has been provided in the form of Notes to the Monthly Report and a General Fund Summary of Financial Activity, which discloses Council's Revenue and Expenditure in summary form, by Programme (Function and Activity).

Disclosure and supply of appropriate explanations for variances presented in the Statement of Financial Activity, is mandatory under FMR 34(2)(b).

FMR 34(5) requires a local government to adopt a percentage or value, calculated in accordance with the Australian Accounting Standards (AAS) and Council's adopted risk management matrix thresholds, to be used in statements of financial activity for reporting material variances.

COMMENT

The 2020/21 Annual Budget was adopted at the Ordinary Meeting of Council on 25 June 2020. The following are key indicators supporting the year to-date budget position with respect to the Annual Forecast Budget:

Budget Year elapsed	66.58%
Total Rates Raised Revenue	100% (of which 85.79% has been collected)
Total Other Operating Revenue	61%
Total Operating Expenditure	58%
Total Capital Revenue	67%
Total Capital Expenditure	38%
Total Sale of Assets Revenue	17%

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 2020/21 Annual Budget that was presented at the Ordinary Meeting of Council on 25 June 2020, Council adopted a balanced budget to 30 June 2021.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report — s. 6.4

(1A) In this regulation —

“committed assets” means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - (b) budget estimates to the end of the month to which the statement relates;
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
 - (a) according to nature and type classification;
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government;
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

(1a) In subsection (1) —

“additional purpose” means a purpose for which no expenditure estimate is included in the local government's annual budget.

- (2) Where expenditure has been incurred by a local government —
- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
 - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

POLICY IMPLICATIONS

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 pertaining to the financial cost and delivery of strategic initiatives and key projects.

In order to mitigate the risk of budget over-runs or non-delivery of projects, the Chief Executive Officer has implemented internal control measures such as regular Council and management reporting and the quarterly Finance and Costing Review (FACR) process to monitor financial performance against budget estimates. Materiality reporting thresholds have been established at half the adopted Council levels, which equate to \$5,000 for operating budget line items and \$10,000 for capital items, to alert management prior to there being irreversible impacts.

It should also be noted that there is an inherent level of risk of misrepresentation of the financials through either human error or potential fraud. The establishment of control measures through a series of efficient systems, policies and procedures, which fall under the responsibility of the CEO as laid out in the *Local Government (Financial Management Regulations) 1996* regulation 5, seek to mitigate the possibility of this occurring. These controls are set in place to provide daily, weekly and monthly checks to ensure that the integrity of the data provided is reasonably assured.

STRATEGIC IMPLICATIONS

Performance - We will deliver excellent governance, service and value, for everyone:

Responsible resource allocation

Improved systems, processes and compliance

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION:

That Council adopts the Monthly Financial Activity Statement Report for the period ended 28 February 2021 as attached.

Attachments

1. MONTHLY STATEMENT OF FINANCIAL ACTIVITY FEBRUARY 2021

SHIRE OF BROOME
MONTHLY FINANCIAL REPORT
For the Period Ended 28 February 2021

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

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Shire of Broome

Compilation Report

For the Period Ended 28 February 2021

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 28 February 2021 of \$20,858,110.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

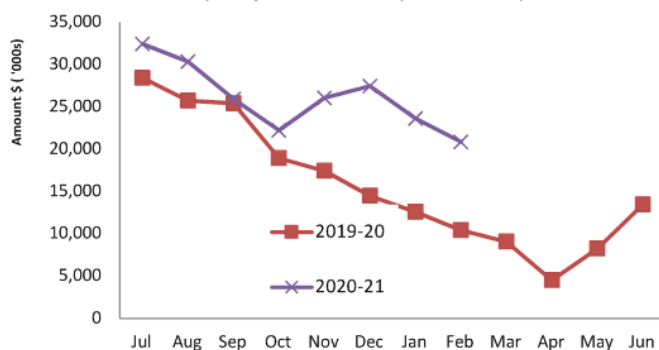
Preparation

Prepared by: N Schneider
Reviewed by: A Warnasooriya
Date prepared: 11/03/2021

Shire of Broome

Monthly Summary Information
For the Period Ended 28 February 2021

Liquidity Over the Year (Refer Note 3)

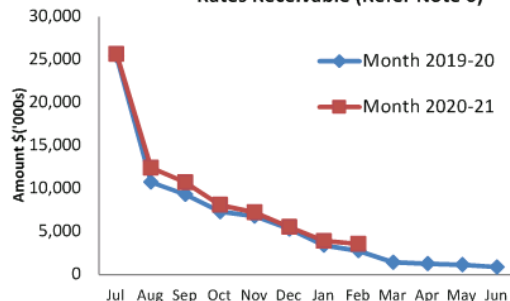
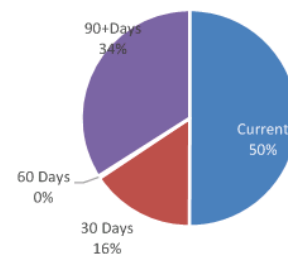
Cash and Cash Equivalents
as at period end

Unrestricted	\$ 19,894,315
Restricted	\$ 31,977,407
	<u>\$ 51,871,722</u>

Receivables

Rates	\$ 3,430,919
Other	\$ 541,522
	<u>\$ 3,972,440</u>

Rates Receivable (Refer Note 6)

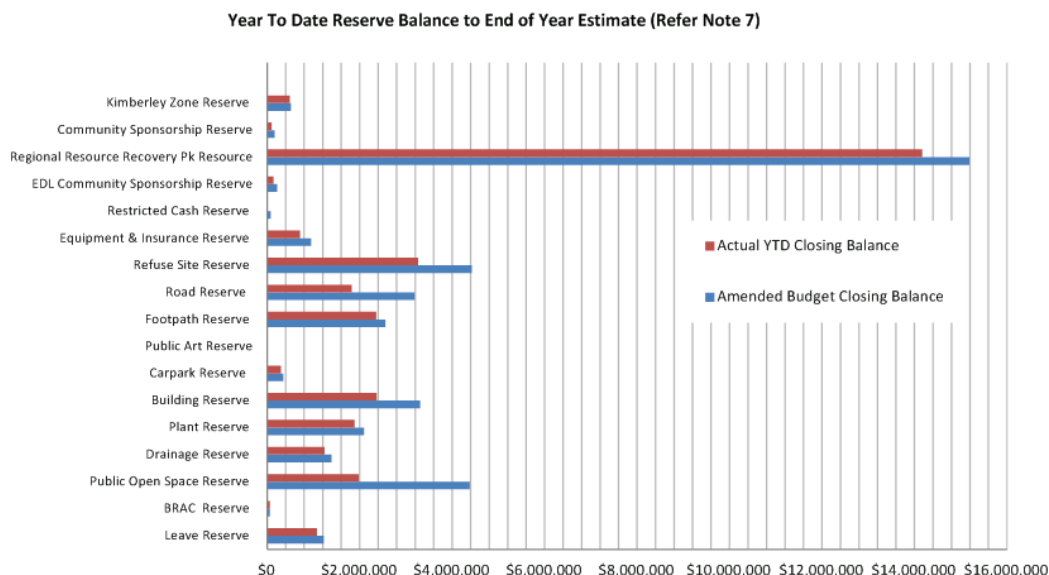
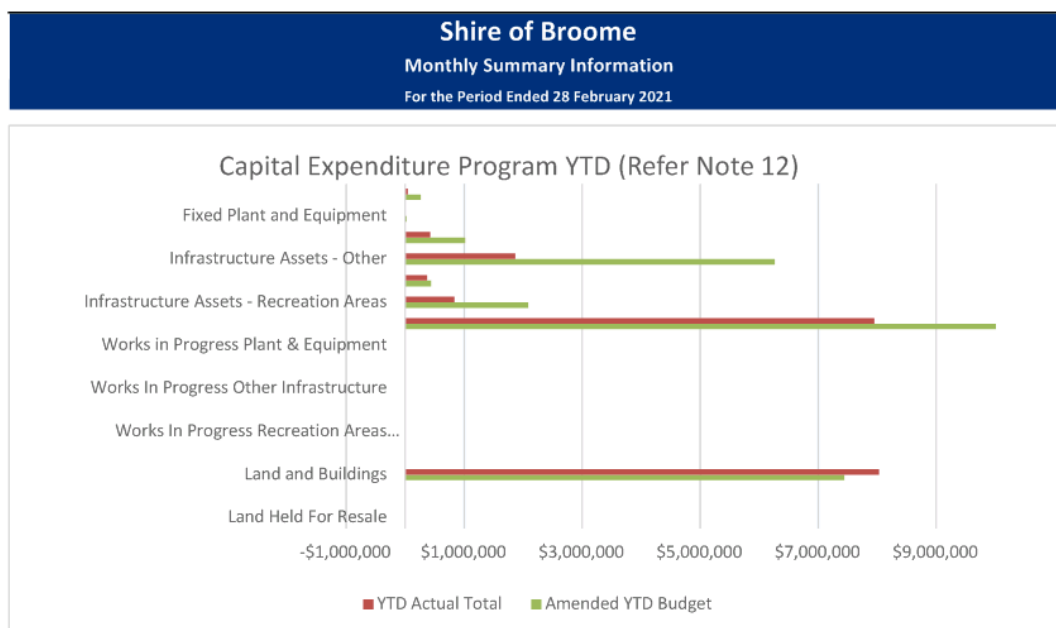
Accounts Receivable Ageing (non-rates)
(Refer Note 6)

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 \$18.984M 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.

2. Rates were raised in July with payment due 35 days after issuing. Total Rates raised for the year was \$23.28M with total outstanding rates YTD at \$3.43M.

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.

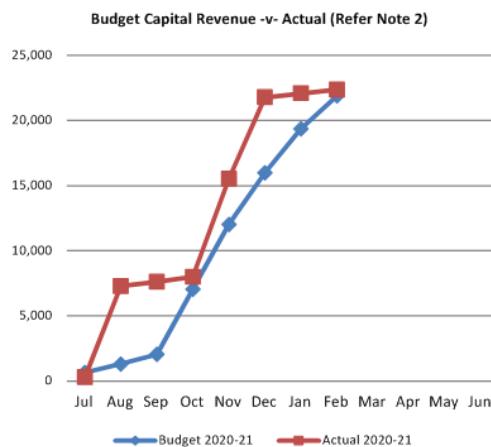
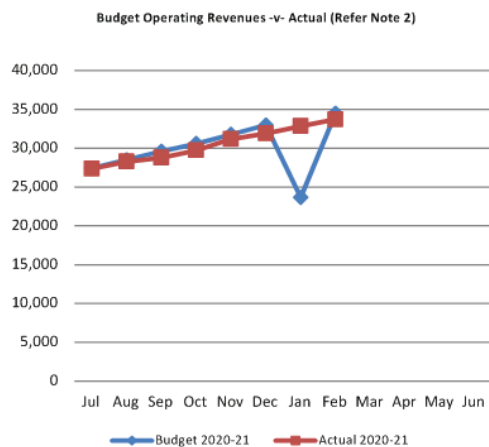
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Broome

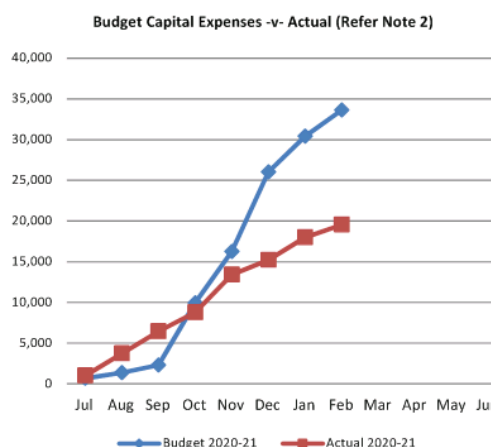
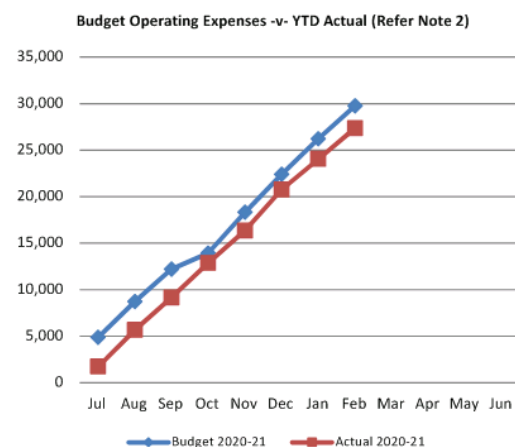
Monthly Summary Information

For the Period Ended 28 February 2021

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 28 February 2021

	Note	Amended Annual Budget (a)	Amended YTD Budget (b)	YTD Actual (c)	%	Var. \$ (c)-(b)	Var. % (c)-(b)/(b)	Var.
Operating Revenues		\$	\$	\$		\$	%	
Governance		341,246	232,808	294,223		61,415	26.38%	▲
General Purpose Funding - Rates	9	23,389,041	23,350,465	23,360,607		10,142	0.04%	
General Purpose Funding - Other		922,048	691,536	685,330		(6,206)	(0.90%)	
Law, Order and Public Safety		115,033	76,696	129,223		52,527	68.49%	▲
Health		184,084	122,712	150,971		28,259	23.03%	▲
Education and Welfare		33,716	22,472	33,716		11,244	50.04%	▲
Housing		1,926,356	1,284,232	463,699		(820,533)	(63.89%)	▼
Community Amenities		6,672,801	4,698,496	4,683,365		(15,131)	(0.32%)	
Recreation and Culture		1,408,708	939,088	1,058,210		119,122	12.68%	▲
Transport		1,589,305	1,059,512	744,753		(314,759)	(29.71%)	▼
Economic Services		1,703,016	730,199	632,223		(97,976)	(13.42%)	▼
Other Property and Services		2,009,956	1,292,052	1,475,488		183,436	14.20%	▲
Total Operating Revenue		40,295,311	34,500,268	33,711,808	84%	(788,460)		
Operating Expense								
Governance		(2,646,894)	(1,766,244)	(1,547,001)		219,243	12.41%	▲
General Purpose Funding		(392,836)	(261,888)	(283,596)		(21,708)	(8.29%)	
Law, Order and Public Safety		(1,292,643)	(858,621)	(781,158)		77,463	9.02%	
Health		(620,829)	(413,765)	(487,542)		(73,777)	(17.83%)	▼
Education and Welfare		(545,406)	(365,557)	(330,305)		35,252	9.64%	
Housing		(1,994,704)	(1,331,145)	(513,575)		817,570	61.42%	▲
Community Amenities		(11,248,164)	(6,336,427)	(6,428,864)		(92,437)	(1.46%)	
Recreation and Culture		(12,652,282)	(8,475,290)	(8,425,171)		50,119	0.59%	
Transport		(10,049,073)	(6,699,377)	(6,053,381)		645,996	9.64%	
Economic Services		(2,466,906)	(1,309,213)	(1,133,892)		175,321	13.39%	▲
Other Property and Services		(2,999,092)	(1,925,133)	(1,368,084)		557,049	28.94%	▲
Total Operating Expenditure		(46,908,829)	(29,742,660)	(27,352,569)	58%	2,390,091		
Funding Balance Adjustments								
Add back Depreciation		11,653,092	7,768,731	7,996,833		228,102	(2.94%)	
Adjust (Profit)/Loss on Asset Disposal	8	339,548	62,864	7,818		(55,046)	87.56%	
Adjust Revaluation, Provisions and Accruals		0	0	0		0		
Net Cash from Operations		5,379,122	12,589,203	14,363,890		1,774,687		
Capital Revenues								
Grants, Subsidies and Contributions		33,317,377	21,629,403	22,305,109		675,706	(3.12%)	
Governance		8,000	5,328	0		(5,328)	100.00%	
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		0	0	0		0		
Health		0	0	0		0		
Education and Welfare		0	0	0		0		
Housing		0	0	0		0		
Community Amenities		(124,000)	(82,664)	(124,069)		(41,405)	(50.09%)	▼
Recreation and Culture		16,537,233	10,454,662	6,935,188		(3,519,474)	33.66%	
Transport		4,351,019	2,888,661	3,887,228		998,567	(34.57%)	
Economic Services		12,545,125	8,363,416	11,606,762		3,243,346	(38.78%)	
Other Property and Services		0	0	0		0		
Proceeds from Disposal of Assets	8	361,651	237,682	62,588	17%	(175,094)	73.67%	
Total Capital Revenues		33,679,028	21,867,085	22,367,697	67%	500,612		

SHIRE OF BROOME
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 28 February 2021

	Note	Amended Annual Budget (a)	Amended YTD Budget (b)	YTD Actual (c)	%	Var. \$ (c)-(b)	Var. % (c)-(b)/(b)	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	(12,131,622)	(7,445,958)	(8,031,252)		(585,294)	(7.86%)	
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	(22,915,614)	(16,078,046)	(7,952,693)		8,125,353	50.54%	▲
Infrastructure Assets - Recreation Areas	12	(3,194,240)	(2,087,403)	(837,832)		1,249,571	59.86%	▲
Infrastructure Assets - Drainage	12	(658,234)	(438,792)	(372,858)		65,934	15.03%	▲
Infrastructure Assets - Other	12	(9,805,739)	(6,264,852)	(1,869,545)		4,395,307	70.16%	▲
Mobile Plant and Equipment	12	(1,775,367)	(1,017,568)	(424,120)		593,448	58.32%	▲
Fixed Plant and Equipment	12	(40,500)	(27,000)	0		27,000	100.00%	▲
Furniture and Equipment	12	(398,205)	(265,464)	(45,882)		219,582	82.72%	▲
Total Capital Expenditure		(50,919,521)	(33,625,083)	(19,534,182)	38%	14,090,901		
Net Cash from Capital Activities		(17,240,493)	(11,757,998)	2,833,515		14,591,513		
Financing								
Proceeds from New Debentures		5,082,741	1,192,568	(42,904)		(1,235,472)	103.60%	
Proceeds from Advances		0	0	0		0		
Self-Supporting Loan Principal		0	0	0		0		
Transfer from Reserves	7	5,672,795	2,630,792	0		(2,630,792)	100.00%	
Advances to Community Groups		0	0	0		0		
Repayment of Debentures	10	(875,556)	(383,969)	(380,334)		3,635	0.95%	
Transfer to Reserves	7	(2,546,590)	(1,611,855)	(104,449)		1,507,406	93.52%	▲
Net Cash from Financing Activities		7,333,390	1,827,536	(527,687)		(2,355,223)		
Net Operations, Capital and Financing		(4,527,981)	2,658,741	16,669,718		14,010,977		
Opening Funding Surplus(Deficit)	3	4,188,392	4,188,392	4,188,392		0		
Closing Funding Surplus(Deficit)	3	(339,589)	6,847,133	20,858,110		14,010,977		

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 28 February 2021

	Note	Amended Annual Budget (a)	Amended YTD Budget (b)	YTD Actual (c)	%	Var. \$ (c)-(b)	Var. % (c)-(b)/(b)	Var.
Operating Revenues		\$	\$	\$		\$	%	
Rates	9	23,273,321	23,273,321	23,275,827		2,506	0.01%	
Operating Grants, Subsidies and Contributions		3,167,142	2,186,216	2,277,900		91,684	4.19%	
Fees and Charges		12,376,650	8,097,579	7,204,182		(893,397)	(11.03%)	▼
Service Charges		0	0	0		0		
Interest Earnings		281,811	187,792	197,630		9,838	5.24%	
Other Revenue		1,095,077	735,344	745,654		10,310	1.40%	
Profit on Disposal of Assets	8	101,309	20,016	10,615		(9,401)	(46.97%)	
Total Operating Revenue		40,295,310	34,500,268	33,711,808	84%	(788,460)		
Operating Expense								
Employee Costs		(15,797,683)	(10,561,503)	(10,290,615)		270,888	(2.56%)	
Materials and Contracts		(13,139,316)	(8,269,735)	(5,907,123)		2,362,612	(28.57%)	
Utility Charges		(2,104,237)	(1,402,816)	(1,406,645)		(3,829)	0.27%	
Depreciation on Non-Current Assets		(11,653,092)	(7,768,731)	(7,996,833)		(228,102)	2.94%	
Interest Expenses		(165,706)	(103,985)	(46,425)		57,560	(55.35%)	
Insurance Expenses		(661,758)	(661,758)	(750,181)		(88,423)	13.36%	
Other Expenditure		(2,946,179)	(891,252)	(936,314)		(45,062)	5.06%	
Loss on Disposal of Assets	8	(440,857)	(82,880)	(18,433)		64,447	(77.76%)	
Total Operating Expenditure		(46,908,828)	(29,742,660)	(27,352,569)	58%	2,390,091		
Funding Balance Adjustments								
Add back Depreciation		11,653,092	7,768,731	7,996,833		228,102	2.94%	
Adjust (Profit)/Loss on Asset Disposal	8	339,548	62,864	7,818		(55,046)	(87.56%)	▼
Adjust Revaluation, Provisions and Accruals		0	0	0		0		
Net Cash from Operations		5,379,122	12,589,203	14,363,890		1,774,687		
Capital Revenues								
Grants, Subsidies and Contributions		33,317,377	21,629,403	22,305,108		675,705	3.12%	
Proceeds from Disposal of Assets		361,651	237,682	62,588	17%	(175,094)	(73.67%)	▼
Total Capital Revenues		33,679,028	21,867,085	22,367,696	67%	500,611		

SHIRE OF BROOME
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 28 February 2021

	Note	Amended Annual Budget (a)	Amended YTD Budget (b)	YTD Actual (c)	%	Var. \$ (c)-(b)	Var. % (c)-(b)/(b)	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	(12,131,622)	(7,445,958)	(8,031,252)		(585,294)	7.86%	
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	(22,915,614)	(16,078,046)	(7,952,693)		8,125,353	(50.54%)	
Infrastructure Assets - Recreation Areas	12	(3,194,240)	(2,087,403)	(837,832)		1,249,571	(59.86%)	
Infrastructure Assets - Drainage	28	(658,234)	(438,792)	(372,858)		65,934	(15.03%)	
Infrastructure Assets - Other	12	(9,805,739)	(6,264,852)	(1,869,545)		4,395,307	(70.16%)	
Fixed Plant and Equipment	12	(40,500)	(27,000)	0		27,000	(100.00%)	
Furniture and Equipment	12	(398,205)	(265,464)	(45,882)		219,582	(82.72%)	
Total Capital Expenditure		(50,919,521)	(33,625,083)	(19,534,182)	38%	14,090,901		
Net Cash from Capital Activities		(17,240,493)	(11,757,998)	2,833,514		14,591,512		
Financing								
Proceeds from New Debentures		5,082,741	1,192,568	(42,904)		(1,235,472)	(103.60%)	▼
Proceeds from Advances		0	0	0		0		
Self-Supporting Loan Principal		0	0	0		0		
Transfer from Reserves	7	5,672,795	2,630,792	0		(2,630,792)	(100.00%)	▼
Advances to Community Groups		0	0	0		0		
Repayment of Debentures	10	(875,556)	(383,969)	(380,334)		3,635	(0.95%)	
Transfer to Reserves	7	(2,546,590)	(1,611,855)	(104,449)		1,507,406	(93.52%)	
Net Cash from Financing Activities		7,333,390	1,827,536	(527,687)		(2,355,223)		
Net Operations, Capital and Financing		(4,527,981)	2,658,741	16,669,717		14,010,976		
Opening Funding Surplus(Deficit)	3	4,188,392	4,188,392	4,188,392		0		
Closing Funding Surplus(Deficit)	3	(339,589)	6,847,133	20,858,109		14,010,976		

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 28 February 2021

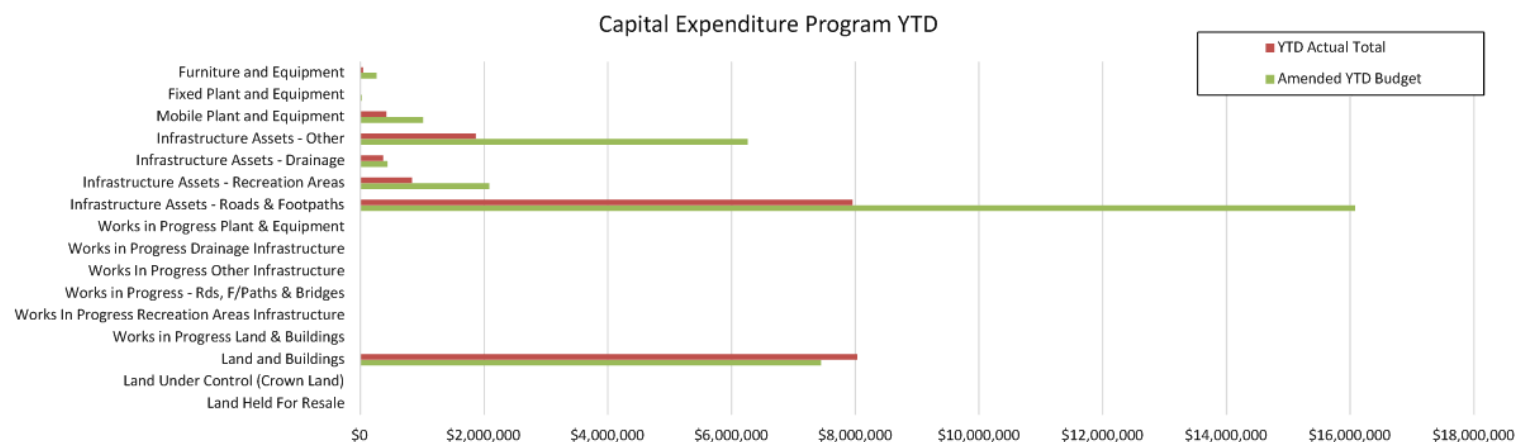
Capital Acquisitions	Note	YTD Actual New / Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land Held For Resale	12	0	0	0	0	0	0
Land Under Control (Crown Land)	12	0	0	0	0	0	0
Land and Buildings	12	3,088,558	4,942,694	8,031,252	7,445,958	12,131,622	585,294
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	7,709,732	242,961	7,952,693	16,078,046	22,915,614	(8,125,353)
Infrastructure Assets - Recreation Areas	12	788,400	49,432	837,832	2,087,403	3,194,240	(1,249,571)
Infrastructure Assets - Drainage	12	372,858	0	372,858	438,792	658,234	(65,934)
Infrastructure Assets - Other	12	1,834,521	35,024	1,869,545	6,264,852	9,805,739	(4,395,307)
Mobile Plant and Equipment	12	52,713	371,407	424,120	1,017,568	1,775,367	(593,448)
Fixed Plant and Equipment	12	0	0	0	27,000	40,500	(27,000)
Furniture and Equipment	12	45,882	0	45,882	265,464	398,205	(219,582)
Capital Expenditure Totals		13,892,664	5,641,518	19,534,182	33,625,083	50,919,521	(14,090,901)

Funded By:

Capital Grants and Contributions	22,305,108	21,629,403	33,317,377	675,705
Borrowings	(42,904)	1,192,568	5,082,741	(1,235,472)
Other (Disposals & C/Fwd)	62,588	237,682	361,651	(175,094)
Total Own Source Funding - Cash Backed Reserves	0	2,630,792	(5,672,795)	(2,630,792)
Own Source Funding - Operations	(2,790,610)	7,934,638	17,830,547	(10,725,248)
Capital Funding Total	19,534,182	33,625,083	50,919,521	(14,090,901)

SHIRE OF BROOME
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 28 February 2021

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 28 February 2021

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget (a)
Operating Revenues	\$	\$	\$
Governance	264,694	84,553	349,247
General Purpose Funding - Rates	23,599,821	(210,780)	23,389,041
General Purpose Funding - Other	922,048	0	922,048
Law, Order and Public Safety	115,033	0	115,033
Health	187,984	(3,900)	184,084
Education and Welfare	20,000	13,716	33,716
Housing	1,926,356	0	1,926,356
Community Amenities	6,871,348	(198,547)	6,672,801
Recreation and Culture	1,371,080	37,628	1,408,708
Transport	742,132	847,173	1,589,305
Economic Services	869,000	834,017	1,703,017
Other Property and Services	2,599,518	(601,562)	1,997,956
Total Operating Revenue	39,489,015	802,297	40,291,312
Operating Expense			
Governance	(2,642,893)	(4,000)	(2,646,893)
General Purpose Funding	(466,775)	73,939	(392,836)
Law, Order and Public Safety	(1,189,168)	(103,475)	(1,292,643)
Health	(616,829)	(4,000)	(620,829)
Education and Welfare	(533,490)	(11,916)	(545,406)
Housing	(1,965,704)	(29,000)	(1,994,704)
Community Amenities	(10,162,860)	(1,085,305)	(11,248,165)
Recreation and Culture	(12,479,499)	(164,779)	(12,644,278)
Transport	(10,263,074)	214,000	(10,049,074)
Economic Services	(2,667,906)	201,000	(2,466,906)
Other Property and Services	(2,750,131)	(248,961)	(2,999,092)
Total Operating Expenditure	(45,738,329)	(1,162,497)	(46,900,826)
Funding Balance Adjustments			
Add back Depreciation	11,653,092	0	11,653,092
Adjust (Profit)/Loss on Asset Disposal	343,548		343,548
Adjust Provisions and Accruals	0	0	0
Net Cash from Operations	5,747,326	(360,200)	5,387,126
Capital Revenues			
Grants, Subsidies and Contributions	30,737,197	2,572,179	33,309,376
Proceeds from Disposal of Assets	328,500	33,151	361,651
Proceeds from Sale of Investments	0		0
Total Capital Revenues	31,065,697	2,605,330	33,671,027

SHIRE OF BROOME
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 28 February 2021

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget (a)
Capital Expenses			
Land Held for Resale	0	0	0
Land Under Control (Crown Land)	0	0	0
Land and Buildings	(9,469,652)	(2,661,970)	(12,131,622)
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 Plant & Equipment	0	0	0
Infrastructure Assets - Roads & Footpaths	(15,853,105)	(7,062,511)	(22,915,616)
Infrastructure Assets - Recreation Areas	(2,864,945)	(329,297)	(3,194,242)
Infrastructure Assets - Drainage	0	(658,234)	(658,234)
Infrastructure Assets - Other	(10,309,212)	503,473	(9,805,739)
Mobile Plant and Equipment	(1,918,000)	142,633	(1,775,367)
Fixed Plant and Equipment	(20,500)	(20,000)	(40,500)
Furniture and Equipment	(237,925)	(160,280)	(398,205)
Total Capital Expenditure	(40,673,339)	(10,246,185)	(50,919,524)
Net Cash from Capital Activities	(9,607,642)	(7,640,855)	(17,248,497)
Financing			
Proceeds from New Debentures	3,335,000	1,747,741	5,082,741
Proceeds from Advances	0	0	0
Self-Supporting Loan Principal	0	1,250,000	1,250,000
Transfer from Reserves	2,714,010	2,958,784	5,672,794
Purchase of Investments	0	0	0
Advances to Community Groups	(1,250,000)	0	(1,250,000)
Repayment of Debentures	(875,554)	0	(875,554)
Transfer to Reserves	(2,289,685)	(256,906)	(2,546,592)
Net Cash from Financing Activities	1,633,770	5,699,619	7,333,389
Net Operations, Capital and Financing	(2,226,546)	(2,301,436)	(4,527,982)
Opening Funding Surplus(Deficit)	2,226,546	1,961,846	4,188,392
Closing Funding Surplus(Deficit)	(0)	(339,590)	(339,590)

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

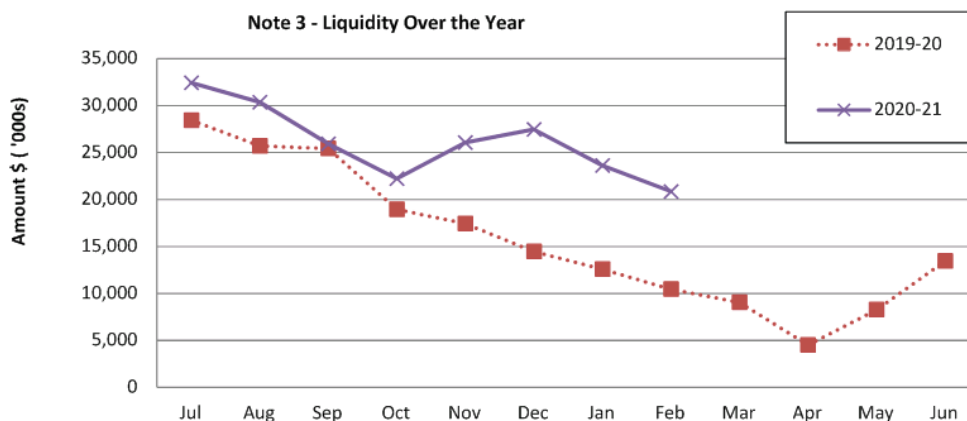
Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	61,415	26.38%	▲	Timing	All Kimberly Zone contributions received
General Purpose Funding - Rates	10,142	0.04%			
General Purpose Funding - Other	(6,206)	(0.90%)			
Law, Order and Public Safety	52,527	68.49%	▲	Permanent	Implementation new Fines system to allow for action being taken to chase up outstanding revenue from Fines.
Health	28,259	23.03%	▲	Timing	Annual Food Licence Fees Raised in August
Education and Welfare	11,244	50.04%	▲	Timing	WAPOL Grant monies deemed earned - Contract Liability
Housing	(820,533)	(63.89%)	▼	Permanent	Lower level of staff salary sacrificed housing than budget
Community Amenities	(15,131)	(0.32%)			
Recreation and Culture	119,122	12.68%	▲	Permanent	BRAC entry fees lower than budget for Aquatic/Swimming lessons/ Group fitness. Offset by Civic Centre takings being above budget with grants received and venue hire from recent program.
Transport	(314,759)	(29.71%)	▼	Timing	Carry over income for Natural Disaster - Cape Leveque Rd TC Kelvin damage not yet received.
Economic Services	(97,976)	(13.42%)	▼	Timing	BVC In-kind rent adjustment processed EOFY & Roebuck Bay Caravan Park new lease agreement.
Other Property and Services	183,436	14.20%	▲	Permanent	Morrell Park Contract Liability being brought to account. Offset by lower earning from KRO Tenancy 10 vacancy & rent free for fit out, rental income to be received from May.
Operating Expense					
Governance	219,243	12.41%	▲	Timing	Various Community sponsorships Initiatives programmed for remaining months of the year & EDL reserve transfer set for June.
General Purpose Funding	(21,708)	(8.29%)			
Law, Order and Public Safety	77,463	9.02%			
Health	(73,777)	(17.83%)	▼	Permanent	Works vehicle being used by Rangers with allocated plant costs and Health salaries over due to high leave payout on employee's final payment.
Education and Welfare	35,252	9.64%			
Housing	817,570	61.42%	▲	Permanent	Lower level of staff salary sacrificed housing than budget
Community Amenities	(92,437)	(1.46%)			
Recreation and Culture	50,119	0.59%			
Transport	645,996	9.64%			
Economic Services	175,321	13.39%	▲	Permanent	Salary savings from vacancies.
Other Property and Services	557,049	28.94%	▲	Permanent	Higher than budgeted Engineering Overhead recoup and vacancies in Corporate Services without relief staff to backfill.
Capital Revenues					
Grants, Subsidies and Contributions	675,706	(3.12%)		Timing	Receipt of \$6M Chinatown Grant monies in advance offset by various grants not yet received.
Proceeds from Disposal of Assets	(175,094)	73.67%		Timing	Replacement works plant items waiting auction.
Capital Expenses					
Land Held for Resale	0				
Land Under Control (Crown Land)	0				
Land and Buildings	(585,294)	(7.86%)		Permanent	Take up Broome Motocross.
Infrastructure Assets - Roads & Footpaths	8,125,353	50.54%	▲	Timing	Chinatown Stage 2 roadworks commenced Oct - project works on track.
Infrastructure Assets - Recreation Areas	1,249,571	59.86%	▲	Timing	Nipper Roe Lighting - design finalised & engineering works commenced.
Infrastructure Assets - Drainage	65,934	15.03%	▲	Timing	Frederick Drainage works complete
Infrastructure Assets - Other	4,395,307	70.16%	▲	Timing	Town Beach Jetty project - contract has been awarded and works on site underway. Chinatown Stage 2 works progressing to plan.
Mobile Plant and Equipment	593,448	58.32%	▲	Timing	Timing on various plant replacement items
Fixed Plant and Equipment	27,000	100.00%	▲	Timing	Reticulation Control System - not yet started.
Furniture and Equipment	219,582	(8.37%)			
Financing					
Proceeds from New Debentures	(1,235,472)	103.60%			Broome Golf Club Self supporting loan not yet drawn down.
Proceeds from Advances	0				
Self-Supporting Loan Principal	0				
Transfer from Reserves	(2,630,792)	100.00%		Timing	Reserve transfers happen at EOFY
Advances to Community Groups	0				
Loan Principal	3,635	0.95%			
Transfer to Reserves	1,507,406	93.52%	▲	Timing	Reserve transfers happen at EOFY

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 28 Feb 2021	30 Jun 2020	YTD 29 Feb 2020
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	19,894,315	11,704,705	9,567,459
Cash Restricted	4	31,977,407	31,872,958	35,409,925
Receivables - Rates	6	3,430,919	876,141	2,644,604
Receivables - Rates Other		125,747	(22,334)	113,295
Receivables - Debtors	6	486,374	4,939,275	1,496,892
Receivables - Other		113,286	434,555	258,265
Sundry Provisions & Accruals		96,557	684,314	105,369
Inventories		63,244	44,407	50,703
		56,187,849	50,534,021	49,646,512
Less: Current Liabilities				
Payables		(3,675,285)	(14,350,499)	(3,248,291)
Provisions		(1,323,052)	(1,764,463)	(905,801)
		(4,998,337)	(16,114,962)	(4,154,092)
Less: Cash Reserves	7	(31,977,407)	(31,872,958)	(35,409,925)
Rounding and Timing Adjustment		1,646,006		
Net Current Funding Position		20,858,110	2,546,101	10,082,495

Note 3 - Liquidity Over the Year**Comments - Net Current Funding Position**

The budget was adopted at the OMC 25 June 2020. It was presented to Council with a predicted carried forward surplus of \$2,226,546.

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).

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.15%	4,637,656			4,637,656	CommBank	At Call
Business Online Saver	0.40%	2,025,143			2,025,143	CommBank	At Call
BRAC Bank Account	0.10%	49,147			49,147	CommBank	At Call
BPAY Bank Account	0.00%	0			0	CommBank	At Call
Reserve Bank Account	0.40%		35,318		35,318	CommBank	At Call
Trust Bank Account	0.00%			218,865	218,865	CommBank	At Call
ESCROW - Trust	0.00%		3,373,279		3,373,279	Perpetual	At Call
Cash On Hand	Nil	4,400			4,400	N/A	On Hand
(b) Term Deposits							
Term Deposit	0.42%		28,568,810		28,568,810	BANKWEST	19-Apr-21
Term Deposit	0.20%	3,005,222			3,005,222	BANKWEST	07-Mar-21
Term Deposit	0.37%	5,007,629			5,007,629	BANKWEST	10-Apr-21
Term Deposit	0.40%	5,000,000			5,000,000	BANKWEST	10-May-21
Term Deposit	0.70%				0	BANKWEST	
Total		19,729,197	31,977,407*	218,865†	51,925,469		
Adjustments							
Payment Timing Adjustments**		(165,118)					
Total		19,894,315	31,977,407				

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 28 February 2021

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				0
		Permanent Changes						0
		Opening surplus adjustment				0		0
		Budgeted EOY Surplus/(Deficit)					0	0
		General Purpose Funding						
0030146		Interest - Rates Instalments - Op Inc - Rates	OMC 20/11/20 - FACR1	Operating Income			(150,000)	(150,000)
0030147		Rates Admin Instalment Charge - Op Inc - Rates	OMC 20/11/20 - FACR1	Operating Income			(60,780)	(210,780)
0030201		Rates Non Payment Int - Op Inc - Rates	OMC 20/11/20 - FACR1	Operating Income			(148,000)	(358,780)
0032250		General Expenditure - Op Exp - Rates	OMC 20/11/20 - FACR1	Operating Expenditure		73,939		(284,841)
30105		Rates Broome - Op Inc - Rates	OMC 25/2/21 - FACR2	Operating Income		110,000		(174,841)
30201		Rates Non Payment Int - Op Inc - Rates	OMC 25/2/21 - FACR2	Operating Income		38,000		(136,841)
		Governance						
0023050		Grant Op - Youth Coordinating Committee Op Inc - Other Governance	OMC 20/11/20 - FACR1	Operating Income		81,968		(54,873)
0022172		Community Sponsorship Program - Op Exp - Other Governance	OMC 20/11/20 - FACR1	Operating Expenditure			(30,000)	(84,873)
0023040		Youth Development Programme & Working Group - Op Exp - Other Governance	OMC 20/11/20 - FACR1	Operating Expenditure			(16,000)	(100,873)
0022172		Community Sponsorship Program - Op Exp - Other Governance	OMC 20/11/20 - FACR1	Operating Expenditure			(40,000)	(140,873)
0024010		Conferences Travel & Accom Op Exp - Members	OMC 20/11/20 - FACR1	Operating Expenditure		22,000		(118,873)
0022172		Community Sponsorship Program - Op Exp - Other Governance	OMC 10/12/20 - Carryovers	Operating Expenditure		80,000		(38,873)
22173		EDL sponsorship programme Reserve Funded - Op Exp - Other Governance	OMC 10/12/20 - Carryovers	Operating Expenditure		10,000		(28,873)
23596		Transfer From Community Sponsorship Reserve Cap Inc - Other Gov	OMC 10/12/20 - Carryovers	Capital Income			(80,000)	(108,873)
23593		Transfer From EDL Sponsorship Reserve - Cap Inc - Other Gov	OMC 10/12/20 - Carryovers	Capital Income			(10,000)	(118,873)
23050		Grant Op - Youth Coordinating Committee Op Inc - Other Governance	OMC 10/12/20 - Carryovers	Operating Income		8,871		(110,002)
23015		Executive Travel & Accom - Op Exp - Other Governance	OMC 25/2/21 - FACR2	Operating Expenditure		20,000		(90,002)
23450		Consultants - Op Exp - Other Governance	OMC 25/2/21 - FACR2	Operating Expenditure			(58,000)	(148,002)
22218		Grants - Op Inc - Other Governance	OMC 25/2/21 - FACR2	Operating Income		8,000		(140,002)
22290		Sister City Relations/Japanese Youth Ambassador - Op Exp - Other Governance	OMC 25/2/21 - FACR2	Operating Expenditure		5,000		(135,002)
23050		Grant Op - Youth Coordinating Committee Op Inc - Other Governance	OMC 25/2/21 - FACR2	Operating Income			(9,000)	(144,002)
23052		Volunteers Day Program Op Exp - Other Governance	OMC 25/2/21 - FACR2	Operating Expenditure		3,000		(141,002)
23530		Interest Rec EDL Sponsorship Reserve - Op Inc - Other Governance	OMC 25/2/21 - FACR2	Operating Income			(292)	(141,294)
23592		Transfer to EDL Sponsorship Reserve - Cap Exp - Other Governance	OMC 25/2/21 - FACR2	Capital Expenditure		292		(141,002)
23535		Interest Rec Community Sponsorship Reserve - Op Inc - Other Governance	OMC 25/2/21 - FACR2	Operating Income			(550)	(141,552)
23595		Transfer to Community Sponsorship Reserve - Cap Exp - Other Governance	OMC 25/2/21 - FACR2	Capital Expenditure		550		(141,002)
23536		Kimberley Zone - Interest on Reserve - Op Inc	OMC 25/2/21 - FACR2	Operating Income			(4,444)	(145,446)
23597		Kimberley Zone - Transfer to Kimberley Zone Reserve - Cap Exp -	OMC 25/2/21 - FACR2	Capital Expenditure		4,444		(141,002)
		Law, Order and Public Safety						
0053010	53010	Ranger Salaries - Gen & Beach - R & B Op	OMC 20/11/20 - FACR1	Operating Expenditure			(24,800)	(165,802)
0053015		Relief Staff Exp - Op Exp - Ranger Operations	OMC 20/11/20 - FACR1	Operating Expenditure			(25,000)	(190,802)
0052850		Proceeds on Asset Sale Cap Inc - Emerg & Rang Serv	OMC 20/11/20 - FACR1	Capital Income			(43,000)	(203,802)
0053033		Security Beach Patrols - Op Exp - Ranger Operations	OMC 20/11/20 - FACR1	Operating Expenditure			(6,000)	(209,802)
53172		VBFB Building New Const - Cap Exp - Volunteer Bush Fire Brigade	OMC 10/12/20 - Carryovers	Capital Expenditure			(64,049)	(273,851)
53390		Capital Grant Funding For Plant/Equip/ Buildings - Cap Inc - Volunteer Bush Fire Brigade	OMC 10/12/20 - Carryovers	Capital Income		121,649		(152,202)
53238		Surf Club Building Renewal (Inc Plant & Furniture) Cap Exp - Law	OMC 10/12/20 - Carryovers	Capital Expenditure			(15,000)	(167,202)
53273		Ord & PS	OMC 10/12/20 - Carryovers	Operating Expenditure			(10,175)	(177,377)
0053172		VBFB Building New Const - Cap Exp - Volunteer Bush Fire Brigade	OMC 25/2/21 - FACR2	Capital Expenditure		606,499		429,122
0055286		SES Buildings New Const > \$5000 - Cap Exp - SES/ Fire & Emergency Services	OMC 25/2/21 - FACR2	Capital Expenditure		15,000		444,122
0053390		Capital Grant Funding For Plant/Equip/ Buildings - Cap Inc - Volunteer Bush Fire Brigade	OMC 25/2/21 - FACR2	Capital Income			(675,243)	(231,121)
0053060		Impounding of Vehicles Expense - Op Exp - Other Law Order & Public Safety	OMC 25/2/21 - FACR2	Operating Expenditure			(17,500)	(248,621)
0053015		Relief Staff Exp - Op Exp - Ranger Operations	OMC 25/2/21 - FACR2	Operating Expenditure			(20,000)	(268,621)
0052450		Vehicle & Mobile Plant Renewal (Replace) Cap Exp - Emerg & Rang Serv	OMC 25/2/21 - FACR2	Capital Expenditure			(5,662)	(274,283)
0053238		Surf Club Building Renewal (Inc Plant & Furniture) Cap Exp - Law	OMC 25/2/21 - FACR2	Capital Expenditure		15,000		(259,283)
		Health						
0074413		Commercial Pool Inspection Fees - Op Inc - Preventive - Inspection/Admin	OMC 20/11/20 - FACR1	Operating Income			(6,000)	(265,283)
0075391		Grants and Contributions Rec'd Op Inc - Prev Svcs - Pest Control	OMC 20/11/20 - FACR1	Operating Income		2,700		(262,583)
74420		Health Licences - Op Inc - Preventive - Inspection/Admin	OMC 25/2/21 - FACR2	Operating Income		11,400		(251,183)
74490		Trading Licences - All Except Beach - Op Inc - Prevent - Inspection/Admin	OMC 25/2/21 - FACR2	Operating Income			(12,000)	(263,183)
75020		Mosquito Control & Pest Control - Op Exp - Preventive Service-Pest Control	OMC 25/2/21 - FACR2	Operating Expenditure			(4,000)	(267,183)
		Education and Welfare						
0082675		Grants For Community Programs - Op Inc - Community Services	OMC 20/11/20 - FACR1	Operating Income			(20,000)	(287,183)
82675		Grants For Community Programs - Op Inc - Community Services	OMC 10/12/20 - Carryovers	Operating Income		8,716		(278,467)
82670		Grant Income - Comm Services	OMC 10/12/20 - Carryovers	Operating Income		25,000		(253,467)
0082613		Advertising Promotion & Printing - Op Exp - Community Services	OMC 25/2/21 - FACR2	Operating Expenditure			(5,000)	(258,467)
0082617		Community Development Strategy - Op Exp - Community Services	OMC 25/2/21 - FACR2	Operating Expenditure			(3,716)	(262,183)
0082635		Community Safety Projects - Op Exp - (Income in 82675) - Community Services	OMC 25/2/21 - FACR2	Operating Expenditure			(3,200)	(265,383)
		Housing						
0096102		Staff Housing - Operating Expense - Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure			(29,000)	(294,383)
		Community Amenities						
0105546	105550	Project - Broome Townsite Coastal Hazard Risk Mgt & Adaptation Plan Consult - Op Exp - Prot of Envrn	OMC 20/11/20 - FACR1	Operating Expenditure			(5,000)	(299,383)
0106030	106055	Planning General Project Consult - Op Exp Town Planning/Reg	OMC 20/11/20 - FACR1	Operating Expenditure			(155,000)	(454,383)
0106106	106107	Dev	OMC 20/11/20 - FACR1	Operating Expenditure		140,000		(314,383)

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

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
0104600	104795	Frederick (KBR Report) - Infra Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(65,000)	(379,383)
0104600	104795	Frederick (KBR Report) - Infra Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(35,000)	(414,383)
0104600	104795	Frederick (KBR Report) - Infra Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(65,000)	(479,383)
0104600	104795	Frederick (KBR Report) - Infra Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(126,750)	(606,133)
0107071	107024	Town Beach Ablutions (New) - Operating Expense - Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure			(30,000)	(636,133)
0108001		New Refuse Site Exp - Op Exp - Regional Resource Recovery Park Transfer from Regional Resource Recovery Reserve - Cap Inc - Reg Res Recov	OMC 20/11/20 - FACR1	Operating Expenditure			(186,704)	(822,837)
0101995		Headworks Contribution - Non Op Inc - Urban Stormwater Drainage	OMC 20/11/20 - FACR1	Capital Income		186,704		(636,133)
0104482			OMC 20/11/20 - FACR1	Capital Income		6,000		(630,133)
0101480		Refuse & Recycling Bin Sales - Op Inc - Sanitation Gen Refuse	OMC 20/11/20 - FACR1	Operating Income			(27,106)	(657,239)
0101525		Transfer From Refuse Site Reserve - Sanitation Gen Refuse	OMC 20/11/20 - FACR1	Capital Income		27,106		(630,133)
0101080	101082	WMF - Planned Maint & Minor Works - Op Exp	OMC 10/12/20 - Carryovers	Operating Expenditure			(26,439)	(656,572)
0104800	104920	Broome Townsite Drains Renewal - Cap Infra Exp - Urb Stwater Short St-Paspaley Camarvon Street New Drainage Const - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(20,000)	(676,572)
0104270	104299		OMC 10/12/20 - Carryovers	Capital Expenditure			(154,830)	(831,402)
0104600	104795	Frederick (KBR Report) - Infra Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(291,654)	(1,123,056)
0106030	106055	Planning General Project Consult - Op Exp Town Planning/Reg Dev	OMC 10/12/20 - Carryovers	Operating Expenditure		22,145		(1,100,911)
0101525		Transfer From Refuse Site Reserve - Sanitation Gen Refuse	OMC 10/12/20 - Carryovers	Capital Income			(223,561)	(1,324,472)
0101510		Vehicle & Mob Plant Renewal/Replacement-Cap Exp-Sanit Gen Refuse	OMC 10/12/20 - Carryovers	Capital Expenditure		250,000		(1,074,472)
107034		Broome Cemetery Survey & Other - Op Exp - Other Comm Amen	OMC 10/12/20 - Carryovers	Operating Expenditure			(12,349)	(1,086,821)
108001		New Refuse Site Exp - Op Exp - Regional Resource Recovery Park Transfer from Regional Resource Recovery Reserve - Cap Inc - Reg Res Recov	OMC 10/12/20 - Carryovers	Operating Expenditure			(701,958)	(1,788,779)
101995			OMC 10/12/20 - Carryovers	Capital Income		701,958		(1,086,821)
106482		Grant Income - Op Inc - Town Planning/Regional Devel	OMC 10/12/20 - Carryovers	Operating Income		11,712		(1,075,109)
0101038	101039	Training Expenses - OpExps - Sanitation Gen Refuse	OMC 25/2/21 - FACR2	Operating Expenditure		11,400		(1,063,709)
0101038	101039	Training Expenses - OpExps - Sanitation Gen Refuse	OMC 25/2/21 - FACR2	Operating Expenditure			(11,400)	(1,075,109)
0108001		New Refuse Site Exp - Op Exp - Regional Resource Recovery Park Transfer from Regional Resource Recovery Reserve - Cap Inc - Reg Res Recov	OMC 25/2/21 - FACR2	Operating Expenditure			(110,000)	(1,185,109)
0101995			OMC 25/2/21 - FACR2	Capital Income		110,000		(1,075,109)
0106030	106055	Planning General Project Consult - Op Exp Town Planning/Reg Dev	OMC 25/2/21 - FACR2	Operating Expenditure			(25,000)	(1,100,109)
0106038		Legal Expenses - Development Services	OMC 25/2/21 - FACR2	Operating Expenditure			(5,000)	(1,105,109)
0106420		Rezoning Fees (incl GST) - Op Inc - Town Planning/Regional Devel	OMC 25/2/21 - FACR2	Operating Income		2,500		(1,102,609)
0101515		Transfer to Refuse Reserve - Cap Exp - Sanitation Gen Refuse	OMC 25/2/21 - FACR2	Capital Expenditure		35,253		(1,067,356)
0101425		Interest - Refuse Site Reserve - Op Inc - Sanitation Gen Refuse	OMC 25/2/21 - FACR2	Operating Income			(35,253)	(1,102,609)
0101426		Interest - Reg Res Rec Pk Reserve - Op Inc - Reg Res Recov Pk Transfer to Regional Resource Recovery Park Reserve - Cap Exp - Reg Res Rec Pk	OMC 25/2/21 - FACR2	Operating Income			(152,047)	(1,254,656)
0101895			OMC 25/2/21 - FACR2	Capital Expenditure		152,047		(1,102,609)
0102983		Interest Rec Drainage Reserve -Op IncUrban S'water Drainage Transfer to Drainage Reserve - Cap Exp - Urban Stormwater Drainage	OMC 25/2/21 - FACR2	Operating Income			(11,302)	(1,113,911)
0104281			OMC 25/2/21 - FACR2	Capital Expenditure		11,302		(1,102,609)
103399		Interest Rec - Public Art Reserve - Op Inc - Other Comm Amen Transfer to Public Art Reserve - Cap Exp - Other Community Amenities	OMC 25/2/21 - FACR2	Operating Income			(51)	(1,102,660)
1033499			OMC 25/2/21 - FACR2	Capital Expenditure		51		(1,102,609)
0107370		Cemetery Fees Inc GST - Op Inc - Other Community Amenities Cemetery related Licenses - GST Free - Op Inc - Other Community Amenities	OMC 25/2/21 - FACR2	Operating Income		8,500		(1,094,109)
0107375			OMC 25/2/21 - FACR2	Operating Income		4,500		(1,089,609)
0107060	107061	Broome Roadwise - Road Safety Project	OMC 25/2/21 - FACR2	Operating Expenditure			(5,000)	(1,094,609)
0101500		Proceeds From Sale of Assets - Cap Inc - Sanitation Gen Refuse	OMC 25/2/21 - FACR2	Capital Income		30,000		(1,064,609)
0101508		Vehicles & Mobile Plant New - Cap Exp-Sanit Gen Refuse	OMC 25/2/21 - FACR2	Capital Expenditure			(20,000)	(1,084,609)
0101031	101037	Liquid Waste - Works - Op Exp - San Gen Refuse	OMC 25/2/21 - FACR2	Operating Expenditure		15,000		(1,069,609)
0101642		Non-Operating Grant - Sanitation - General Refuse	OMC 25/2/21 - FACR2	Capital Income			(130,000)	(1,199,609)
1052510		Transfer From Refuse Site Reserve - Sanitation Other	OMC 25/2/21 - FACR2	Capital Income		105,000		(1,094,609)
0104800	104920	Broome Townsite Drains Renewal - Cap Infra Exp - Urb Stwater	OMC 25/2/21 - FACR2	Capital Expenditure			(30,000)	(1,124,609)
0104600	104795	Frederick (KBR Report) - Infra Cap Exp	OMC 25/2/21 - FACR2	Capital Expenditure		130,000		(994,609)
0104205		Transfer to Restricted Cash Reserve - Cap Exp - Urban Storm Water Drainage	OMC 25/2/21 - FACR2	Capital Expenditure			(15,000)	(1,009,609)
		Recreation and Culture						
111988		Transfer to POS Reserve - Cap Exp - Parks & Ovals	OMC 23/9/20	Capital Expenditure			(500,000)	(1,509,609)
0117010	117011	Aquatic Building & Pool General Maint Exp	OMC 20/11/20 - FACR1	Operating Expenditure			(5,000)	(1,514,609)
0117300	117365	Building New Construction Expense - BRAC Dry - Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(28,873)	(1,543,482)
0113000	113043	Town Beach - P&G Maint	OMC 20/11/20 - FACR1	Operating Expenditure			(10,000)	(1,553,482)
0117300	117365	Building New Construction Expense - BRAC Dry - Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(6,000)	(1,559,482)
0117300	117365	Building New Construction Expense - BRAC Dry - Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(3,000)	(1,562,482)
0117300	117365	Building New Construction Expense - BRAC Dry - Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(35,000)	(1,597,482)
0117300	117365	Building New Construction Expense - BRAC Dry - Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(68,250)	(1,665,732)
0113000	113581	Matsumoto Courts - P&G Maint	OMC 20/11/20 - FACR1	Operating Expenditure			(2,000)	(1,667,732)
117455	117456	BRAC Ovals Renewal - Infra Works - Cap Exp - BRAC Ovals	OMC 20/11/20 - FACR1	Capital Expenditure		996,580		(671,152)
0117450	117452	BRAC Oval Upgrade of Infra - Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(996,580)	(1,667,732)
0113550	113560	Cemetery Reserve New Infra Const - Cap Exp - Parks & Ovals	OMC 20/11/20 - FACR1	Capital Expenditure			(5,000)	(1,672,732)
0111021	111021	Lotteries House - Operating Expense - Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure		20,073		(1,652,659)
0111021	111021	Lotteries House - Operating Expense - Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure			(25,000)	(1,677,659)
0117294		Grant Income - Non-Op Inc - BRAC Dry	OMC 20/11/20 - FACR1	Capital Income		28,873		(1,648,786)
1140201		Salary - Op Exp - Swim Areas & Beach Life Guard	OMC 20/11/20 - FACR1	Operating Expenditure			(5,000)	(1,653,786)
1140211		General Operating Exp - Swim Areas & Beach Life Guard	OMC 20/11/20 - FACR1	Operating Expenditure		5,000		(1,648,786)
0117156		Program Annual Events - Op Exp - BRAC Dry	OMC 20/11/20 - FACR1	Operating Expenditure			(4,000)	(1,652,786)
0116540		Broome Civic Centre Reimbursements Received - Op Inc - Bme Civic Centre		Operating Income			(35,000)	(1,687,786)
0115010		Salary - Op Exp - Libraries	OMC 20/11/20 - FACR1	Operating Expenditure			(8,735)	(1,696,521)
0115011		Superannuation Employee Expense - Libraries	OMC 20/11/20 - FACR1	Operating Expenditure			(830)	(1,697,351)
0113403		Grants - Non Op - Cap Inc - Other Rec & Sport	OMC 20/11/20 - FACR1	Capital Income			(4,671,798)	(6,369,149)
0113361		Broome Golf Clubhouse Redevelopment - Non Op Grant	OMC 20/11/20 - FACR1	Capital Income		4,671,798		(1,697,351)
1181405		Town Beach Redevelopment - Greenspace & Waterpark - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(40,397)	(1,737,748)
1181409		Town Beach Development - Jetty Project - Other Infra New - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure		1,035,310		(702,438)
1181407		Town Beach Redevelopment - Greenspace Stage 2 - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure		70,148		(632,290)
1181420	YBRA001	Youth Bike Recreation Area - New Construction - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(301,664)	(933,954)

Item 9.4.2 - MONTHLY STATEMENT OF FINANCIAL ACTIVITY REPORT FEBRUARY 2021

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

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
0117455	117456	BRAC Ovals Renewal Infra Works - Cap Exp - BRAC Ovals	OMC 10/12/20 - Carryovers	Capital Expenditure		12,641		(921,313)
0113027	113029	Skatepark New Infra Const - Cap Exp - Other Rec & Sport	OMC 10/12/20 - Carryovers	Capital Expenditure			(19,180)	(940,493)
0117300	117365	Building New Construction Expense - BRAC Dry - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(512,347)	(1,452,840)
0117450	117452	BRAC Oval Upgrade of Infra - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(18,000)	(1,470,840)
0116125	116126	Visitor Information Signage New Const - Cap Exp - Other Cult	OMC 10/12/20 - Carryovers	Capital Expenditure			(11,245)	(1,482,085)
112071		Broome Golf Club Building Renewal - Cap Exp - Other Recreation & Sport	OMC 10/12/20 - Carryovers	Capital Expenditure			(583,860)	(2,065,945)
0112397		Vehicle & Mobile Plant Renewal (Replacement) - Cap Exp - Swim Area & Beaches	OMC 10/12/20 - Carryovers	Capital Expenditure			(8,750)	(2,074,695)
112500		Proceeds From Sale of Assets Swimm Areas & Bchs	OMC 10/12/20 - Carryovers	Capital Income		5,000		(2,069,695)
112296		Loss on Sale of Assets - Swimming Areas & Beaches	OMC 10/12/20 - Carryovers	Operating Expenditure	(8,000)			(2,069,695)
113403		Grants - Non Op - Cap Inc - Other Rec & Sport	OMC 10/12/20 - Carryovers	Capital Income		744,130		(1,325,565)
113489		Transfer From POS Reserve - Other Rec & S	OMC 10/12/20 - Carryovers	Capital Income		922,857		(402,708)
113371		Royalties For Regions Loc Govt Non Op Grant - Op Inc - Other Recreation & Sport	OMC 10/12/20 - Carryovers	Capital Income		256,904		(145,804)
113371		Royalties For Regions Loc Govt Non Op Grant - Op Inc - Other Recreation & Sport	OMC 10/12/20 - Carryovers	Capital Income			(2,381,592)	(2,527,396)
113603		Reticulation Control System New Exp - Cap Exp Parks & Ovals	OMC 10/12/20 - Carryovers	Capital Expenditure			(20,000)	(2,547,396)
115280		Grant Program Expenses - Op Exp - Library (Income in 115480)	OMC 10/12/20 - Carryovers	Operating Expenditure			(3,032)	(2,550,428)
115480		Grant Program Income - Op Inc - Library (Expense in 115280)	OMC 10/12/20 - Carryovers	Operating Income		9,153		(2,541,275)
116201		Museum Building Renewal- Cap Exp - Other Cult	OMC 10/12/20 - Carryovers	Capital Expenditure			(15,315)	(2,556,590)
116085		Arts, Culture and Heritage Strategy - Op Exp - Other Culture	OMC 10/12/20 - Carryovers	Operating Expenditure			(24,250)	(2,580,840)
117294		Grant Income - Non-Op Inc - BRAC Dry	OMC 10/12/20 - Carryovers	Capital Income			(12,439)	(2,593,279)
117294		Broome Civic Centre Operational Grants & Contributions - Op Inc - Bme Civic Centre	OMC 10/12/20 - Carryovers	Capital Income		453,249		(2,140,030)
116483		Broome Civic Centre Operational Grants & Contributions - Op Inc - Bme Civic Centre	OMC 10/12/20 - Carryovers	Operating Income		48,850		(2,091,180)
116483		Broome Civic Centre Operational Grants & Contributions - Op Inc - Bme Civic Centre	OMC 10/12/20 - Carryovers	Operating Income			(40,000)	(2,131,180)
116495		Performance Production Expenses - Broome Civic - Op Exp Operating Grants & Contributions Rec'd - Recreation Services - Op Inc	OMC 10/12/20 - Carryovers	Operating Expenditure			(34,091)	(2,165,271)
0113751			OMC 25/2/21 - FACR2	Operating Income		30,000		(2,135,271)
0117010	117011	Aquatic Building & Pool General Maint Exp	OMC 25/2/21 - FACR2	Operating Expenditure			(5,000)	(2,140,271)
0117061	117062	General Building & Facility Maint - BRAC Dry - Op Exp	OMC 25/2/21 - FACR2	Operating Expenditure			(6,000)	(2,146,271)
0117218	117220	Medland Pavilion - Reactive Maint - Op Exp	OMC 25/2/21 - FACR2	Operating Expenditure			(3,000)	(2,149,271)
0113027	113029	Skatepark New Infra Const - Cap Exp - Other Rec & Sport	OMC 25/2/21 - FACR2	Capital Expenditure			(10,480)	(2,159,751)
0117272		Holiday Program Enrolment Fees Rec'd	OMC 25/2/21 - FACR2	Operating Income		10,000		(2,149,751)
0116125	116126	Visitor Information Signage New Const - Cap Exp - Other Cult	OMC 25/2/21 - FACR2	Capital Expenditure		22,490		(2,127,261)
0116085		Arts, Culture and Heritage Strategy - Op Exp - Other Culture	OMC 25/2/21 - FACR2	Operating Expenditure			(10,000)	(2,137,261)
0116184	116198	Sundry Community Events	OMC 25/2/21 - FACR2	Operating Expenditure		8,500		(2,128,761)
0116470	116471	Broome Civic Centre Building General Maint Exps - Op Exp Bme Civic Centre	OMC 25/2/21 - FACR2	Operating Expenditure			(10,000)	(2,138,761)
0116540		Broome Civic Centre Reimbursements Received - Op Inc - Bme Civic Centre	OMC 25/2/21 - FACR2	Operating Income		10,000		(2,128,761)
0116483		Broome Civic Centre Operational Grants & Contributions - Op Inc - Bme Civic Centre	OMC 25/2/21 - FACR2	Operating Income		160,000		(1,968,761)
0116483		Broome Civic Centre Operational Grants & Contributions - Op Inc - Bme Civic Centre	OMC 25/2/21 - FACR2	Operating Income			(155,000)	(2,123,761)
0116495		Performance Production Expenses - Broome Civic - Op Exp	OMC 25/2/21 - FACR2	Operating Expenditure			(19,759)	(2,143,520)
0115279		Minor Assets Expensed - Op Exp Library	OMC 25/2/21 - FACR2	Operating Expenditure			(7,000)	(2,150,520)
0111989		Transfer to POS Reserve - Cap Exp - Parks & Ovals	OMC 25/2/21 - FACR2	Capital Expenditure		4,749		(2,145,771)
0112989		Interest Rec-REC-POS Reserve - Op Inc - Parks & Ovals	OMC 25/2/21 - FACR2	Operating Income			(4,749)	(2,150,520)
0117982		Interest Rec'd All BRAC Reserves - BRAC General	OMC 25/2/21 - FACR2	Operating Income			(626)	(2,151,146)
0117983		Transfer to BRAC Reserve - Cap Exp - BRAC - General	OMC 25/2/21 - FACR2	Capital Expenditure		626		(2,150,520)
053202		Town Beach Development Loan 195 - Principle Exp - Other Recreation & Sport	OMC 25/2/21 - FACR2	Capital Expenditure			(52,259)	(2,202,779)
0112500		Proceeds From Sale of Assets Swimm Areas & Bchs	OMC 25/2/21 - FACR2	Capital Income			(5,000)	(2,207,779)
0112071		Broome Golf Clubhouse Redevelopment - Non Op Grant	OMC 25/2/21 - FACR2	Capital Expenditure		157,293		(2,050,486)
0113361		Sporting Clubs Loans Forwarded	OMC 25/2/21 - FACR2	Capital Income			(823,433)	(2,873,919)
113305		Roadwise Contribution - Op Inc - Parks & Ovals	OMC 25/2/21 - FACR2	Operating Income		1,250,000		(1,623,919)
0113419		Sunset Park - P&G Maint	OMC 25/2/21 - FACR2	Operating Expenditure		5,000		(1,618,919)
0113000	113070	Town Beach Water Park - P&G Maint	OMC 25/2/21 - FACR2	Operating Expenditure				(1,613,919)
0113000	113543	Pioneer Cemetery - P&G Maint	OMC 25/2/21 - FACR2	Operating Expenditure		17,000		(1,596,919)
0113000	113542	Streeters Jetty Park - P&G Maint	OMC 25/2/21 - FACR2	Operating Expenditure			(16,657)	(1,613,576)
0113000	113039	Town Beach - P&G Maint	OMC 25/2/21 - FACR2	Operating Expenditure		2,000		(1,611,576)
0113000	113043	Town Beach - P&G Maint	OMC 25/2/21 - FACR2	Operating Expenditure			(10,000)	(1,621,576)
0113396	113397	Reticulation Control System - P&G Maint	OMC 25/2/21 - FACR2	Operating Expenditure			(3,000)	(1,624,576)
0113551	113762	Haynes Oval Reserve Renewal of Infrastructure - Cap Exp	OMC 25/2/21 - FACR2	Capital Expenditure		10,000		(1,614,576)
0117000	117070	Grounds Maint Exp by P & G - BRAC	OMC 25/2/21 - FACR2	Operating Expenditure			(10,000)	(1,624,576)
0115461		Library Building Renewal (Inc Plant & Furn) - Cap Exp - Libraries	OMC 25/2/21 - FACR2	Capital Expenditure			(10,000)	(1,634,576)
0113403		Grants - Non Op - Cap Inc - Other Rec & Sport	OMC 25/2/21 - FACR2	Capital Income		2,322,544		687,968
1181421		Motocross Building Improvements - Cap Exp - Other Recreation & Sport	OMC 25/2/21 - FACR2	Capital Expenditure			(1,928,761)	(1,240,793)
1181422		Motocross Roadworks & Earthworks - Cap Exp - Other Recreation & Sport	OMC 25/2/21 - FACR2	Capital Expenditure			(366,418)	(1,607,211)
1181423		Motocross Other Infrastructure - Fencing - Other Recreation & Sport	OMC 25/2/21 - FACR2	Capital Expenditure			(27,365)	(1,634,576)
		Transport						
0121000	121560	McDaniel Rd - Archer to Ward Stage 1 New Rd Const - Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(11,500)	(1,646,076)
0123000	123000	Mtce Streets, Rds - Rural Summary Budget Only - No Post-Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure		71,000		(1,575,076)
0123000	123000	Mtce Streets, Rds - Rural Summary Budget Only - No Post-Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure		38,000		(1,537,076)
0123000	123000	Mtce Streets, Rds - Rural Summary Budget Only - No Post-Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure		100,000		(1,437,076)
0123000	123000	Mtce Streets, Rds - Rural Summary Budget Only - No Post-Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure		195,000		(1,242,076)
0121100	R0226	Black Spot - Port Drive Refuge Island - Rd Upgrade Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(114,414)	(1,356,490)
0125140	125277	Broome North Footpath New Const - Capex	OMC 20/11/20 - FACR1	Capital Expenditure			(87,000)	(1,443,490)
0121510	121510	Chinatown Landscaping Upgrade of Infra by P & G - Cap	OMC 20/11/20 - FACR1	Capital Expenditure			(75,000)	(1,518,490)
0121762		State Direct MRWA/RRG Rd Maint Op Grant Rec'd	OMC 20/11/20 - FACR1	Operating Income		26,000		(1,492,490)
0121783		Developer Contributions - Roadworks	OMC 20/11/20 - FACR1	Capital Income		11,500		(1,480,990)
0121771		Black Spot State Non Op Grant	OMC 20/11/20 - FACR1	Capital Income		114,414		(1,366,576)
0125960		Transfer From Footpath Reserve - Footpath Construction	OMC 20/11/20 - FACR1	Capital Income		87,000		(1,279,576)
1223481	FPUP001	Various FootPath Upgrade - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(46,337)	(1,325,913)
0121000	121560	McDaniel Rd - Archer to Ward Stage 1 New Rd Const - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(998,391)	(2,324,304)
0125300	125291	Footpath Old Broome Road - One Mile Access/Sandpiper/Short St	OMC 10/12/20 - Carryovers	Capital Expenditure			(25,626)	(2,349,930)

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

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
0125140	125290	Old Broome Estate Subdivision - Whole Estate - Various Paths	OMC 10/12/20 - Carryovers	Capital Expenditure			(11,931)	(2,361,861)
0121100	RU555	Old Broome Road/ Gus Winckel Road Upgrade - Capex	OMC 10/12/20 - Carryovers	Capital Expenditure		44,174		(2,317,687)
0121100	RU226	Black Spot - Port Drive Refuge Island - Rd Upgrade Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(400,000)	(2,717,687)
0113561	RU666	Federal Black Spot - Herbert / Saville Roundabout - NEW- Capex Dep't Premier & Cabinet Natural Disaster Grant - Cape Leveque Rd	OMC 10/12/20 - Carryovers	Capital Expenditure			(485,099)	(3,202,786)
120306		Black Spot Non Op Grant (Commonwealth/Federal)	OMC 10/12/20 - Carryovers	Operating Income		787,840		(2,414,946)
121763		Black Spot Non Op Grant (Commonwealth/Federal)	OMC 10/12/20 - Carryovers	Capital Income		45,275		(2,369,671)
0121763		Black Spot Non Op Grant (Commonwealth/Federal)	OMC 10/12/20 - Carryovers	Capital Income		172,654		(2,197,017)
121757		Reimb & Contrib'ns Rec'd for Road Construction Regional Rd Group (RRG) Rural Rd Const Funding - Non Op Inc- Rd Const	OMC 10/12/20 - Carryovers	Capital Income		21,089		(2,175,928)
121778		Contribution Non Op - St Marys Carparking	OMC 10/12/20 - Carryovers	Capital Income		480,733		(1,695,195)
125252		Transfer to Road Reserve (for Bus Shelters)	OMC 25/2/21 - FACR2	Capital Expenditure		400,000	(22,490)	(1,295,195)
0121390		Transfer to Carpark Reserve - Cap Exp - Carpark Const	OMC 25/2/21 - FACR2	Capital Expenditure		3,461		(1,314,224)
0124988		Interest Recd - Car Park Reserve - Op IncCons Sts Rds Bridges Dep Transfer to Road Reserve - Cap Exp - Cons Streets Roads Bridges Dep	OMC 25/2/21 - FACR2	Operating Income			(3,461)	(1,317,685)
0121950		Transfer to Road Reserve - Cap Exp - Cons Streets Roads Bridges Dep	OMC 25/2/21 - FACR2	Capital Expenditure		33,691		(1,283,994)
0121985		Interest Recd on Road Reserve - Op IncCons Sts Rds Bridges Dep Transfer to Footpath Reserve	OMC 25/2/21 - FACR2	Operating Income			(33,691)	(1,317,685)
125950		Transfer to Footpath Reserve	OMC 25/2/21 - FACR2	Capital Expenditure		19,516		(1,298,169)
0125988		Interest Recd Footpath Reserve - Op IncCons Sts Rds Bridges Dep Street Lighting - Mnthly Elect Accts & Insurance - Op Exp - Road Operating Exp	OMC 25/2/21 - FACR2	Operating Income			(19,516)	(1,317,685)
0122204		MRWA Grant Rec'd For St Lighting Op Costs - Op Inc - Cross & Gen	OMC 25/2/21 - FACR2	Operating Expenditure			(140,000)	(1,457,685)
0121404		MRWA Grant Rec'd For St Lighting Op Costs - Op Inc - Cross & Gen	OMC 25/2/21 - FACR2	Operating Income		40,000		(1,417,685)
0124600	124612	Town Beach - Carpark and Robinson / Hopton Intersection	OMC 25/2/21 - FACR2	Capital Expenditure			(296,936)	(1,714,621)
0125251		Carparks LRCI Grant - Cap Inc - Cons Carparks	OMC 25/2/21 - FACR2	Capital Income		296,936		(1,417,685)
0120306		Dep't Premier & Cabinet Natural Disaster Grant - Cape Leveque Rd	OMC 25/2/21 - FACR2	Operating Income		50,000		(1,367,685)
0123000	102204	2017-2018 WANDRRA Events - Works Maint	OMC 25/2/21 - FACR2	Operating Expenditure			(50,000)	(1,417,685)
0121100	RU555	Old Broome Road/ Gus Winckel Road Upgrade - Capex	OMC 25/2/21 - FACR2	Capital Expenditure			(135,682)	(1,553,367)
0121763		Black Spot Non Op Grant (Commonwealth/Federal)	OMC 25/2/21 - FACR2	Capital Income		219,811		(1,333,556)
Economic Services								
121962		Transfer From Road Reserve Economic Services Special Projects- Cap Inc	SMC 6/10/20	Capital Income		836,000		(497,556)
1367404	1367414	Short Street Streetscape Enhancements (Chinatown Stage 2) - Cap Exp	SMC 6/10/20	Capital Expenditure			(1,221,500)	(1,719,056)
1367404	1367416	Napier Terrace Streetscape Enhancements (Chinatown Stage 2) - Cap Exp	SMC 6/10/20	Capital Expenditure			(899,000)	(2,618,056)
1367404	1367433	Carnarvon Street South Streetscape Enhancements	SMC 6/10/20	Capital Expenditure			(887,000)	(3,505,056)
1367404	1367417	Carnarvon Street North Streetscape Enhancements (Chinatown Stage 2) Cap Exp	SMC 6/10/20	Capital Expenditure			(813,000)	(4,318,056)
1367405	1367420	Chinatown Transit Hub and Pocket Park (Chinatown Stage 2) Cap Exp	SMC 6/10/20	Capital Expenditure			(307,000)	(4,625,056)
1367405	1367421	Visitor Centre Amenities (Chinatown Stage 2) Cap Exp	SMC 6/10/20	Capital Expenditure			(36,000)	(4,661,056)
1367502		Loans Received China Town Revitalisation - Cap Inc - Economic Services Special Projects	SMC 6/10/20	Capital Income		1,800,000		(2,861,056)
1367504		Grants & Contr. Received Non Op - Cap Inc - Economic Services Special Projects	SMC 6/10/20	Capital Income		828,500		(2,032,556)
132410		Roebuck Bay CP - Rent & Recoup Income - Op Inc	OMC 23/9/20	Operating Income		561,500		(1,471,056)
1367404	1367414	Short Street Streetscape Enhancements (Chinatown Stage 2) - Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(136,916)	(1,607,972)
1367404	1367416	Napier Terrace Streetscape Enhancements (Chinatown Stage 2) - Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(47,413)	(1,655,385)
1367404	1367417	Carnarvon Street North Streetscape Enhancements (Chinatown Stage 2) Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(97,518)	(1,752,903)
1367405	1367412	Public Art (funded from Reserve) - Other Infra New - Cap Ex	OMC 20/11/20 - FACR1	Capital Expenditure		49,351		(1,703,552)
1367405	1367419	Streeter's Jetty Refurbishment (Chinatown Stage 2) Cap Exp	OMC 20/11/20 - FACR1	Capital Expenditure			(8,854)	(1,712,406)
0136723		Chinatown Place Activation Initiatives - Op Exp - Economic Services Special Projects	OMC 20/11/20 - FACR1	Operating Expenditure		20,000		(1,692,406)
1367221		Chinatown Project Mgmt, Feasibility & Design Consultancy - Cap Exp - Economic Services Special Projects	OMC 20/11/20 - FACR1	Capital Expenditure		163,645		(1,528,761)
1367504		Grants & Contr. Received Non Op - Cap Inc - Economic Services Special Projects	OMC 20/11/20 - FACR1	Capital Income			(5,342,500)	(6,871,261)
1367504		Grants & Contr. Received Non Op - Cap Inc - Economic Services Special Projects	OMC 20/11/20 - FACR1	Capital Income		5,363,125		(1,508,136)
1367504		Grants & Contr. Received Non Op - Cap Inc - Economic Services Special Projects	OMC 20/11/20 - FACR1	Capital Income		50,000		(1,458,136)
0132020		Australia's North West Tourism Contribution - Op Exp - Tourism	OMC 20/11/20 - FACR1	Operating Expenditure		155,000		(1,303,136)
0132060		Tourism Development - Op Exp - Tourism & Area Promotion	OMC 20/11/20 - FACR1	Operating Expenditure		60,000		(1,243,136)
132410		Roebuck Bay CP - Rent & Recoup Income - Op Inc	OMC 20/11/20 - FACR1	Operating Income		200,000		(1,043,136)
1367404	1367407	Dampier St Upgrade - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(15,000)	(1,058,136)
1367404	1367408	Carnarvon St Upgrade - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(42,000)	(1,100,136)
1367405	1367412	Public Art (funded from Reserve) - Other Infra New - Cap Ex	OMC 10/12/20 - Carryovers	Capital Expenditure			(20,861)	(1,120,997)
1367405	1367419	Streeter's Jetty Refurbishment (Chinatown Stage 2) Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(216,799)	(1,337,796)
1367405	1367415	Chinatown Entry Statement - Other Infra New - Cap Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(2,919)	(1,340,715)
1367228		Detailed Design Chinatown Project Stage 2 - CapExp	OMC 10/12/20 - Carryovers	Capital Expenditure			(56,648)	(1,397,363)
1367301		Grants & Contributions Received (Chinatown Revitalisation Stage 2) - Op Inc - Economic Services Special Projects	OMC 10/12/20 - Carryovers	Operating Income		53,517		(1,343,846)
132038		Transfer to Restricted Cash Reserve - Cap Exp - Tourism & Area Promo	OMC 10/12/20 - Carryovers	Capital Expenditure			(50,000)	(1,393,846)
0132129		Visitor Centre Renewal (Inc plant & Furn) - Cap Bldg Exp	OMC 10/12/20 - Carryovers	Capital Expenditure			(25,000)	(1,418,846)
136723		Chinatown Place Activation Initiatives - Op Exp - Economic Services Special Projects	OMC 10/12/20 - Carryovers	Operating Expenditure			(29,000)	(1,447,846)
132129		Visitor Centre Renewal (Inc plant & Furn) - Cap Bldg Exp	OMC 27/8/20	Capital Expenditure			(70,950)	(1,518,796)
0133015		Consultants - Op Exp - Building Control	OMC 25/2/21 - FACR2	Operating Expenditure			(5,000)	(1,523,796)
0133410		Stat Fees & Lic - Building Permits	OMC 25/2/21 - FACR2	Operating Income		20,000		(1,503,796)
1367301		Grants & Contributions Received (Chinatown Revitalisation Stage 2) - Op Inc - Economic Services Special Projects	OMC 25/2/21 - FACR2	Operating Income		5,000		(1,498,796)
0134212		Cable Beach Camel Tours (Res 52985) - Rent & Recoup Income - Op Inc	OMC 25/2/21 - FACR2	Operating Income			(6,000)	(1,504,796)
Other Property and Services								
147483		Dept of Housing Tenancy 11& 10B - KRO1 - Rent & Recoup Income - Op Inc	OMC 29/10/20	Operating Income		21,000		(1,483,796)
147487		Far North Tenancy 10A - KRO1 - Rent & Recoup Income - Op Inc	OMC 29/10/20	Operating Income		9,000		(1,474,796)
147489		User Charges KRD Outgoings - Op Inc - Office Properties Leased	OMC 29/10/20	Operating Income		19,500		(1,455,296)

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

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
147374		KRO1 Building Renewal - Cap Exp - Office Prop Leased	OMC 29/10/20	Capital Expenditure			(57,528)	(1,512,824)
0112051	112062	Town Beach Cafe - Planned Maint & Minor Works - Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure			(3,000)	(1,515,824)
0146020	141022	Mulberry Tree Child Care - Planned Maint & Minor Works - Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure			(2,000)	(1,517,824)
0146050	146052	4 Jones Place - Planned Maint & Minor Works - Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure			(2,000)	(1,520,024)
0147280	147282	BEC - Reactive Maint - Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure			(400)	(1,520,424)
0147270	147270	KRO - Operating Expense - Op Exp	OMC 20/11/20 - FACR1	Operating Expenditure			(91,809)	(1,612,233)
0142015		All Employee Centrelink Paid Parental Leave - Op Exp - Gen Admin O'Heads	OMC 20/11/20 - FACR1	Operating Expenditure			(10,000)	(1,622,233)
0142395		All Employee Paid Parental Leave Reimb - Op Inc - Gen Admin O'Heads	OMC 20/11/20 - FACR1	Operating Income		10,000		(1,612,233)
0142393		LGIS Insurance Bonus & Funding (Exp in 142232) - Op Inc - Corp Gov	OMC 20/11/20 - FACR1	Operating Income		49,000		(1,563,233)
0147585		Reimbursement of Insurable Claimable Costs - Op Inc - Unclassified General	OMC 20/11/20 - FACR1	Operating Income		32,000		(1,531,233)
0146122		Software >\$5000 Cap Exp - IT	OMC 20/11/20 - FACR1	Capital Expenditure			(28,390)	(1,559,623)
0146102		License Maint and Support - IT Exp	OMC 20/11/20 - FACR1	Operating Expenditure			(18,900)	(1,578,523)
0143395		Transfer From - Leave Reserve - Eng Office	OMC 20/11/20 - FACR1	Capital Income		61,270		(1,517,253)
0143027		Relieving Staff - Op Exp - Engineering	OMC 20/11/20 - FACR1	Operating Expenditure			(28,500)	(1,545,753)
0143050		Wages & related Sick & Annual Leave Workers Exp - Works Ops	OMC 20/11/20 - FACR1	Operating Expenditure		20,000		(1,525,753)
0148060		Relief Staff Op Exp - Depot Ops	OMC 20/11/20 - FACR1	Operating Expenditure			(20,000)	(1,545,753)
0142111		Minor Asset Purchases - Op Exp - General Administration O'Heads	OMC 20/11/20 - FACR1	Operating Expenditure			(5,000)	(1,550,753)
0142446		Barker St Rent and Recoup Income - Op Inc - Corporate Gov. & Support	OMC 20/11/20 - FACR1	Operating Income		12,966		(1,537,787)
0146408		Zanders - Rent & Recoup Income - Op Inc	OMC 20/11/20 - FACR1	Operating Income		9,300		(1,528,487)
0146409		DO NOT USE - Cable Beach Restaurant Facilities Reimb - Op Inc - Other Build Leased	OMC 20/11/20 - FACR1	Operating Income			(18,447)	(1,546,934)
0147463		Far North Community Services Tenancy 5,6,7 - KRO2 - Rent & Recoup Income - Op Inc	OMC 20/11/20 - FACR1	Operating Income			(78,121)	(1,625,055)
0147489		User Charges KRO Outgoings - Op Inc - Office Properties Leased	OMC 20/11/20 - FACR1	Operating Income			(21,372)	(1,646,427)
14296		***DO NOT USE***COVID-19 Emergency Costs - Unclassified General					(5,000)	(1,651,427)
142558		Shire Office Build Haas St Renewal - Cap Exp - Corp Gov	OMC 10/12/20 - Carryovers	Operating Expenditure			(11,190)	(1,662,617)
143610		Vehicle & Plant Renewal/Replacement - Cap Exp - P&G Operations	OMC 10/12/20 - Carryovers	Capital Expenditure			(72,955)	(1,735,572)
146111		IT Contract Consultants - Exp	OMC 10/12/20 - Carryovers	Operating Expenditure			(24,974)	(1,760,546)
143518		Profit on Sale of Assets - Op Inc - Parks & Gardens Operations	OMC 10/12/20 - Carryovers	Operating Income	12,000			(1,760,546)
146122		Software >\$5000 Cap Exp - IT	OMC 10/12/20 - Carryovers	Capital Expenditure			(21,890)	(1,782,436)
148600		Proceeds from Sale of Assets - Cap Inc - Works Operations	OMC 10/12/20 - Carryovers	Capital Income		10,091		(1,772,345)
147374		KRO1 Building Renewal - Cap Exp - Office Prop Leased	OMC 10/12/20 - Carryovers	Capital Expenditure			(20,639)	(1,792,984)
142790		Transfer From Building Reserve Gen Admin	OMC 27/8/20	Capital Income		42,450		(1,750,534)
0142046		Recruitment Expenses - Op Exp - General Admin O'Heads	OMC 25/2/21 - FACR2	Operating Expenditure		35,000		(1,715,534)
0142048		HRM Consultancy - Op Exp	OMC 25/2/21 - FACR2	Operating Expenditure			(47,750)	(1,763,284)
0141790		Transfer to Building Reserve - Cap Exp - General Administration O'Heads	OMC 25/2/21 - FACR2	Capital Expenditure			26,523	(1,736,761)
0142791		Interest Rec Building Reserve - Op Inc - General Administration O'Heads	OMC 25/2/21 - FACR2	Operating Income			(26,523)	(1,763,284)
0141995		Transfer to Equip & Insurance Reserve IT Operations Cap Exp	OMC 25/2/21 - FACR2	Capital Expenditure		5,123		(1,758,160)
0142996		Interest Rec Equip & Ins Reserve - Op Inc - General Administration O'Heads	OMC 25/2/21 - FACR2	Operating Income			(5,123)	(1,763,284)
141997		Transfer to Leave Reserve - Cap Exp - Corp Gov & Support	OMC 25/2/21 - FACR2	Capital Expenditure		12,608		(1,750,676)
0142997		Interest Rec Leave Reserve - Op Inc - General Administration O'Heads	OMC 25/2/21 - FACR2	Operating Income			(12,608)	(1,763,284)
142988		Transfer to Plant Reserve - Cap Exp - Engineering Office	OMC 25/2/21 - FACR2	Capital Expenditure		20,348		(1,742,936)
0143988		Interest Rec Plant Reserve - Op Inc - Engineering Office	OMC 25/2/21 - FACR2	Operating Income			(20,348)	(1,763,284)
0142212		Interest Rec on Muni Investment - Op Inc - General Administration O'Heads	OMC 25/2/21 - FACR2	Operating Income			(529,778)	(2,293,062)
0142320		Transfer From Leave Reserve Corp Gov & Support	OMC 25/2/21 - FACR2	Capital Income		82,000		(2,211,062)
0142193		Relief Staff - Op Exp - Finance - Corp. Gov. & Support	OMC 25/2/21 - FACR2	Operating Expenditure			(59,000)	(2,285,062)
0142004		Salary - Op Exp - Finance	OMC 25/2/21 - FACR2	Operating Expenditure		25,400		(2,238,662)
0142005		Superannuation Employee Expense - Finance	OMC 25/2/21 - FACR2	Operating Expenditure		7,116		(2,231,546)
0148060		Relief Staff Op Exp - Depot Ops	OMC 25/2/21 - FACR2	Operating Expenditure			(16,000)	(2,247,546)
0143050		Wages & related Sick & Annual Leave Workers Exp - Works Ops	OMC 25/2/21 - FACR2	Operating Expenditure		16,000		(2,231,546)
0147585		Reimbursement of Insurable Claimable Costs - Op Inc - Unclassified General	OMC 25/2/21 - FACR2	Operating Income		13,000		(2,218,546)
0146305		Salary - Op Exp - IT	OMC 25/2/21 - FACR2	Operating Expenditure		40,000		(2,178,546)
0146111		IT Contract Consultants - Exp	OMC 25/2/21 - FACR2	Operating Expenditure			(40,000)	(2,218,546)
0146120		Equip & H'Ware > \$5000 Cap Exp - IT	OMC 25/2/21 - FACR2	Capital Expenditure			(40,000)	(2,258,546)
0146122		Software >\$5000 Cap Exp - IT	OMC 25/2/21 - FACR2	Capital Expenditure			(70,000)	(2,328,546)
0146166		Transfer From Equip & Ins Reserve - IT Ops - Cap Inc	OMC 25/2/21 - FACR2	Capital Income		110,000		(2,218,546)
0143600		Proceeds from Sale of Assets - Cap Inc - Engineering Office	OMC 25/2/21 - FACR2	Capital Income		6,000		(2,212,486)
0148293		Safety Equip - Op Exp - Depot Operations	OMC 25/2/21 - FACR2	Operating Expenditure			(6,000)	(2,218,486)
0141610	141610	Private Works P & G	OMC 25/2/21 - FACR2	Operating Expenditure			(46,000)	(2,264,486)
0112483		Town Beach Cafe - Rent & Recoup Income - Op Inc	OMC 25/2/21 - FACR2	Operating Income		24,488		(2,239,998)
0142050	142051	Barker St Offices - Operating Expense - Op Exp	OMC 25/2/21 - FACR2	Operating Expenditure		13,056		(2,226,942)
0142995		Reimbursement Property Dept Legal Fee - Op Inc - Corp Gov & Supp (Legal opex refer 144027)	OMC 25/2/21 - FACR2	Operating Income			(10,000)	(2,236,942)
0147181		Office Bagot St (Magabala Books) - Rent & Recoup Income - Op Inc	OMC 25/2/21 - FACR2	Operating Income			(12,500)	(2,249,442)
0147270	147270	KRO - Operating Expense - Op Exp	OMC 25/2/21 - FACR2	Operating Expenditure		15,000		(2,234,442)
0147485		Dep Corrective Services - KRO2 (Tenancy 4) - Rent & Recoup Income - Op Inc	OMC 25/2/21 - FACR2	Operating Income			(26,000)	(2,260,442)
0147496		Mulberry Tree Child Care - Rent & Recoup Income - Op Inc	OMC 25/2/21 - FACR2	Operating Income			(10,000)	(2,270,442)
0147496		Mulberry Tree Child Care - Rent & Recoup Income - Op Inc	OMC 25/2/21 - FACR2	Operating Income			(13,000)	(2,283,442)
0149408		Rent & Recoup Income - Op Inc - Community Facilities Leased	OMC 25/2/21 - FACR2	Operating Income			(14,000)	(2,297,442)
0149410		BOSCCA - Rent & Recoup Income - Op Inc	OMC 25/2/21 - FACR2	Operating Income			(4,000)	(2,301,442)
					4,000	30,701,006	(33,002,447)	

Classifications Pick List

Operating Revenue

Operating Expenses

Capital Revenue

Capital Expenses

(Overspending Surplus/Deficit)

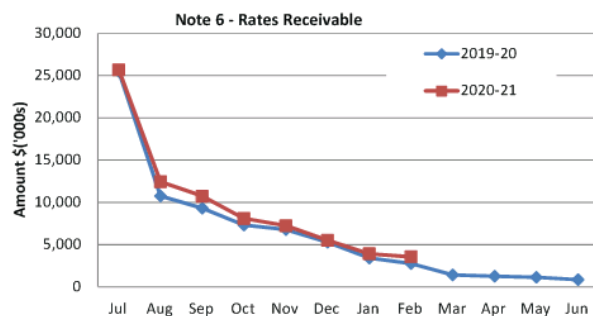
Non Cash Item

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

Note 6: RECEIVABLES

Receivables - Rates Receivable

	YTD 28 Feb 2021	30 Jun 2020
	\$	\$
Opening Arrears Previous Years	876,141	755,320
Levied this year	23,275,827	23,107,761
Less Collections to date	(20,721,049)	(22,986,940)
Equals Current Outstanding	3,430,919	876,141
Net Rates Collectable	3,430,919	876,141
% Collected	85.79%	96.33%



Comments/Notes - Receivables Rates

* NOTE - Rates were raised on 16 July 2020 and are due on 20 August 2020

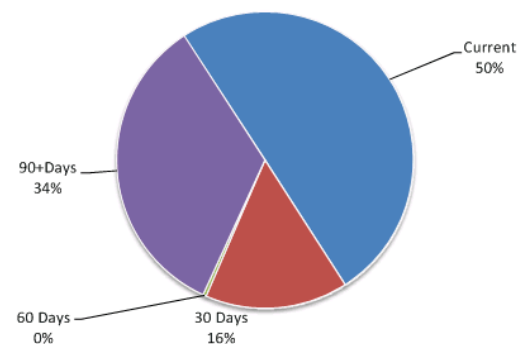
**NOTE - The calculation of percentage of Rates collected only reports on current Rates, Arrears and Back Rates. For a full breakdown on Rates received, please see the Rates Receipt Statement in the info bulletin

Receivables - General

	Credit*	Current	30 Days	60 Days	90+Days
		\$	\$	\$	\$
Receivables - General	(116,018)	272,518	84,805	2,020	184,911
Total Receivables General Outstanding					428,236

Amounts shown above include GST (where applicable)

Receivables - General



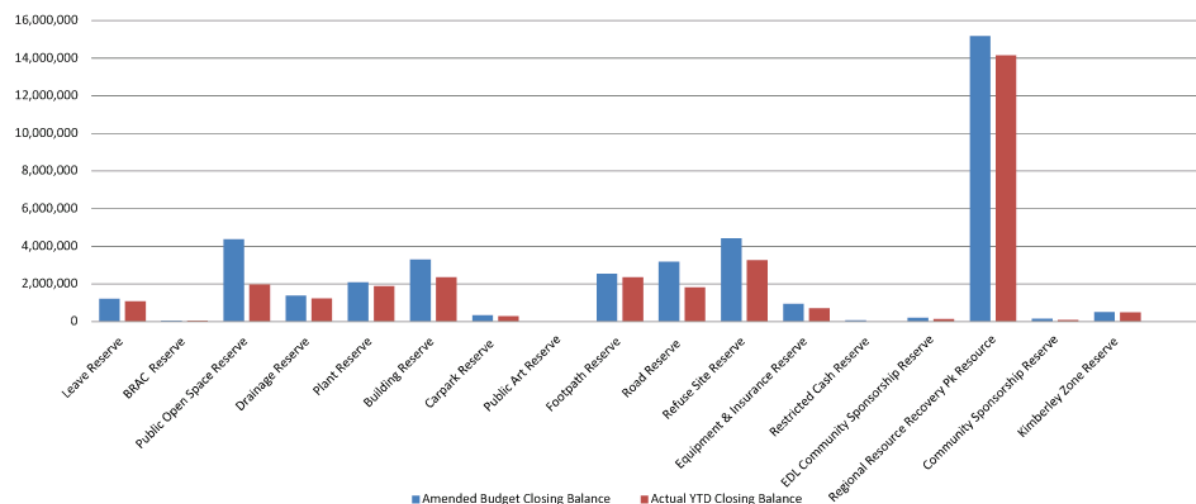
Comments/Notes - Receivables General

* Note - A credit refers to a debtor paying more than required in the current billing period. It sits as a credit against the account until the following period when it is applied

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

Note 7: Cash Backed Reserve

2020-21											
		Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual			Amended Budget	
Name	Opening Balance	Interest Earned	Interest Earned	Transfers In (+)	Transfers In (+)	Transfers Out (-)	Transfers Out (-)	Transfer out Reference		Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$			\$	\$
Leave Reserve	1,076,266	5,100	3,521	0	(0)	143,271	0			1,224,637	1,079,787
BRAC Reserve	58,224	276	190	(0)	0	0	0			58,499	58,414
Public Open Space Reserve	1,976,821	9,371	7,161	1,018,174	0	1,377,637	0			4,382,003	1,983,982
Drainage Reserve	1,235,496	5,855	4,042	147,696	(0)	0	0			1,389,047	1,239,538
Plant Reserve	1,886,301	8,940	6,171	(1)	(0)	200,000	0			2,095,241	1,892,472
Building Reserve	2,361,421	11,190	7,725	447,349	(0)	490,917	0			3,310,878	2,369,146
Carpark Reserve	295,639	1,401	967	51,161	0	0	0			348,201	296,606
Public Art Reserve	6,182	29	20	(0)	0	0	0			6,210	6,202
Footpath Reserve	2,349,298	10,611	7,174	40,279	(0)	158,930	0			2,559,118	2,356,472
Road Reserve	1,824,122	8,645	5,967	520,373	0	836,000	0			3,189,140	1,830,089
Refuse Site Reserve	3,253,067	15,417	10,642	(0)	(0)	1,158,545	0			4,427,028	3,263,709
Equipment & Insurance Reserve	710,263	3,366	2,323	96,075	0	140,000	0			949,703	712,586
Restricted Cash Reserve	0	0	0	74,955	0	0	0			74,955	0
EDL Community Sponsorship Reserve	134,882	639	441	1	0	80,000	0			215,522	135,324
Regional Resource Recovery Pk Resource	14,121,030	66,920	46,194	0	(0)	998,662	0			15,186,612	14,167,224
Community Sponsorship Reserve	97,271	461	318	(0)	0	61,988	0			159,720	97,589
Kimberley Zone Reserve	486,676	2,307	1,592	(0)	0	26,845	0			515,828	488,268
						0					
	31,872,958	150,528	104,448	2,396,062	1	5,672,795	0			40,092,343	31,977,407



SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

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				
				0 P12913 Utility Crew Cab Isuzu D-Max LS-M (MERBS) 1EHRD10	1,789	0	0	
51,193	(18,779)	33,060	646	0 P7616 Toyota Prado (DiS) (DES) 1GCB245	(69,153)	646	69,799	
				0 P12808 Pump Water 4" Diesel PTG405DS (Works)	0	0	0	
				0 P14611 Road Roller Compact Combination Ammann AV40 2K - Works BM23909	(13,855)	0	0	
				0 P5116 Rosmech Mistral Road Sweeper with Hino 500 series FG1628 (Replaces P5110)	(208,617)	0	0	
64,950	(64,950)	9,815	9,815	0 P13313 Compact Sweeper Rosmech Azura MC200 (Works)	15,000	9,815	(5,185)	
				0 P15311 Trailer - Variable Message Display (Works) BM13417	(18,646)	0	0	
				0 P8812 Truck - Prime Mover Hino 700 series FS2844 (Works) >4.5T 1EAB261	54,487	0	0	
				0 P87012 Hino 500 series 2630 Medium Auto Tip Truck 10T (Works) 1DZK 931	(4,096)	0	0	
				0 P13108 Compressor Air Champion CSI11 Rotary Screw with CRDII024 Filters (Workshop)	(2,163)	0	0	
				0 P18218 TORO GROUND MASTER 360 4WD - 1GOO288	(16,672)	0	0	
				0 P14012 Pressure Cleaner Bar 3513G-HJ plus reel & hose (Waterpark P&Gs)	500	0	0	
				0 P6510 Trailer Caged Tipper Tandem - P&G's	3,000	0	0	
				0 P6601 Trailer Polmac Caged/Tipper 1TCX086	4,000	0	0	
				0 P8412 Water Truck Hino 500 Series 1628 Auto (P&Gs) 1EAR805 (see P4712 for tank)	(55,247)	0	0	
				0 P11514 Utility Cab Chassis Tray Extra Cab Retic 2 (P&Gs) (1EPL510)	10,533	0	0	
64,257	(43,534)	15,480	(5,242)	0 P1114 Self Propelled Elevated Work Platform (P&Gs) (1TPW699)	0	(5,242)	(5,242)	
				0 P17815 HINO 500 SERIES HOOKLIFT TRUCK (1EUV532) REPLACES P87005	(44,408)	0	0	
		612	612	612 P6002 Mower Rotary Push Type (Not In Service)		612	612	
27,104	(27,104)	587	587	587 P88515 HOWARD STEALTH S2 WING TIP MOWER (REPLACES P88513) INSURANCE		587	587	
500	(500)	153	153	153 P16612 Pressure Cleaner Spitwater SW151 with attachments (Depot)		153	153	
		8	8	8 P11604 Spreader Fertilizer Sitrex S400 (PTD driven)		8	8	
		2,873		0 P13611 Rota slasher Howard EHD180 (P&Gs)		0	0	
				0 P10909 Trailer Custom Made - Beach Lifeguard	(8,000)	0	0	
				0 P14012 Pressure Cleaner Bar 3513G-HJ plus reel & hose (Waterpark P&Gs)	5,000	0	0	
				0 P85807 TRAILER POLMAC DUAL AXLE - P&G	5,000	0	0	
18,435	(4,037)	0	(14,398)	0 P1500 Trailer Dean No 17 Flatbed Tilting (for ride-on mower) BM1679	2,000	0	0	
				P2416 Graytill Smartspray Ute mounted Spray System		(14,398)	(14,398)	
208,003	(158,905)	62,588	(7,818)		(339,548)	(7,818)	46,335	
Comments - Capital Disposal/Replacements								

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

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	4,918	116,292,696	12,585,661			12,585,661	12,585,661			12,585,661
GRV -	Residential - Vacant	19.8104	176	2,904,940	575,480			575,480	575,480			575,480
GRV -	Commercial/Industrial	11.2119	547	55,146,367	6,182,956			6,182,956	6,182,956			6,182,956
GRV -	Tourism	14.6665	454	17,635,596	2,586,525			2,586,525	2,586,525			2,586,525
Unimproved Value Valuations												
UV -	Rural	0.7623	54	17,509,000	133,471			133,471	133,471			133,471
UV -	Mining	11.7729	39	1,211,081	142,579			142,579	142,579			142,579
UV -	Commercial Rural	3.1875	21	6,638,773	211,611			211,611	211,611			211,611
Sub-Totals			6,209	217,338,453	22,418,283	0	0	22,418,283	22,418,283	0	0	22,418,283
Minimum Payment		Minimum \$										
Gross Rental Valuations												
GRV -	Residential	1,220	67	652,734	81,740			81,740	81,740			81,740
GRV -	Residential - Vacant	1,220	176	810,422	214,720			214,720	214,720			214,720
GRV -	Commercial/Industrial	1,220	24	179,590	29,280			29,280	29,280			29,280
GRV -	Tourism	1,220	371	1,599,000	452,620			452,620	452,620			452,620
Unimproved Value Valuations												
UV -	Rural	1,220	4	191,300	4,880			4,880	4,880			4,880
UV -	Mining	500	29	54,849	14,500			14,500	14,500			14,500
UV -	Commercial Rural	1,220	2	13,300	2,440			2,440	2,440			2,440
Sub-Totals			673	3,501,195	800,180	0	0	800,180	800,180	0	0	800,180
Charitable Concessions								23,218,463 (55,142)				23,218,463 (55,142)
Amount from General Rates								23,163,321				23,163,321
Ex-Gratia Rates								0				0
Specified Area Rates								0				0
Totals								23,163,321				23,163,321

Comments - Rating Information

NOTE - This note represents the budgeted rating and back rating revenue expected for the 2020/21 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 28 February 2021

10. INFORMATION ON BORROWINGS
(a) Debenture Repayments

Particulars	Principal 30-Jun-20	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	0	0	0
Loan 193 - Civic Centre Redevelopment	994,411		241,358	487,484	753,053	506,927	28,273	42,286
Loan 194 - BRAC Oval Pavillion	121,518		59,882	121,518	61,636	0	4,183	6,328
Loan 196 - Chinatown Revitalisation Loan	1,608,135		79,094	158,936	1,529,041	1,449,199	24,795	39,716
Loan 195 - Town Beach Redevelopment	2,000,000		0	0	2,000,000	2,000,000	0	0
Chinatown Revitalisation Project Stage 2		1,785,000		0	0	0	0	0
Broome Surf Life Saving Club	0	300,000		0	0	0	0	0
				0	0	0	0	0
Self Supporting Loans								
Broome Golf Club		1,250,000	0	0	0	0	0	0
	4,724,064	3,335,000	380,334	767,938	4,343,730	3,956,126	57,250	88,330

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 20/21 financial year.

(b) New Debentures

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

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 20	Amount Received	Amount Paid	Closing Balance 28-Feb-21
	\$	\$	\$	\$
Verge Bonds		0	0	0
Library Transient Borrower Deposits	-82	0	0	(82)
Election Nomination Deposits		0	0	0
Civic Centre Event Takings	5,763	0	0	5,763
Key & Other General Purpose Deposits		5,686	0	5,686
BCITF Collection & Refund Deposits		0	0	0
Japanese Cemetery Improvements Deposits		0	0	0
Town Planning Related Bond Deposits	106,562	0	0	106,562
Cemetery Plot Reservation Deposits		0	0	0
Recreation Facility use Bond Deposits	-4,044	0	0	(4,044)
Cash In Lieu Of Public Open Space	100,209	0	0	100,209
Parking Facilities Bond Deposits		0	0	0
Road & Footpath Facilities Bond Deposits		0	0	0
Capital Works Bond Deposits		0	0	0
Bank Guarantee Deposits Received	16,431	0	0	16,431
Contract Bonds & Retentions	-16,431	0	0	(16,431)
Overpayments Held		0	0	0
Unclaimed Monies	2,662	0	0	2,662
BRB Levy	6,410	49,848	(33,442)	22,816
Staff Rental Bonds	190	0	0	190
Key Deposits		0	0	0
Chinatown Revitalisation grant		0	0	0
	217,671		(33,442)	239,762

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 28 February 2021

Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD 28 Feb 2021		Strategic Reference / Comment
								Variance (Under)/Over	YTD Actual (Renewal Exp)	
		Governance								
0%	<input type="radio"/>	Governance Total			0	0	0	0	0	
		Law, Order And Public Safety								
100%	<input checked="" type="radio"/>	Vehicle & Mobile Plant Renewal (Replace) Cap Exp- Emerg & Rang Serv	0052450		70,662	47,104	0	178	70,840	
452%	<input checked="" type="radio"/>	VBFB Building New Const - Cap Exp - Volunteer Bush Fire Brigade	0053172		11,144	7,424	50,397	39,253	0	
0%	<input type="radio"/>	Surf Club Building Upgrade (Inc Plant & Furniture) Cap Exp-Law Ord & PS	0053239		3,222,000	1,611,000	15,097	(3,206,903)	0	
100%	<input checked="" type="radio"/>	SES Buildings New Const > \$5000 - Cap Exp - SES/ Fire & Emergency Services	0055288		209,000	139,328	208,987	(13)	0	
		Surf Club Building Renewal (Inc Plant & Furniture) Cap Exp-Law Ord & PS	53238		0	0	0	0	0	
10%	<input type="radio"/>	Law, Order And Public Safety Total			3,512,806	1,804,856	274,480	(3,167,486)	70,840	
		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								
0%	<input type="radio"/>	Vehicles & Mobile Plant New - Cap Exp- Sanit Gen Refuse	0101508		220,000	146,664	0	(220,000)	0	
		Vehicle & Mob Plant Renewal(Replacement)-Cap Exp- Sanit Gen Refuse	0101510		0	0	0	0	0	
51%	<input checked="" type="radio"/>	Mobile Garbage Bin Replacement - Cap Exp - San Gen Refuse	0101550	101552	50,000	25,000	0	(24,352)	25,648	
			0107550		135,800	67,900	379	(135,421)	0	
123%	<input checked="" type="radio"/>	Broome Cemetery Renewal by P & G - Cap Exp	0107552	107561	6,000	3,000	0	1,396	7,396	
99%	<input checked="" type="radio"/>	Vehicle Mob Plant New -Cap Exp - Other Comm Ament	0107562		53,000	26,500	52,407	(593)	0	
0%	<input type="radio"/>	Gantheum Toilet Block Renewal Inc Furn & Services - Build Cap Exp	0107666	107768	60,000	30,000	0	(60,000)	0	
82%	<input checked="" type="radio"/>	Frederick (KBR Report) - Infa Cap Exp	104600	104795	453,404	302,248	372,858	(80,546)	0	
			101545	101558	200,000	100,000	51,448	(148,553)	0	
0%	<input type="radio"/>	Buckleys Rd Closure Upgrade (was Opex 101302) - Cap Exp - San Gen Refuse	104270	104299	154,830	103,216	0	(154,830)	0	
0%	<input type="radio"/>	Broome Townsite Drains Renewal - Cap Infra Exp - Urb Stwater	104800	104920	50,000	33,328	0	(50,000)	0	
37%	<input type="radio"/>	Community Amenities Total			1,383,034	837,856	477,091	(872,899)	33,044	
		Recreation And Culture								
98%	<input checked="" type="radio"/>	Broome Golf Club Building Renewal - Cap Exp - Other Recreation & Sports	0112071		4,909,064	3,272,704	0	(112,656)	4,796,408	
52%	<input checked="" type="radio"/>	Skatepark New Infrs Const - Cap Exp - Other Rec & Sport	0113027	113029	43,390	28,920	22,355	(21,095)	0	
0%	<input type="radio"/>	Dakas Street Reserve New Infra Const Cap Exp-P&O	0113550	113570	104,761	55,207	300	(104,461)	0	
0%	<input type="radio"/>	Cable Beach Reserve Renewal Works - Cap Exp	0113551	113674	17,275	8,850	0	(17,275)	0	
58%	<input checked="" type="radio"/>	Haynes Oval Reserve Renewal of Infrastructure- Cap Exp	0113551	113762	25,000	16,664	0	(10,625)	14,375	
0%	<input type="radio"/>	Male Oval Renewal Infra - Cap Exp - Parks & Ovals	0113551	113763	22,500	11,250	0	(22,500)	0	
0%	<input type="radio"/>	Cygnat Park Infrastructure Renewal - Cap Exp	0113551	113788	126,961	66,307	0	(126,961)	0	
154%	<input checked="" type="radio"/>	Six Seasons Parks Infrastructure Renewal - Cap Exp	0113551	113790	20,848	11,232	0	11,156	32,004	
0%	<input type="radio"/>	Male Oval Upgrade Infra - Cap Exp - Parks & Ovals	0113552	113613	2,430	1,620	0	(2,430)	0	
0%	<input type="radio"/>	Haynes Oval Other Infrastructure Renewal - Cap Exp	0113553	HAYN001	1,271	849	0	(1,271)	0	
0%	<input type="radio"/>	Reticulation Control System New Exp - Cap Exp Parks & Ovals	0113603		40,500	27,000	0	(40,500)	0	
74%	<input checked="" type="radio"/>	Library Building Renewal (Inc Plant & Furn) - Cap Exp - Libraries	0115461		20,000	13,328	0	(5,291)	14,709	
			0116115	116140	10,000	5,000	0	(6,786)	3,214	
32%	<input type="radio"/>	Bme Civic Centre Building Design & Const Upgrade - Cap Exp - Bme Civic Centre	0116125	116126	0	0	0	(0)	0	
0%	<input type="radio"/>	Visitor Information Signage New Const - Cap Exp - Other Cult	0116125	116128	50,000	25,000	0	(50,000)	0	
79%	<input checked="" type="radio"/>	Museum Building Renewal- Cap Exp - Other Cult	0116201		19,315	12,872	0	(3,965)	15,350	
111%	<input checked="" type="radio"/>	Building New Construction Expense - BRAC Dry - Cap Exp	0117300	117365	793,470	528,968	879,966	86,496	0	
1%	<input type="radio"/>	BRAC Building Renewal - Cap Exp - BRAC Dry	0117315	117316	438,428	219,214	0	(433,816)	4,612	
2%	<input type="radio"/>	BRAC Oval Upgrade of Infra - Cap Exp	0117450	117452	1,128,717	752,472	21,207	(1,107,510)	0	

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	YTD 28 Feb 2021						Strategic Reference / Comment
					Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)		
1%	○	BRAC Ovals Renewal Infra Works - Cap Exp - BRAC Ovals	0117455	117456	248,814	165,872	0	(245,761)	3,053		
87%	●	Town Beach Redevelopment - Greenspace & Waterpark - Cap Exp	1181405		140,397	93,592	122,164	(18,233)	0		
56%	○	Town Beach Redevelopment - Greenspace Stage 2 - Cap Exp	1181407		944,530	629,680	528,883	(415,647)	0		
25%	○	Town Beach Development - Jetty Project - Other Infra New - Cap Exp	1181409		6,199,044	4,132,696	1,529,869	(4,669,175)	0		
16%	○	Youth Bike Recreation Area - New Construction - Cap Exp	1181420	YBRA001	334,983	223,320	52,211	(282,772)	0		
138%	●	Cemetery Reserve New Infra Const - Cap Exp - Parks & Ovals	113550	113560	5,000	3,328	6,877	1,877	0		
No Budget	□	Town Beach Reserve Upgrade - Cap Exp - P&G	0113552	113607	0	0	7,039	7,039	0		
100%	●	Motocross Other Infrastructure -Fencing- Other Recreation & Sport	1181423		27,365	18,240	27,365	0	0		
100%	●	Motocross Roadworks & Earthworks- Cap Exp - Other Recreation & Sport	1181422		366,418	244,272	366,418	0	0		
100%	●	Motocross Building Improvements - Cap Exp - Other Recreation & Sport	1181421		1,928,761	1,285,840	1,928,761	0	0		
No Budget	□	Haynes Oval Clubroom & Toilets New Const by P&G - Cap Exp	113572	113573	0	0	322	322	0		
0%	○	Vehicle & Mobile Plant Renewal (Replacement)- Cap Exp- Swim Area & Beaches	112397		8,750	5,832	0	(8,750)	0		
0%	○	Furniture & Equip - New - BRAC Dry	117372	117373	0	0	(448)	(448)	0		
No Budget	□	Town Beach Redevelopment - Fishing Platform & Amenities -Other Infra New - Cap Exp	1181402		0	0	36	36	0		
58%	○	Recreation And Culture Total			17,977,991	11,860,129	5,493,326	(7,600,940)	4,883,725		
		Transport									
67%	●	Federal Black Spot - Herbert / Saville Roundabout - NEW- Capex	113561	RU666	712,223	474,808	478,149	(234,073)	0		
95%	●	McDaniel Rd - Archer to Ward Stage 1 New Rd Const - Cap Exp	121000	121560	3,282,729	3,243,881	3,129,865	(152,864)	0		
11%	○	Black Spot - Port Drive Refuge Island - Rd Upgrade Cap Exp	121100	RU226	797,858	531,904	89,471	(708,387)	0		
78%	○	Old Broome Road/ Gus Winckel Road Upgrade - Capex	121100	RU555	135,682	90,448	105,507	(30,175)	0		
0%	○	Bme Roudabouts L/Scaping Rd Infra Renewal Const by P&G - Capex	121101	121561	14,396	9,600	0	(14,396)	0		
		Urban Reseals Renewal Program - Various (Sealing Contractor) - Cap Ex -									
44%	○	Renewal	121101	RRU	439,777	219,888	0	(246,653)	193,124		
30%	○	Hammersley Street - New Footpath Construction	125140	125183	220,983	123,346	65,863	(155,120)	0		
4%	○	Broome Streets General Purpose Street Lighting Upgrades-CapE	125215	125033	150,000	100,000	5,538	(144,462)	0		
4%	○	Street Lighting at Various Locations - Renewal	125225	125232	50,000	25,000	0	(48,020)	1,980		
0%	○	Access & Inclusion Improvements New Infra - Cap Exp	1254421		107,124	66,416	440	(106,684)	0		
322%	●	Chinatown Landscaping Upgrade of Infra by P & G - Cap	121510	121510	75,000	50,000	241,204	166,204	0		
31%	○	Various Footpath Renewal - Renewal Construction - Cap Exp	125300	VARPATH	79,195	48,525	0	(54,984)	24,211		
No Budget	□	Black Spot (State)- Port Drive Childrens Crossing Stage 1	121100	RU227	0	0	8,462	8,462	0		
100%	●	Footpath Old Broome Road - One Mile Access/Sandpiper/Short St	125300	125291	25,626	17,080	0	0	25,626		
3%	○	Broome North Footpath New Const - Capex	125140	125277	87,000	58,000	2,516	(84,484)	0		
100%	●	Various FootPath Upgrade - Cap Exp	1223481	FPUP001	46,337	30,888	46,337	0	0		
		Old Broome Estate Subdivision - Whole Estate - Various Paths									
0%	○		125140	125290	11,931	7,952	0	(11,931)	0		
0%	○	Town Beach - Carpark and Robinson / Hopton intersection	124600	124612	296,936	197,952	0	(296,936)	0		
68%	○	Transport Total			6,532,796	5,295,688	4,173,352	(2,114,503)	244,941		
		Economic Services									
74%	○	Visitor Centre Renewal (Inc plant & Furn) - Cap Bldg Exp	0132129		110,950	73,968	0	(28,359)	82,591		
32%	○	Detailed Design Chinatown Project Stage 2 - CapEx	1367228		173,192	115,456	55,028	(118,164)	0		
		Chinatown Project Mgmt, Feasibility & Design Consultancy - Cap Exp - Economic									
138%	●	Services Special Projects	1367221		568,855	379,232	784,595	215,740	0		
14%	○	Short Street Streetscape Enhancements (Chinatown Stage 2) - Cap Exp	1367404	1367414	6,183,423	4,122,282	855,405	(5,328,018)	0		
21%	○	Napier Terrace Streetscape Enhancements (Chinatown Stage 2) - Cap Exp	1367404	1367416	4,416,413	2,944,272	925,700	(3,490,713)	0		
12%	○	Camrarnov Street North Streetscape Enhancements (Chinatown Stage 2) Cap Exp	1367404	1367417	3,930,518	2,620,344	479,133	(3,451,385)	0		
0%	○	Public Art (funded from Reserve) - Other Infra New - Cap Ex	1367405	1367412	506,779	337,848	1,000	(505,779)	0		
0%	○	Smart Cities Enabling Items - Cap Exp	1367405	1367418	300,000	150,000	0	(300,000)	0		
7%	○	Streeter's Jetty Refurbishment (Chinatown Stage 2) Cap Exp	1367405	1367419	392,197	261,464	29,175	(363,022)	0		
0%	○	Chinatown Transit Hub and Pocket Park (Chinatown Stage 2) Cap Exp	1367405	1367420	1,577,000	942,000	0	(1,577,000)	0		
0%	○	Visitor Centre Amenities (Chinatown Stage 2) Cap Exp	1367405	1367421	186,000	93,000	0	(186,000)	0		
1372%	●	Chinatown Entry Statement - Other Infra New - Cap Ex	1367405	1367415	2,919	1,944	40,043	37,124	0		
No Budget	□	Chinatown Public Art - Art Coordination & Contingency	1367405	1367422	0	0	46,124	46,124	0		
No Budget	□	Chinatown Public Art - Start of the Pearling Story	1367405	1367423	0	0	9,260	9,260	0		
No Budget	□	Chinatown Public Art - Chinese Community	1367405	1367424	0	0	3,201	3,201	0		
No Budget	□	Chinatown Public Art - Diverses Quarter and the Boating Industry	1367405	1367425	0	0	34,674	34,674	0		
No Budget	□	Chinatown Public Art - Sam Male	1367405	1367426	0	0	68,152	68,152	0		

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	YTD 28 Feb 2021						Strategic Reference / Comment
					Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)		
No Budget	☐	Chinatown Public Art - The Tram	1367405	1367427	0	0	5,755	5,755	0		
No Budget	☐	Chinatown Public Art - The Japanese in Broome	1367405	1367428	0	0	2,267	2,267	0		
No Budget	☐	Chinatown Public Art - Interpretation Trail	1367405	1367429	0	0	2,462	2,462	0		
No Budget	☐	Chinatown Public Art - Customised Designs for Sandblasted Benches	1367405	1367430	0	0	3,085	3,085	0		
No Budget	☐	Chinatown Public Art - Customised Designs Filagree Panels	1367405	1367431	0	0	2,053	2,053	0		
139%	●	Dampier St Upgrade - Cap Exp	1367404	1367407	15,000	10,000	20,864	5,864	0		
130%	●	Carnarvon St Upgrade - Cap Ex	1367404	1367408	42,000	28,000	54,775	12,775	0		
0%	○	Carnarvon Street South Streetscape Enhancements	1367404	1367433	887,000	443,500	0	(887,000)	0		
18%	○	Economic Services Total			19,292,246	12,523,310	3,422,751	(15,786,904)	82,591		
		Other Property & Services									
7%	○	Shire Office Build Haas St Renewal - Cap Exp - Corp Gov	0142558		201,323	134,208	0	(186,545)	14,778		
50%	●	Vehicle & Plant Renewal(Replacement) - Cap Exp - P&G Operations	0143610		479,555	319,968	0	(238,000)	241,955		
7%	○	Equip & H/Ware > \$5000 Cap Exp - IT	0146120		214,000	142,664	14,449	(199,551)	0		
17%	○	Software >\$5000 Cap Exp - IT	0146122		184,205	122,800	31,881	(152,324)	0		
0%	○	Child Care Ctr cnr Guy & Herbert Build Renewal - Cap Exp	0146652	146653	4,000	2,000	0	(4,000)	0		
0%	○	BOSCCA Building Renewal (Inc Plant & Furn) - Cap Exp - Com Fac Leased	0146662		4,000	2,000	0	(4,000)	0		
0%	○	Shire Office Barker St - Building Renewal - Cap Exp - Corp Gov Support	0147372		10,000	5,000	0	(10,000)	0		
71%	●	Depot Building Const Renewal - Cap Exp - Depot Operations	0148003	148007	4,000	2,000	0	(1,179)	2,821		
94%	●	Vehicle & Mobile Plant Renewal(Replacement)- Cap Exp - Eng Office	0148004		60,000	30,000	0	(3,749)	56,251		
5%	○	Depot Building Upgrade - Cap Exp - Depot Ops	0148242	148243	98,000	49,000	5,028	(92,972)	0		
0%	○	Vehicle & Mobile Plant Renewal(Replacement) - Cap Exp - Depot Ops	0148610		12,000	6,000	0	(12,000)	0		
0%	○	Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Works Ops	0148611		871,000	435,500	0	(868,639)	2,361		
No Budget	☐	KRO2 Building Renewal - Cap Exp - Office Prop Leased	0147375		0	0	0	4,860	4,860		
No Budget	☐	Vehicle & Plant New - Cap Exp - P&G Operations	143621		0	0	307	307	0		
4%	○	KRO1 Building Renewal - Cap Exp - Office Prop Leased	147374		78,167	52,104	0	(74,817)	3,350		
17%	○	Other Property & Services Total			2,220,650	1,303,244	51,665	(1,842,609)	326,376		
38%	○	GRAND TOTAL			50,919,523	33,625,083	13,892,665	(31,385,341)	5,641,517		

SHIRE OF BROOME
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2021

Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	YTD 28 Feb 2021					Strategic Reference / Comment
					Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	
104%	●	Land & Buildings - New			2,942,375	1,961,560	3,068,433		0	
1%	○	Land & Buildings - Upgrade			3,320,000	1,660,000	20,124	(3,299,876)	0	
84%	●	Land & Buildings - Renewal			5,869,247	3,824,398	0	(926,554)	4,942,693	
		Works in Progress Land & Buildings			0	0	0	0	0	
66%	●	Land & Buildings - Total			12,131,622	7,445,958	3,088,558	(4,100,372)	4,942,693	
29%	○	Recreation Areas Infrastructure - New			2,729,142	1,804,759	781,361	(1,947,781)	0	
290%	●	Recreation Areas Infrastructure - Upgrade			2,430	1,620	7,039	4,610	0	
11%	○	Recreation Areas Infrastructure - Renewal			462,669	281,024	0	(413,237)	49,432	
		Works in Progress Recreation Areas Infrastructure			0	0	0	0	0	
26%	○	Recreation Areas Infrastructure - Total			3,194,240	2,087,403	788,400	(2,356,408)	49,432	
84%	●	Roads, F/Paths & Bridges Infrastructure - New			4,788,407	4,218,674	4,043,251	(745,156)	0	
21%	○	Roads, F/Paths & Bridges Infrastructure - Upgrade			17,271,278	11,366,326	3,666,481	(13,604,797)	0	
28%	○	Roads, F/Paths & Bridges Infrastructure - Renewal			855,929	493,046	0	(612,968)	242,961	
		Works in Progress - Rds, F/Paths & Bridges			0	0	0	0	0	
35%	○	Roads, F/Paths & Bridges Infrastructure - Total			22,915,614	16,078,046	7,709,732	(14,962,921)	242,961	
0%	○	Drainage Infrastructure - New			154,830	103,216	0	(154,830)	0	
82%	●	Drainage Infrastructure - Upgrade			453,404	302,248	372,858	(80,546)	0	
0%	○	Drainage Infrastructure - Renewal			50,000	33,328	0	(50,000)	0	
		Works in Progress Drainage Infrastructure			0	0	0	0	0	
57%	●	Drainage Infrastructure - Total			658,234	438,792	372,858	(285,376)	0	
19%	○	Other Infrastructure - New			9,349,739	6,011,852	1,777,535	(7,572,204)	0	
16%	○	Other Infrastructure - Upgrade			350,000	200,000	56,986	(293,014)	0	
33%	○	Other Infrastructure - Renewal			106,000	53,000	0	(70,976)	35,024	
		Works in Progress Other Infrastructure			0	0	0	0	0	
19%	○	Other Infrastructure - Total			9,805,739	6,264,852	1,834,521	(7,936,194)	35,024	
19%	○	Mobile Plant & Equip New			273,000	173,164	52,713	(220,287)	0	
		Mobile Plant & Equip Upgrade			0	0	0	0	0	
25%	○	Mobile Plant & Equipment Renewal (Replacement)			1,502,367	844,404	0	(1,130,960)	371,407	
24%	○	Mobile Plant & Equip - Total			1,775,367	1,017,568	52,713	(1,351,247)	371,407	
0%	○	Fixed Plant & Equipment - New			40,500	27,000	0	(40,500)	0	
		Fixed Plant & Equipment - Upgrade			0	0	0	0	0	
		Fixed Plant & Equipment - Renewal			0	0	0	0	0	
0%	○	Fixed Plant & Equipment - Total			40,500	27,000	0	(40,500)	0	
12%	○	Furniture & Equipment - New			398,205	265,464	45,882	(352,323)	0	
12%	○	Furniture & Equipment - Total			398,205	265,464	45,882	(352,323)	0	
38%	○	Capital Expenditure Total			50,919,523	33,625,083	13,892,665	(31,385,341)	5,641,517	

SHIRE OF BROOME
Monthly Statement of Financial Activity
For the Period Ending 28 February 2021

Appendix A: SUPPLEMENTARY NOTES TO THE MONTHLY REPORT

NOTES TO THIS MONTH'S REPORT

OVERVIEW

For the period ended 28 February 2021, the following are key indicators supporting the year to-date budget position with respect to the Annual Forecast Budget:

Budget Year elapsed	66.58%
Total Rates Raised Revenue	100% (of which 85.79% were collected)
Total Other Operating Revenue	61%
Total Operating Expenditure	58%
Total Capital Revenue	67%
Total Capital Expenditure	38%
Total Sale of Assets Revenue	17%

The budget was adopted at the Ordinary Meeting of Council on 25 June 2020. Council adopted a balanced annual budget, which included a net carried forward balance of \$2,226,546 being \$844,078 of carry-over projects, plus \$1,382,467 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 2 December 2020 before the recommendations were presented to the Ordinary Meeting of Council on 10 December 2020. The final report included recommendations for the use of an adjusted surplus \$4,188,392 in carried forward surplus. These recommendations were approved by Council and incorporated into the 2020-21 budget.

More information on the Shire's current position can be found on Note 3 of these Financial Statements.

ADJUSTMENTS TO DETERMINE THE CASH POSITION

CURRENT POSITION

Currently, to the end of February 2021, the current position stands at \$20.9M.

Cash

Total Cash Assets are now \$51.9M having no change from prior month.

The major collections this month include receipt of:

- \$1.65M – Department Primary Industries & Regional Development – Chinatown 2
- \$502K – BAS Refund for Q2
- \$407K – Main Roads WA – McDaniel Rd, WANDRA & Black Spot Funding
- \$348k – Financial Assistance Grants - FAGS Q3 – Received

- \$306K – LRCI Funding Chinatown Stage 2 & Town Beach Carpark Construction

The major expenditure items this month include payments of:

- \$900K Swan Marine Construction – Jetty Progress Claim (RFT20-03)
- \$225K Talis Consultants – RRRP Site Sampling & Investigation (REQ19/72)
- \$214K Broome Cleanaway – Waste Collection (RFT14-01)

Receivables

Sundry debtors including GST refundable stand at \$600K.

Rates and rubbish debtors stand at \$3.6M. Annual rates were raised on 16th July 2020 with due date of 20 August 2020. 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 \$160K having a \$9K increase since the previous month.

Cash Liabilities

These stand at \$387K. This represents our obligation on our outstanding loans in 20/21.

Creditors and Payables

Sundry Creditors are \$3.3M, 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 \$383K.

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 \$2.40M (Non-current leave provisions are \$280K). Accruals to reflect the year end position have been completed for the 2020-2021 year.

9.4.3 ANNUAL REVIEW OF DELEGATIONS OF AUTHORITY REGISTER

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	ARE02
AUTHOR:	Manager Governance, Strategy and Risk
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Acting Director Development and Community
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

The purpose of this report is for Council to complete the 2020/21 annual review of delegations across various legislations.

This review includes the transition of the Shire of Broome Delegations Register to the WALGA recommended format for delegation registers which was endorsed by Council at the last review.

BACKGROUND

The Instrument of Delegation Register was last presented to Council for review on 27 February 2020.

Section 5.46(2) of the *Local Government Act 1995* (the Act) requires that a local government keep a register of delegations of authority made under the Act and that these are reviewed at least once every financial year.

In simple terms the need for a delegation occurs where the legislation refers to “**the local government may**” do something. In the absence of a delegation from Council a Council decision would be required each time. Functions able to be delegated are administrative in nature and a function of the CEO in accordance with section 5.41(d) of the Act.

Delegations are also required for other legislation such as the *Building Act 2011*, *Bushfires Act 1954*, *Cat Act 2011*, *Dog Act 1974*, *Food Act 2008*, *Graffiti Vandalism Act 2016*, *Public Health Act 2016* and *Planning and Development Act 2005*.

COMMENT

The existing delegations register has been converted to the WALGA recommended format as endorsed by Council at the last review. The contemporary drafting of delegations in the new register will advance governance practices and improve understanding of delegations across the Shire.

Due to the change in format, a track change comparison between the existing register and new register is not possible. By and large the intent and obligations of the existing delegations have remained the same.

To assist Councillors with their review and deliberations a comparative table has been created, with both the old and new delegations register being detailed in attachment 1 and 2 to this report. Changes for consideration have been highlighted in the table below.

Comparative Delegation No. / Title		Review Outcome
Proposed 2020/21 Register (Attach. No.1)	2019/20 Register (Attach. No.2)	
Local Government Act 1995 – Council to CEO		
1.2.1 Performing Functions Outside the District	Nil.	NEW. Facilitates regional collaboration considerations
1.2.2 Compensation for Damage Incurred when Performing Executive Functions	Nil.	NEW. Addresses current gap in delegation register and ensures administrative efficiency.
1.2.3 Powers of Entry	Nil.	NEW. Addresses current gap in delegation register to ensure that correct legislative processes are adhered to.
1.2.4 Declare Vehicle is Abandoned Vehicle Wreck	LGA13 Declaring a Vehicle to be Abandoned Vehicle Wreck.	Redrafted to new format
1.2.5 Confiscated or Uncollected Goods	LGA15 Disposal of Impounded Vehicles and Goods.	Redrafted to new format
1.2.6 Disposal of Sick or Injured Animals	LGA16 Disposing of Sick or Injured Impounded Animals	Redrafted to new format
1.2.7 Close Thoroughfares to Vehicles	LGA1 Activities Requiring Approval LGA11 Cape Leveque Road, Wet Season Closure and Load Limits LGA27 Permits, Road Trains and Extra Mass LGA35 Road Closures, General and Temporary	Redrafted to new format combining multiple previous delegations for the same express legislative power.
1.2.8 Control Reserves and Certain Unvested Facilities	LGA5 Approval of Signage within Active Reserves LGA6 Approval to use Council Property for Activities Involving the Sale or Supply and Consumption of Liquor LGA7 Approve applications for Public Health Initiatives.	Redrafted to new format combining multiple previous delegations for the same express legislative power.
1.2.9 Obstruction of Footpaths and Thoroughfares	LGA20 Local Government (Uniform Local Provisions) Regulations 1996, Consent, Permission or Approvals	Redrafted to new format. Existing delegation LGA20 separated into 7 individual delegation templates

Comparative Delegation No. / Title		Review Outcome
Proposed 2021/22 Register (Attach. No.1)	2019/20 Register (Attach. No.2)	
1.2.10 Gates Across Public Thoroughfares	LGA20	As per 1.2.9
1.2.11 Public Thoroughfare – Dangerous Excavations	LGA20	As per 1.2.9
1.2.12 Crossing – Construction, Repair and Removal	LGA20	As per 1.2.9
1.2.13 Private Works on, over or under Public Places	LGA20	As per 1.2.9
1.2.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	LGA20	As per 1.2.9
1.2.15 Expressions of Interest for Goods and Services	LGA37 Tenders for Goods and Services	Redrafted to new format. Separates EOI's and Tenders into separate delegation templates
1.2.16 Tenders for Goods and Services	LGA37 Tenders for Goods and Services	Redrafted to new format. Recommend CEO delegation to undertake tender exempt procurement and to accept and reject tenders be increased to \$500,000 on the basis that expenditure is contained within the approved annual budget.
1.2.17 Panels of Pre-Qualified Suppliers for Goods and Services	LGA41 Panels of Pre-qualified Supplies	Redrafted to new format.
1.2.18 Application of Regional Price Preference Policy	Nil.	NEW. Addresses current gap in delegation register to ensure that correct legislative processes are adhered to.
1.2.19 Disposing of Property	LGA14 Disposal and Acquisition of Assets (Other than Land)	Redrafted to new format. Recommend CEO delegation limit increase to \$500,000 on the condition that the disposal is contained within the approved annual budget.
1.2.20 Payments from the Municipal or Trust Funds	LGA22 Municipal / Trust Fund, Authorisation of Payments, including Creditors	Redrafted to new format.

Comparative Delegation No. / Title		Review Outcome
Proposed 2021/22 Register (Attach. No.1)	2019/20 Register (Attach. No.2)	
1.2.21 Defer, Grant Discounts, Waive or Write Off Debts	LGA10 Waiving and refunding of fees for applications administered by Development Services LGA39 Defer, Grant Discounts, Waive or Write Off Debts	Redrafted to new format combining two previous delegations for the same express legislative power. Recommend CEO delegation for minor debt write offs be increased from \$1,000 to \$2,000.
1.2.22 Power to Invest and Manage Investments	LGA19 Investment of Surplus Funds	Redrafted to new format.
1.2.23 Rate Record Amendment	Nil.	NEW. Addresses current gap in delegation register to ensure that correct legislative processes are adhered to.
1.2.24 Agreement as to Payment of Rates and Service Charges	LGA30 Rates and Service Charges – Agreements	Redrafted to new format.
1.2.25 Determine Due Date for Rates or Service Charges	Nil.	NEW. Required to cover setting of payment date on interim rates notices.
1.2.26 Recovery of Rates or Service Charges	LGA32 Rating and Services Charges, Caveat LGA33 Rating and Service Charges, Legal Action for Recovery	Redrafted to new format combining two previous delegations for the same express legislative power.
1.2.27 Recovery of Rates Debts – Require Lessee to Pay Rent	LGA34 Recovery of Rates and Service Charges – Leased Properties	Redrafted to new format.
1.2.28 Recovery of Rates Debts – Actions to Take Possession of the Land	Nil.	NEW. Addresses current gap in delegation register. This is the final administrative step in the long and prescriptive rates debt recovery process that Council is fully informed of along the way.
1.2.29 Rate Record – Objections	Nil.	NEW. Addresses current gap in delegation register. Assessment of whether somebody is eligible for rate exemption is an administrative function. Essentially akin to a quasi judicial decision that is appealable.

Comparative Delegation No. / Title		Review Outcome
Proposed 2021/22 Register (Attach. No.1)	2019/20 Register (Attach. No.2)	

1.2.30 Renewal or Extension of Contracts during a State of Emergency	Nil.	NEW. Delegation is in response to issues encountered during the COVID pandemic that led to changes in regulations.
1.2.31 Procurement of Goods or Services required to address a State of Emergency	Nil.	NEW. As per 1.2.30
Local Government Act 1995 – CEO to Employees		
1.3.1 Determine if an Emergency for Emergency Powers of Entry	<p>For Information Only. Certain activities are the CEO's responsibility directly under the Act.</p> <p>The CEO has the power to sub-delegate these tasks and the WALGA register formalises these delegations into one register.</p>	
1.3.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare		
1.3.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares		
1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places		
1.3.5 Electoral Enrolment Eligibility Claims and Electoral Roll		
1.3.6 Destruction of Electoral Papers		
1.3.7 Appoint Authorised Persons		
1.3.8 Information to be Available to the Public		
1.3.9 Financial Management Systems and Procedures		
1.3.10 Audit – CEO Review of Systems and Procedures		
1.3.11 Infringement Notices – Withdrawal and Extension of Time		

Local Law Delegations to the CEO
<p>Delegations with respect to Local Laws are not currently in place.</p> <p>All local laws will be reviewed. Draft delegations will be developed and presented to Council for approval in the future.</p>

Building Act 2011 Delegations to CEO		
Comparative Delegation No. / Title		Review Outcome
Proposed 2021/22 Register (Attach. No.1)	2019/20 Register (Attach. No.2)	
2.1.1 Grant a Building Permit	BA1 Administering the Building Act 2011	Redrafted to new format. Existing delegation BA1 separated into 9 individual delegation templates
2.1.2 Demolition Permits		
2.1.3 Occupancy Permits or Building Approval Certificates		
2.1.4 Designate Employees as Authorised Persons		
2.1.5 Building Orders		
2.1.6 Inspection and Copies of Building Records		
2.1.7 Referrals and Issuing Certificates		
2.1.8 Private Pool Barrier – Alternative and Performance Solutions		
2.1.9 Smoke Alarms – Alternative Solutions	Nil.	NEW. Addresses current gap in the delegation register to ensure that correct legislative processes are adhered to.
2.1.10 Appointment of approved officers and authorised officers	BA1 Administering the <i>Building Act 2011</i>	Redrafted to new format.

Bush Fires Act 1954 Delegations to CEO		
3.1.1 Make Request to FES Commissioner – Control of Fire	BFA1 Administering the <i>Bush Fires Act 1954</i>	Redrafted to new format.
3.1.2 Prohibited Burning Times - Vary	BFA1 Administering the <i>Bush Fires Act 1954</i>	CORRECTION Current delegation to CEO amended to Shire President and Chief Bush Fire Control Officer (jointly)
3.1.3 Prohibited Burning Times – Control Activities	BFA1 Administering the <i>Bush Fires Act 1954</i>	Redrafted to new format. Existing delegation BFA1 separated into 11 individual delegation templates
3.1.4 Restricted Burning Times – Vary and Control Activities		
3.1.5 Control of Operations Likely to Create Bush Fire Danger		
3.1.6 Burning Garden Refuse / Open Air Fires		
3.1.7 Firebreaks		

Bushfire Act 1954 Delegations to CEO cont.		
Comparative Delegation No. / Title		Review Outcome
Proposed 2021/22 Register (Attach. No.1)	2019/20 Register (Attach. No.2)	
3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer	BFA1 Administering the <i>Bush Fires Act 1954</i>	Redrafted to new format. Existing delegation BFA1 separated into 11 individual delegation templates
3.1.9 Control and Extinguishment of Bush Fires		
3.1.10 Recovery of Expenses Incurred through Contraventions of this Act		
3.1.11 Prosecution of Offences	BFA1 Administering the <i>Bush Fires Act 1954</i>	CORRECTION There is no power under the <i>Bush Fires Act 1954</i> to sub delegate. Direct delegation to multiple officers required.

Cat Act 2011 Delegations to CEO			
4.1.1	Cat Registrations	CA1 Administering the Cat Act 2011	Redrafted to new format. Existing delegation CA1 separated into 5 individual delegation templates
4.1.2	Cat Control Notices		
4.1.3	Approval to Breed Cats		
4.1.4	Recovery of Costs – Destruction of Cats		
4.1.5	Reduce or Waiver Registration Fee		
Cat Act 2011 – CEO to Employees			
4.2.1	Infringement Notices – Extensions and Withdrawals		For information only

Dog Act 1974 Delegations to CEO		
5.1.1 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons	DA1 Administering the <i>Dog Act 1976</i>	Redrafted to new format. Existing delegation DA1 separated into 9 individual delegation templates
5.1.2 Refuse or Cancel Registration		
5.1.3 Kennel Establishments		
5.1.4 Recovery of Moneys Due Under this Act		
5.1.5 Dispose of or Sell Dogs Liable to be Destroyed		
5.1.6 Declare Dangerous Dog		

Dog Act 1974 Delegations to CEO cont.		
Comparative Delegation No. / Title		Review Outcome
Proposed 2021/22 Register (Attach. No.1)	2019/20 Register (Attach. No.2)	
5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	DA1 Administering the Dog Act 1976	Redrafted to new format. Existing delegation DA1 separated into 9 individual delegation templates
5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice		
5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration		

Food Act 2008 Delegations to CEO		
6.1.1 Determine Compensation	Nil.	NEW. Addresses current gap in the delegation register. There is no power under the Food Act 2008 to sub delegate. Direct delegation to multiple officers required.
6.1.2 Prohibition Orders	FA1 Administering the Food Act 2008	Redrafted to new format. Existing delegation FA1 separated into 3 individual delegation templates
6.1.3 Food Business Registrations		
6.1.4 Appoint Authorised Officers and Designated Officers		
6.1.5 Debt Recovery and Prosecutions	Nil.	NEW. Addresses current gap in the delegation register.
6.1.6 Abattoir Inspections and Fees	Nil.	NEW. There is current private sector due diligence being done to establish an abattoir within Shire. Delegation addresses this current gap.
6.1.7 Food Businesses List – Public Access	Nil.	NEW. Addresses current gap in the delegation register.

Graffiti Vandalism Act 2016 Delegations to CEO		
Comparative Delegation No. / Title		Review Outcome
Proposed 2021/22 Register (Attach. No.1)	2019/20 Register (Attach. No.2)	
7.1.1 Give Notice Requiring Obliteration of Graffiti	Nil.	NEW. Addresses current gap in the delegation register. Rangers currently have some Authorisations under the Litter Act 1979.
7.1.2 Notices – Deal with Objections and Give Effect to Notices		
7.1.3 Obliterate Graffiti on Private Property		
7.1.4 Powers of Entry		

Public Health Act 2016 Delegations to CEO		
8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)	Nil.	NEW. Addresses current gap in the delegation register.
8.1.2 Enforcement Agency Reports to the Chief Health Officer	Nil.	NEW. Addresses current gap in the delegation register.
8.1.3 Designated Authorised Officers	PHA1 Public Health Act 2016 – Appointment of Authorised Officers	Redrafted to new format.
8.1.4 Determine Compensation for Seized Items	Nil.	NEW. Addresses current gap in the delegation register.

Planning and Development Act 2005 Delegations to CEO		
9.1.1 Illegal Development	PLA7 Issue of Stop, Direction, Works Notices - Planning	Redrafted to new format
Local Planning Scheme No.6 Delegations to CEO		
9.2.1 PLA1 Built Strata Certificate of Approval – Forms 24 and 26	No changes to existing Local Planning Scheme Delegations. These will be reviewed and updated following adoption of Local Planning Scheme No.7	
9.2.2 PLA4 Delegation to Waive/refund Planning Fees		
9.2.3 PLA5 Determine Development Application		
9.2.4 PLA8 Local Development Plans		
9.2.5 PLA9 Structure Plans		
9.2.6 PLA10 Subdivision and Amalgamation Applications and Clearance		
9.2.7 PLA11 Submit Responsible Authority Report		

Statutory Authorisations and Delegations to Local Government from State Government Entities	
10.1 Environmental Protection Act	For information only.
10.2 Planning and Development Act 2005	
10.3 Main Roads Act 1930	All delegations held in the one register.
10.4 Road Traffic (Vehicles) Act 2012	

The following table outlines the reason for the recommended deletion of two delegations relating to the *Building Act 2011* from the existing Delegations Register.

<i>Building Act 2011</i>	
2019/20 Register (Attach. No.2)	Reason for recommended deletion:
BA2 Encroachment, Access and Works on Shire Owned or Managed Land	The legislative sections referred to in these delegations are not able to be delegated.
BA3 Seeking Consent to Affect Other Land	If the historical intent of these delegations was to allow the CEO to provide consent on behalf of the Shire the appropriate mechanism for this is an endorsed Council Policy.

CONSULTATION

WALGA

STATUTORY ENVIRONMENT

Local Government Act 1995

5.42 *Delegation of some powers and duties to CEO*

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under –
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* Absolute majority required.

5.46. *Register of, and records relevant to, delegations to CEO and employees*

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

POLICY IMPLICATIONS

Relevant policies are cross referenced throughout the Instrument of Delegation Register.

FINANCIAL IMPLICATIONS

Nil

RISK

The Instrument of Delegation Register was last presented to Council for review on 27 February 2020. Council are therefore required to endorse the reviewed delegations prior to 30 June 2021 to ensure ongoing compliance with legislation.

Delegations are critical to local government with the requirement for operational efficiency needing to be balanced with enough controls to ensure that Elected Members are satisfied that fiduciary duties are being met.

The new delegations register provides greater transparency of delegations and the controls in place to provide further assurance in this critical governance area.

STRATEGIC IMPLICATIONS

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

Deliver best practice governance and risk management.

VOTING REQUIREMENTS

Absolute Majority

REPORT RECOMMENDATION:

That Council:

1. *Notes the review of delegations;*
2. *Adopts the attached Instrument of Delegation Register 2020/21 inclusive of the amendments outlined within this report; and*
3. *Withdraws the following delegations:*
 - (a) BA2 – Encroachment, Access and Works on Shire Owned or Managed Land;*
and
 - (b) BA3 – Seeking Consent to Affect Other Land.*

Attachments

1. Attachment 1 - Draft Shire of Broome Delegations Register 2020/21
2. Attachment 2 - Shire of Broome Delegations Register 2019/20 - to be superseded

SHIRE OF BROOME DELEGATION REGISTER

Current as at [insert date of last decision to amend the register]

Table of Contents

1	LOCAL GOVERNMENT ACT 1995 DELEGATIONS	1
1.1	Council to Committees of Council	1
1.1.1	Nil	1
1.2	Council to CEO	2
1.2.1	Performing Functions Outside the District	2
1.2.2	Compensation for Damage Incurred when Performing Executive Functions	3
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1. Local Government Act 1995 Delegations

1 Local Government Act 1995 Delegations

1.1 Council to Committees of Council

1.1.1 Nil

Delegation Register

Shire of Broome

1. Local Government Act 1995 Delegations

1.2 Council to CEO

1.2.1 Performing Functions Outside the District

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.20(1) Performing functions outside district
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

Shire of Broome

1. Local Government Act 1995 Delegations

1.2.2 Compensation for Damage Incurred when Performing Executive Functions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.22(1) Compensation s.3.23 Arbitration
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Delegation is limited to settlements which do not exceed a material value of \$10,000. ▪ Council shall be informed of the details whenever this delegation is exercised. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

Shire of Broome

1. Local Government Act 1995 Delegations

1.2.3 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to exercise powers of entry to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Director Development and Community Services Manager Works Manager Health, Emergency and Rangers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

Shire of Broome

1. Local Government Act 1995 Delegations

1.2.4 Declare Vehicle is Abandoned Vehicle Wreck

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.5 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision. Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Manager Health, Emergency and Rangers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

Shire of Broome

1. Local Government Act 1995 Delegations

1.2.5 Confiscated or Uncollected Goods

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Manager Health, Emergency and Rangers Coordinator Rangers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 : Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section. Parking and Parking Facilities Local Law 2012
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

Shire of Broome

1. Local Government Act 1995 Delegations

1.2.6 Disposal of Sick or Injured Animals

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed. ▪ Must comply with all relevant Policies
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Manager Health, Emergency and Rangers Coordinator Rangers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<p>Officers must liaise with an authorised veterinarian if practicable and must not destroy an animal unless –</p> <ol style="list-style-type: none"> (a) Because of the state of the animal, destroying it is urgent; or (b) The Shire has taken reasonable steps to notify the owner and has complied with statutory requirements.
Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Dog Local Law 2012</p>
Record Keeping	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

Shire of Broome

1. Local Government Act 1995 Delegations

1.2.7 Close Thoroughfares to Vehicles

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ul style="list-style-type: none"> give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. Maintain access to adjoining land [s.3.52(3)] (relevant only to townsites). Must comply with all relevant Policies
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Manager Works
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Delegation Register

Shire of Broome

1. Local Government Act 1995 Delegations

CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

Shire of Broome

1. Local Government Act 1995 Delegations

1.2.8 Control Reserves and Certain Unvested Facilities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire of Broome that the Shire of Broome could do under s.5 of the Parks and Reserves Act 1895. [s.3.54(1)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets. ▪ Must comply with all relevant Policies
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Manager Health, Emergency and Rangers Manager Sport and Recreation
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Property and Public Places Local Law 2016 Local Planning Policy 5.10 - Signs Alcohol Management Policy Events Policy
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

Shire of Broome

1. Local Government Act 1995 Delegations

1.2.9 Obstruction of Footpaths and Thoroughfares

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. ▪ Permission may only be granted where, the proponent has:

Delegation Register

Shire of Broome

1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. <ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Manager Works
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.2 – Public Thoroughfare Obstruction – Determine Conditions</p> <p>Local Government (Uniform Local Provisions) Regulations 1996</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995</p>
Record Keeping	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

Shire of Broome

1. Local Government Act 1995 Delegations

1.2.10 Gates Across Public Thoroughfares

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [ULP r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Authority to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. ▪ Each approval provided must be recorded in the Shire of Broome's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 9(8). ▪ Must comply with all relevant Policies
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Manager Works
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
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Delegation Register

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1. Local Government Act 1995 Delegations

	Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

Shire of Broome

1. Local Government Act 1995 Delegations

1.2.11 Public Thoroughfare – Dangerous Excavations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. ▪ Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. c. Must comply with all relevant Policies
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Manager Works
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.3 – Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares</p> <p>Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995</p>
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

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Shire of Broome

1. Local Government Act 1995 Delegations

1.2.12 Crossing – Construction, Repair and Removal

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Manager Works
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures

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1. Local Government Act 1995 Delegations

	Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995 Refer also Delegation 1.4.1 under the <i>Template Activities in Thoroughfares and Public Places and Trading Local Law</i>
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

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1. Local Government Act 1995 Delegations

1.2.13 Private Works on, over or under Public Places

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> r.17 Private works on, over, or under public places – Sch.9.1 cl.
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. ▪ Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Manager Works
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

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1. Local Government Act 1995 Delegations

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995</p>
Record Keeping:	<p>Delegations exercised are to be recorded in the Shire's document management system.</p>

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1. Local Government Act 1995 Delegations

1.2.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) 1996:</i> r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give notice to a land owner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Infrastructure Manager Works
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995</p>
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

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1. Local Government Act 1995 Delegations

1.2.15 Expressions of Interest for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services. ▪ Must comply with Council's Purchasing Policy.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate Services Director Development and Community Director Infrastructure
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Council Policy - Purchasing
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

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1. Local Government Act 1995 Delegations

1.2.16 Tenders for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(f)]. 3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget [F&G.r.11(2)]. 4. Authority to invite tenders although not required to do so [F&G r.13]. 5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 7. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)]. 8. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)]. 9. Authority to accept, or reject tenders, only within the \$500,000 detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)]. 10. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the

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1. Local Government Act 1995 Delegations

	<p>invitation to tender, subject to a maximum 10% variation and within the \$500,000 detailed as a condition on this Delegation, and to then negotiate minor variations with the successful tenderer <u>before</u> entering into a contract [F&G r.20(1) and (3)].</p> <p>11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].</p> <p>12. Authority to decline any tender [F&G r.18(5)].</p> <p>13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r.20(2)]</p> <p>14. Authority to:</p> <ul style="list-style-type: none"> i. Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10% or to a maximum of \$500,000 whichever is the lesser value. ii. Exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A]. <p>15. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].</p>
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Sole supplier arrangements may only be approved where a record is retained that evidences: <ul style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; and iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; ▪ Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the: <ul style="list-style-type: none"> i. proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government, ii. current supply contract expiry is imminent, iii. value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and

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1. Local Government Act 1995 Delegations

	<p>iv. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.</p> <ul style="list-style-type: none"> ▪ In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget. ▪ Must comply with the Council's Purchasing Policy.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate Services Director Development and Community Director Infrastructure
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures</p> <p>WALGA Subscription Service – Procurement Toolkit</p> <p>Council Policy - Purchasing</p>
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

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1. Local Government Act 1995 Delegations

1.2.17 Panels of Pre-Qualified Suppliers for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulation 1996:</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 3.. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 7. Authority to decline to accept any application [F&G r.24AH(5)]. 8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration

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1. Local Government Act 1995 Delegations

	<p>under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget.</p> <ul style="list-style-type: none"> ▪ Must comply with Council's Purchasing Policy.
Express Power to Sub-Delegate:	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate Services Director Development and Community Director Infrastructure
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures</p> <p>WALGA Subscription Service – Procurement Toolkit</p> <p>Council Policy - Purchasing</p>
Record Keeping:	<p>Delegations exercised are to be recorded in the Shire's document management system.</p>

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1. Local Government Act 1995 Delegations

1.2.18 Application of Regional Price Preference Policy

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulations 1996::</i> r.24G Adopted regional price preference policy, effect of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate Services Director Development and Community Director Infrastructure
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy - Purchasing Council Policy - Regional Price Preference
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

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1. Local Government Act 1995 Delegations

1.2.19 Disposing of Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to dispose of property to: <ol style="list-style-type: none"> the highest bidder at public auction [s.3.58(2)(a)]. the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)] Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. ▪ In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$500,000 or less. ▪ When determining the method of disposal: <ul style="list-style-type: none"> ➤ Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> ○ Reserve price has been set by independent valuation. ○ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. ➤ Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. ➤ Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> ○ Negotiate the sale of the property up to a -10% variance on the valuation; and

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1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> ○ Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. ➤ Where the market value of the property is determined as being less than \$20,000 (F&G r.30(3) excluded disposal) may be undertaken: <ul style="list-style-type: none"> ○ Without reference to Council for resolution; and ○ In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value then, as a minimum, the disposal must ensure environmentally responsible disposal. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate Services Director Development and Community Director Infrastructure
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – s.3.58 Disposal of Property Local Government (Functions and General) Regulations 1995 – r.30 Dispositions of property excluded from Act s. 3.58 Council Policy - Disposal of Assets
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

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1. Local Government Act 1995 Delegations

1.2.20 Payments from the Municipal or Trust Funds

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> Authority to make payments is subject to annual budget limitations. Must comply with all relevant Policies
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate Services Manager Financial Services Coordinator Financial Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<ul style="list-style-type: none"> Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. Payments by Cheque and EFT transactions must be approved jointly by two Delegates. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval. Must comply with all relevant Policies.

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government Act 1995</p> <p>Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.</p> <p>Local Government (Audit) Regulations 1996</p> <p>Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards</p> <p>Department of Local Government, Sport and Cultural Industries: Accounting Manual</p>
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1. Local Government Act 1995 Delegations

Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.
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1. Local Government Act 1995 Delegations

1.2.21 Defer, Grant Discounts, Waive or Write Off Debts

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire of Broome [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Broome [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire of Broome [s.6.12(1)(c)]
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Broome. <ol style="list-style-type: none"> i. Limited to individual debts valued below \$2,000 (GST exclusive). Write off of debts greater than these values must be referred for Council decision. ▪ The waiving or refunding of fees and charges for applications made under the following legislation and local laws administered by the Development and Community Directorate must comply with Council's Policy – Waiving and Refunding of Fees: <ul style="list-style-type: none"> ➢ <i>Building Act 2011</i> ➢ <i>Bush Fires Act 1954</i> ➢ <i>Food Act 2008</i> ➢ <i>Local Government Act 1995</i> ➢ <i>Planning and Development Act 2005</i> ➢ <i>Public Health Act 2016</i> ➢ <i>Local Government Property and Public Places Local Law 2012</i> ➢ <i>Trading, Outdoor Dining and Street Entertainment Local Law 2003</i> ▪ Amounts provided via the CEO Adhoc Sponsorship Budget are to be reported to Council on a quarterly basis via the Councillor Information Bulletin. ▪ Sundry debtor write offs must comply with Council's Policy – Debt Recovery.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1. Local Government Act 1995 Delegations

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate Services Director Development and Community Manager Planning and Building Services Manager Health, Emergency and Rangers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<ul style="list-style-type: none"> Director Development and Community, Manager Planning and Building Services and Manager Health, Emergency and Rangers delegation is limited to the waiver or refund of fees related to the legislation and local laws administered by the Development and Community Directorate listed above, and must comply with Council's Policy – Waiving and Refunding of Fees. Sundry Debtor write offs must comply with Council's Policy - Debt Recovery
Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Council Policy - Debt Recovery</p> <p>Council Policy - Waiving and Refunding of Fees</p>
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

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1. Local Government Act 1995 Delegations

1.2.22 Power to Invest and Manage Investments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ All investment activity must comply with the Financial Management Regulation 19C and Council Investment Policy. ▪ A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. ▪ Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17] ▪ Must comply with Council's Investment Policy
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate Services Manager Financial Services Coordinator Financial Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<ul style="list-style-type: none"> ▪ A decision to invest must be jointly confirmed by two Delegates.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)) Council Policy - Investment
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

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1. Local Government Act 1995 Delegations

1.2.23 Rate Record Amendment

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Delegates must comply with the requirements of s.6.40 of the Act. ▪ Must comply with all relevant Policies
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate Services Manager Financial Services Coordinator Financial Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

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1. Local Government Act 1995 Delegations

1.2.24 Agreement as to Payment of Rates and Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> Decisions under this delegation must comply with Council Policy – Debt Recovery. Agreements must be in writing and appropriate internal controls maintained to monitor compliance with the agreed repayment schedule.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate Services Manager Financial Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy - Debt Collection Business Operating Procedure - Financial Hardship
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

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1. Local Government Act 1995 Delegations

1.2.25 Determine Due Date for Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.50 Rates or service charges due and payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the date on which rates or service charges become due and payable to the Shire of Broome [s.6.50].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate Services Manager Financial Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

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1. Local Government Act 1995 Delegations

1.2.26 Recovery of Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Decisions under this delegation must comply with Council Policy – Debt Collection
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate Services Manager Financial Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy - Debt Collection Business Operating Procedure - Financial Hardship
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

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1. Local Government Act 1995 Delegations

1.2.27 Recovery of Rates Debts – Require Lessee to Pay Rent

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Broome [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Decisions under this delegation must comply with Council Policy – Debt Collection.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate Services Manager Financial Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60. Council Policy - Debt Collection
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

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1. Local Government Act 1995 Delegations

1.2.28 Recovery of Rates Debts - Actions to Take Possession of the Land

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.64(1) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: <ol style="list-style-type: none"> lease the land, or sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or cause the land to be transferred to the Shire of Broome [s.6.71]. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> Decisions under this delegation must comply with Council Policy – Debt Collection. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u>, within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the <i>Local Government Act 1995</i>. Council Members are to be informed as soon as practicable after the exercise of this delegation.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s:	Director Corporate Services
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1. Local Government Act 1995 Delegations

Appointed by CEO	Manager Financial Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government Act 1995 – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation.</p> <p>Local Government (Financial Management) Regulations 1996 – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation.</p> <p>Council Policy - Debt Collection</p>
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

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1. Local Government Act 1995 Delegations

1.2.29 Rate Record – Objections

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation. ▪ New rate exemptions are to be reported to Council via the Councillor Information Bulletin. ▪ Must comply with all relevant Policies
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate Services Manager Financial Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</p> <p>Council Policy - Rating</p> <p>Council Policy - Rate Exemption Charitable Use</p>
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

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1. Local Government Act 1995 Delegations

1.2.30 Renewal or Extension of Contracts during a State of Emergency

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: <ul style="list-style-type: none"> contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250 000, and contracts formed through a public tender.
Council Conditions on this Delegation:	<ul style="list-style-type: none"> The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: <ol style="list-style-type: none"> It is exercised at the sole discretion of the Local Government; It is in the best interests of the Local Government; It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; It has potential to promote local and/or regional economic benefits. This authority may only be exercised where the total consideration for the renewal or extension is \$<<value>> or less. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the Shire President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c). The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy. The CEO cannot sub-delegate this authority.

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1. Local Government Act 1995 Delegations

Compliance Links:	Local Government (Functions and General) Regulations 1996 WALGA Subscription Service – Procurement Toolkit Council Policy - Purchasing
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

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1. Local Government Act 1995 Delegations

1.2.31 Procurement of Goods or Services required to address a State of Emergency

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: <ol style="list-style-type: none"> 1. Determine that particular goods or services with a purchasing value >\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. ▪ Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. ▪ Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the Shire President (i.e. before the expense is incurred) in accordance with LGA s.6.8. ▪ The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. ▪ The CEO cannot sub-delegate this authority.

Delegation Register

Shire of Broome

1. Local Government Act 1995 Delegations

Compliance Links:	Local Government (Functions and General) Regulations 1996 WALGA Subscription Service – Procurement Toolkit Council Policy - Purchasing
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

1. Local Government Act 1995 Delegations

1.3 CEO to Employees

1.3.1 Determine if an Emergency for Emergency Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.34(2) Entry in emergency
Delegate/s:	Director Corporate Services Director Development and Community Director Infrastructure Manager Health, Emergency and Rangers
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
CEO Conditions on this Delegation:	<ul style="list-style-type: none"> The Delegate is to inform the CEO and Council Members as soon as practicable after the exercise of this delegation. Must comply with all relevant Policies
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

1. Local Government Act 1995 Delegations

1.3.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
Delegate/s:	Director Infrastructure Manager Works
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.2.9: <ol style="list-style-type: none"> 1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]. 2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b)]. 3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].
CEO Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.9 Obstruction of Footpaths and Thoroughfares. ▪ Actions under this Delegation must comply with the procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>. ▪ Must comply to all relevant Policies
Express Power to Sub-Delegate:	Nil.

Compliance Links:	<p>This delegated authority is effective only in alignment with Delegated Authority 1.2.10 Obstructions of Footpaths and Thoroughfares.</p> <p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996</p>
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Delegation Register

[Insert Local Government Name]

1. Local Government Act 1995 Delegations

	Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

1. Local Government Act 1995 Delegations

1.3.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government (Uniform Local Provisions) Regulations 1996: r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
Delegate/s:	Director Infrastructure Manager Works
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	When determining to grant permission for a dangerous excavation under Delegated Authority 1.2.11: <ol style="list-style-type: none">1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)].2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)].3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.
CEO Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.11 Public Thoroughfares – Dangerous Excavations. ▪ Actions under this Delegation must comply with the procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>. ▪ Must comply with all relevant Policies
Express Power to Sub-Delegate:	Nil.

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>This delegated authority is effective only in alignment with Delegated Authority 1.2.12 Public Thoroughfares – Dangerous Excavations.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i></p>
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Delegation Register

[Insert Local Government Name]

1. Local Government Act 1995 Delegations

Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.
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Delegation Register

[Insert Local Government Name]

1. Local Government Act 1995 Delegations

1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8
Delegate/s:	Director Infrastructure Manager Works
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)]. 2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)].
CEO Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Must comply to all relevant Policies
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.2.13 Private Works on, over or under Public Places
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

1. Local Government Act 1995 Delegations

1.3.5 Electoral Enrolment Eligibility Claims and Electoral Roll

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election <i>Local Government (Elections) Regulations 1995:</i> r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4) Register - s.4.32(6)
Delegate/s:	Director Corporate Services Manager Governance, Strategy and Risk
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)]. 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.3.42(5A)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r.13(2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)]. 7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. 9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)]. 10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day

Delegation Register

[Insert Local Government Name]

1. Local Government Act 1995 Delegations

	which is less than 100 days since the last election day [s.4.37(3)].
CEO Conditions on this Delegation:	<ul style="list-style-type: none">▪ Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

1. Local Government Act 1995 Delegations

1.3.6 Destruction of Electoral Papers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Elections) Regulations 1996:</i> r.82(4) Keeping election papers – s4.84(a)
Delegate/s:	Director Corporate Services Manager Governance, Strategy and Risk
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
CEO Conditions on this Delegation:	<ul style="list-style-type: none"> Must comply to all relevant Policies.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

1. Local Government Act 1995 Delegations

1.3.7 Appoint Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons
Delegate:	Director Corporate Services Director Development and Community Services Director Infrastructure
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to appoint persons or classes of persons as authorised persons [s.3.24 and s.9.10] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations: <ol style="list-style-type: none"> Local Government Act 1995 and its subsidiary legislation, including Local Government Act Regulations, the <i>Local Government (Miscellaneous Provisions) Act 1960</i> and Local Laws made under the Local Government Act.. <i>Caravan Parks and Camping Grounds Act 1995</i>; <i>Cat Act 2011</i>; <i>Cemeteries Act 1986</i>; <i>Control of Vehicles (Off-road Areas) Act 1978</i>; <i>Dog Act 1976</i>; Graffiti Vandalism Act 2016 – refer s.15; and any other legislation prescribed for the purposes of s.9.10 of the <i>Local Government Act 1995</i>. Authority to appoint authorised persons for the purposes of section 9.16 of the <i>Local Government Act 1995</i>, as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the Building Regulations 2012 and section 6(b) of the <i>Criminal Procedure Act 2004</i>.
CEO Conditions on this Delegation:	<ul style="list-style-type: none"> A register of Authorised Persons is to be maintained as a Local Government Record. Only persons who are appropriately qualified and trained may be appointed as Authorised persons. Must comply with all relevant Policies.
Express Power to Sub-Delegate:	NIL.

Delegation Register

[Insert Local Government Name]

1. Local Government Act 1995 Delegations

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file. A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.

Delegation Register

[Insert Local Government Name]

1. Local Government Act 1995 Delegations

1.3.8 Information to be Available to the Public

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Administration) Regulations 1996:</i> r.29(2) &(3) Information to be available for public inspection (Acts s.5.94) r.29B Copies of certain information not to be provided (Act s.5.96) <i>Local Government Act 1995:</i> s.9.95(1)(b) & (3)(b) Limits on right to inspect local government information
Delegate/s:	Director Corporate Services Manager Governance, Strategy and Risk
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine the public right to inspect information, by determining if the information requested relates to a part of a meeting that could have been closed to members of the public but was not [Admin. r.29(2)]. 2. Authority to determine the public right to inspect information in an agenda or minutes, by determining if the information requested would be part of the meeting which is likely to be closed to members of the public [Admin. r.29(3)]. 3. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s.5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 4. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s.5.95(1)(b)]. 5. Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].
CEO Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
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Delegation Register

[Insert Local Government Name]

1. Local Government Act 1995 Delegations

Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.
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Delegation Register

[Insert Local Government Name]

1. Local Government Act 1995 Delegations

1.3.9 Financial Management Systems and Procedures

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.5 CEO's Duties as to financial management
Delegate/s:	Director Corporate Services Manager Financial Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: <ol style="list-style-type: none"> i. Collection of money owed to the Shire of Broome; ii. Safe custody and security of money collected or held by the Shire of Broome; iii. Maintenance and security of all financial records, including payroll, stock control and costing records; iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards; vi. Making of payments in accordance with Delegated Authority XXX; vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.
CEO Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. ▪ Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within each 3 financial years. [Audit r.17] ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995
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Delegation Register

[Insert Local Government Name]

1. Local Government Act 1995 Delegations

	Local Government (Financial Management) Regulations 1996 Local Government (Audit) Regulations 1996 Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

1. Local Government Act 1995 Delegations

1.3.10 Audit – CEO Review of Systems and Procedures

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Audit) Regulations 1996:</i> r.17 CEO to review certain systems and procedures
Delegate/s:	Director Corporate Services Manager Governance, Strategy and Risk
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to conduct the review of the appropriateness and effectiveness of the Shire of Broome's systems and procedures in relation to <ol style="list-style-type: none"> i. risk management; and ii. internal controls; and iii. legislative compliance [r.17(1)].
CEO Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Each matter is to be reviewed at least once within every 3 financial years, with a report on each matter to be provided to the Audit and Risk Committee that details the findings, including any identified deficiencies, and actions required. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Audit) Regulations 1996
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

1. Local Government Act 1995 Delegations

1.3.11 Infringement Notices – Withdrawal and Extension of Time

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time s.9.20 Withdrawal of Notice <i>Building Regulations 2012:</i> Regulation 70(1A), (1), (2) Approved officers and authorised officers
Delegate/s:	Director Development and Community Manager Planning and Building Manager Health, Emergency and Rangers
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].
CEO Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation. ▪ Delegation for Dog Act, Cat Act, Dogs Local Law 2012, Parking and Parking Facilities Local Law 2012, Parking Local Law, Property and Public Places Local Law 2016 and Trading, Outdoor Dining and Street Entertainment Local Law 2016 Infringement Notices is limited to the following listed positions ONLY: <ol style="list-style-type: none"> (i) Director Development and Community (ii) Manager Health, Emergency and Rangers ▪ The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a <u>precondition for appointment</u> as an "Approved Officer" in accordance with <i>Building Regulation 70(1)</i> for the purposes of the <i>Criminal Procedure Act 2004</i> section 6(a) and <i>Building Act 2011</i> Infringement Notices: <ol style="list-style-type: none"> (i) Director Development and Community (ii) Manager Planning and Building

Delegation Register

[Insert Local Government Name]

1. Local Government Act 1995 Delegations

	<p>NOTE: <i>Delegates must also be appointed as an “Approved Officer” – appointment to be determined by Council resolution or by a person with delegated authority under delegation 2.1.10.</i></p> <ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Parking and Parking Facilities Local Law 2012</p>
Record Keeping:	<p>Delegations exercised are to be recorded in the Shire’s document management system.</p>

Delegation Register

[Insert Local Government Name]

1.4 Local Law Delegations to the CEO

Nil.

Local Laws are currently being reviewed.

Delegation Register

[Insert Local Government Name]

2 Building Act 2011 Delegations

2.1 Council to CEO

2.1.1 Grant a Building Permit

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Delegation Register

[Insert Local Government Name]

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Manager Planning and Building Coordinator Building Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Building Act 2011 s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor Building Regulations 2012 – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT <i>Building Services (Registration Act) 2011 – Section 7</i> <i>Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

2.1.2 Demolition Permits

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s:	Director Development and Community
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Delegation Register

[Insert Local Government Name]

Appointed by CEO	Manager Planning and Building Coordinator Building Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Building Act 2011 s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit <i>Building Services (Complaint Resolution and Administration) Act 2011 — Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

2.1.3 Occupancy Permits or Building Approval Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration <i>Building Regulations 2012</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Manager Planning and Building Coordinator Building Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Building Act 2011
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Delegation Register

[Insert Local Government Name]

	<p>s.59 time for granting occupancy permit or building approval certificate</p> <p>s.60 Notice of decision not to grant occupancy permit or grant building approval certificate</p> <p>s.121 Occupancy permits and building approval certificates – application for review by SAT</p> <p><i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i></p> <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage Act 2018</i></p>
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

2.1.4 Designate Employees as Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)]. <p>NOTE: An <i>authorised person</i> for the purposes of sections 96(3) and 99(3) is <u>not</u> an <i>approved officer</i> or <i>authorised officer</i> for the purposes of Building Reg. 70.</p>
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Building Act 2011:</i> s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

2.1.5 Building Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to make Building Orders in relation to: <ol style="list-style-type: none"> Building work Demolition work An existing building or incidental structure [s.110(1)]. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. Authority to revoke a building order [s.117]. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> take any action specified in the order ; or commence or complete any work specified in the order; or if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.
Council Conditions on this Delegation:	<ul style="list-style-type: none"> Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012. Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i>

Delegation Register

[Insert Local Government Name]

	s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Manager Planning and Building Coordinator Building Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Building Act 2011: Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

2.1.6 Inspection and Copies of Building Records

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Manager Planning and Building Coordinator Building Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Building Act 2011 - s.146 Confidentiality
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

2.1.7 Referrals and Issuing Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.145A Local Government functions
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Broome's District [s.145A(2)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Manager Planning and Building Coordinator Building Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

2.1.8 Private Pool Barrier – Alternative and Performance Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Manager Planning and Building Coordinator Building Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

2.1.9 Smoke Alarms – Alternative Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012. ▪ Must comply with all relevant Policies
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Manager Planning and Building Coordinator Building Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

2.1.10 Appointment of approved officers and authorised officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A). <i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers".</i> 2. Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2). <i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).</i>
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	<i>Building Regulations 2012:</i> r 70(3) each authorised officer must be issued a certificate of appointment.
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

3 Bush Fires Act 1954 Delegations

3.1 Council to CEO, Mayor and Bush Fire Control Officer

3.1.1 Make Request to FES Commissioner – Control of Fire

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to request on behalf of the Shire of Broome that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> Must comply with all relevant Polices.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	Note: Any reference to CEO in the Bush Fires Act 1954 means the CEO of the Department of Biodiversity, Conservation and Attractions. No powers / duties are assigned to a Local Government CEO in this Act.
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

3.1.2 Prohibited Burning Times - Vary

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to shire president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Shire President and Chief Bush Fire Control Officer (jointly)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Decisions under s.17(7) must be undertaken jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8). ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	NIL – Sub-delegation is prohibited by s.48(3)

Compliance Links:	
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

3.1.3 Prohibited Burning Times – Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire of Broome or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.

Delegation Register

[Insert Local Government Name]

Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>
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Compliance Links:	
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

3.1.4 Restricted Burning Times – Vary and Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ol style="list-style-type: none"> Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].

Delegation Register

[Insert Local Government Name]

	<p>6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].</p> <p>7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</p> <p>8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</p> <p>9. Authority to recover the cost of measures taken by the Shire of Broome or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</p>
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

3.1.5 Control of Operations Likely to Create Bush Fire Danger

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3)] 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i>
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

3.1.6 Burning Garden Refuse / Open Air Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. <ol style="list-style-type: none"> Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> camping or cooking [s.25(1)(a)]. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].

Delegation Register

[Insert Local Government Name]

Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Must comply to all relevant Policies
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

3.1.7 Firebreaks

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Broome: <ol style="list-style-type: none"> clearing of firebreaks as determined necessary and specified in the notice; and act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. <ol style="list-style-type: none"> Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> Must comply to all relevant Policies.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and <ol style="list-style-type: none"> Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Broome [s.38(5A)] Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

3.1.9 Control and Extinguishment of Bush Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. <ol style="list-style-type: none"> a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Broome or those on behalf of the Shire of Broome to do [s.58].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

3.1.11 Prosecution of Offences

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Delegate:	Chief Executive Officer Director Development and Community Manager Health, Emergency and Rangers
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	<i>Bush Fires Act 1954:</i> s.65 Proof of certain matters s.66 Proof of ownership or occupancy
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

4 Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Broome's District [Regs. Sch. 3 cl.1(4)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i>. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Manager Health, Emergency and Rangers Coordinator Rangers Rangers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Delegation Register

[Insert Local Government Name]

Compliance Links:	<p>Cat Regulations 2012</p> <ul style="list-style-type: none"> r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2)) <p>Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i>.</p>
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

4.1.2 Cat Control Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Broome's District [s.26].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Manager Health, Emergency and Rangers Coordinator Rangers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	<i>Cat Regulations 2012 – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.</i>
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

4.1.3 Approval to Breed Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i>. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Manager Health, Emergency and Rangers Coordinator Rangers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Cat Regulations 2012:</i> r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

4.1.4 Recovery of Costs – Destruction of Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Manager Health, Emergency and Rangers Coordinator Rangers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

4.1.5 Reduce or Waiver Registration Fee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Council Conditions on this Delegation:	a. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any <u>class of cat</u> within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i> .b.
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

4.2 Cat Act Delegations - CEO to Employees

4.2.1 Infringement Notices – Extensions and Withdrawals

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.64 Extension of time s.65 Withdrawal of notice
Delegate/s:	Director Development and Community Manager Health, Emergency and Rangers
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].
CEO Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	<i>Cat Regulations 2012:</i> r.28 Withdrawal of infringement notice (s.65(1))
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

5. Dog Act 1974 Delegations

5 Dog Act 1974 Delegations

5.1 Dog Act Delegations Council to CEO

5.1.1 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.10A Payments to veterinary surgeons towards costs of sterilisation
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$210 [s.10A(1)(a) and (3)]. 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Dogs Local Law 2012
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

5. Dog Act 1974 Delegations

5.1.2 Refuse or Cancel Registration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Broome's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. 5. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].

Delegation Register

[Insert Local Government Name]

5. Dog Act 1974 Delegations

	<ul style="list-style-type: none"> Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Manager Health, Emergency and Rangers Coordinator Rangers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Dog Act 1976</i> <ul style="list-style-type: none"> s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6) Dogs Local Law 2012
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

5. Dog Act 1974 Delegations

5.1.3 Kennel Establishments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.27 Licensing of approved kennel establishments
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Manager Health, Emergency and Rangers Coordinator Rangers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Dogs Local Law 2012
Record Keeping:	Delegations exercised are to be recorded in the Shire's document management system.

Delegation Register

[Insert Local Government Name]

5. Dog Act 1974 Delegations

5.1.4 Recovery of Moneys Due Under this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Manager Health, Emergency and Rangers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<ul style="list-style-type: none"> ▪ The Delegate is to inform the CEO prior to the exercise of this delegation.

Compliance Links:	Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared) Dogs Local Law 2012
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

5. Dog Act 1974 Delegations

5.1.5 Dispose of or Sell Dogs Liable to be Destroyed

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. ▪ Proceeds from the sale of dogs are to be directed into the Municipal Fund. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Manager Health, Emergency and Rangers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Dogs Local Law 2012
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

5. Dog Act 1974 Delegations

5.1.6 Declare Dangerous Dog

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Health, Emergency and Rangers Coordinator Rangers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Dogs Local Law 2012
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

5. Dog Act 1974 Delegations

5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1), (2) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] 4. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. ▪ Delegation of the s 33F power to deal with an objection to a dangerous dog declaration should not be delegated to the same person or position who is authorised to exercise s 33E powers enabling the declaration of a dangerous dog. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Delegation Register

[Insert Local Government Name]

5. Dog Act 1974 Delegations

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Dogs Local Law 2012
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

5. Dog Act 1974 Delegations

5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33H(5) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: (a) a notice declaring a dog to be dangerous; or (b) a notice proposing to cause a dog to be destroyed.
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. ▪ Delegation of the s.33H(5) power to deal with an objection should not be delegated to the same person / position who is delegated / authorised to exercise s.33H(1) and (2) ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Dogs Local Law 2012
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

5. Dog Act 1974 Delegations

5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ The Chief Executive Officer permitted to sub-delegate to suitably capable employees [s.10AA(3)]. ▪ Delegation does not include s.33M(1)(b) as the setting of a fixed fee is recommended to occur by Council resolution in accordance with s.6.16 of the Local Government Act 1995. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Manager Health, Emergency and Rangers Coordinator Rangers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Dog Regulations 2013 - Reg 31 Local government expenses as to dangerous dogs Dogs Local Law 2012
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

6. Food Act 2008 Delegations

6 Food Act 2008 Delegations

6.1 Council to CEO

6.1.1 Determine Compensation

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Delegate:	Chief Executive Officer Director Development and Community
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. ▪ Compensation under this delegation may only be determined upon documented losses up to a maximum of \$2000. Compensation requests above this value are to be reported to Council. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

6. Food Act 2008 Delegations

6.1.2 Prohibition Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Delegate:	Chief Executive Officer Manager Health, Emergency and Rangers Coordinator Environmental Health Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

6. Food Act 2008 Delegations

6.1.3 Food Business Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Delegate:	Chief Executive Officer Manager Health, Emergency and Rangers Coordinator Environmental Health Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. Authority to vary the conditions or cancel the registration of a food business [s.112].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> ➢ Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA ➢ Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 ➢ WA Priority Classification System ➢ Verification of Food Safety Program Guideline ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

6. Food Act 2008 Delegations

6.1.4 Appoint Authorised Officers and Designated Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Delegate:	Chief Executive Officer Director Development and Community
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> ➢ Appointment of Authorised Officers as Meat Inspectors ➢ Appointment of Authorised Officers ➢ Appointment of Authorised Officers – Designated Officers only ➢ Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers. s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

6. Food Act 2008 Delegations

6.1.5 Debt Recovery and Prosecutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Delegate:	Chief Executive Officer Director Development and Community
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the Food Act 2008 [s.125].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

6. Food Act 2008 Delegations

6.1.6 Abattoir Inspections and Fees

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Regulations 2009:</i> r.43 Local government may require security r.45 Withdrawal of inspection services
Delegate:	Chief Executive Officer Manager Health, Emergency and Rangers Coordinator Environmental Health
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority, relevant to the payment of abattoir meat inspection fees under Food Regulation 41, to: <ol style="list-style-type: none"> require a person to provide security, determine the form that security is to be provided, and discharge a security held by the Shire of Broome [r.43]. Authority to give written notice and withdraw abattoir meat inspection services, pending payment of any fees due and payable [r.45].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. Must comply with all relevant Policies.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

6. Food Act 2008 Delegations

6.1.7 Food Businesses List – Public Access

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Regulations 2009:</i> r.51 Enforcement agency may make list of food
Delegate:	Chief Executive Officer Manager Health, Emergency and Rangers Coordinator Environmental Health
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	NIL – <i>Food Regulations 2009</i> do not provide for sub-delegation.

Compliance Links:	
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

7. Graffiti Vandalism Act 2016 Delegations

7 Graffiti Vandalism Act 2016 Delegations

7.1 Council to CEO

7.1.1 Give Notice Requiring Obliteration of Graffiti

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Health, Emergency and Rangers Coordinator Rangers Rangers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

7. Graffiti Vandalism Act 2016 Delegations

7.1.2 Notices – Deal with Objections and Give Effect to Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to deal with an objection to a notice [s.22(3)]. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and to give notice to the affected person, before taking the necessary actions [s.24(3)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Director Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

7. Graffiti Vandalism Act 2016 Delegations

7.1.3 Obliterate Graffiti on Private Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.25(1) Local government graffiti powers on land not local government property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Subject to exercising Powers of Entry. ▪ Must comply with all relevant Policies
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Services Manager Health, Emergency and Rangers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

7. Graffiti Vandalism Act 2016 Delegations

7.1.4 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.28 Notice of entry s.29 Entry under warrant
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Manager Health, Emergency and Rangers
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

8. Public Health Act 2016 Delegations

8 Public Health Act 2016 Delegations

8.1 Council to CEO

8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
Express Power or Duty Delegated:	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)]. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.

Compliance Links:	<i>Criminal Procedure Act 2004 – Part 2</i>
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

8. Public Health Act 2016 Delegations

8.1.2 Enforcement Agency Reports to the Chief Health Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Broome [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

8. Public Health Act 2016 Delegations

8.1.3 Designate Authorised Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to designate a person or class of persons as authorised officers for the purposes of: <ol style="list-style-type: none"> i. The Public Health Act 2016 or other specified Act ii. Specified provisions of the Public Health Act 2016 or other specified Act iii. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ol style="list-style-type: none"> a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Subject to each person so appointed being; <ul style="list-style-type: none"> ➢ Appropriately qualified and experienced [s.25(1)(a)]; and ➢ Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. ▪ A Register (list) of authorised officers is to be maintained in accordance with s.27. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers
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Delegation Register

[Insert Local Government Name]

8. Public Health Act 2016 Delegations

	<p>s.30 Certificates of authority</p> <p>s.31 Issuing and production of certificate of authority for purposes of other written laws</p> <p>s.32 Certificate of authority to be returned.</p> <p>s.136 Authorised officer to produce evidence of authority</p> <p><i>Criminal Investigation Act 2006</i>, Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i></p> <p><i>The Criminal Code</i>, Chapter XXVI – refer s.252 of the <i>Public Health Act 2016</i></p>
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

8. Public Health Act 2016 Delegations

8.1.4 Determine Compensation for Seized Items

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.264 Compensation
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> ▪ Compensation is limited to a maximum value of \$2,000, with any proposal for compensation above this value to be referred for Council's determination. ▪ Must comply with all relevant Policies.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register

[Insert Local Government Name]

9. Planning and Development Act 2005 Delegations

9 Planning and Development Act 2005 Delegations

9.1 Council to CEO

9.1.1 Illegal Development

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council Conditions on this Delegation:	<ul style="list-style-type: none"> • The Chief Executive Officer is to have regard to the Compliance and Enforcement Policy
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Director Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	The Director Development and Community Services is to have regard to the Compliance and Enforcement Policy

Delegation Register

[Insert Local Government Name]

9. Planning and Development Act 2005 Delegations

Compliance Links:	Part 13 of the Planning and Development Act 2005 Council Policy - Compliance and Enforcement
Record Keeping:	Delegations exercised are to be recorded in the Shire's record management system.

Delegation Register[Insert Local Government Name]

9.2 Local Planning Scheme No. 6 – Council to CEO**9.2.1 PLA1 Built Strata Certificate of Approval – Forms 24 and 26**

Head of Power: *Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 cl.82*

Power/Duty Delegated

Instrument	<i>Strata Titles Act 1985</i>
Part	2 Strata Schemes and Survey Strata Schemes
Division	3 Creation of lots and common property
Section	24, 25 Certificate of Commission
Sub section	Nil
Local Law	Nil
Relevant Policies	Nil

Detail of delegation

The Chief Executive Officer is delegated authority under the *Strata Title Act 1985* to issue a preliminary approval strata plan (Form 24) and certificate of approval (Form 26).

Conditions Imposed

Any applications are to be determined be in accordance with Local Planning Scheme No 6.

Sub-delegation Permitted Yes

Sub-delegated to Director Development and Community
Manager Planning and Building Services
Coordinator Planning Services

Record requirements Documentation to be recorded to the relevant property or strata subdivision file.

Delegation Register[Insert Local Government Name]

9.2.2 PLA4 Delegation to Waive/Refund Planning Fees**Head of Power:** *Planning and Development Act 2005 (s.261)***Power/Duty Delegated**

Instrument	<i>Planning and Development Regulations 2009</i>
Part	7 - Local government planning charges
Division	2 - Fees and other charges
Section	52 – Local government may waive or refund fees
Sub section	Nil
Local Law	Nil
Relevant Policies	Waiving and Refunding of Fees

Detail of delegation

The Chief Executive Officer is delegated the exercise of powers and discharge of duties under section 52 of the *Planning and Development Regulation 2009*; to waive or refund planning fees.

Conditions Imposed

Refunding of fees/waiver thereof must be in accordance with a Council adopted Policy and schedule of fees and charges.

Sub-delegation Permitted Yes

Sub-delegated to Director Development and Community
Manager Planning and Building Services
Coordinator Planning Services

Record requirements Documentation to be recorded to the relevant property and/or subdivision file.

Delegation Register

[Insert Local Government Name]

9.2.3 PLA5 Determine Development Application

Head of Power: *Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 cl.82*

Power/Duty Delegated

Instrument	Planning and Development (Local Planning Schemes) Regulations 201 and Local Planning Scheme No 6
Part	2, 3, 4, 5
Division	Nil
Section	Nil
Clause	3.18, 3.23, 3.24, 4.3, 4.4, 4.7 – 4.22 and 5.2
Local Law	Nil
Relevant Policies	5.2 – Staff Accommodation in General Agriculture, Rural Small Holdings and Culture and Natural Resource Use Zones 5.3 – Miscellaneous Structures 5.4 – Heritage List– Development of Listed Places 5.5 – Transient Workers Accommodation 5.6 – Parking 5.7 – Development Standards for Development Applications 5.8 – Fences 5.9 – Development Approvals – Amendments/extensions to Term of Approval and Requests for Further Information 5.10 - Signs 5.11 – Telecommunications Infrastructure 5.12 – Provision of Public Art 5.13 – Design Guidelines –Town Centre Zone 5.14 – Public Consultation – Planning Matters 5.15 – Forms of Residential Accommodation other than a Single House 5.16 – Old Broome Development Strategy 5.17 – Caretakers Dwellings and Attached Offices in the Light and Service Industry Zone 5.18 – Bed and Breakfast Accommodation 5.19 – Strata Titling of Tourist Developments in the Tourist Zone 5.20 – Exempt Development 5.21 – Non-conforming Use Register
Instrument	<i>Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, Deemed Provisions</i>
Part	7 – Requirement for development approval 8 – Applications for development approval
Division	Nil
Section	Nil
Clause	61, 63, 64, 65, 66, 67, 68, 71, 72, 73, 74, 77
Local Law	Nil
Relevant Policies	As above

Delegation Register

[Insert Local Government Name]

Detail of delegation

Pursuant to clause 82 (1) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulation 2015* (Deemed Provisions) the Chief Executive Officer is delegated the following powers and discharge of duties under the Deemed Provisions and Local Planning Scheme No 6 (LPS6):

- Make determinations on the sufficiency of information provided with applications for development approval pursuant to clause 63 of the Deemed Provisions.
- Advertise and provide notice of applications for development approval or consent pursuant to clause 64 of the Deemed Provisions.
- Determine applications pursuant to clause 68 of the Deemed Provisions of LPS6 for development approval or refusal including:
 - Any conditions to be imposed or reasons for refusal;
 - The period of validity; and
 - The scope of the development approval.
- Allow for the extension of the term of any development approval in accordance with clause 71 of the Deemed Provisions.
- Determine applications where variations to Development Requirements of LPS6 pursuant to clauses, 3.23 (Extension of Non-Conforming Use), 3.24 (Change of Non-Conforming Use), 4.3 (Special Application of the Residential Design Codes), 4.4 (Variation to Site and Development Requirements) including variations to Schedule 8 (Development Standards), 4.7 (Car Parking), 4.8 (Service Areas), 4.11 (Height of Buildings), 4.12 (Broomestyle Architecture), 4.13 (Inappropriate or incongruous development), 4.14 (Landscaping and Existing Trees) and 4.17 (Telecommunications infrastructure) are proposed.
- Any matter described in the Residential Design Codes including variations and determinations under design principles and clause 4.2 and 4.3 (Residential Design Codes) of LPS6.
- Prescribe, vary, specify and determine requirements, standards or limitations which may be prescribed, varied, specified or determined under the Scheme with respect to the use or development of land or buildings.
- Determine any works or uses that are temporary and in existence longer than 48 hours pursuant to clause 61 (1) (f) and 61 (2) (d) of the Deemed Provisions.
- Determine any amendment applications pursuant to clause 77 (Amending or cancelling development approval) of the Deemed Provisions.
- Determine any retrospective applications pursuant to clause 65 (Subsequent approval of development) of the Deemed Provisions.
- Make determinations to vary provisions pursuant to clause 12 of the Deemed Provisions to facilitate the conservation of a place entered in the Register of Places under the Heritage of Western Australia Act 1990 or Listed in the Heritage List under Clause 8 of the Deemed Provisions.
- Determining Applications in accordance with Structure Plans pursuant to clause 27 of the Deemed Provisions.
- In accordance with clause 75 (1) (c) of the Deemed Provisions agree to the extension of the Deemed Refusal time frame.
- Make any determination and exercise any discretionary powers contained in LPS6 and its Schedules and the Deemed Provisions.
- Determine the land use pursuant to clause 3.18 of LPS6.
- Determine development applications which modifies or varies a Local Development Plan pursuant to clause 56 of the Deemed Provisions.

Delegation Register[Insert Local Government Name]

Conditions Imposed

Authority only to be exercised following appropriate consideration of the matters listed in Clause 67 of the Deemed Provisions and:-

1. Required consultation has to be conducted, delegation can be exercised where concerns raised through consultation is not relevant planning consideration or where concerns can be addressed by way of conditions or mitigated design. Where concerns raised are relevant planning considerations that cannot be addressed or mitigated through conditions a report to Council shall be prepared.
2. Delegation can only be exercised to the extent that the Scheme or Council policy provides for variations, where variation to Council policy is proposed a report will be prepared to Council.

Sub-delegation Permitted Yes

Sub-delegated to Director Development and Community
Manager Planning and Building Services
Coordinator Planning Services

Record requirements Documentation to be recorded to the relevant property or reserve file.

Delegation Register

[Insert Local Government Name]

9.2.4 PLA8 Local Development Plans

Head of Power: *Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 cl.82 and cl.84*

Power/Duty Delegated

Instrument	<i>Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2</i>
Part	6 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015
Division	Nil
Section	48, 49, 50, 51 and 52
Relevant Policies	Nil

Detail of delegation

Pursuant to Part 6 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the Chief Executive Officer is delegated the following powers and discharge of duties:

- Consider the material provided by the applicant and determine whether sufficient information is provided or if further information from the applicant is required before the local development plan can be accepted for assessment under clause 49 (1) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- Determine under clause 50 (3) whether the local development plan is to be advertised.
- Consider submissions and take such actions as may be required under clause 51 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- Determine whether the local development plan is approved, is required to be modified or resubmitted or refused under clause 52 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Conditions Imposed

Authority only to be exercised following appropriate consideration of the matters listed under clause 48 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the local development plan is consistent with Local Planning Scheme No 6 and the Local Planning Strategy.

Authority to not advertise a local development plan can only be exercised where it can be demonstrated that it would not adversely affect the owners or occupiers within the area covered by the plan or an adjoining area.

Sub-delegation Permitted Yes

Sub-delegated to Director Development and Community

Record requirements Documentation to be recorded to the relevant property or subject file.

Delegation Register

[Insert Local Government Name]

9.2.5 PLA9 Structure Plans

Head of Power: *Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 cl.82 and cl.84*

Power/Duty Delegated

Instrument	<i>Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2</i>
Part	4 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Division	Nil
Section	16, 17, 18, 19
Relevant Policies	LPP 5.22 – Shire of Broome Structure Plan and Subdivision Standard

Detail of delegation

The Chief Executive Officer is delegated the following powers and discharge of duties:

1. Consider the material provided by the applicant and determine whether sufficient information is provided or if further information from the applicant is required before the structure plan can be accepted for assessment under clause 17 (1) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Advertise the structure plan in accordance with clause 18 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
3. Consider submissions and take such actions as may be required under clause 19 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
4. Prepare a report on the proposed structure plan and provide it to the Western Australian Planning Commission in accordance with clause 20 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Conditions Imposed

Authority only to be exercised following appropriate consideration of the matters listed under clause 16 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the structure plan is consistent with Local Planning Scheme No 6 and the Local Planning Strategy.

Any applications are to be determined be in accordance with Local Planning Scheme No 6.

Sub-delegation Permitted Yes

Sub-delegated to	Director Development and Community Manager Planning and Building Services (except the power outlined in item 4) Coordinator Planning Services (except the power outlined in item 4)
Record requirements	Documentation to be recorded to the relevant property or subject file.

Delegation Register

[Insert Local Government Name]

9.2.6 PLA10 Subdivision and Amalgamation Applications and Clearance

Head of Power: *Planning and Development Act 2005*
Planning and Development (Local Planning Schemes)
Regulations 2015 – Schedule 2 cl.82 and cl.84

Power/Duty Delegated

Instrument	<i>Planning and Development Act 2005</i>
Part	10 – Subdivision and development control
Division	2 – Approval for subdivision and certain transactions
Section	142 - Consultation with local governments etc, as to proposed subdivision 145 – Approving a diagram or plan of survey of approval plan of subdivision
Relevant Policies	LPP 5.22 – Shire of Broome Structure Plans and Subdivision Standard

Detail of delegation

The Chief Executive Officer is delegated authority to respond to the Western Australian Planning Commission (WAPC) regarding applications for subdivision or amalgamation or strata submissions and the clearance of any subdivision conditions imposed by the Western Australian Planning Commission.

Conditions Imposed

Authority to provide a response to the WAPC on an application for subdivision/amalgamation is to be exercised only when the response provided (either support with or without conditions or not to support) is consistent with an approved Structure Plan, Development Approval or the site and development requirements under Local Planning Scheme No 6 (LPS6) and the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Authority to provide a response to the WAPC on a request for clearance of subdivision conditions is only to be exercised where the proponent has met with Council's requirements of subdivisional works; this is to include the acceptance of bonds or securities as performance guarantees against unfulfilled conditions.

Sub-delegation Permitted Yes

Sub-delegated to Director Development and Community
 Manager Planning and Building Services
 Coordinator Planning Services

Record requirements Documentation to be recorded to the relevant subdivision file.

Delegation Register

[Insert Local Government Name]

9.2.7 PLA11 Submit Responsible Authority Report

Head of Power: *Planning and Development Act 2005 (section 171A, 171B)*
Planning and Development (Development and Assessment Panels)
Regulations 2011 (regulation 11)
Planning and Development (Local Planning Schemes)
Regulations 2015 – Schedule 2 cl.82

Power/Duty Delegated

Instrument	<i>Planning and Development Act 2005</i>
Part	11A
Division	1
Section	171A, 171B
Sub section	Nil
Local Law	Nil
Regulation	12
Relevant Policies	5.2 – Staff Accommodation in General Agriculture, Rural Small Holdings and Culture and Natural Resource Use Zones 5.3 – Miscellaneous Structures 5.4 – Heritage List– Development of Listed Places 5.5 – Transient Workers Accommodation 5.6 – Parking 5.7 – Development Standards for Development Applications 5.8 – Fences 5.9 – Development Approvals – Amendments/extensions to Term of Approval and Requests for Further Information 5.10 - Signs 5.11 – Telecommunications Infrastructure 5.12 – Provision of Public Art 5.13 – Design Guidelines –Town Centre Zone 5.14 – Public Consultation – Planning Matters 5.15 – Forms of Residential Accommodation other than a Single House 5.16 - Old Broome Development Strategy 5.17 – Caretakers Dwellings and Attached Offices in the Light and Service Industry Zone 5.18 – Bed and Breakfast Accommodation 5.19 – Strata Titling of Tourist Developments in the Tourist Zone 5.20 – Exempt Development 5.21 – Non-conforming Use Register

Detail of delegation

The Chief Executive Officer is delegated to submit the Responsible Authority Report to the presiding member of the Development Assessment Panel.

Conditions Imposed

Authority only to be exercised where:

Delegation Register

[Insert Local Government Name]

1. Consideration has been given to the matters listed in clause 67 'matters to be considered by local government' of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Required consultation has to be conducted, delegation can be exercised where concerns raised through consultation is not relevant planning consideration or where concerns can be addressed by way of conditions or mitigated design. Where concerns raised are relevant planning considerations that cannot be addressed or mitigated through conditions, a report to Council shall be prepared.

Sub-delegation Permitted Yes

Sub-delegated to Director Development and Community
Manager Planning and Building Services

Record requirements Documentation to be placed on the property file and in the
Information Bulletin Report

Delegation Register

[Insert Local Government Name]

10 Statutory Authorisations and Delegations to Local Government from State Government Entities

10.1 Environmental Protection Act 1986

10.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]

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EV401

ENVIRONMENTAL PROTECTION ACT 1986

Section 20

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

Delegation Register

[Insert Local Government Name]

10.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

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No. 232. 20-Dec-2013
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EV402

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to--

- (a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities--noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--

- (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

Delegation Register

[Insert Local Government Name]

10.1.3 Noise Management Plans – Construction Sites

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
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No. 71. 16-May-2014
Page: 1548 [Pdf](#) - [2Mb](#)

EV405

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of--

(a) Chief Executive Officer under the *Local Government Act 1995*; and

(b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

Delegation Register

[Insert Local Government Name]

10.2 Planning and Development Act 2005

10.2.1 Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2nd day of June 2016



HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

Delegation Register

[Insert Local Government Name]

SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road, <p>in respect of development applications being made under or referred to in:</p> <p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);</p> <p>(ii) section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);</p> <p>(iii) section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act);</p> <p>(iv) section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act);</p> <p>(v) section 162 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);</p> <p>(vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or of which such a place forms part;</p> <p>(vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of that Act).</p>	<p>City of Albany City of Amadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Bayswater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brooking Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Bussellton Town of Cambridge City of Canaling Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chitterling Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dalwallinu Shire of Dardanup Shire of Dardanup Shire of Denmark Shire of Derby/Weir Kimberley Shire of Donnybrook-Balingup Shire of Dowerin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton</p> <p>Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Gosnells Shire of Hall's Creek Shire of Hanley Shire of Inland Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalbarrie-Boulder Shire of Kalbarrie Shire of Kellerberrin Shire of Kent Shire of Kojonup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Meekatharra City of Meville Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Moora Shire of Morawa Town of Mosman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbudin Shire of Mundaring Shire of Murchison Shire of Murray</p>	<p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

Delegation Register

[Insert Local Government Name]

Shire of Tammin
Shire of Three Springs
Shire of Toodyay
Shire of Trayning
Shire of Upper Gascoyne
Town of Victoria Park
Shire of Victoria Plains
Town of Vincent
Shire of Wagin
Shire of Wandering
City of Wanneroo
Shire of Waroona
Shire of West Arthur
Shire of Westonia
Shire of Wickepin
Shire of Williams
Shire of Wiluna
Shire of Wongan-Ballidu
Shire of Woodanilling
Shire of Wyalkatchem
Shire of Wyndham-East Kimberley
Shire of Yalgoo
Shire of Yalgarn
Shire of York

Shire of Nannup
Shire of Narembean
Shire of Narrogin
Town of Narrogin
City of Nedlands
Shire of Ngaanyatjaraku
Shire of Northern
Shire of Northampton
Shire of Nungarin
Shire of Peppermint Grove
Shire of Perenjori
City of Perth
Shire of Pingelly
Shire of Plantagenet
Town of Port Hedland
Shire of Quairading
Shire of Ravensthorpe
City of Rockingham
Shire of Roebourne
Shire of Sandstone
Shire of Serpentine Jarrahdale
Shire of Shark Bay
City of South Perth
City of Stirling
City of Subiaco
City of Swan



HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

2nd June
..... day of 2016

Delegation Register

[Insert Local Government Name]

10.2.2 Development Control Powers – Powers of Local Governments and DOT - Metropolitan Region Scheme (DEL.2017/02)

GOVERNMENT GAZETTE Tuesday, 30 May 2017 No.14

GUIDANCE NOTE:

This delegation must be read in conjunction with amendments Gazetted on Tuesday, 18 December 2018 No.193 – please see inserted below.

PL403

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2017/02 Powers of Local Governments and Department of Transport

Metropolitan Region Scheme

Delegation of certain powers and functions of the Western Australian Planning Commission relating to the Metropolitan Region Scheme

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function to an officer of a public authority or to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 24 May 2017, pursuant to section 16 of the Act, the WAPC resolved—

- A. To delegate to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B;
- B. To delegate to the Managing Director, Policy, Planning and Investment—Transport, of the Department of Transport, and the person or persons from time to time holding or acting in that office, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme (MRS), of applications for approval to commence and carry out development specified in clause 3, Section A, subject to the conditions set out in clause 5 of Section B.
- C. To revoke its delegation of powers and functions to local governments as detailed in the notice entitled “DEL 2011/02 Powers of local governments (MRS)” published in the *Government Gazette* on 10 June 2014, to give effect to this delegation.

KERRINE BLENKINSOP, Secretary,
Western Australian Planning Commission.

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

SECTION A—Types of Development

1. Development on zoned land

Applications for development on land zoned under the MRS except—

- (a) where the land is subject to a resolution under Clause 32 of the MRS; or
- (b) where the land is subject to the declaration of a planning control area under Section 112 of the *Planning and Development Act 2005*; or
- (c) where that land is partly within the development control area described in section 10 of the *Swan and Canning Rivers Management Act 2006* or is outside the development control area but abuts waters within the development control area; or
- (d) where the local government is of the opinion that the application should be determined by the WAPC on the grounds that the proposal is of State or regional importance or is in the public interest, or
- (e) in respect of public works undertaken by public authorities.

2. Development on regional road reservations

Applications for developments on or abutting land that is reserved in the MRS for the purpose of a regional road, but excluding any application relating to large format digital signage.

Delegation Register

[Insert Local Government Name]

3. Large Format Digital Signage applications

Applications from any public authority for development in relation to large format digital signage, on land reserved under the MRS for the purpose of a Primary Regional Road.

SECTION B—Conditions

1. Referral requirements for development on land within or abutting a regional road reservation

The following applications for development on land that abuts or is fully or partly reserved as regional road reservation (classified as Category 1, 2 and 3) shall be referred to Main Roads WA (MRWA) or the Department of Planning (DoP), as applicable, for transport planning related comments and recommendations before being determined by the local government subject to the process explained in clause 4, Section B.

Type of regional road reservation in the MRS	Classification on plans SP 693 (PRR) and SP 694 (ORR)	Referral Agency
Primary Regional Road (PRR)	Category 1, 2 and 3	Main Roads WA
Other Regional Road (ORR)	Category 1, 2 and 3	Department of Planning

The regional road network (PRR and ORR) changes periodically with amendments to the MRS. This clause relates to all regional road reservations in the MRS as amended from time to time. Regional roads subject to this notice and the relevant agency that is responsible for their planning are shown on accompanying editions of plans SP 693 (PRR, MRWA) and SP 694 (ORR, WAPC).

The road categories shown on plans SP 693 (PRR) and SP 694 (ORR) classify the regional roads based on—

- (a) the permissible vehicular access arrangements to the subject land via the regional road frontage
 - Category 1 road means that frontage access is not allowed (control of access);
 - Category 2 road means that frontage access may be allowed subject to approval; and
- (b) the legibility and statutory powers of current road land requirements defined for the purpose of regional road reservation in the MRS
 - Category 3 road means that the subject regional road reservation is not accurately defined or is subject to review by the agency that is responsible for planning of the regional road.

“Category 1 road” applies where regional roads—

- (a) are constructed or planned to a fully controlled and grade separated freeway standard; or
- (b) are constructed or planned to an access controlled arterial standard, (i.e. functioning as Primary Distributor or Integrator Arterial (District Distributor) road with widely spaced signalised intersections or roundabouts, and a few, if any, direct access points to individual sites or local streets.

“Category 2 road” applies where regional roads—

- (a) are constructed or planned to a partially access controlled arterial standard, (i.e. a primary or district distributor road with direct connections to local streets and driveways to larger sites, but with some restriction of direct frontage access to individual properties); or
- (b) have direct frontage access to abutting properties due to the historic development of the road and properties.

“Category 3 road” applies where regional road reservation is not accurately defined or is under review.

For enquiries and assistance regarding—

- (a) PRR Category 1, 2 and 3—call Main Roads WA on 138 138.
- (b) ORR Category 1, 2 and 3—call Department of Planning on (08) 6551 9000.

Tables 1, 2 and 3 below outline the category of the regional road reservation and the criteria for referring development applications to agencies for comment in accordance with this instrument of delegation.

Table 1—Referral process of development applications with respect to Category 1 (PRR or ORR) reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. Where a development application has one or more of the following characteristics— <ul style="list-style-type: none"> (a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or (b) Development with potential for a significant increase in traffic using any access, either directly or indirectly, onto the road reservation; or (c) Development, which involves direct vehicle access to and/or from the regional road reservation. 	1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

Delegation Register

[Insert Local Government Name]

Table 2—Referral process of development applications with respect to Category 2 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. Where a development application has one or more of the following characteristics— <ul style="list-style-type: none"> (a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or (b) Development with potential for a significant increase in traffic on the regional road using any access, either directly or indirectly, onto the road reservation; or 	1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.
Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
<ul style="list-style-type: none"> (c) Development, which involves the retention of more than one existing access; or additional, relocated or new access between the subject land and the road reservation; or (d) Development, which proposes retention of an existing access between the subject land and the road reservation, where alternative access is or could be made available from side or rear streets or from rights of way at rear; or (e) Development on a lot affected by the regional road reservation where— <ul style="list-style-type: none"> • all or part of the proposed development is within the regional road reservation; and • has a construction value greater than \$20 000; or (f) Development on a lot affected by the regional road reservation where— <ul style="list-style-type: none"> • none of the proposed development is within the regional road reservation; and • has a construction value greater than \$150 000 	

Table 3—Referral process of development applications with respect to Category 3 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. All development applications, other than those where local government first decides to refuse it.	1. Where the local government first decides to refuse the application under the MRS

Notes—

- (1) Copies of plans SP 693 (PRR) and SP 694 (ORR) are available from the WAPC's website: "Resolutions and instruments of delegation—WAPC Powers of local governments (MRS)". (<http://www.planning.wa.gov.au/1212.asp>)
- (2) In determining applications under this delegation, local governments shall have due regard to relevant WAPC and MRWA policy and guidelines, including but not limited to the Commission's D C Policy—5.1 *Regional Roads (Vehicular Access)*, the Transport Impact Assessment Guidelines, and MRWA *Driveways Policy*, which set out the principles and requirements to be applied when considering proposals for vehicle access to or from developments abutting certain categories of regional roads.
(<http://www.planning.wa.gov.au/publications/812.asp>; and <https://www.mainroads.wa.gov.au/BuildingRoads/StandardsTechnical/RoadandTrafficEngineering/GuidetoRoadDesign/Pages/Driveways.aspx>)
- (3) Local governments shall ensure that sufficient transport information accompanies the development application to assist the referral agency in assessing the transport implications of the proposal. This information should be provided in accordance with the WAPC's *Transport Impact Assessment Guidelines*. (<http://www.planning.wa.gov.au/publications/1197.asp>)
- (4) With regard to proposals for new noise-sensitive developments, the local government shall have due regard to the provisions of Commission's *State Planning Policy—5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning*. (<http://www.planning.wa.gov.au/publications/1182.asp>)
- (5) With regard to development application for the display of advertisements on land reserved under the MRS local government should have regard to the Commission's DC Policy 5.4 *Advertising on Reserved Land*. (<http://www.planning.wa.gov.au/publications/825.asp>)

Delegation Register

[Insert Local Government Name]

2. Referral requirements for development on land abutting the Swan River Trust Development Control Area

Applications for development on land that is outside the development control area but abutting land that is in the development control area, or which in the opinion of the local government are likely to affect waters in the development control area, shall be referred to the Swan River Trust for comment and recommendation before being determined by the local government.

3. Referral requirements for development on land abutting other reservations

Applications for development on land abutting land reserved in the MRS for purposes other than regional roads or Parks and Recreation (where the reservation corresponds with the Swan River Trust development control area and is covered by Clause 2, Section B of this notice) shall be referred to the public authority responsible for that reserved land for comment and recommendation before being determined by the local government.

In the case of land reserved for the purpose of Parks and Recreation, which is not vested or owned by another public authority, the applications shall be referred to the Department of Planning before being determined by the local government.

4. For the purpose of this Instrument of Delegation (excluding applications under clause 3, Section A)–

- (a) Where an application is referred by the local government to a public authority for comment and recommendation, the public authority shall provide comment and a recommendation, if any, within 30 days of receipt of the application. If no comment or recommendation is received within that 30 day period the local government may determine the application on the available information.
- (b) Where the recommendation provided by the public authority specified in the delegation notice is not acceptable to the local government the application, together with the recommendations provided by all public authorities consulted and the reasons why the recommendation is not acceptable to the local government, shall be referred immediately to the WAPC for determination.
- (c) The powers delegated to a member or officer of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development within the local government district under the local government's local planning scheme.

5. Referral Requirements for applications from a public authority for large format digital signage development on land within a Primary Regional Road reservation

Where applications for large format digital signage development relate to land that is reserved as Primary Regional Roads (PRR) reservation in the MRS, the following shall apply–

- (a) DoT shall refer the application to the relevant local government and Main Roads WA for comment and recommendation;
- (b) the local government and Main Roads WA shall provide their comments and recommendations, if any, to the delegate within 30 days of receipt of the application;
- (c) Once the 30 day period has elapsed, the delegate may determine the application, even in the absence of comments and recommendations; and
- (d) the delegate is not bound to follow any recommendation received.

Interpretation

In this Instrument of Delegation, unless the context otherwise requires–

- A reference to a 'position' or 'classification' contemplates and includes a reference to its successor in title.
- "access" means both entry and exit from either a road or abutting development by a vehicle.
- "Commission" or "WAPC" means the "Western Australian Planning Commission".
- "development" has the same meaning given to it in and for the purposes of the *Planning and Development Act 2005* or "development means the development or use of any land, including–
 - (a) any demolition, erection, construction, alteration of or addition to any building or structure on the land;
 - (b) the carrying out on the land of any excavation or other works;
 - (c) in the case of a place to which a Conservation Order made under section 59 of the *Heritage of Western Australia Act 1990* applies, any act or thing that–
 - (i) is likely to change the character of that place or the external appearance of any building; or
 - (ii) would constitute an irreversible alteration of the fabric of any building".
- "DoT" means the Department of Transport
- "Large format digital signage" means an electronic billboard whether freestanding or attached to another structure with a display area of greater than 13m² "local government" means a local government within the area covered by the MRS.
- "local road" means a public road other than a private road or a road subject of reservation under Part II of the MRS.
- "not acceptable" means that the local government wishes to determine the application, as a delegate of the WAPC, in a manner that is inconsistent with the recommendation received from the public agency to which the local government was required to consult under this Notice of Delegation.
- Main Roads WA means Main Roads Western Australia
- "Public authority" means any of the following–
 - (a) a Minister of the Crown in right of the State;

Delegation Register

[Insert Local Government Name]

- (b) a department of the Public Service, State trading concern, State instrumentality or State public utility;
- (c) any other person or body, whether corporate or not, who or which, under the authority of a written law, administers or carries on for the benefit of the State, a social service or public utility;
- “regional road” means any road designated under the region Scheme as follows—
 - (a) land coloured red in the Scheme Map—Primary Regional Roads; and
 - (b) land coloured dark blue in the Scheme Map—Other Regional Roads.
- “reserved land” means land reserved under Part II of the MRS.
- “road reservation” means land reserved for the purposes of a regional road in the MRS.
- “significant increase in traffic” means generating more than 100 vehicle trips in the peak hour and would therefore require a transport assessment to accompany the development application. Refer to the Commission’s *Transport Impact Assessment Guidelines*

CORRECTION TO DELEGATION 2017/02 GOVERNMENT GAZETTE 2 June 2017

PL101

CORRECTION

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2017/02 Powers of Local Governments and Department of Transport

Metropolitan Region Scheme

Certain typographical errors were recorded in the Instrument of Delegation, made under the *Planning and Development Act 2005*, and published on 30 May 2017 from page 2738 to 2743 of the *Government Gazette*.

The errors are corrected as follows—

1. On page 2739, the text of Resolution C is deleted and replaced with the following words—
“TO REVOKE its delegation of powers and functions to local governments and the Department of Transport as detailed in the notice entitled “DEL 2015/02 Powers of local governments and Department of Transport (MRS)” published in the *Government Gazette* on 18 December 2015, to give effect to this delegation.”

AMENDMENT TO DELEGATION 2017/02 GOVERNMENT GAZETTE, Tuesday, 18 December 2019, No.193

GUIDANCE NOTE:

The below gazettal amends the above delegation and the two must be read in conjunction.

PL402

PLANNING AND DEVELOPMENT ACT 2005

AMENDMENT TO INSTRUMENT OF DELEGATION—POWERS OF LOCAL GOVERNMENT AND DOT

Notice of amendment to the Instrument of Delegation, Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme, as gazetted on 30 May 2017

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act), the Western Australian Planning Commission (WAPC) may, by resolution published in the *Government Gazette*, delegate any function to a member, committee or officer of the WAPC or to a public authority or to a member or officer of a public authority.

In accordance with section 16 (4) of the Act, a reference in this instrument to a function or power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 12 December 2018, pursuant to section 16 of the Act, the WAPC resolved—

- A. To amend the Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme as gazetted on 30 May 2017, as set out in Schedule 1 below.

SAM FAGAN, Secretary,
Western Australian Planning Commission.

Delegation Register

[Insert Local Government Name]

Schedule 1

1. Instrument of delegation amended

The amendments within this Schedule are to the Schedules set out in the Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme, as gazetted on 30 May 2017 and as amended.

2. Amendment to Section A

1. The word “but excluding any application relating to large format digital signage” are deleted from clause 2.

2. Clause 3 is deleted.

3. Amendments to Section B

1. The words in brackets “(excluding applications under clause 3, Section A)” are deleted from the title to clause 4.

2. Clause 5 is deleted.

3. In the interpretation section the terms “Large format digital signage” and “Public Authority” and their respective definitions, are deleted.

Delegation Register

[Insert Local Government Name]

10.2.3 Development Control Powers – Powers of Local Governments - Greater Bunbury Region Scheme (DEL.2014/01)

GUIDANCE NOTE:

This delegation must be read in conjunction with amendments Gazetted on 22 August 2017, No.165 – please see inserted text below.

1420

GOVERNMENT GAZETTE, WA

9 May 2014

PL406*

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

DELEGATION POWERS OF LOCAL GOVERNMENTS (GBRS) DEL 2014/01

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the Greater Bunbury Region Scheme

Preamble

Unless exempted by clause 25 and 26, under clause 24 of the Greater Bunbury Region Scheme (GBRS), on reserved land, a person must not commence or carry out development unless that person has planning approval. Development on zoned land requires planning approval if it is of a kind or class set out in a resolution of the Western Australian Planning Commission (WAPC) under clause 27 of the GBRS. Parts 7 and 8 of the GBRS sets out the requirements, procedures and functions of the WAPC in relation to the determination of applications for planning approval.

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 22 April 2014, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A TO DELEGATE to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Parts 7 and 8 of the Greater Bunbury Region Scheme, of applications for approval to commence and carry out development as specified in schedules 1 and 2, within their respective districts, subject to the terms set out in schedule 3;
- B TO REVOKE its delegation of powers and functions to local governments as detailed in a notice published in the *Government Gazette* of 20 April 2012 (pages 1717—1722).

TIM HILLYARD, Secretary,
Western Australian Planning Commission.

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

SCHEDULE 1—Development on reserved land delegated to local governments

1. Development on land in a regional road reservation where the local government accepts the recommendation and any advice of the advice agency.
2. Development of private jetties and associated facilities located in an artificial waterway in the waterways reservation.
3. Development on reserved land, which requires planning approval under the GBRS and which is—
 - (a) Ancillary and incidental development that does not conflict with the purposes of the reservation; and
 - (b) Development where the local government accepts the recommendation and any advice of the public authority responsible for that reserved land.
4. Any extension and/or change to a non-conforming use which requires planning approval under the GBRS and which is one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of the Department of Planning.
 - (b) Development for which the local government decides to refuse.

Delegation Register

[Insert Local Government Name]

SCHEDULE 2—Development on zoned land delegated to local governments

Applications for development on zoned land, excluding public works undertaken by public authorities—

1. On land abutting regional open space reservations, development which requires planning approval under the GBRs and which is one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of the Department of Planning.
 - (b) Development for which the local government decides to refuse approval under the GBRs.
2. On land abutting a primary regional roads reservation, development which requires planning approval under the GBRs and which is of one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of Main Roads Western Australia.
 - (b) Development for which the local government decides to refuse approval under the GBRs.
3. On land abutting an other regional roads reservation, development which requires planning approval under the GBRs and which is of one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of the Department of Planning.
 - (b) Development which—
 - i. complies with an approved access policy pertaining to other regional roads reservations submitted by the local government and endorsed by the WAPC, and
 - ii. is approved subject to conditions requiring compliance with that policy.
 - (c) Development for which the local government decides to refuse approval under the GBRs.
4. On land abutting a port installations, public purposes, railways, state forests or waterways reservation, development of one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of the public authority responsible for that reserved land.
 - (b) Development for which the local government decides to refuse approval under the GBRs.
5. On land in the water catchments special control area (SCA No. 1), development which requires planning approval under the GBRs and which is of one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of the Department of Water and/or the Water Corporation, as the case may be.
 - (b) Development for which the local government decides to refuse approval under the GBRs.
6. On land in the Kemerton industrial zone buffer special control area (SCA No. 2), development which requires planning approval under the GBRs and which is one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of the Department of State Development and the Environmental Protection Authority.
 - (b) Development for which the local government decides to refuse under approval under the GBRs.
7. On land in the Glen Iris service corridor buffer special control area (SCA No. 3) development which requires planning approval under the GBRs and which is one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of the Bunbury Port Authority, Department of State Development and the Environmental Protection Authority.
 - (b) Development for which the local government decides to refuse approval under the GBRs.

Delegation Register

[Insert Local Government Name]

8. On land in the Wastewater Treatment Plant Odour Buffer special control area (SCA No. 4) development which requires planning approval under the GBRs and which is one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of the Water Corporation.
 - (b) Development for which the local government decides to refuse approval under the GBRs.
9. Development of one or more of the following kinds which is on land in, adjacent to or in close proximity to the strategic agricultural resource policy area and which requires planning approval under the GBRs—
 - (a) Development where the local government accepts the recommendation and any advice of the Department of Agriculture and Food.
 - (b) Development for which the local government decides to refuse approval under the GBRs.
10. Development of one or more of the following kinds which is on land in, adjacent to or in close proximity to the strategic minerals and basic raw materials resource policy area and which requires planning approval under the GBRs—
 - (a) Development where the local government accepts the recommendation and any advice of the Department of Mines and Petroleum.
 - (b) Development for which the local government decides to refuse approval under the GBRs.
11. Development of one or more of the following kinds which is on land partly or wholly within the land subject to the floodplain management policy area and which requires planning approval under the GBRs—
 - (a) Development where the local government accepts the recommendation and any advice of the Department of Water;
 - (b) Development for which the local government decides to refuse approval under the GBRs.
12. Development in an activity centre which is for shop-retail purposes and which requires planning approval under the GBRs and which is for one or more of the following kinds—
 - (a) Development generally in accordance with a WAPC endorsed activity centres structure plan;
 - (b) Development for which the local government decides to refuse approval under the GBRs.
13. Development in the rural zone, other than for an animal husbandry-intensive, which requires planning approval under the GBRs and for which the local government decides to refuse approval under the GBRs.
14. Development for an animal husbandry-intensive premises, or for any extension or addition in excess of 100 m² to the improvements of an existing animal husbandry-intensive premises and which is one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of the Department of Planning, Department of Agriculture and Food, Department of Health, Department of Environmental Regulation, Department of Parks and Wildlife and/or Environmental Protection Authority.
 - (b) Development for which the local government decides to refuse approval under the GBRs.
15. Any extension and/or change to a non-conforming use which requires planning approval under the GBRs and which is one or more of the following kinds—
 - (a) Development where the local government accepts the recommendation and any advice of the Department of Planning.
 - (b) Development for which the local government decides to refuse.

SCHEDULE 3—Terms of delegations to determine development on reserved and zoned land

1. Under clause 36 of the GBRs, an application for planning approval is to be submitted to the local government, which, if the application is to be determined by the WAPC, shall forward it to the WAPC in seven days and make recommendations to the WAPC within 42 days, or such longer period as the WAPC allows.
2. An application for development on reserved land, excluding regional open space, shall be referred within seven days to the public authority responsible for that reserved land for advice and recommendation before being considered by the local government.
3. An application for development on or abutting regional open space reservations, shall be referred within seven days to the Department of Planning for advice and recommendation before being considered by the local government.
4. An application for development in or abutting a primary regional roads reservation shall be referred within seven days to Main Roads Western Australia for advice and recommendation before being considered by the local government.

Delegation Register

[Insert Local Government Name]

5. An application for development in or abutting an other regional roads reservation shall be referred within seven days to the Department of Planning for advice and recommendation before being considered by the local government.
6. An application for development abutting a port installations, public purposes, railways, state forests or waterways reservation shall be referred within seven days to the public authority responsible for that reserved land for advice and recommendation before being considered by the local government.
7. An application for development within the water catchments special control area (SCA No. 1) shall be referred within seven days to the Department of Water and/or the Water Corporation for advice and recommendation before being considered by the local government.
8. An application for development in the Kemerton industrial zone buffer special control area (SCA No. 2) shall be referred within seven days to the Department of State Development and the Environmental Protection Authority for advice and recommendation before being considered by the local government.
9. An application for development in the Glen Iris service corridor buffer special control area (SCA No. 3) shall be referred within seven days to the Bunbury Port Authority, Department of State Development and the Environmental Protection Authority for advice and recommendation before being considered by the local government.
10. An application for development in the Wastewater Treatment Plant Odour Buffer special control area (SCA No. 4) shall be referred within seven days to the Water Corporation for advice and recommendation before being considered by the local government.
11. An application for development within, adjacent to or in close proximity to the strategic agricultural resource policy area shall be referred within seven days to the Department of Agriculture and Food for advice and recommendation before being considered by the local government.
12. An application for development in, adjacent to or in close proximity to the strategic minerals and basic raw materials resource policy area shall be referred within seven days to the Department of Mines and Petroleum for advice and recommendation before being considered by the local government.
13. An application for development partly or wholly within the floodplain management policy area shall be referred within seven days to the Department of Water for advice and recommendation before being considered by the local government.
14. An application for an animal husbandry-intensive premises shall be referred to the Department of Planning, Department of Agriculture and Food, Department of Health, Department of Environmental Regulation, Department of Parks and Wildlife and/or the Environmental Protection Authority for advice and recommendation before being considered by the local government.
15. An application for any extension and/or change to a non-conforming use shall be referred within seven days to the Department of Planning for advice and recommendation before being considered by the local government.
16. Where an application is referred to an advice agency for advice and recommendation the agency is to be advised that if no advice or recommendation has been received within thirty days of receipt of the application by the advice agency the application may be determined on the available information; and the WAPC, or delegate of, or a local government acting under delegated power, may determine the application on that basis.
17. Following referral for advice and recommendation, an application which is to be determined by the WAPC shall be forwarded as soon as practicable to the WAPC with the advice and recommendations provided by all the advice agencies consulted together with the advice and recommendation of the local government.
18. Where the recommendation provided by an advice agency specified above is not acceptable to the local government, the application, together with the recommendations provided by all advice agencies consulted and the reasons why the recommendation is not acceptable to the local government, shall be forwarded immediately to the WAPC for determination.
19. Each local government shall report to the WAPC, in the form and manner required by the WAPC, all decisions made under this instrument of delegation.
20. The powers delegated to members and officers of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development in the local government district under the local planning scheme.

SCHEDULE 4—Definitions

In this instrument of delegation, words have the meanings given to them in the Act and the GBRS. Unless the context otherwise requires—

‘Abutting’ reserved land means the zoned land shares a common boundary with reserved land.

‘Access’ means entry or exit (or both) from either a road or abutting development by a vehicle.

‘Activity centre’ means the category of activity centres set out in Table 2 of the *Activity Centres for Greater Bunbury Policy*, namely—

- City Centre
- District Centres
- Neighbourhood centres
- Special Centres
- Town Centres

Delegation Register

[Insert Local Government Name]

- 'Advice agency' means a department, public authority or body which is requested to provide advice and recommendations on applications for planning approval under the GBRS as an agency responsible for reserved land or to which local governments refer applications under the terms of schedule 3.
- 'Animal husbandry-intensive' has the same meaning as in the *Town Planning Regulations 1967*.
- 'Forward to the WAPC' and similar expressions mean convey by mail, by hand or electronically to the Bunbury office of the Department of Planning.
- 'Net lettable area' means the area of all floors within the internal finished surfaces of permanent walls but excludes the following areas—
- all stairs, toilets, cleaner's cupboards, lift shafts and motor rooms, tea rooms and plant rooms and other service areas;
 - lobbies between lifts facing other lifts servicing the same floor
 - areas set aside for the provision of facilities or services to the floor or building;
 - areas set aside for the provision of facilities or services to the floor or building where such facilities are not for the exclusive use of occupiers of the floor or building.
- 'Non-conforming use' has the same meaning as it has in the Planning and Development Act 2005 section 172.
- 'Not acceptable' means that the local government wishes the application to be determined in a manner that is inconsistent with the advice and/or recommendation received from the advice agency which the local government was required to consult.
- 'Planning approval' and 'planning approval under the GBRS' mean the planning approval of the WAPC as required under the GBRS and by resolution of the WAPC under clause 27 of the GBRS, whether granted by the WAPC or by delegates of the WAPC including committees, officers, local governments and members and officers of local governments.
- 'Proximity' and 'in close proximity' mean that the development is, in the opinion of the WAPC or local government, sufficiently close to a policy area for the effects of activities in the policy area (such as noise, odour, spray drift or dust) to be likely to have an adverse effect on the proposed use, and/or for the effects of the development to be likely to have an adverse effect on uses in the policy area.
- 'Shop-retail' means the land use activities included in "Planning land use category 5: Shop/Retail" as defined by the Commission's South West Land Use and Employment Survey (as amended from time-to-time).

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[Insert Local Government Name]

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AMENDMENT TO DELEGATION 2014/01 GOVERNMENT GAZETTE, Tuesday, 22 August 2017, No.165

GUIDANCE NOTE:

The below gazettal amends the above delegation and the two must be read in conjunction.

PL404

PLANNING AND DEVELOPMENT ACT 2005 AMENDMENT TO INSTRUMENT OF DELEGATION 2014/01 Powers of Local Governments (GBRS)

Amendment to the Instrument of Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the Greater Bunbury Region Scheme as gazetted on 9 May 2014.

Preamble

Unless exempted by clause 25 and 26, under clause 24 of the Greater Bunbury Region Scheme (GBRS), on reserved land, a person must not commence or carry out development unless that person has planning approval. Development on zoned land requires planning approval if it is of a kind or class set out in a resolution of the Western Australian Planning Commission (WAPC) under clause 27 of the GBRS. Parts 7 and 8 of the GBRS sets out the requirements, procedures and functions of the WAPC in relation to the determination of applications for planning approval.

Under section 16 of the *Planning and Development Act 2005* (the Act) the WAPC may, by resolution published in the *Government Gazette*, delegate any function to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.

Resolution under s 16 of the Act (delegation)

On 24 May 2017, pursuant to section 16 of the Act, the WAPC Resolved—

- A. To amend its delegation of powers and functions to local governments in the Instrument of Delegation DEL 2014/01 Powers of local governments (GBRS) published in the *Government Gazette* on 9 May 2014 (pages 1420-1425) by replacing all references to "Strategic Agricultural Resource Policy" with "Priority Agricultural Land Policy".

KERRINE BLENKINSOP, Secretary,
Western Australian Planning Commission.

Delegation Register

[Insert Local Government Name]

10.2.4 Development Control – Powers of Local Governments - Peel Region Scheme (DEL.2008/12)

GUIDANCE NOTE:

This delegation must be read in conjunction with amendments Gazetted on 30 June 2009 and 3 November 2017 – please see amendment text inserted below.

19 December 2008

GOVERNMENT GAZETTE, WA

5449

<i>Legislation: Planning and Development Act 2005 (s16)</i>		
<i>Title: DEL 2008/12 Powers of local governments (PRS)</i>		
<i>Resolution Date: 16/12/2008</i>	<i>Gazetted Date: 19/12/2008</i>	<i>File: 970-1-1-3</i>
<i>Repeals: Delegation to local governments gazetted 28/03/2003</i>		

Planning and Development Act 2005

INSTRUMENT OF DELEGATION

DEL 2008/12 POWERS OF LOCAL GOVERNMENTS (PRS)

Notice of delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the Peel Region Scheme

Preamble

Under clause 18 of the Peel Region Scheme (PRS), and subject to the exemptions stated in clauses 19 and 20, development on reserved land requires planning approval. On zoned land, development requires planning approval if it is of a kind or class set out in a resolution of the Western Australian Planning Commission (the WAPC) under clause 21 of the PRS. Parts 7 and 8 of the PRS set out the requirements, procedures and functions of the WAPC in relation to the determination of applications for planning approval.

Under section 16 of the *Planning and Development Act 2005* (the Act) the WAPC may, by resolution published in the *Government Gazette*, delegate any function to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 16 December 2008, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions in respect of the determination, in accordance with Parts 7 and 8 of the Peel Region Scheme, of applications for approval to commence and carry out development specified in Schedules 1 and 2, within their respective districts, subject to the terms set out in schedule 3;
- B TO REVOKE its delegation of powers and functions to local governments as detailed in a notice published in the *Government Gazette* of 28 March 2003 (pages 993-994).

WAYNE WINCHESTER, Secretary,
Western Australian Planning Commission.

PLANNING AND DEVELOPMENT ACT 2005

Instrument of Delegation

SCHEDULE 1—Development on reserved land delegated to local governments

1. Development on land in a regional road reservation where the local government accepts the advice and/or recommendation of the advice agency.
2. Development of private jetties and associated facilities located in an artificial waterway in the waterways reservation.

SCHEDULE 2—Development on zoned land delegated to local governments

Applications for development on zoned land, except in respect of public works undertaken by public authorities—

1. On land abutting regional open space reservations, development which requires planning approval under the PRS and for which the local government decides to refuse approval under the PRS.
2. On land abutting a primary regional roads reservation, development which requires planning approval under the PRS and which is of one or more of the following kinds—
 - (a) Development where the local government accepts the advice and/or recommendation of Main Roads Western Australia.
 - (b) Development for which the local government decides to refuse approval under the PRS.

Delegation Register

[Insert Local Government Name]

5450

GOVERNMENT GAZETTE, WA

19 December 2008

3. On land abutting an other regional roads reservation, development which requires planning approval under the PRS and which is of one or more of the following kinds—
 - (a) Development where the local government accepts the advice and/or recommendation of the Department for Planning and Infrastructure.
 - (b) Development which—
 - (i) complies with an approved access policy pertaining to other regional roads reservations, or a specified section of the other regional roads reservation, submitted by the local government and endorsed by the WAPC, and
 - (ii) is approved subject to conditions requiring compliance with that policy.
 - (c) Development for which the local government decides to refuse approval under the PRS.
4. On land in the water catchments special control area (SCA No. 1), development which requires planning approval under the PRS and which is of one or more of the following kinds—
 - (a) Development where the local government accepts the advice and/or recommendation of the Department of Water and/or the Water Corporation, as the case may be.
 - (b) Development for which the local government decides to refuse approval under the PRS.
5. Development of the following kinds which is for shopping purposes and which requires planning approval under the PRS—
 - (a) Development which—
 - (i) is consistent with an approved centre plan, local commercial strategy or local planning strategy endorsed by the WAPC not more than five years prior to the application for planning approval being lodged, and
 - (ii) is approved subject to conditions requiring compliance with that plan or strategy.
 - (b) Development for which the local government decides to refuse approval under the PRS.
6. Development in the rural zone, other than for a poultry farm, which requires planning approval under the PRS and for which the local government decides to refuse approval under the PRS.
7. Development for a new poultry farm or for any extension or addition in excess of 100 m² to the improvements of an existing poultry farm, for which the local government decides to refuse approval under the PRS.

SCHEDULE 3—Terms of delegations to determine development on reserved and zoned land

1. Under clause 30 of the PRS, an application for planning approval is to be submitted to the local government, which, if the application is to be determined by the WAPC, shall forward it to the WAPC within seven days and may (within 42 days, or such longer period as the WAPC allows) make recommendations to the WAPC.
2. An application for development in or abutting a primary regional roads reservation is to be referred within seven days to Main Roads Western Australia for advice and recommendation before being considered by the local government.
3. An application for development in or abutting another regional roads reservation is to be referred within seven days to the Department for Planning and Infrastructure for advice and recommendation before being considered by the local government.
4. An application for development within the water catchments special control area (SCA No. 1) is to be referred within seven days to the Department of Water and/or the Water Corporation for advice and recommendation before being considered by the local government.
5. Where an application is referred to an advice agency for advice and recommendation the agency is to be advised that if no advice or recommendation has been received within thirty days of receipt of the application by the advice agency the application may be determined on the available information; and the WAPC, or a local government acting under delegated power, may determine the application on that basis.
6. Following referral of any application referred to in Schedule 2 for advice and recommendation and where the local government does not accept the advice and/or recommendation of the advice agency, an application which is consequently to be determined by the WAPC is to be forwarded as soon as practicable to the WAPC with the advice and recommendations provided by all advice agencies consulted together with the advice and recommendation of the local government. These should be accompanied by the reasons why the recommendation of the advice agency is not acceptable to the local government.
7. Each local government shall report to the WAPC, in the form and manner required by the WAPC, all decisions made under this instrument of delegation.
8. The powers delegated to members and officers of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development in the local government district under the local planning scheme.

Delegation Register

[Insert Local Government Name]

19 December 2008

GOVERNMENT GAZETTE, WA

5451

SCHEDULE 4—Definitions

In this instrument of delegation, words have the meanings given to them in the Act and the PRS. Unless the context otherwise requires—

‘**Abutting**’ reserved land means the zoned land shares a common boundary with reserved land.

‘**Access**’ means entry or exit (or both) from either a road or abutting development by a vehicle.

‘**Advice agency**’ means a department, public authority or body which is requested to provide advice and recommendations on applications for planning approval under the PRS as an agency responsible for reserved land or to which local governments refer applications under the terms of schedule 3.

‘**Centre plan**’, ‘**local commercial strategy**’ and ‘**local planning strategy**’, for the purposes of paragraph 5(a) of schedule 2, mean a strategic planning document, submitted to and endorsed by the WAPC, specifying the planned future character and scale of the commercial centre or shopping centre where development is proposed, with limits for such components as uses, floorspace, lettable area, etc.

‘**Forward to the WAPC**’ and similar expressions mean convey by mail, by hand or electronically to the Peel region office of the Department for Planning and Infrastructure.

‘**Not acceptable**’ means that the local government wishes the application to be determined in a manner that is inconsistent with the advice and/or recommendation received from the advice agency which the local government was required to consult.

‘**Planning approval**’ and ‘**planning approval under the PRS**’ mean the planning approval of the WAPC as required under the PRS and by resolution of the WAPC under clause 21 of the PRS, whether granted by the WAPC or by delegates of the WAPC including committees, officers, local governments and members and officers of local governments.

‘**Shopping purposes**’ means use for any of the purposes defined in Appendix 4 of the proposed *Metropolitan Centres Policy Statement for the Perth Metropolitan Region* (WAPC) but excluding hotels, taverns, night clubs, and function and reception centres.

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Delegation Register

[Insert Local Government Name]

AMENDMENT TO DELEGATION 2008/12

GUIDANCE NOTE:

The below gazettal amends the above delegation and must be read in conjunction the any additional amendments to the delegation.

30 June 2009

GOVERNMENT GAZETTE, WA

2643

PI410*

PLANNING AND DEVELOPMENT ACT 2005 AMENDMENT TO INSTRUMENT OF DELEGATION 2008/12 POWERS OF LOCAL GOVERNMENTS (PRS)

Amendment to the Instrument of Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the Peel Region Scheme as gazetted on 19 December 2008.

Preamble

Under clause 18 of the Peel Region Scheme (PRS), and subject to the exemptions stated in clauses 19 and 20, development on reserved land requires planning approval. On zoned land, development requires planning approval if it is of a kind or class set out in a resolution of the Western Australian Planning Commission (the WAPC) under clause 21 of the PRS. Parts 7 and 8 of the PRS set out the requirements, procedures and functions of the WAPC in relation to the determination of applications for planning approval.

Under section 16 of the *Planning and Development Act 2005* (the Act) the WAPC may, by resolution published in the *Government Gazette*, delegate any function to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.

Resolution under s 16 of the Act (delegation)

On 23 June 2009, pursuant to section 16 of the Act, the WAPC Resolved—

- A To amend its delegation of powers and functions to local governments in the Instrument of Delegation DEL 2008/12 Powers of local governments (PRS) published in the *Government Gazette* on 19 December 2008 (pages 5449—5451) by replacing all references to "Department for Planning and Infrastructure" with "Department of Planning".

TONY EVANS, Secretary,
Western Australian Planning Commission.

AMENDMENT TO DELEGATION 2008/12

GUIDANCE NOTE:

The below gazettal amends the above delegation and must be read in conjunction the any additional amendments to the delegation.

3 November 2017

GOVERNMENT GAZETTE, WA

5503

PL409

PLANNING AND DEVELOPMENT ACT 2005 AMENDMENT TO INSTRUMENT OF DELEGATION DEL2008/12 Power of Local Governments

Amendment to the Instrument of Delegation to local governments of certain powers and functions of the Western Australian Planning Commission, under the Peel Region Scheme

Preamble

Under clause 18 of the Peel Region Scheme (PRS), and subject to the exemptions stated in clauses 19 and 20, development on reserved land requires planning approval. On zoned land, development requires planning approval if it is of a kind or class set out in a resolution of the Western Australian Planning Commission (the WAPC) under clause 21 of the PRS. Parts 7 and 8 of the PRS set out the requirements, procedures and functions of the WAPC in relation to the determination of applications for planning approval.

Under section 16 of the *Planning and Development Act 2005* (the Act), the WAPC may, by resolution published in the *Government Gazette*, delegate any function to a member, committee or officer of the WAPC or to a public authority or to a member or officer of a public authority.

In accordance with section 16 (4) of the Act, a reference in this instrument to a function or power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred on the WAPC by the Act or any other written law as the case requires

Delegation Register

[Insert Local Government Name]

Resolution under section 16 of the Act (delegation)

On 24 May 2017, pursuant to section 16 of the Act, the WAPC resolved—

- A. To delegate to local governments, and to members and officers of those local governments, its powers and functions in respect of the determination, in accordance with Parts 7 and 8 of the Peel Region Scheme, of applications for approval to commence and carry out development specified in Schedule A, within their respective districts, subject to the terms set out in Schedule B;
- B. To amend the Instrument of Delegation DEL2008/12 Powers of Local Governments (PRS) made by the WAPC on 16 December 2008 and published in the *Government Gazette* on 19 December 2008 at pages 5449-5451 (and as amended) (DEL 2008/12), as set out in Schedule C below, to give effect to this resolution.

KERRINE BLENKINSOP, Secretary,
Western Australian Planning Commission.

Schedule A

Applications for development on zoned land, excluding public works undertaken by public authorities

8. Development of one or more of the following kinds, which is on land in, adjacent to or in close proximity to Priority Agricultural Land as identified in Appendix 1 of the PRS Priority Agricultural and Rural Land Use Policy, and which requires planning approval under the PRS—

- (a) Development where the local government accepts the recommendation and any advice of the Department of Agriculture and Food.
- (b) Development for which the local government decides to refuse approval under the PRS.

Schedule B

5. An application for development in, adjacent to or in close proximity to Priority Agricultural Land, as identified in Appendix 1 of the PRS Priority Agricultural and Rural Land Use Policy, shall be referred within seven days to the Department of Agriculture and Food for advice and recommendation before being considered by the local government."

5504

GOVERNMENT GAZETTE, WA

3 November 2017

Schedule C

1. Instrument of Resolution amended

The amendments within this Schedule are to the Schedules set out in DEL 2008/12.

2. Schedule 2—amended (page 5450)

Schedule 2 is amended by the addition of the following clause—

"8. Development of one or more of the following kinds, which is on land in, adjacent to or in close proximity to Priority Agricultural Land, as identified in Appendix 1 of the PRS Priority Agricultural and Rural Land Use Policy, and which requires planning approval under the PRS—

- (a) Development where the local government accepts the recommendation and any advice of the Department of Agriculture and Food.
- (b) Development for which the local government decides to refuse approval under the PRS."

3. Schedule 3—amended (page 5450)

Schedule 3 is amended by inserting a new clause 5 as follows—

"5. An application for development in, adjacent to or in close proximity to Priority Agricultural Land, as identified in Appendix 1 of the PRS Priority Agricultural and Rural Land Use Policy, shall be referred within seven days to the Department of Agriculture and Food for advice and recommendation before being considered by the local government."

Further, existing clauses 5, 6, 7 and 8 of Schedule 3 are renumbered to 6, 7, 8 and 9, respectively.

4. Schedule 4—amended (page 5451)

The heading for Schedule 4 is amended to read "Schedule 4—Definitions and Interpretation"

Schedule 4 is amended by inserting the following definition and interpretation provision—

'Proximity' and 'in close proximity' mean that the development is, in the opinion of the WAPC or local government, sufficiently close to a policy area for the effects of activities in the policy area (such as noise, odour, spray drift or dust) to be likely to have an adverse effect on the proposed use, and/or for the effects of the development to be likely to have an adverse effect on uses in the policy area

A reference to a department or agency contemplates and includes a reference to its successor in title.

5. Index—amended (page 5451)

The "Delegations in relation to zoned land" section of the Index is amended to include a new line below "poultry farm" which reads—

"in/near the Priority Agricultural Land" - 8 5"

Delegation Register

[Insert Local Government Name]

10.2.5 Development Control – Powers of Local Government – Ningaloo Coast Regional Interim Development Order 2007 (DEL.208/14)

5456

GOVERNMENT GAZETTE, WA

19 December 2008

Legislation: Planning and Development Act 2005 (s16)

Title: DEL 2008/14 Powers of local governments (Ningaloo Coast RIDO 2007)

Resolution Date: 16/12/2008 *Gazetted Date:* 19/12/2008 *File:* 970-1-1-3

Revokes: Delegation to local governments gazetted 12/10/2007

Planning and Development Act 2005

INSTRUMENT OF DELEGATION

DEL 2008/14 POWERS OF LOCAL GOVERNMENTS (NINGALOO COAST RIDO 2007)

Notice of delegation to local governments of development control powers of the Western Australian Planning Commission relating to the Ningaloo Coast Regional Interim Development Order 2007

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 16 December 2008, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A TO DELEGATE its functions under the Ningaloo Coast Regional Interim Development Order 2007 (the Order) as specified in column 1 of the schedule to local governments and to members and officers of those local governments specified in column 2 of the schedule, in respect of land described in column 3 of the schedule;
- B TO REVOKE its delegation of powers and functions to local governments as detailed in a notice published in the *Government Gazette* of 12 October 2007 (pages 5532-5533).

WAYNE WINCHESTER, Secretary,
Western Australian Planning Commission.

PLANNING AND DEVELOPMENT ACT 2005

Instrument of delegation SCHEDULE 1

Column 1 (Powers and Functions)	Column 2 (Local Government)	Column 3 (Land)
<p>Power to determine an application made under Part 3 of the Order in accordance with the procedure set out in Part 4 of the Order except—</p> <ul style="list-style-type: none"> (i) where the WAPC, by notice in writing in each case, advises the local government that it is of the opinion that an application should be determined by the WAPC on the grounds that the proposal is of State or regional importance or is in the public interest; and (ii) where the local government is of the opinion that an application should be determined by the WAPC on the grounds that the proposal is of State or regional importance or is in the public interest. <p>The powers delegated to members and officers of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development in the local district under the local planning scheme.</p>	<ul style="list-style-type: none"> • Shire of Carnarvon • Shire of Exmouth 	<p>Applies to applications for development of land defined in—</p> <ul style="list-style-type: none"> • Map 1 Area of Delegation (Carnarvon) • Map 2 Area of Delegation (Exmouth)

Delegation Register

[Insert Local Government Name]

10.2.6 Development Control – Powers of Local Governments – Hope Valley-Wattleup Redevelopment Act 2000 and Master Plan (DEL.2011/01)

Legislation: Planning and Development Act 2005 (s16)
Title: DEL 2011/01 Powers of local governments (Hope Valley-Wattleup Redevelopment Act 2000)
Resolution Date: 25 /1 /2011 Gazettal Date: 4/2/2011 File: 801-2-1-22 P10

Planning and Development Act 2005

INSTRUMENT OF DELEGATION

DEL 2011/01 POWERS OF LOCAL GOVERNMENTS (HOPE VALLEY-WATTLEUP REDEVELOPMENT ACT 2000 AND MASTER PLAN)

Notice of delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the *Hope Valley-Wattleup Redevelopment Act 2000* and the Hope Valley-Wattleup Master Plan

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 25 January 2011, pursuant to section 16 of the Act, the WAPC RESOLVED:

- A TO DELEGATE to certain local governments, to officers of those local governments, to the Statutory Planning Committee and the Chairman of the WAPC, and to officers of the Department of Planning (DoP) from time to time holding or acting in those offices, as set out in column 2 of the attached Schedule, its powers and functions under the *Hope Valley-Wattleup Redevelopment Act 2000* and in respect of the Hope Valley-Wattleup Master Plan as specified in column 1 of the attached Schedule, within their respective districts as specified in column 3 of the attached Schedule.

Tony Evans, Secretary
Western Australian Planning Commission

Delegation Register

[Insert Local Government Name]

Instrument of Delegation

Schedule 1

Column 1 (Powers and functions delegated)	Column 2 (Local Government and officers, WAPC committee and Chairman, and DoP officers)	Column 3 (Conditions)
<p>1.1. Power to determine applications for development approval as set out in Part 4 of the <i>Hope Valley-Wattleup Redevelopment Act 2000</i> and Part 10 and Part 11 of the <i>Hope Valley-Wattleup Master Plan</i> except where:</p> <p>(a) the land is reserved for a public purpose in the <i>Hope Valley-Wattleup Master Plan</i>; or</p> <p>(b) the decision to refuse or approve with or without conditions would be contrary to the recommendation of the Western Australian Land Authority in its submission on the application made pursuant to clause 11.1 of the <i>Hope Valley-Wattleup Master Plan</i>; or</p> <p>(c) the WAPC has advised the local government in writing that the application is to be determined by the WAPC; or</p> <p>(d) the local government decides to forward the application to the WAPC for the WAPC's determination.</p> <p>1.2. Power to amend or revoke a planning approval previously granted by the local government under delegated power, as set out in clause 9.2 of the <i>Hope Valley-Wattleup Master Plan</i>.</p> <p>1.3. Power to grant approval to unauthorised existing development or use as set out in clause 9.3 of the <i>Hope Valley-Wattleup Master Plan</i>.</p> <p>1.4. Power to authorise any of the local government's employees to enter a building or land for the observance of the Master Plan as set out in clause 12.1.2 of the <i>Hope Valley-Wattleup Master Plan</i>.</p> <p>1.5. Power to issue a written notice under clause 12.2 of the <i>Hope Valley-Wattleup Master Plan</i>.</p> <p>1.6. Power to defend and otherwise deal with reviews lodged with the State Administrative Tribunal under section 29 of the <i>Hope Valley-Wattleup Redevelopment Act 2000</i> and to appeal, defend, respond and otherwise deal with any legal proceedings as it relates to this notice of delegation affecting the Hope Valley-Wattleup Redevelopment Area.</p> <p>1.7. Power to issue a written notice under section 31(1) of the <i>Hope Valley-Wattleup Redevelopment Act 2000</i>.</p> <p>1.8. Power under section 31(6) of the <i>Hope Valley-Wattleup Redevelopment Act 2000</i> to take steps to remove, pull down, take up or alter any unlawful development, and recover the costs incurred in so doing.</p> <p>1.9. Power to commence and undertake a prosecution for an offence committed under section 25 or section 31 of the <i>Hope Valley-Wattleup Redevelopment Act 2000</i>.</p>	<ul style="list-style-type: none"> • Council of the City of Cockburn • Chief Executive Officer, City of Cockburn • Director of Planning and Development, City of Cockburn • Manager of Statutory Planning, City of Cockburn 	<p>Confined to land within the City of Cockburn</p>
	<ul style="list-style-type: none"> • Council of the Town of Kwinana • Chief Executive Officer, Town of Kwinana • Director of Operational and Technical Services, Town of Kwinana • Manager of Planning and Development, Town of Kwinana 	<p>Confined to land within the Town of Kwinana</p>
<p>1.10 Power to advise a local government in writing in the circumstance of 1.1(c) of this delegation that an application is to be determined by the WAPC.</p>	<ul style="list-style-type: none"> • Statutory Planning Committee of the WAPC • Chairman of the WAPC • Director General, DoP 15135.1 • Executive Director, Peel, Perth and South West Planning and Strategy, DoP 15196.1 	<p>City of Cockburn and Town of Kwinana</p>

Delegation Register

[Insert Local Government Name]

10.2.7 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)

822

GOVERNMENT GAZETTE, WA

27 March 2020

PL402

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the issuing of certificates of approval under section 15 of the *Strata Titles Act 1985*.

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 19 March 2020, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A. To delegate to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1;
- B. To declare that this instrument recording its resolution is to take effect upon the proclamation of the *Strata Titles Amendment Act 2018*.

SAM FAGAN, Secretary,
Western Australian Planning Commission.

Schedule 1

1. Applications made under section 15 of the *Strata Titles Act 1985*

Power to determine applications for the issuing of a certificate of approval under section 15 of the *Strata Titles Act 1985*, except those applications that—

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) propose the creation or postponement of a leasehold scheme;
- (d) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—
 - i. a type of development; and/or
 - ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Reporting requirements

A local government that exercises the power referred to in clause 1 is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.

Delegation Register

[Insert Local Government Name]

10.3 Main Roads Act 1930

10.3.1 Traffic Management - Events on Roads

A list of local governments authorised for Traffic Management for Events can be found on the Main Roads WA website [here](#)

**WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION**

**RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS**

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises (Insert name of Local Government) (Authorised Body) by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

- i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;
- ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or
- iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

- 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and
- 2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.

Page 1 of 2

Delegation Register

[Insert Local Government Name]

Dated:

THE COMMON SEAL OF THE
COMMISSIONER OF MAIN ROADS

WAS AFFIXED BY

COMMISSIONER OF MAIN ROADS

FOR THE TIME BEING IN THE
PRESENCE OF:

Signature of Witness

Name of Witness (please print)

ACKNOWLEDGMENT BY AUTHORISED BODY

.....(*Insert name of Local Government*)..... agrees to unconditionally observe,
perform and be bound by the above conditions.

THE COMMON SEAL of

[Insert name of Local Government]

Was hereunto affixed pursuant to a
resolution of the Council in the
presence of:

Signature of Chief Executive Officer

Signature of Witness

Name of Witness (please print)

Page 2 of 2

Delegation Register

[Insert Local Government Name]

10.3.2 Traffic Management – Road Works

A list of Local Governments authorised for the purposes of Road Traffic Code 2000 r.297(2) are available on Main Roads WA website [here](#)

WESTERN AUSTRALIA ROAD TRAFFIC CODE 2000 REGULATION 297(2) INSTRUMENT OF AUTHORISATION

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads ("the Commissioner") hereby authorises
("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Works on Roads Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner's delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.

Delegation Register

[Insert Local Government Name]

Dated:

THE COMMON SEAL OF THE)
COMMISSIONER OF MAIN ROADS)
WAS AFFIXED BY)
)
)
COMMISSIONER OF MAIN ROADS)
FOR THE TIME BEING IN THE PRESENCE OF:)

Signature of Witness

Name of Witness

ACKNOWLEDGMENT BY AUTHORISED BODY

..... agrees to observe, perform and be
bound by the above conditions.

THE COMMON SEAL OF THE)
)
.....)
WAS AFFIXED PURSUANT TO A RESOLUTION)
OF THE COUNCIL IN THE PRESENCE OF)

Chief Executive Officer

Witness

Delegation Register

[Insert Local Government Name]

10.4 Road Traffic (Vehicles) Act 2012

10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles



Government of Western Australia
Department of Transport
Driver and Vehicle Services

ROAD TRAFFIC (VEHICLES) ACT 2012

Road Traffic (Vehicles) Regulations 2014

RTVR-2017-202046

APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES

Pursuant to the *Road Traffic (Vehicles) Regulations 2014* (the *Regulations*), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:

- (a) the *Local Government Act 1995*;
- (b) regulations made under the *Local Government Act 1995*;
- (c) a local law;
- (d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1976*); or
- (e) any combination of the above paragraphs (a) to (d);

as special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the *Regulations*, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the *Regulations*, subject to the following conditions:

CONDITIONS

1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.
2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction.
3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position.
4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles.
5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.
6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.
7. Any vehicle fitted with flashing lights for the purposes of this approval must:

Delegation Register

[Insert Local Government Name]



Instrument of Delegation Register

Powers and Duties of the Council Delegated to the Chief Executive Officer

All delegations are presented in accordance with Section 5.42 of the Local Government Act 1995 as amended or other statutes as applicable to specified employees. In accordance with Section 5.44 of the LGA 1995 as amended, sub-delegations are listed in this document for consolidation purposes only and are not a matter that is to be considered by Council.

- Presentation to Council at the OMC 27 February 2020 – Item 9.4.5
- Presentation to Council at the OMC 26 March 2020 – Item 12.2
- Notice to Employees

Standard Conditions of Delegation

Each instrument of delegation describes the function being delegated and the relevant statutory reference.

In addition to the Conditions imposed under the individual delegations, any person proposing to exercise a power under delegated authority shall comply with the following standard conditions of delegation:

- In accordance with Section 5.71 of the *Local Government Act 1995* and the Shire of Broome Code of Conduct, if an employee has been delegated a power or duty relating to a matter in which the employee has an interest that employee must not exercise the power or discharge the duty and must in the case of the CEO, disclose to the Shire President the nature of the interest, and in the case of any other employee, must disclose to the CEO the nature of the interest. The LGA contains severe penalties for failure to comply.
- In accordance with Sections 5.75 and 5.76 of the *Local Government Act 1995* the delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The LGA contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.
- Any delegation exercised shall comply with any laws and regulations in force, and the requirements of any Shire of Broome local laws, Council policies and resolutions of Council.

In accordance with Section 5.46(3) of the *Local Government Act 1995* a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty. Regulation 19 of the *Local Government (Administration) Regulations 1996* requires the person to whom the power or duty has been delegated to keep a written record of :

- (a) how the person exercised the power or discharged the duty;
- (b) when the person exercised the power or discharged the duty; and
- (c) the person or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Record and Reporting requirements are specified in the individual delegations.

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LOCAL GOVERNMENT ACT 1995

LGA1 Activities Requiring Approval

Head of Power *Local Government Act 1995* (Sections 5.42 &

5.44) Power/Duty Delegated

Part	3 – Functions of local governments
Division	2 – Legislative functions of local governments 3 – Executive Functions of local governments
Section	3.18 – Performing executive functions 3.21 – Duties when performing functions 3.50 – Closing of certain thoroughfares to vehicles
Sub section	
Local Law	Shire of Broome Local Government Property and Public Places Local Law 2016 (or as amended)
Relevant Policies	3.3.6 – Trading in Public Places 3.3.7 – Horses on Cable Beach 3.4.7 – Events

Detail of delegation

The Chief Executive Officer has delegated authority to determine activities on any local government property or public place within the Broome town site area in accordance with local law.

Power to amend, vary or alter permits and licenses issued under the Local Government Property and Public Places Local Law 2016.

Conditions Imposed

The delegation is to be exercised in accordance with relevant Council policies.

Where appropriate and where the event will impact upon a public road the requirements of the Traffic Management for Events Code of Practice shall be adhered to.

Sub-delegation Permitted Yes

Sub-delegated to	Director Development and Community Director Infrastructure Manager Health, Emergency and Ranger Services Manager Governance, Strategy and Risk Coordinator Environmental Health Senior Customer Service Officer (the sub delegation to this position is limited to approval of Category 1 events and filming permits in accordance with Events Policy 3.4.7)
Record requirements	Documentation to be recorded to files LAW009, REP002, REP003, REP004 or REP005 or the appropriate reserve or property file as applicable.

LGA2 Administering the *Local Government (Miscellaneous Provisions) Act 1960*

Head of Power *Local Government Act 1995* (Sections 5.42 & 5.44)

Power/Duty Delegated

Part	
Division	
Section	448, 449, 451, 460, 474
Sub section	
Local Law	
Relevant Policies	

Detail of delegation

The Council delegates authority to the Chief Executive Officer to perform the functions in relation to the administration of the *Local Government (Miscellaneous Provisions) Act 1960* including the following:

- s 448 - give consent for cattle to be driven along or onto a street, way, or place.
- s 448 - impound cattle driven along or onto a street, way, or place, without permission.
- s 449 - establish and maintain one or more public pounds, appointing fit and proper persons to be keepers of those pounds.
- s 451(1) - close a pound and dismiss the pound keeper.
- s 460(3AA)(b) - appoint a person, and make arrangements, to carry out the sale of cattle impounded by a land owner or occupier, to which damages and sustenance charges have not been paid within 72 hours.
- s 474(4)(a) - appoint a person, and make arrangements, to carry out the sale of unclaimed cattle impounded in a public pound.

Conditions Imposed

Delegation to be in writing, any sub-delegation to be in writing and reviewed every financial year.

Sub-delegation Permitted: Yes

Sub-delegated to:

Director Development and Community:

s 364(2), s 364(3C), s 364(9), s 448, s 460(3AA)(b), s 474(4)(a)

Manager Health, Emergency and Ranger Services:

s 448, s 460(3AA)(b), s 474(4)(a)

Ranger Coordinator:

s 448,

Record requirements Documentation to be recorded as per Shire Protocols.

LGA5 Approval of Signage within Active Reserves**Head of Power** *Local Government Act 1995 (Sections 5.42 & 5.44)***Power/Duty Delegated**

Part	3 Functions of local governments
Division	3 Executive functions of local governments
Section	3.54 Reserves under control of local government
Sub section	
Local Law	Local Government Property and Public Places Local Law
Relevant Policies	Local Planning Policy 5.10 – Signs

Detail of delegation

The Chief Executive Officer is delegated authority to approve advertising/sponsor signs within active reserves in accordance with the appropriate Council policy.

Conditions Imposed

The Chief Executive Officer is to have consideration for Local Planning Policy 5.10 – Signs.

The Chief Executive Officer is to consult with Manager Health, Emergency and Ranger Services, Manager Works, Manager Sport and Recreation, Manager Community and Economic Development as required.

Sub-delegation Permitted Yes**Sub-delegated to** Director Development and Community
Manager Sport and Recreation**Record requirements** Documentation to be recorded to the relevant reserve file.

LGA6 Approval to use Council Property for Activities Involving the Sale, or Supply and Consumption of Liquor

Head of Power *Local Government Act 1995 (Section 5.42 & 5.44)*

Power/Duty Delegated

Part	3 Functions of local government
Division	3 Executive functions of local governments
Section	3.54 Reserves under control of the local government
Sub section	
Local Law	Local Government Property and Public Places Local Law (or as amended)
Relevant Policies	3.1.4 Alcohol Management 3.4.7 Events

Detail of delegation

The Chief Executive Officer is delegated authority to permit or authorise the sale, or supply and consumption of liquor on property under the care, control and management of Council.

Conditions Imposed

The Chief Executive Officer is to have regard to the Alcohol Management Policy 3.1.4.

The approval is subject to the subsequent issue of an approved liquor licence issued by the appropriate authority for the sale of liquor if required by law.

The Director Development and Community and Manager Environmental Health, Emergency and Ranger Services shall liaise with Manager Community and Economic Development, Manager Sport and Recreation, Manager Planning and Building Services and Manager Works, before exercising this delegated power.

Sub-delegation Permitted Yes

Sub-delegated to Director Development and Community
Manager Health, Emergency and Ranger Services

Record requirements Documentation to be recorded to the relevant property or reserve file.

LGA7 Approve Applications for Public Health Initiatives

Head of Power *Local Government Act 1995* (sections 5.42 & 5.44)

Power/Duty Delegated

Part	3 Functions of local governments
Division	3 Executive functions of local governments
Section	3.54 Reserves under control of a local government
Sub section	
Local Law	
Relevant Policies	

Detail of delegation

The Chief Executive Officer is delegated authority to approve applications for the public health initiative known as "condom trees".

Conditions Imposed Nil

Sub-delegation Permitted Yes

Sub-delegated to Director Development and Community
Manager Health, Emergency and Ranger Services
Coordinator Environmental Health

Record requirements Documentation to be recorded to file ENH01.

LGA10 Waiving and refunding of fees for applications administered by Development Services

Head of Power *Local Government Act 1995 (sections 5.42 & 5.44)*

Power/Duty Delegated

Part	6 Financial management
Division	4 General financial provisions
Section	6.12 Power to defer, waive or write off debts
Sub section	(1)(b)
Local Law	
Relevant Policies	3.1.2 - Waiving and Refunding of Fees

Detail of delegation

The Chief Executive Officer is delegated the power to waive or refund fees in accordance with Council's Policy and Schedule of Fees and Charges for applications made under the following legislation and local laws administered by the Development and Community Directorate:

- (a) *Building Act 2011;*
- (b) *Bush Fires Act 1954;*
- (c) *Food Act 2008;*
- (d) *Local Government Act 1995;*
- (e) *Public Health Act 2016;*
- (f) *Local Government Property and Public Places Local Law 2012; and*
- (g) *Trading, Outdoor Dining and Street Entertainment Local Law 2003.*

Conditions Imposed

Sub-delegation Permitted Yes

Sub-delegated to Director Development and Community
Manager Planning and Building Services
Manager Health, Emergency and Ranger
Services

Record requirements Documentation to be placed on recorded to the relevant building and property permit file.

LGA11 Cape Leveque Road, Wet Season Closure and Load Limits

Head of Power *Local Government Act 1995 (Section 5.42 & 5.44)*

Power/Duty Delegated

Part	3 Functions of local governments
Division	3 Executive functions of local governments
Section	3.50 Closing certain thoroughfares to vehicles
Sub section	2
Local Law	Local Government Property and Public Places Local Law 2016
Relevant Policies	

Detail of delegation

The Chief Executive Officer is delegated authority to grant approval for the section of the Broome – Cape Leveque Road from the end of the bitumen south of the Manari Road turn off to the start of the northern most sealed section near Beagle Bay to all classes of vehicles of gross mass (GVM) 11 tonnes or more, for the period from 1 December to 31 March; each year;

That approvals only be issued for heavy vehicles in excess of 11 tonne GVM and assessed as providing “essential” transport under the conditions outlined below.

Conditions Imposed

Authority to grant approval is subject to the following conditions:

- Bogie Drive vehicles allowed only, rigid truck, B - Double or rigid truck and single trailer combination;
- Road Train trip requests to be considered on their merits and be subject to appropriate conditions;
- One trip per week only, unless a special permit is provided by the Chief Executive Officer;
- Each trip cannot commence before confirmation by the Shire that substantial rain has not occurred on the road within the 48 hours preceding the trip and that clear weather is forecast;
- If substantial rain has occurred or is occurring, the vehicle will have to wait until cleared by the Shire;
- No responsibility will be taken by the Shire to recover bogged or disabled vehicles and any damages caused by any 'permit' vehicles may be chargeable to the permit holders, depending on circumstances at the time;
- The permit may be cancelled at any time at the discretion of the Chief Executive Officer, if circumstances warrant;
- These conditions may be varied at the discretion of the Chief Executive Officer based on a risk assessment basis.

Sub-delegation Permitted Yes

Sub-delegated to Director Infrastructure
Manager Works

Record requirements Documentation to be recorded to file ENR01.

LGA13 Declaring A Vehicle To Be An Abandoned Vehicle Wreck

Head of Power *Local Government Act 1995 (Section 5.42 & 5.44)*

Power/Duty Delegated

Part	3 Functions of local governments
Division	3 Executive functions of local governments
Section	3.40A Abandoned vehicle wreck may be taken
Sub section	(4)
Local Law	
Relevant Policies	

Detail of delegation

In accordance with *Local Government Act 1995* section 3.40A(4) if after seven days from the removal of a vehicle deemed to be an abandoned wreck the owner of the vehicle has not been identified or after seven days from the giving of a notice the owner has not collected the vehicle the Chief Executive Officer may declare that the vehicle is an abandoned vehicle wreck.

Conditions Imposed

Nil

Sub-delegation Permitted Yes

Sub-delegated to Director Development and Community
Manager Health, Emergency and Rangers Services

Record requirements Documentation to be recorded to file LAW007.2 and any other relevant file.

LGA14 Disposal and Acquisition of Assets (Other than Land)

Head of Power *Local Government Act 1995 (Sections 5.42 & 5.44)*

Power/Duty Delegated

Part	3 Functions of local governments
Division	3 Executive functions of local governments
Section	3.58 Disposing of Property
Sub section	
Regulation	<i>Local Government (Functions and General) Regulations 1996</i> Regulation 30(3)
Local Law	
Relevant Policies	3.1.18 Disposal of Assets 1.2.9 Local Regional Price Preference 2.3.7 Purchasing

Detail of delegation

The Chief Executive Officer is delegated authority to acquire or dispose of Shire assets (other than land) by public tender, expressions of interest or public auction valued at an amount not exceeding \$150,000.(excluding GST)

Conditions Imposed

The delegation shall be exercised provided that appropriate provision is made in Council's Budget.

Sub-delegation Permitted Yes

Sub-delegated to Director Infrastructure Director Corporate Services
Director Development and Community
Manager Health, Emergency and Ranger

Services In accordance with values endorsed by the Chief Executive Officer.

Record requirements Documentation to be recorded to the relevant plant file and/or file EPL03 (Disposal – Auctions and Sales) if applicable.

LGA15 Disposal of Impounded Vehicles and Goods

Head of Power *Local Government Act 1995 (Section 5.42 & 5.44)*

Power/Duty Delegated

Part	3 Functions of local governments
Division	3 Executive functions of local governments
Section	3.46 Goods May be withheld until costs paid 3.47 Confiscated or uncollected goods, disposal of 3.48 Impounding expenses, recovery of
Sub section	
Local Law	<i>Parking and Parking Facilities Local Law 2012</i>
Relevant Policies	

Detail of delegation

The Council delegates authority to the Chief Executive Officer to perform the functions in relation to the administration of the *Local Government Act 1995* including the following:

S3.47(2)	sell or otherwise dispose of any vehicles or goods that have been impounded
----------	---

Conditions Imposed

This delegation is exercised provided that the estimated resale value of that particular vehicle is below the prescribed value and the statutory two month waiting period has elapsed.

Sub-delegation Permitted Yes

Sub-delegated to Director Development and Community
Manager Health, Emergency and Ranger Services
Coordinator Rangers

Record requirements Documentation to be recorded to file LAW007.2 and the relevant tender file if applicable.

LGA16 Disposing of Sick Or Injured Impounded Animals

Head of Power *Local Government Act 1995 (Section 5.42 & 5.44)*

Power/Duty Delegated

Part	3 Functions of local governments
Division	3 Executive functions of local governments
Section	3.47A Sick or injured animals, disposal of
Sub section	(1)
Local Law	<i>Dog Local Law 2012</i>
Relevant Policies	

Detail of delegation

The Chief Executive Officer is delegated the power under s3.47A – to determine that an impounded animal is ill or injured to such an extent that treating it is not practicable, to humanely destroy the animal and to dispose of the carcass.

Conditions Imposed

Officers must liaise with an authorised veterinarian if practicable and must not destroy an animal unless-

- (a) because of the state of the animal, destroying it is urgent; or
- (b) the local government has taken reasonable steps to notify the owner and has complied with statutory requirements.

Sub-delegation Permitted Yes

Sub-delegated to Director Development and Community
Manager Health, Emergency and Ranger Services
Coordinator Rangers

Record requirements Documentation to be recorded to file LAW002.8

LGA19 Investment of Surplus Funds

Head of Power *Local Government Act 1995 (Sections 5.42 & 5.44)*

Power/Duty Delegated

Part	6. Financial management
Division	4 General financial management
Section	6.14 Power to invest
Regulation	<i>Local Government (Financial Management) Regulations 19, 19C</i>
Local Law	
Relevant Policies	2.2.3 – Investment of Surplus Funds

Detail of delegation

The Chief Executive Officer is delegated authority to invest surplus funds from the Municipal, Trust and Reserve funds in asset classes as set out in Policy 2.2.3 Investment of Surplus Funds.

Conditions Imposed

The Chief Executive Officer shall have regard to Policy 2.2.3 Investment of Surplus Funds.

Sub-delegation Permitted Yes

Sub-delegated to Director Corporate Services
Manager Financial Services
Coordinator Financial Services

Record requirements Documentation to be recorded to file FIN001.

**LGA20 Local Government (Uniform Local Provisions)
Regulations 1996, Consent Permission or
Approvals**

Head of Power *Local Government Act 1995 (Section 5.42 and 5.44)*

Power/Duty Delegated *Local Government (Uniform Local Provisions) Regulations 1996*

Part	
Division	
Section	
Regulation	6, 11, 12, 13, 17
Sub section	
Local Law	Nil
Relevant Policies	Nil

Detail of delegation

The Chief Executive Officer is delegated authority to:-

- Give permission to obstruct a public thoroughfare by things placed and left,
- Give permission to make or make and leave an excavation in a public thoroughfare or on land adjoining a public thoroughfare,
- Approve the construction of a crossing giving access from a public thoroughfare to land or a private thoroughfare,
- Issue a notice requiring a person to construct or repair a crossing from a public thoroughfare to land or a private thoroughfare.
- Approve applications to undertake a construction on, over, or under a specified public thoroughfare or public place that is local government property.

Conditions Imposed

That no cost is imposed upon Shire of Broome.

Sub-delegation Permitted Yes

Sub-delegated to Director Infrastructure
Manager Works

Record requirements Documentation to be recorded to the relevant property file.

LGA22 Municipal / Trust Fund, Authorisation of Payments, including Creditors

Head of Power *Local Government Act 1995* (Sections 5.42 & 5.44)

Power/Duty Delegated

Local Government (Financial Management) Regulations 1996

Part	6 Financial management
Division	4 General financial provisions
Section	6.10 Financial management regulations
Sub section	
Regulation	12 Payment from municipal fund or trust fund 13 List of accounts
Local Law	
Relevant Policies	

Detail of delegation

The Chief Executive Officer is delegated authority to authorise payments from the municipal and trust funds with the information required under Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

Conditions Imposed

Authority is to be exercised in accordance with Regulation 12 of the *Local Government (Financial Management) Regulations 1996*.

Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing:

- The payee's name,
- The amount of the payment,
- The date of the payment, and
- Sufficient information to identify the transaction

The list referred to above is to be presented to the Council at the next Ordinary Meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meetings at which it is presented.

Sub-delegation Permitted Yes

Sub-delegated to Director Corporate Services
Manager Financial Services
Coordinator Financial Services

Record requirements The Council item, together with attachment (Authorisation of Expenditure Schedule), is to be recorded to file FRE02.

LGA23 Operational – Authorised Officers, Appointment of

Head of Power *Local Government Act 1995 (Sections 5.42 & 5.43)*

Power/Duty Delegated As listed below

Part	3 Functions of local governments 9 Miscellaneous Provisions
Division	3 Executive functions of local governments 2 Enforcement and legal proceedings
Sub Division	2 Certain provisions about land 1 Miscellaneous Provisions about enforcement
Section	3.24 Authorising persons under this Subdivision 9.10 Appointment of Authorised Persons
Sub section	
Local Laws	Dog Local Law 2012 Health Local Law 2006 Parking and Parking Facilities Local Law 2012 Trading, Outdoor Dining and Street Entertainment Local Law 2016 Local Government Property and Public Places Local Law 2016 Cemeteries Local Law 2012

Detail of delegation

The Chief Executive Officer is delegated the power to appoint persons or classes of person as authorised persons for the purpose of fulfilling prescribed functions within the *Local Government Act 1995*, including *Local Government Act Regulations*, the *Local Government (Miscellaneous Provisions) Act 1960* and Local Laws made under the *Local Government Act*. (s.3.24 and s.9.10)

Conditions Imposed	a. A register of Authorised Persons is to be maintained as a record. b. Only persons who are appropriately qualified and trained may be appointed as Authorised persons.
Sub-delegation Permitted	No
Sub-delegated to	Nil
Record requirements	Instruments or Certificates of Authorisation - are to be recorded to ARE04, and details of authorisation placed on the Authorised Persons Register.

LGA24 Operational – Community Sponsorship Program

Head of Power *Local Government Act 1995 (Sections 5.42 & 5.44)*

Power/Duty Delegated

Part	5 Administration
Division	4 Local government employees
Section	5.42 Delegation of some powers to the CEO
Sub section	6.2 Local government to prepare annual budget
Local Law	Nil
Relevant Policies	3.4.2 Community Sponsorship Program

Detail of delegation

The Chief Executive Officer is delegated authority to approve ad hoc sponsorship to a maximum of \$1,000 in accordance with Council's approved Financial Year Budget.

Conditions Imposed

The Chief Executive Officer shall have regard to Policy 3.4.2 Community Sponsorship Program and annual priorities for the ad hoc sponsorship funding established by the Community Sponsorship Assessment Working Group.

Sub-delegation Permitted Yes

Sub-delegated to Director Development and Community

Record requirements Documentation kept to be recorded to file FIS07 (Ad Hoc Community Sponsorship).

LGA27 Permits, Road Trains and Extra Mass

Head of Power *Local Government Act 1995 (Section 5.42 & 5.44)*

Power/Duty Delegated

Part	3 Functions of local governments
Division	3 Executive functions of local governments
Section	3.50 Closing certain thoroughfares to vehicles
Sub section	
Local Law	Local Government Property and Public Places Local Law 2016

Detail of delegation

The Chief Executive Officer is delegated authority to determine any application recommending approval or refusal, with conditions, to Main Roads WA to use road trains and applications for extra mass permits and/or over-dimensional vehicle permits on any local road within the district.

Conditions Imposed

The Chief Executive Officer is to have regard to:

- 1) All roads are subject to the appropriate approval by Main Roads WA and subsequent issue of relevant permits
- 2) Applicants are to supply Council with a copy of Main Roads WA permit before operations commence
- 3) That the speeds of the vehicles do not exceed 90km/h on gravel roads
- 4) Applicants are requested to utilise sealed routes, where possible, particularly during periods of wet weather
- 5) Council reserves the right to withdraw the approval with twenty-four (24) hours notice.
- 6) Any policy of Council in place from time to time.

Sub-delegation Permitted Yes

Sub-delegated to Director Infrastructure

Record requirements Documentation to be recorded to files ENR01 or TRL03 as applicable.

LGA30 Rates and Service Charges - Agreements

Head of Power *Local Government Act 1995 (Sections 5.42 & 5.44)*

Power/Duty Delegated

Part	6. Financial management
Division	6. Rates and service charges
Section	6.49 – Agreement as to payment of rates and service charges
Sub section	
Local Law	Nil
Relevant Policies	2.2.5 –Debt Recovery

Detail of delegation

The Chief Executive Officer is delegated authority to accept payment of a rate or service charge that is due and payable by a person in accordance with an agreement made with that person.

Conditions Imposed

1. The Chief Executive Officer is required to observe any relevant policy.
2. In making any such agreement, the Chief Executive Officer is to exercise discretion in negotiating the best possible repayment schedule to protect the interests of the Shire without imposing undue financial hardship on the person.
3. The Chief Executive Officer is to ensure that appropriate written agreements are entered into and that appropriate internal controls are in place to monitor compliance with the agreed repayment schedule.
4. The Chief Executive Officer is to have regard to the Shire's debt collection policy should the person materially default with the terms of the agreement.

Sub-delegation Permitted Yes

Sub-delegated to Director Corporate Services
Manager Financial Services

Record requirements A written, signed agreement is to be entered into. Document is to be recorded to file ARA10 (Rates – Payment Arrangements and Instalments).

LGA32 Rating and Service Charges, Caveat

Head of Power *Local Government Act 1995 (Sections 5.42)*

Power/Duty Delegated

Part	6. Financial management
Division	6 Rates and service charges
Section	6.64 Actions to be taken
Sub section	3
Local Law	
Relevant Policies	2.2.5 –Debt Recovery

Detail of delegation

The Chief Executive Officer is delegated the power to lodge (and withdraw) a caveat to preclude dealings in land where rates or services charges are in arrears and the CEO is of the opinion that it is in the interests of the Shire to lodge the caveat.

Conditions Imposed

1. The Chief Executive Officer is required to observe any relevant policy.
2. The action to lodge a caveat is only to be taken, where in the opinion of the Chief Executive Officer, that action is necessary.
3. The action is only to be taken by persons with the specific written authority to lodge the caveat.

Sub-delegation Permitted No

Sub-delegated to

Record requirements Documentation to be recorded to file ARA06 (Rates – Debt Recovery and Legal Action).

LGA33 Rating and Service Charges, Legal Action for Recovery

Head of Power *Local Government Act 1995 (Sections 5.42 & 5.44)*

Power/Duty Delegated

Part	6. Financial Management
Division	6 Rates and Service Charges
Section	6.56 Rates and Service Charges Recoverable in Court
Sub section	
Local Law	
Relevant Policies	2.2.5 –Debt Recovery

Detail of delegation

The Chief Executive Officer is delegated the power to instigate action through a court to recover a debt, including recovery costs, associated with a rate or service charge, if it remains unpaid after the time for payment under the Act, and in accordance with procedures outlined in the Shire debt collection policy.

Conditions Imposed

1. The Chief Executive Officer is required to observe any relevant policy.
2. The legal action is only to be taken, where in the opinion of the Chief Executive Officer, that action is a last resort to obtain payment.
3. The legal action is only to be taken by persons with the specific written authority to commence the action.

Sub-delegation Permitted Yes

Sub-delegated to Director Corporate Services
Manager Financial Services

Record requirements Documentation to be recorded to file ARA06 (Rates – Debt Recovery and Legal Action).

LGA34 Recovery of Rates and Service Charges – Leased Properties

Head of Power *Local Government Act 1995 (Sections 5.42 & 5.44)*

Power/Duty Delegated

Part	6 Financial Management
Division	6 Rates and Service Charges
Section	6.60 Local government may require lessee to pay rent
Sub-Section	
Local Law	
Relevant Policies	2.2.5 Debt Recovery

Detail of delegation

The CEO is delegated:

1. The power to give notice to the lessee of land if payment of a rate or service charge imposed is due and payable requiring the lessee to pay any rent as it falls due in satisfaction of the rate or service charge.
2. The duty to give the lessor a copy of the notice with an endorsement that the original of it has been given to the lessee.
3. The power to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with the notice.
4. The power to request the occupier of property, or an agent of the owner of property to disclose the name and address of the owner or of the person receiving or authorised to receive the rate or service charge.
5. The duty to apply the money for or towards rates or service charges where money is paid on rates and charges due on the land in the order in which they become due.

Conditions Imposed

To observe all relevant provisions of *the Local Government Act 1995*, all other written law and regulations, Council policies, directions and guidelines.

Sub-delegation Permitted Yes

Sub-delegated to Director Corporate Services
Manager Financial Services

Record requirements Documentation to be recorded to file ARA06 (Rates – Debt Recovery and Legal Action) and to the relevant lease file.

LGA35 Road Closures, General and Temporary

Head of Power *Local Government Act 1995 (Sections 5.42 & 5.44)*

Power/Duty Delegated

Part	3 – Functions of Local Government
Division	3 – Executive Functions of Local Governments
Section	3.50 Closing certain thoroughfares to vehicles, 3.50A Partial closure o thoroughfare for repairs or maintenance
Sub section	
Local Law	Shire of Broome Property and Public Places Local Law
Relevant Policies	

Detail of delegation

The Chief Executive Officer is delegated the authority to temporarily close a street or a portion of a street and/or any local road under Council's control to all traffic for any period not exceeding 28 days, or exceeding 28 days providing local public notice has been provided. This temporary closure is undertaken:

- as by reason of the heavy rain, a street is likely to be damaged by the passage of traffic generally and/or if it is considered the road is unsafe for public traffic; or
- for the purpose of conducting events in accordance with the Traffic Management for Events Code of Practice and the *Road Traffic (Events on Roads) Regulations 1991*.

Conditions Imposed

In accordance with Local Laws.

Sub-delegation Permitted Yes

Sub-delegated to Director Infrastructure
Manager Works

Record requirements Documentation to be recorded to files ENR01 or ROR01 as applicable.

LGA37 Tenders for Goods and Services

Head of Power *Local Government Act 1995 (sections 5.42, 5.43 & 5.44)*

Power/Duty Delegated

Part	3 Functions of local governments
Division	3 Executive functions of local governments
Section	3.57 Tenders for providing goods or services
Sub section	<i>Local Government (Functions and General) Regulations 1996:</i> r.11 When tenders must be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21 Limiting who can tender, procedure for r.21A Varying a contract for the supply of goods or services r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Local Law	Nil.
Relevant Policies / Delegations / Authorisations / Procedures	2.1.2 – Purchasing 2.1.3 – Regional Price Preference CA1 Execution of Documents Management Directive 008

Council delegates the following functions to the Chief Executive Officer:

Authority to:

1. Call tenders [F&G r.11(1)].
2. Determine a sole supplier arrangement [F&G r.11(f)] because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier.
3. Undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$250,000 (ex GST) or less and the expense is included in the adopted Annual Budget [F&G.r.11(2)].
4. Invite tenders although not required to do so [F&G r.13].
5. Determine in writing, before tenders are called, the selection criteria for acceptance of tenders [F&G r.14(2a)].
6. Determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)].
7. Vary tender information after public notice of invitation to tender and before the close of tenders [F&G r.14(5)].
8. Evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)].

9. Seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].
10. Accept, or reject tenders, only up to a value of \$250,000 (ex GST) [F&G r.18(2) and (4)].
11. Decline any tender [F&G r.18(5)].
12. Determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation and to then enter into minor variations with the successful tenderer before entering into a contract [F&G r.20(1) and (3)].
13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r.20(2)]
14. In respect to contracts:
 - i. Vary a contract that has been entered into with a successful tenderer, provided the variation does not change the scope of the original contract or increase the contract value beyond 10%.
 - ii. Exercise a renewal or extension option that was included in the original tender specification and contract in accordance with F&G 11(2)(j). [F&G r.21A].
15. Accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].
16. In respect to expressions of interest:
 - i. Determine when to seek expressions of interest and to invite expressions of interest for the supply of goods or services [F&G r.21].
 - ii. Consider expressions of interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].

Conditions Imposed:

1. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the:
 - proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Shire,
 - current supply contract expiry is imminent,
 - value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and
 - The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.
2. In accordance with s.5.43, tenders may only be accepted where the total consideration under the resulting contract is \$250,000 (ex GST) or less and the expense is included in the adopted Annual Budget.
3. Decisions must be based upon full compliance with *Local Government (Functions and General) Regulations 1996* Part 4 Divisions 2 and 3, any relevant written law, Council policy or procedures.

4. Sole supplier arrangements may only be approved where a record is retained that evidences:
- i. A detailed specification;
 - ii. The outcomes of market testing of the specification;
 - iii. The reasons why market testing has not met the requirements of the specification; and
 - iv. Rationale for why the supply is unique and cannot be sourced through other suppliers.

Sub-delegation Permitted: Yes

CEO sub-delegates the following functions to:

Director Corporate Services (functions 1 – 11, 14)
Director Development and Community (functions 1 – 11, 14)
Director Infrastructure (functions 1-11, 14)

Record requirements	Documentation to be recorded to LEG256 and relevant tender file.
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LGA38 Trading, Outdoor Dining, Street Entertainment and Market Licences

Head of Power *Local Government Act 1995 (Section 5.42)*

Power/Duty Delegated

Part	5 Administration
Division	4 Local Government Employees
Section	5.42 Delegation of some powers and duties to CEO
Sub section	
Clause	
Local Law	Trading, Outdoor Dining and Street Entertainment Local Law 2016 Local Government Property and Public Places Local Law 2016
Relevant Policies	3.3.6 Trading in Public Places; Local Planning Policy 5.1 – Outdoor Dining

Detail of delegation

The Chief Executive Officer is delegated authority to:

- suspend/cancel any Trading Licence should a licence condition be breached.
- determine extension, suspension and cancellation of applications to conduct activities in accordance with the Trading, Outdoor Dining and Street Entertainment Local Law 2016 and Local Government Property and Public Local Law 2016.
- approve and determine applications to conduct activities in accordance with the Trading, Outdoor Dining and Street Entertainment Local Law 2016 and Local Government Property and Public Local Law 2016.
- Amend or vary licences issued under the Trading, Outdoor Dining and Street Entertainment Local Law 2016.
- approve applications for Outdoor Dining Licences.

Conditions Imposed

The Chief Executive Officer shall exercise this delegation in accordance with all Shire of Broome Policies.

Sub-delegation Permitted Yes

Sub-delegated to Director Development and Community
Manager Health, Emergency and Rangers Services
Manager Planning and Building Services
Coordinator Planning Services

Record requirements Documentation to be placed on the reserve/property file.

LGA39 Defer, Grant Discounts, Waive or Write Off Debts

Head of Power *Local Government Act 1995 (Section 5.42 & 5.44)*

Power/Duty Delegated

Part	6. Financial Management
Division	4 General financial provisions
Section	6.12 Power To Defer, Grant Discounts, Waive Or Write Off Debts
Sub section	
Local Law	
Relevant Policies	2.2.5 Debt Recovery Business Operating Procedure 2.1.1 - Sundry Debt Recovery and Write Off

Detail of delegation

The Chief Executive Officer is delegated authority to:

1. Waive a debt which is owed to the Shire of Broome [s6.12(1)(b)]
2. Grant a concession in relation to money which is owed to the Shire of Broome [s6.12(1)(b)]
3. Write off an amount of money which is owed to the Shire of Broome [s6.12(1)(c)]

Conditions Imposed

1. The Chief Executive Officer is required to observe any relevant policy.
2. The debt write-off is only to be actioned, where in the opinion of the Chief Executive Officer all of the following conditions are satisfied:
 - a. the value of the debt inclusive of penalty interest, up to \$1,000 is unrecoverable;
 - b. it would be uneconomical to pursue formal debt recovery procedures; and
 - c. the debtor has maintained a low credit risk history.
3. Monies owing and outstanding after 240 days, that are considered doubtful and where it is uneconomical to pursue further debt recovery, may be written off after authorisation by either the Director Corporate Services or the Manager Financial Services.
4. All amounts stated are exclusive of GST

Sub-delegation Permitted Yes

Sub-delegated to Director Corporate Services
Manager Financial Services

Record requirements Documentation to be recorded to file ARA06 (Rates – Debt Recovery and Legal Action) or ADM06 (Debtors) as applicable.

LGA41 Panels of Pre-qualified Suppliers

Head of Power *Local Government Act 1995 (sections 5.42, 5.43 & 5.44)*

Power/Duty Delegated

Part	3 Functions of local governments
Division	3 Executive functions of local governments
Section	3.57 Tenders for providing goods or services
Sub section	<i>Local Government (Functions and General) Regulations 1996:</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Local Law	Nil.
Relevant Policies / Delegations / Authorisations / Procedures	2.1.2 Purchasing 2.1.3 Regional Price Preference 2.1.4 CA1 Execution of Documents Management Directive 008 Expenditure Authorisation

Council delegates the following functions to the Chief Executive Officer:

Authority to:

1. Determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)].
2. Before inviting submissions, determine the written criteria for deciding which applications to join a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)].
3. Vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to provide each person who has enquired or submitted an application, notice of the variation [F&G r.24AD(6)].
4. Reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)].
5. Assess the extent to which a submission satisfies the criteria, by written evaluation, and decide which applications to accept as most advantageous. [F&G r.24AH(3)].
6. Request clarification of information provided in an applicant's submission [F&G r.24AH(4)].
7. Decline to accept any application [F&G r.24AH(5)].
8. Enter into a contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].

Conditions Imposed:

The decision:

1. In accordance with s.5.43, to establish panels of pre-qualified suppliers may only be where the total consideration under the resulting contract is \$250,000 or less and the expense is included in the adopted Annual Budget.
2. To accept an application to join a panel of pre-qualified supplier must relate to goods or services that are subject to a specific budget expenditure authorisation or other express written authority of the Council.
3. Must be based upon a proper, fair and impartial public tender process that only considers applications to join a panel of pre-qualified suppliers that comply with all relevant requirements on opening.
4. Must be based upon the best value for money proposal that has been assessed by a proper and accountable assessment process.
5. Must be based upon full compliance with *Local Government (Functions and General) Regulations 1996* Part 4 Divisions 2 and 3, any relevant written law, Council policy or procedures.

Sub-delegation Permitted Yes

CEO sub-delegates the following functions to:

Director Corporate Services (functions 1 - 7)
Director Development & Community (functions 1 – 7)
Director Infrastructure (functions 1 – 7)

Additional Conditions Imposed on Sub-delegates:

The decision, in accordance with s.5.43, to establish panels of pre-qualified suppliers may only be where the total consideration under the resulting contract is \$99,999 or less and the expense is included in the adopted Annual Budget.

Record requirements	Details to be captured in the appropriate record and updated in the Procurement Register.
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BUILDING ACT 2011

BA1 Administering the *Building Act 2011*

Head of Power *Building Act 2011* (section 127)

Power/Duty Delegated

Instrument	<i>Building Act 2011 and Building Regulations 2012</i>
Part	Part 2, Part 4, Part 8
Division	
Sections of Building Act	18, 20, 21, 22, 23, 24, 27, 55, 58, 62, 65, 88, 96, 97, 98, 110, 111, 114, 117, 118, 119, 127, 128, 129, 130, 131, 132, 133, 145A.
Regulations in Building Regulation	23, 24, 26, 40, 51, 53, 61.
Local Law	
Relevant Policies	

Detail of delegation

The Council delegates authority to the Chief Executive Officer to perform the functions in relation to the administration of the *Building Act 2011* including to:

- s18 – require an applicant, for a building permit, to give any document or information that it requires to determine the application, require an applicant to verify the information by statutory declaration and refuse to consider an application if the applicant does not comply with a requirement.
- s20 – grant a building permit if satisfied with the specified matters.
- s21 – grant a demolition permit if satisfied with the specified matters.
- s22 – refuse to grant a building permit or demolition permit in the specified circumstances.
- s23 – decide whether or not to grant the building permit in the specified timeframes, or outside those timeframes.
- s24 – record the grounds on which a decision is based and provide written notice of the decision.
- s27 - impose conditions on a building permit or a demolition permit, vary or revoke any conditions imposed and provide notice of the variation or revocation of a condition.
- s55 - require an applicant, for an occupancy permit or building approval certificates, to give any document or information that it requires to determine the application, require an applicant to verify the information by statutory declaration and refuse to consider an application if the applicant does not comply with a requirement.
- s58 – grant or modify an occupancy permit or a building approval certificate if satisfied with the specified matters, and refuse to grant or modify the occupancy permit or the

building approval certificate if there is an error in the information or document provided for the application.

- s59 – decide whether or not to grant the occupancy permit or building approval certificate in the specified timeframes, or outside those timeframes.
- s60 – record the grounds on which a decision is based and provide written notice of the decision.
- s62 – impose conditions on an occupancy permit or building approval certificate, vary or revoke any conditions imposed and provide notice of the variation or revocation of a condition.
- s65 – extend the period in which an occupancy permit or a building approval certificate has effect.
- s88 – specify the way in which an outward facing side of a particular close wall must be finished in the specified circumstances.
- s96 – designate a person employed by the local government under the Local Government Act 1995 section 5.36, as an authorised person in relation to buildings and incidental structures located, or proposed to be located, in the district of the local government.
- s97 – give an identity card to each person designated as an authorised person.
- s98 – revoke or vary a condition of designation.
- s110 – make a building order in the specified circumstances and as specified.
- s111 – issue notice of a proposed building order and consider any submissions received.
- s114 – serve a copy of the order on each person to whom the order is directed.
- s117(1) - revoke a building order and serve notice of the revocation on each person to whom the notice is directed.
- s117(2) – decide whether a building order has been fully complied with and either revoke a building order or inform each person to whom the building order is directed that it remains in effect.
- s118(2) – cause an authorised person to take any action specified in a building order or commence, complete any work specified in the order or take steps to cause action to cease.
- s118(3) – in a court of competent jurisdiction, seek to recover as a debt from a person who as been served with a copy of a building order the costs and expenses incurred in acting under subsection (2).
- s127 – delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO.
- s128 - keep a register of all building permits, demolition permits, occupancy permits and building approval certificates granted and building orders made.
- s129 – make the register available for inspection and provide copies of building permits, demolition permits, occupancy permits, building approval certificates or building orders.
- s130 – keep copies of the prescribed documents.
- s131 – allow an interested person to inspect a building record or provide an interested person with a copy of a building records.
- s132 – give the Building Commissioner prescribed information for inclusion in the annual report or as requested.
- s133 – commence a prosecution for an offence against the Act.

- s145A – refer an uncertified application to a building surveyor who is not employed by the local government and issue a certificate for a building or structure in the specified circumstances.

The Council delegates authority to the Chief Executive Officer to perform the functions in relation to the administration of the *Building Regulations 2012* including to:

- r23 – refuse to accept an application to extend the time during which the permit has effect after the expiry date for the permit in the specified circumstances.
- r24 – extend the time during which a permit has effect in the specified circumstances.
- r26 – approve a new person to be named as the builder on a building permit or the demolition contractor on the demolition permit and amend the permit details accordingly.
- r40 – refuse to accept an application for the extension of the period of duration after the expiry day for an occupancy permit or building approval certificate in the specified circumstances and to record the decision.
- r51 – approve alternative requirements in relation to a pool fence, barrier or gate.
- r53 – arrange for an authorised person to inspect a pool enclosure.
- r61 – approve the use of a battery powered smoke alarm.
- r70 – appoint approved officers and authorised officers for the purposes of the *Criminal Procedure Act 2004* and issue a certificate of appointment.

Conditions Imposed

Delegation to be in writing, any sub-delegation to be in writing and reviewed every financial year.

Sub-delegation Permitted: Yes, with the exception of sections 96, 97, 98 and 127 of the Building Act and regulation 70 of the Building Regulation.

Sub-delegated to:

Director Development and Community:

- Building Act – sections 18, 20, 21, 22, 23, 24, 27, 55, 58, 59, 60, 62, 65, 88, 110, 111, 114, 117, 118, 119, 128, 129, 130, 131, 132, 133 and 145A.
- Building Regulations – regulations 23, 24, 26, 40, 51, 53, and 61.

Manager Planning and Building Services:

- Building Act – sections 18, 20, 21, 22, 23, 24, 27, 55, 58, 59, 60, 62, 65, 88, 110, 111, 114, 117, 118, 119, 128, 129, 130, 131, 132, 133 and 145A.
- Building Regulations – regulations 23, 24, 26, 40, 51, 53, and 61.

Building Surveyor:

- Building Act – sections 18, 20, 21, 22, 23, 24, 27, 55, 58, 59, 60, 62, 65, 88, 110, 111, 114, 117, 118, 119, 128, 129, 130, 131, 132, 133 and 145A.
- Building Regulations – regulations 23, 24, 26, 40, 51, 53, and 61.

Record requirements

Documentation to be recorded to the relevant file.

BA2 Encroachment, Access and Works on Shire Owned or Managed Land

Head of Power *Building Act 2011 (section 127)*

Power/Duty Delegated

Instrument	Building Act 2011
Part	Part 6
Division	
Section	Sections 76, 77, 78, 79, 80, 81, 82
Sub section	
Local Law	Nil
Relevant Policies	

Detail of delegation

The Chief Executive Officer is delegated authority to:

- s76 – consent to the encroachment of part of a building or incidental structure onto Shire owned or managed land.
- s77 – consent to work adversely affecting Shire owned or managed land.
- s78 – consent to a temporary or permanent protection structure being placed onto Shire owned or managed land.
- s79 – consent to work being done that affects the structural, waterproofing, or noise insulation capacity of a party wall, a substantial dividing fence or a boundary retaining wall on Shire owned or managed land.
- s80 – consent to the removal of a fence, gate or other barrier on Shire owned or managed land.
- s81 – consent to a person accessing Shire owned or managed land to undertake work or conduct a survey.
- s82 – remove an encroaching building or structure or protection structure from Shire owned or managed land in the specified circumstances.

Conditions Imposed

Delegation to be in writing, any sub-delegation to be in writing and reviewed every financial year.

Sub-delegation Permitted: Yes

Sub-delegated to: Director Development and Community
Director Corporate Services
Director Infrastructure

Record requirements Documentation to be recorded to the property file

BA3 Seeking Consent to Affect Other Land

Head of Power *Building Act 2011 (section 127)*

Power/Duty Delegated

Instrument	<i>Building Act 2011</i>
Part	Part 6
Division	
Section	Sections 84, 85, 86
Sub section	
Local Law	Nil
Relevant Policies	

Detail of delegation

The Chief Executive Officer is delegated authority to:

- s84 – give notice of a notifiable event to each owner of affected land.
- s85 – provide notice in the prescribed way, request that a survey of the affected land be conducted and seek consent from each owner of affected land for access to the affected land for the survey.
- s86 – seek orders from the Magistrates Court if consent is not provided and provide a copy of the order to the person affected by the order if the order is made in their absence.

Conditions Imposed

Delegation to be in writing, any sub-delegation to be in writing and reviewed every financial year.

Sub-delegation Permitted: Yes

Sub-delegated to: Director Development and Community
Director Corporate Services
Director Infrastructure

Record requirements Documentation to be recorded to property file.

BUSH FIRES ACT 1954

BFA1 Administering the *Bush Fires Act 1954*

Head of Power *Bush Fires Act 1954 (Section 48)*

Power/Duty Delegated

Part	
Division	
Section	13, 17, 18, 23, 24, 24F, 24G, 25, 25A, 27, 27D, 33, 34, 36, 37, 38, 38A, 40, 41, 42, 46, 50, 52, 58, 59, 59A, 60, 67, 68
Sub section	
Local Law	Bush Fire Brigades Local Law 2003
Relevant Policies	

Detail of delegation

The Council delegates authority to the Chief Executive Officer to perform the functions in relation to the administration of the *Bush Fires Act 1954* including the following:

- s13(4) - request the Fire Emergency Services (FES) commissioner to transfer control of a bushfire burning within the district, in accordance with section 13(4).
- s17(7) - shorten, extend, suspend or reimpose the prohibited burning times by no more than 14 days.
- s17(8) - notify adjoining local governments, the FES commissioner and any other government department or instrumentality of any variation to prohibited burning times.
- s18(5) - shorten, extend, suspend or reimpose the restricted burning times by no more than 14 days.
- s18(11) - request a person who has started a fire that has escaped the land, or in the opinion of a bush fire control officer is out of control, to pay the expenses incurred by it in preventing the extension of the fire.
- s23(2)(a)(i) - issue a permit in writing to a owner or occupier of land for burning during prohibited burning times.
- s 24 - issue a permit to burn for the purposes of harvesting subterranean clover during prohibited burning times.
- s 24B - require production of a permit to burn.
- s 24F - issue written permission for garden refuse to be burned in an incinerator located within 2m of any building or fence, during limited burning times.
- s 24G(2) - publish a notice in the *Gazette* and local newspaper further restricting or prohibiting the burning of garden refuse within the district in addition to the restrictions imposed by limited burning times.
- s24G(5) - vary or cancel a notice issued further restricting or prohibiting the burning of garden refuse within the district in addition to the restrictions imposed by limited burning times, by publishing a further notice.
- s25(1)(a) - approve in writing the lighting of a fire for the purposes of camping or cooking during periods of catastrophic, extreme, severe or very high forecast fire dangers.

- s25(1)(b) - approve in writing the lighting of a fire for the purposes of the conversion of bush into charcoal, or a lime kiln for the production of lime.
- s25(1aa)(b)(i) - set aside an area for the purposes of using a gas appliance for the purpose of camping or cooking bearing a sign denoting that purpose.
- s25(1a) - publish or vary a notice in the Gazette and in a local newspaper prohibiting the lighting of fires for the purposes of camping or cooking in the open air within the district during specified prohibited burning times.
- s25A(5) - serve a notice in writing on a person holding an exemption from burning during a prohibited period, prohibiting them from lighting a fire to which the exemption relates.
- s27(2) - permit the use of tractors in orchards that are not fitted with vertical exhaust pipes during restricted or prohibited burning times.
- s27(3) - prohibit the operation of any tractor or self-propelled harvester not fitted with a fire extinguisher by a notice published in a newspaper circulating and a radio station broadcasting within the district.
- s27(4)(b) - vary or cancel a notice prohibiting the operation of any tractor or self-propelled harvester not fitted with a fire extinguisher.
- s27D(2)(b) - set the requirements of the local government for the carriage in a motor vehicle of incendiary material, in accordance with section 27D.
- s27D(3)(b) - set the requirements of the local government for the deposit of incendiary material on any land.
- s33(1) - publish or vary a notice in the *Government Gazette* and local newspaper requiring landowners or occupiers to take measures to prevent the outbreak or extension of bushfires within a specified time.
- s33(1) - give notice in writing to an owner or occupier of land situated within the district to take measures to prevent the outbreak or extension of bushfires within a specified time.
- s33(4)(a) - direct a bushfire control officer or any other officer of the local government to enter upon the land of the owner or occupier in order to carry out the requirements of a notice using such resources as he sees fit.
- s33(5)(a) - ascertain and fix the costs incurred in order for the local government to carry out the requirements of a notice issued under section 33 in order to give them to the owner or occupier of the land.
- s33(6) - at the request and expense of the landowner or occupier, authorise any such works for the removal or abatement of a fire danger.
- s33(6) - recover a debt due from a landowner or occupier in respect to any works carried out.
- s34(1a)(a) - consult with a person, body or government department responsible for the care, control and management of a crown reserve within the district.
- s36(a) - purchase and maintain appliances, equipment and apparatus for the prevention, control and extinguishment of bushfires.
- s36(b) - clear a street, road or reserve vested in the local government of bush and other inflammable material for the purpose of preventing the occurrence or spread of a bushfire.
- s36(d) - establish and maintain bushfire brigades for the prevention control and extinguishment of bush fires.
- s36(e) - pay the owner or hirer of any vehicle used to control or extinguish a bushfire, in respect to damage done to a tyre of that vehicle.
- s36(f) - assist the occupier of farmlands within the district to acquire appliances, equipment and apparatus for the prevention, control and extinguishment of bushfires.
- s37(1)(a) - obtain and keep current a policy of insurance that insurers volunteer fire fighters for compensation relating to injury caused to them while they are engaged in normal brigade activities.

- s37(1)(b) - obtain and keep current a policy of insurance that insures against loss or damage to all appliances, equipment and apparatus including privately owned appliances, equipment that is used under the direction of a bushfire control officer, or an officer or member of a bushfire brigade for the purposes of the Act.
- s38(1) - appoint such persons as required to act as bushfire control officers on behalf of the local government including, but not limited to, a chief and deputy chief bushfire control officer.
- s38(5A) - issue directions to a bushfire control officer appointed by the local government, or to an officer of a bushfire brigade registered by the local government, to burn bush on, or at the margins of streets, roads, and ways under the care, control, and management of the local government.
- s38A(1) - request the FES Commissioner to designate a person employed by the department as Chief Bush Fire Control Officer.
- s40(1) - join with other local governments to appoint, employ and remunerate bushfire control officers.
- s41(1) - establish and maintain bushfire brigades in accordance with local laws made for the purpose for the prevention control and extinguishment of bush fires.
- s41(2) - keep, maintain or cancel a register of bush fire brigades and their members.
- s41(2a) - notify the FES Commissioner of any changers to the register of bushfire brigades and their members.
- s42(1) - join with other local governments to establish, maintain, and equip with appliances, equipment and apparatus to act as a bush fire brigade.
- s46(1A)(a) - prohibit or postpone the lighting of a fire where, if lit, it would be, or become a source of danger by escaping from the land.
- s46(1A)(b) - direct that all reasonable steps be taken to extinguish a fire that is burning on land if it is in danger of escaping from that land.
- s46(3) - refund any fees paid to the local government in respect to an application for a permit to set fire to the bush if the local government if the applicant is precluded from using the permit and it becomes useless to him.
- s50(1)(a) - maintain records of all the bushfire control officers appointed by the local government.
- s50(1)(c) - maintain records of the particulars, nature, quantity and quality of the bush fire fighting equipment and appliances that are generally available within the district.
- s52(1) - apply to the Minister to have the district or part of it declared as an approved area.
- s58(3)(a) - recover the amount of the expense incurred by a person acting under the provisions of the Act, from a person committing an offence against the Act as a debt due in a court of competent jurisdiction.
- s59(1) - institute and carry on proceedings against a person for an offence alleged to be committed against the Act.
- s59(2) - reimburse a person instituting and carrying on proceedings against a person for an offence alleged to be committed against the Act, all costs and expenses that he may incur, or be put to in or about the proceedings.
- s59A(2) - serve a notice to a person, informing him that if he does not wish to be prosecuted for an alleged offence in a court, he may pay to an officer specified in the notice, within the time therein specified, the amount of the penalty prescribed for the offence.
- s67(1) - appoint persons as seen fit to act as a bush fire advisory committee.
- s67(3) - fix the quorum for the transaction of business at meetings of the bush fire advisory committee meetings.
- s67(3)(a) - make rules for the guidance of the bush fire advisory committee.
- s67(3)(b) - accept the resignation in writing of, or remove any member of the bush fire advisory committee.

- s67(3)(c) - appoint a person to fill any vacancy in the office of a member of the bush fire advisory committee.
- s68(1) - make an agreement with other local governments to join in appointing a regional bush fire advisory committee.

The Council delegates authority to the Director Development and Community, Manager Health, Emergency and Rangers and Coordinator Rangers to perform the functions in relation to the administration of the *Bush Fires Act 1954* including the following:

- s59(1) - institute and carry on proceedings against a person for an offence alleged to be committed against the Act; and
- s59A(2) - serve a notice to a person, informing him that if he does not wish to be prosecuted for an alleged offence in a court, he may pay to an officer specified in the notice, within the time therein specified, the amount of the penalty prescribed for the offence.

Conditions Imposed

The power to institute and carry on proceedings under section 59(1) delegated to the Director Development and Community, Manager Health, Emergency and Rangers and Coordinator Rangers can only be exercised with prior approval from the Chief Executive Officer or Council.

Sub-delegation Permitted: No

Sub-delegated to: Nil

Record requirements Documentation to be recorded to file LAW003.1 (Firebreak Infringements and Prosecutions).

CAT ACT 2011

CA1 Administering the *Cat Act 2011*

Power/Duty Delegated *Cat Act 2011 (section 44 & 45)*

Part	2 Registration, identification and sterilisation of cats 3 Management of cats 4 Administration and enforcement
Division	1 Registration and tagging 1 Cat control notices 4 Breeding of cats 3 Authorised persons 4 Infringement notices
Section	s.9 Registration. s.10 Cancellation of registration. s.11 Registration numbers, certificates and tags. s.26 Cat control notice may be given to cat owner. s.37 Approval to breed cats. s.38 Cancellation of approval to breed cats. s.39 Certificate to be given to approved cat breeder s.48 Authorised persons s.49 Authorised person may cause a cat to be destroyed s.64 Extension of time s.65 Withdrawal of notice
Regulations	<i>Cat Regulations 2012:</i> Schedule 3, cl.1(4) Fees Payable <i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats. r.9 Grant of approval to keep additional number of cats.
Local Law	
Relevant Policies	

Detail of delegation

The Council pursuant to section 44 of the *Cat Act 2011* (the Act) delegates authority to the Chief Executive Officer the exercise of its powers or the discharge of any of its duties including but not limited to the following:

- s.9(1) Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration.
- s.9(6) - Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application.

- s.10 – Authority to cancel a cat registration.
- s11(2) - Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed.
- s.26 - Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Broome's District.
- s.37(1) and (2) - Authority to grant or refuse to grant approval or renew an approval to breed cats.
- s.37(3) - Require an applicant for approval to breed cats, to give any document or information required to determine the application within a specified time of not more than 21 days.
- s.37(4) - Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application.
- s.38 – Authority to cancel an approval to breed cats.
- s.39(2) - Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed.
- s.40 - Give notice in writing of any decision made in relation to an approval to breed cats.
- s.42 - Do all things necessary or convenient to be done for, or in connection with performing functions of the Act.
- s.48 - Authority to appoint authorised persons by issuing a certificate of authorisation.
- s.49(3) - Recover the reasonable costs associated with the destruction and disposal of a cat.
- s.64 - Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed.
- s.65 - Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice.
- Regs. Sch. 3 cl.1(4) - Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Broome's District.
- r.8(3) - Authority to require any document or additional information required to determine an application.
- r.8(4) - Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application.
- r.9 - Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats.

Conditions Imposed

Delegation to be in writing, any sub-delegation to be in writing and reviewed every financial year.

Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011* and r.11 of the *Cat (Uniform Local Provisions) Regulations 2013*.

Sub-delegation Permitted: *Cat Act 2011*: s45 Delegation by CEO of local government.

Sub-delegated to:

Director Development and Community:

s.9(1),(s.10, s.26, s.37(1)(a)(b), s.37(3), s.37(4), s.38, s.39(2), s.42 and s.49(3)

Manager Health, Emergency and Ranger Services:

s.9(1), s.10, s.11(2) s.26, s.37(1)(a)(b), s.37(3), s.37(4), s.38, s.39(2), s.42 and s.49(3)

Ranger Coordinator: s.9(1) , s.10, s.11(2), s.26, s.37(1)(a)(b), s.37(3), s.37(4), s.38, s.39(2), s.42, and s.49(3)

Rangers: s.9(1) , s.11(2), s.39(2) and s.42,

Customer Service Officers: s.9(1) , s.11(2), s.39(2) and s.42,

Record requirements Documentation to be recorded as per Shire protocols.

DOG ACT 1976

DA1 Administering the *Dog Act 1976*

Head of Power *Dog Act 1976* (Section 10AA)

Power/Duty Delegated

Part	I Preliminary II Administration III Registration and identification IV The keeping of dogs
Division	1 Registration
Section / Subsection	s.3 Terms used (refer definition of Registration Officer) s.10A Payments to veterinary surgeons towards costs of sterilisation. s.11(1) Staff and services. s.15 (4A) Registration periods and fees. s.16(3) Registration procedure. s.17A(2) If no application for registration made. s.17(4) and (6) Refusal or cancellation of registration. s.27 Licensing of approved kennel establishments. s.29(1) s.29(5) Power to seize dogs. s.29(11) Power to seize dogs. s.33E(1) Individual dog may be declared to be dangerous dog (declared). s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) Local government may revoke declaration or proposal to destroy
Local Law	Dogs Local Law 2012
Relevant Policies	3.3.8 Keeping of 3-6 Dogs

Detail of delegation

The Council pursuant to section 10AA of the *Dog Act 1976* (the Act) delegates authority to the Chief Executive Officer to perform the powers or duties of the local government in the Act, including, but not limited to the following:

- s.3 - Authority to appoint Registration Officers to exercise the powers and duties conferred on a Registration Officer by this Act.
- s.10A(1)(a) and (3) - Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$210.
- s.10A(1)(b) and (2) - Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation.
- S.10AA(3) – Authority to further delegate a power or duty under this Act.

- s.11(1) - Authority to appoint authorised persons to exercise the powers conferred on an authorised person by this Act.
- s.15(4A) - Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Broome's District.
- s.16(2) – Authority to determine to refuse a dog registration and refund the fee, if any.
- s.16(3) and s.17A(2) - Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where:
 - i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the Cat Act 2011 or the Animal Welfare Act 2002; or
 - ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or
 - iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept
 - iv. the dog is required to be microchipped but is not microchipped; or
 - v. the dog is a dangerous dog.
- s.17(4) - Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed.
- s.17(6) - Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of section 31, 32 or 33A and had not been claimed.
- s.26(3) - Grant approval for the keeping of between three (3) and six (6) dogs.
- s.27(4) and (6) - Authority to grant, refuse to grant or cancel a kennel licence.
- s.29(1) - Authority to appoint authorised persons to exercise the powers conferred on an authorised person by this Act.
- s.29(5) - Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable.
- s.29(11) - Authority to dispose of or sell a dog which is liable to be destroyed.
- s.33E(1) - Authority to declare an individual dog to be a dangerous dog.
- s.33F(6) - Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog.
- s.33G(4) - Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog.
- s.33H(1) - Authority to revoke a declaration of a dangerous dog or notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act.
- s.33H(2) - Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog.
- s.33H(5) - Consider an application for the revocation of a dangerous dog declaration and give a determination stating the reasons to the owner within 35 days of the receipt of the objection.
- s.33M(1)(a) - Require the owner of a declared dangerous dog to pay a reasonable charge in regard to the expense incurred by the local government in making enquiries, investigations and inspections concerning the behaviour and containment of that dog, in addition to, and at the time of, payment of the registration fee.
- s.39(1) - Apply to the Magistrates court seeking the destruction of an attack dog shown on the balance of probabilities to have caused injury or damage.

Conditions Imposed

The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.

Delegation to be in writing, any sub-delegation to be in writing and reviewed every financial year.

Sub-delegation Permitted: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-delegated to:

Director Development and Community:

s.10A, s.11(1), s.15(4A), s.16(2), s.16(3), ss.17A(2), s.17(4), s.17(6), s.26(3), s.27(4), s.29(1), s.33E(1), s.33F(6), s.33G(4) s.33H(1), s.33H(2), s.33H(5), s.33M(1)(a), s.39(1),

Manager Health, Emergency and Ranger Services:

s.10A, s.15(4A), s.16(2), s.16(3), s.17A(2), s.17(4), s.17(6), s.26(3), s.27(4), s.33E(1), s.33F(6), s.33G(4), s.33H(1), s.33H(2), s.33H(5), s.33M(1)(a), s.39(1),

Ranger Coordinator: s.10A, s.15(4A), s.16(2), s.16(3), s.17A(2), s.17(4), s.17(6), s.26(3), s.27(4), s.33E(1), s.33F(6), s.33G(4), s.33H(1), s.33H(2), s.33H(5), s.33M(1)(a), s.39(1),

Record requirements Documentation to be recorded to the relevant file.

FOOD ACT 2008

FA1 Administering the *Food Act 2008*

Head of Power *Food Act 2008, (Section 118)*

Power/Duty Delegated

Part	
Division	
Section	65,66,67,110,112,121, 122,123,126
Sub section	
Local Law	
Relevant Policies	

The Council delegates authority to the Chief Executive Officer to perform the functions in relation to the administration of the *Food Act 2008* including the following:

- s65 - issuance of 'prohibition notices'.
- s66 - clearing and removing 'prohibition notices'.
- s67 - provide written notification of a decision not to issue a certificate of clearance.
- s110 - grant or refuse the registration of a food business.
- s112 - vary conditions or cancel the registration of a food business.
- s121 - prepare and submit report to the CEO of the Department of Health.
- s122 - appoint authorised officers.
- s123 - issue certificates of authority to authorised officers.
- s126(13) - appoint designated officers to issue, extend payment periods, receive payments or withdraw infringement notices.

Conditions Imposed

Sub-delegation Permitted No

Record requirements Documentation to be recorded to the relevant food premises and/or property or reserve file and where relevant on the staff member's personnel file.

PUBLIC HEALTH ACT 2016**PHA1 *Public Health Act 2016* – Appointment of
Authorised Officers****Head of Power** *Public Health Act 2016* (Section 21)**Power/Duty Delegated**

Part	1
Division	3
Section	Section 24
Sub section	
Local Law	Health Local Law 2006 (or as amended)
Relevant Policies	

Detail of delegation

The Chief Executive Officer is authorised to designate a person or class of persons as authorised officers under section 24 of the Act.

Conditions Imposed

Consideration must be given to any Department of Health guidelines or gazetted criteria for the appointment of authorised officers.

Record requirements Documentation to be recorded to the Authorised Officer's personnel file.

PLANNING AND DEVELOPMENT ACT 2005 AND LOCAL PLANNING SCHEME NO 6

PLA1 Built Strata Certificate of Approval – Forms 24 and 26

Head of Power Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 cl.82

Power/Duty Delegated

Instrument	<i>Strata Titles Act 1985</i>
Part	2 Strata Schemes and Survey Strata Schemes
Division	3 Creation of lots and common property
Section	24, 25 Certificate of Commission
Sub section	Nil
Local Law	Nil
Relevant Policies	Nil

Detail of delegation

The Chief Executive Officer is delegated authority under the *Strata Title Act 1985* to issue a preliminary approval strata plan (Form 24) and certificate of approval (Form 26).

Conditions Imposed

Any applications are to be determined be in accordance with Local Planning Scheme No 6.

Sub-delegation Permitted Yes

Sub-delegated to Director Development and Community
Manager Planning and Building Services
Coordinator Planning Services

Record requirements Documentation to be recorded to the relevant property or strata
subdivision file.

PLA4 Delegation to Waive/Refund Planning Fees

Head of Power *Planning and Development Act 2005 (s261)*

Power/Duty Delegated

Instrument	<i>Planning and Development Regulations 2009</i>
Part	7 - Local government planning charges
Division	2 - Fees and other charges
Section	52 – Local government may waive or refund fees
Sub section	Nil
Local Law	Nil
Relevant Policies	3.1.2 – Waiving and Refunding of Fees

Detail of delegation

The Chief Executive Officer is delegated the exercise of powers and discharge of duties under section 52 of the *Planning and Development Regulation 2009*; to waive or refund planning fees.

Conditions Imposed

Refunding of fees/waiver thereof must be in accordance with a Council adopted Policy and schedule of fees and charges.

Sub-delegation Permitted Yes

Sub-delegated to Director Development and Community
Manager Planning and Building Services
Coordinator Planning Services

Record requirements Documentation to be recorded to the relevant property and/or subdivision file.

PLA5 Determine Development Application

Head of Power

Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2, cl.82

Instrument	Planning and Development (Local Planning Schemes) Regulations 2015 and Local Planning Scheme No 6
Part	2, 3, 4, 5
Division	Nil
Section	Nil
Clause	3.18, 3.23, 3.24, 4.3, 4.4, 4.7 – 4.22 and 5.2
Local Law	Nil
Relevant Policies	5.2 – Staff Accommodation in General Agriculture, Rural Small Holdings and Culture and Natural Resource Use Zones 5.3 – Miscellaneous Structures 5.4 – Heritage List– Development of Listed Places 5.5 – Transient Workers Accommodation 5.6 – Parking 5.7 – Development Standards for Development Applications 5.8 – Fences 5.9 – Development Approvals – Amendments/extensions to Term of Approval and Requests for Further Information 5.10 - Signs 5.11 – Telecommunications Infrastructure 5.12 – Provision of Public Art 5.13 – Design Guidelines –Town Centre Zone 5.14 – Public Consultation – Planning Matters 5.15 – Forms of Residential Accommodation other than a Single House 5.16 – Old Broome Development Strategy 5.17 – Caretakers Dwellings and Attached Offices in the Light and Service Industry Zone 5.18 – Bed and Breakfast Accommodation 5.19 – Strata Titling of Tourist Developments in the Tourist Zone 5.20 – Exempt Development 5.21 – Non-conforming Use Register
Instrument	<i>Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, Deemed Provisions</i>
Part	7 – Requirement for development approval 8 – Applications for development approval 9 – procedure for dealing with applications for development approval
Division	Nil
Section	Nil
Clause	61, 63, 64, 65, 66, 67, 68, 71, 72, 73, 74, 77
Local Law	Nil
Relevant Policies	As above

Detail of delegation

Pursuant to clause 82 (1) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulation 2015* (Deemed Provisions) the Chief Executive Officer is delegated the following powers and discharge of duties under the Deemed Provisions and Local Planning Scheme No 6 (LPS6):

- Make determinations on the sufficiency of information provided with applications for development approval pursuant to clause 63 of the Deemed Provisions.
- Advertise and provide notice of applications for development approval or consent pursuant to clause 64 of the Deemed Provisions.
- Determine applications pursuant to clause 68 of the Deemed Provisions of LPS6 for development approval or refusal including:
 - Any conditions to be imposed or reasons for refusal;
 - The period of validity; and
 - The scope of the development approval.
- Allow for the extension of the term of any development approval in accordance with clause 71 of the Deemed Provisions.
- Determine applications where variations to Development Requirements of LPS6 pursuant to clauses, 3.23 (Extension of Non-Conforming Use), 3.24 (Change of Non-Conforming Use), 4.3 (Special Application of the Residential Design Codes), 4.4 (Variation to Site and Development Requirements) including variations to Schedule 8 (Development Standards), 4.7 (Car Parking), 4.8 (Service Areas), 4.11 (Height of Buildings), 4.12 (Broomstyle Architecture), 4.13 (Inappropriate or incongruous development), 4.14 (Landscaping and Existing Trees) and 4.17 (Telecommunications infrastructure) are proposed.
- Any matter described in the Residential Design Codes including variations and determinations under design principles and clause 4.2 and 4.3 (Residential Design Codes) of LPS6.
- Prescribe, vary, specify and determine requirements, standards or limitations which may be prescribed, varied, specified or determined under the Scheme with respect to the use or development of land or buildings.
- Determine any works or uses that are temporary and in existence longer than 48 hours pursuant to clause 61 (1) (f) and 61 (2) (d) of the Deemed Provisions.
- Determine any amendment applications pursuant to clause 77 (Amending or cancelling development approval) of the Deemed Provisions.
- Determine any retrospective applications pursuant to clause 65 (Subsequent approval of development) of the Deemed Provisions.
- Make determinations to vary provisions pursuant to clause 12 of the Deemed Provisions to facilitate the conservation of a place entered in the Register of Places under the Heritage of Western Australia Act 1990 or Listed in the Heritage List under Clause 8 of the Deemed Provisions.
- Determining Applications in accordance with Structure Plans pursuant to clause 27 of the Deemed Provisions.
- In accordance with clause 75 (1) (c) of the Deemed Provisions agree to the extension of the Deemed Refusal time frame.
- Make any determination and exercise any discretionary powers contained in LPS6 and its Schedules and the Deemed Provisions.
- Determine the land use pursuant to clause 3.18 of LPS6.
- Determine development applications which modifies or varies a Local Development Plan pursuant to clause 56 of the Deemed Provisions.

Conditions Imposed

Authority only to be exercised following appropriate consideration of the matters listed in Clause 67 of the Deemed Provisions and:-

1. Required consultation has to be conducted, delegation can be exercised where concerns raised through consultation is not relevant planning consideration or where concerns can be addressed by way of conditions or mitigated design. Where concerns raised are relevant planning considerations that cannot be addressed or mitigated through conditions a report to Council shall be prepared.
2. Delegation can only be exercised to the extent that the Scheme or Council policy provides for variations, where variation to Council policy is proposed a report will be prepared to Council.

Sub-delegation Permitted Yes

Sub-delegated to Director of Development and Community
Manager Planning and Building Services
Coordinator Planning Services

Record requirements Documentation to be recorded to the relevant property or reserve file.

PLA7 Issue of Stop, Direction, Works Notices - Planning

Head of Power *Local Government Act 1995 (Section 5.42 & 5.44)*
Planning and Development Act 2005

Instrument	<i>Planning and Development Act 2005</i>
Part	13– Enforcement and administration
Division	1 - Enforcement
Section	214
Sub section	Nil
Local Law	Nil
Relevant Policies	3.1.1 – Compliance and Enforcement

Detail of delegation

The Chief Executive Officer is delegated authority to:

1. Issue and/or withdraw a written direction to the owner or other person undertaking the development to stop and not recommence pursuant with Clause 214 (2) of the *Planning and Development Act 2005* (the Act)
2. Issue and/or withdraw a written direction to the owner or other person undertaking the development to remove, pull down, take up or alter the development and not recommence pursuant with Clause 214 (3) of the *Planning and Development Act 2005* (the Act)
3. Issue and/or withdraw a written direction to the owner or other person undertaking the development to execute works if it appears that delay in the execution of the works would prejudice the effective operation of Local Planning Scheme No 6 pursuant with Clause 214 (5) of the *Planning and Development Act 2005* (the Act)

for the purpose of ensuring the provisions of Local Planning Scheme No 6 are being observed.

Conditions Imposed

The Chief Executive Officer is to have regard to 3.1.1 – Compliance and Enforcement.

Sub-delegation Permitted: Yes

Sub-delegated to: Director Development and Community

Record requirements Documentation to be recorded to the relevant property or reserve file.

PLA8 Local Development Plans

Head of Power *Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 cl.82 and cl.84*

Instrument	<i>Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2</i>
Part	6 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015
Division	Nil
Section	48, 49, 50, 51 and 52
Sub section	Nil
Local Law	Nil
Relevant Policies	Nil

Detail of delegation

Pursuant to Part 6 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the Chief Executive Officer is delegated the following powers and discharge of duties:

- Consider the material provided by the applicant and determine whether sufficient information is provided or if further information from the applicant is required before the local development plan can be accepted for assessment under clause 49 (1) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- Determine under clause 50 (3) whether the local development plan is to be advertised.
- Consider submissions and take such actions as may be required under clause 51 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.
- Determine whether the local development plan is approved, is required to be modified or resubmitted or refused under clause 52 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Conditions Imposed

Authority only to be exercised following appropriate consideration of the matters listed under clause 48 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the local development plan is consistent with Local Planning Scheme No 6 and the Local Planning Strategy.

Authority to not advertise a local development plan can only be exercised where it can be demonstrated that it would not adversely affect the owners or occupiers within the area covered by the plan or an adjoining area.

Sub-delegation Permitted Yes

Sub-delegated to Director Development and Community

Record requirements Documentation to be recorded to the relevant property or subject file.

PLA9 Structure Plans

Head of Power *Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 cl.82 and cl.84*

Power/Duty Delegated

Instrument	<i>Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2</i>
Part	4 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015
Division	Nil
Section	16, 17, 18, 19
Sub section	Nil
Local Law	Nil
Relevant Policies	LPP 5.22 – Shire of Broome Structure Plan and Subdivision Standard

Detail of delegation

The Chief Executive Officer is delegated the following powers and discharge of duties:

1. Consider the material provided by the applicant and determine whether sufficient information is provided or if further information from the applicant is required before the structure plan can be accepted for assessment under clause 17 (1) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Advertise the structure plan in accordance with clause 18 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
3. Consider submissions and take such actions as may be required under clause 19 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
4. Prepare a report on the proposed structure plan and provide it to the Western Australian Planning Commission in accordance with clause 20 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Conditions Imposed

Authority only to be exercised following appropriate consideration of the matters listed under clause 16 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the structure plan is consistent with Local Planning Scheme No 6 and the Local Planning Strategy.

Sub-delegation Permitted Yes

Sub-delegated to Director Development and Community
Manager Planning and Building Services (except the power outlined in item 4)
Coordinator Planning Services (except the power outlined in item 4)

Record requirements Documentation to be recorded to the relevant property or subject file.

PLA10 Subdivision and Amalgamation Applications and Clearance

Head of Power **Planning and Development Act 2005**
Planning and Development (Local Planning Schemes)
Regulations 2015 – Schedule 2 cl.82 and cl. 84

Power/Duty Delegated

Instrument	<i>Planning and Development Act 2005</i>
Part	10 – Subdivision and development control
Division	2 – Approval for subdivision and certain transactions
Section	142 - Consultation with local governments etc, as to proposed subdivision 145 – Approving a diagram or plan of survey of approval plan of subdivision
Sub section	
Local Law	Nil
Relevant Policies	LPP 5.22 – Shire of Broome Structure Plans and Subdivision Standard

Detail of delegation

The Chief Executive Officer is delegated authority to respond to the Western Australian Planning Commission (WAPC) regarding applications for subdivision or amalgamation or strata submissions and the clearance of any subdivision conditions imposed by the Western Australian Planning Commission.

Conditions Imposed

Authority to provide a response to the WAPC on an application for subdivision/amalgamation is to be exercised only when the response provided (either support with or without conditions or not to support) is consistent with an approved Structure Plan, Development Approval or the site and development requirements under Local Planning Scheme No 6 (LPS6) and the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Authority to provide a response to the WAPC on a request for clearance of subdivision conditions is only to be exercised where the proponent has met with Council's requirements of subdivisional works; this is to include the acceptance of bonds or securities as performance guarantees against unfulfilled conditions.

Sub-delegation Permitted Yes

Sub-delegated to Director Development and Community
Manager Planning and Building Services
Coordinator Planning Services

Record requirements Documentation to be recorded to the relevant subdivision file.

PLA11 Submit Responsible Authority Report

Head of Power

Planning and Development Act 2005 (section 171A, 171B)
Planning and Development (Development and Assessment Panels) Regulation 2011 (regulation 12)
Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 cl.82

Power/Duty Delegated

Instrument	<i>Planning and Development Act 2005</i>
Part	11A
Division	1
Section	171A, 171B
Sub section	Nil
Local Law	Nil
Regulation	12
Relevant Policies	5.2 – Staff Accommodation in General Agriculture, Rural Small Holdings and Culture and Natural Resource Use Zones 5.3 – Miscellaneous Structures 5.4 – Heritage List– Development of Listed Places 5.5 – Transient Workers Accommodation 5.6 – Parking 5.7 – Development Standards for Development Applications 5.8 – Fences 5.9 – Development Approvals – Amendments/extensions to Term of Approval and Requests for Further Information 5.10 - Signs 5.11 – Telecommunications Infrastructure 5.12 – Provision of Public Art 5.13 – Design Guidelines –Town Centre Zone 5.14 – Public Consultation – Planning Matters 5.15 – Forms of Residential Accommodation other than a Single House 5.16 - Old Broome Development Strategy 5.17 – Caretakers Dwellings and Attached Offices in the Light and Service Industry Zone 5.18 – Bed and Breakfast Accommodation 5.19 – Strata Titling of Tourist Developments in the Tourist Zone 5.20 – Exempt Development 5.21 – Non-conforming Use Register

Detail of delegation

The Chief Executive Officer is delegated to submit the Responsible Authority Report to the presiding member of the Development Assessment Panel.

Conditions Imposed

Authority only to be exercised where:

1. Consideration has been given to the matters listed in clause 67 'matters to be considered by local government' of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Required consultation has to be conducted, delegation can be exercised where concerns raised through consultation is not relevant planning consideration or where concerns can be addressed by way of conditions or mitigated design. Where concerns raised are relevant planning considerations that cannot be addressed or mitigated through conditions, a report to Council shall be prepared.

Sub-delegation Permitted Yes

Sub-delegated to Director of Development and Community
Manager Planning and Building Services

Record requirements Documentation to be placed on the property file and in the
Information Bulletin Report

10. REPORTS OF COMMITTEES**10.1 BUSH FIRE ADVISORY COMMITTEE MINUTES 10 MARCH 2021**

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	EMM06
AUTHOR:	Executive Support Officer - Development and Community
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Acting Director Development and Community
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

This report presents the minutes and associated recommendations of the Bush Fire Advisory Committee meeting held on 10 March 2021, for Council's consideration.

BACKGROUNDPrevious Considerations

Nil.

The Bush Fire Advisory Committee (**BFAC**) meets quarterly to provide advice to the Shire of Broome on:

1. All matters relating to the prevention, controlling and extinguishing of bushfires.
2. The planning and layout of fire breaks in the district.
3. Prosecutions for breaches of the *Bush Fires Act 1956*.
4. The formation of Bush Fire Brigades.
5. Coordination and cooperation between agencies within the district.

COMMENT

The minutes and associated attachments of the BFAC meeting held on 10 March 2021 are included as **Attachment 1** of this report.

At the meeting, the BFAC discussed the following items:

Item 5.1 Bush Fire Advisory Committee (BFAC) Status Report

The 2021 Status Report was discussed.

Item 5.2 Update on the 2021 Bush Fire Season

Shire Rangers provided an update on the 2021 Bush Fire Season.

Item 5.3 Update from BFAC Members

A round table discussion was conducted allowing Committee members to give an update on their agencies, and any relevant matters.

Summary

There were no further items arising at the meeting for Council to consider. Therefore, it is recommended that Council receive the minutes of the BFAC meeting held on 10 March 2021.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Bush Fires Act 1956

Section 67. – Advisory committees

1. *A Local Government may at any time appoint such persons as it thinks fit as a Bush Fire Advisory Committee for the purpose of advising the Local Government regarding all matters relating to the prevention, controlling and extinguishing of bush fires, the planning of the layout of firebreaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified in this subsection.*
2. *A committee appointed under this section shall include a member of the Council of the Local Government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be Chairman thereof.*
3. *In respect to a committee so appointed, the Local Government shall fix the quorum for the transaction of business at meetings of the committee and may:-*
 - (a) make rules for the guidance of the committee;*
 - (b) accept the resignation in writing of, or remove, any member of the committee, appoint a person to fill that vacancy.*
 - (c) where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.*
4. *A committee appointed under this section:-*
 - (a) may from time to time meet and adjourn as the committee thinks fit;*
 - (b) shall not transact business at a meeting unless the quorum fixed by the Local Government is present;*
 - (c) is answerable to the Local Government and shall, as and when required by the Local Government, report fully on its activities.*

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

RISK

Nil.

STRATEGIC IMPLICATIONS

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

Effective communication

Accessible and safe community spaces

A healthy and safe environment

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

Sustainable and integrated strategic and operational plans

Responsible resource allocation

Effective community engagement

Improved systems, processes and compliance

VOTING REQUIREMENTS

Simple Majority

REPORT RECOMMENDATION:

That Council receives the minutes of the Bush Fire Advisory Committee meeting held on 10 March 2021, and endorses the recommendations put forward by the Bush Fire Advisory Committee.

Attachments

1. Attachment 1 - BFAC Minutes and Attachments



Our Vision

"Broome - a future for everyone."

**UNCONFIRMED
MINUTES**

OF THE

BUSH FIRE ADVISORY COMMITTEE

10 MARCH 2021

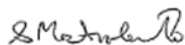
NOTICE OF MEETING

Dear Committee Member,

The next Bush Fire Advisory Committee of Council will be held on Wednesday, 10 March 2021 in the Function Room, Shire of Broome, Corner Weld and Haas Streets, Broome, commencing at 11:00am.

Social distancing measures are in place throughout the building. It is a condition of entry that people adhere to remaining the prescribed 2 meters apart.

Regards,



S MASTROLEMBO
Chief Executive Officer

03/03/2021

Our Mission

"To deliver affordable and quality Local Government services."

DISCLAIMER

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

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

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

SHIRE OF BROOME
BUSH FIRE ADVISORY COMMITTEE
WEDNESDAY 10 MARCH 2021
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**MINUTES OF THE BUSH FIRE ADVISORY COMMITTEE OF THE SHIRE OF BROOME,
HELD IN THE FUNCTION ROOM, SHIRE OF BROOME, CORNER WELD AND HAAS
STREETS, BROOME, ON WEDNESDAY 10 MARCH 2021, COMMENCING AT 11:00AM.**

1. OFFICIAL OPENING

The Chairman welcomed Members and Officers and declared the meeting open at 11:00 AM.

2. ATTENDANCE AND APOLOGIES

ATTENDANCE

Members:	Cr C Mitchell	Chairperson
	Phil Leach	Broome Volunteer Fire and Rescue Service
	Tania Baxter	Bidyadanga Community and Volunteer Fire and Emergency Services
	James Taylor	Broome Bushfire Brigade
	Derren Greenhill	Skuthorpe Representative
	Ben Muller	Department of Fire and Emergency Services
	Cait Westlake	Coconut Wells Community

Via Teams: Nil.

Apologies:	Pat Foley	DBCA
	James Watt	Shire of Broome
	Mat Morrissy	Broome Regional Volunteer Bush Fire Brigade
	Cate White	Nyamba Buru Yawuru
	Narelle Graue	Shire of Broome

Leave of Absence: Nil

Officers:	Stuart Martin	Manager Health, Emergency and Rangers
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3. CONFIRMATION OF MINUTES

3.1 The minutes of the BFAC were distributed and taken as read.

MOTION:

(RECOMMENDATION)

Moved: C Westlake

Seconded: B Muller

That the Minutes of the Bush Fire Advisory Committee held on 9 December 2020, as published and circulated, be confirmed as a true and accurate record of that meeting.

4. CORRESPONDENCE IN / OUT

4.1 CORRESPONDENCE

IN

Monthly DFES LG Report Package – 6 January 2021
Monthly DFES LG Report Package – 3 February 2021
Monthly DFES LG Report Package – 3 March 2021

OUT

Nil.

Attachments

Nil

5. BUSINESS ARISING

5.1 BFAC STATUS REPORT

The 2021 BFAC Status report is attached to track the progress of actions arising from each meeting.

Attachments

1. Attachment 1

BFAC STATUS REPORT 2021				
MEETING DATE/ITEM NUMBER	DETAILS	STATUS	COMMENT	ESTIMATED COMPLETION
10 June 2020 – Round Table	DFES raised concerns about contamination at Demco, and fire risk.	In Progress	SoB to update BFAC on Demco progress	September 2020

5.2 UPDATE ON THE 2021 BUSH FIRE SEASON

- Pre-season bush fire mitigation planning has commenced
- Restricted fire season commences 1 April – 31 December – permits required
- Bush fire mitigation program commences 15 May 2021,

Information session to be held 17 April 2021 at the Bush Fire Stations. Inspections starting 15 May 2021. Rangers have been undertaking a Fire Control Officer course and are ready for the inspections to commence.

Attachments

Nil

5.3 UPDATE FROM BFAC MEMBERS

Pat Foley – DBCA. Fire mitigation works within the Yawuru In - Town Reserves (Broome) due to start in next three weeks, weather dependent. Minyirr Park first area is ready to be treated. Notifications will be sent via phone contacts and Parks and Wildlife Service Facebook posts. Yawuru Birragun Out of Town Reserves in start early April 2021. Fire break maintenance program start early April and includes up-grade of some tracks within Buckleys Plain area. Hidden Valley/Lullfitz Estate fire break construction to be completed April 2021.

Department Fire and Emergency Services. 450 hectares for bushfire mitigation has been taking place in areas near Buckleys Road, Short Street, Djiagween Road and the airport.

Tanya Baxter, Bidadanga Community Representative. Doing training on fire mitigations and going over firebreaks.

James Taylor, Broome Volunteer Bushfire Brigade. Servicing vehicles over the quieter period. Member numbers are healthy again. AGM held and there have been some change in positions have been changed.

Derren Greenhill, Skuthorpe Representative. There have been a number of new land owners and they have been cleaning up vegetation. One property has cleared the area for the purpose of growing hay. There will be no flammable chemicals stored on the farm. The new landowners all have machinery and are equipped if there are fires. The properties have large bores with water if there ever is a fire. Most properties have big stand tanks that can hold 1000L. 12 Mile has enough water sources but they need signage.

Ben Muller, Department Fire and Emergency Services. DEFS can provide the right fittings for water tanks if properties need them.

Ben Muller, Department Fire and Emergency Services. Working on clearing up roadside vegetation up to Halls Creek. The Broome Bushfire Brigade have prepared a budget for the local government grant scheme which they have tried to pick up additional costs associated with the new fire station. Started to commence the new process of getting new infrastructure which will eventually need to be passed onto the Shire. Have commenced draft business case for submission with LGGS application for a new Bulk Water Tanker. Also currently reviewing Resources 2 Risk for Shire of Broome.

Cait Westlake, Coconut Wells Representative. Community is busy slashing and weed spraying. Past few years there has been overhaul on fire breaks that have been maintained.

Stuart Martin, Shire of Broome. Currently looking to do intensive community engagement activities once every three years. Planning to send staff to training this year on how to do inspections via air as on ground inspections are resource intensive due to the time it takes to complete. Inspections will be conducted mainly by air again this year with a plan going forward to rotate ground inspections on possibly a 3-yearly basis due to the high levels of ongoing compliance by residents.

Attachments

Nil

6. REPORTS OF OFFICERS

Nil.

7. MEETING CLOSURE

There being no further business the Chairman declared the meeting closed at 11:26 AM.

These minutes were confirmed at a meeting held (DD Month Year),
and signed below by the Presiding Person, at the meeting these minutes were confirmed.

Signed:

10.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES 10 MARCH 2021

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	EMS02
AUTHOR:	Executive Support Officer - Development and Community
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Acting Director Development and Community
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

This report presents the minutes and associated recommendations of the Local Emergency Management Committee meeting held on 10 March 2021 for Council's consideration.

BACKGROUNDPrevious Considerations

Nil.

The Local Emergency Management Committee (**LEMC**) is established by Council under section 38 of the *Emergency Management Act 2005 (Act)*. In accordance with section 39 of the Act, the functions of the LEMC are:

- a) to advise and assist the local government in assuring that local emergency management arrangements are established for its district;
- b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- c) to carry out other emergency management activities as directed by the State Emergency Management Committee, or prescribed by the *Emergency Management Regulations 2006*.

COMMENT

The minutes of the LEMC meeting held on 10 March 2021 are included as **Attachments 1 and 2** of this report. At the meeting, the LEMC discussed the following:

Item 5.1 Local Emergency Management (LEMC) Document Updates

Members were reminded to send any changes/additions to the LEMC Secretariat for the following documents:

- Resource Register
- Incident Report
- Training Schedule

The Contact list was sent with the Agenda for Committee members to review.

Item 5.2 Status Report

The status of actions from previous LEMC meetings were circulated and discussed.

Item 5.3 COVID-19 Welfare Centre Guide V1.02

Minor updates have been made to the Welfare Centre Guidelines since first being presented to the Committee in December 2020. The revised Guidelines were distributed, and members were encouraged to provide comment directly to Department of Communities.

Item 5.4 Update from LEMC Members

A round table discussion was conducted allowing Committee members to give an update on their agencies, and any relevant matters.

Item 6.1 Local Emergency Management Arrangements and Local Recovery Plan

In accordance with Section 42 of the *Emergency Management Act 2005* the Local Emergency Management Arrangements (LEMA) (including its Local Recovery Plan) have been reviewed in accordance with the procedures established by the State Emergency Management Committee (SEMC).

The LEMA (including the Local Recovery Plan) are now advertised on the Shire of Broome website for public comment. Once the public comment period has closed, a report will be presented to Council for the endorsement of the documents.

COMMITTEE RESOLUTION:**(REPORT RECOMMENDATION)****Minute No. LE/0321/001****Moved: I Davie****Seconded: T Baxter*****That the Local Emergency Management Committee recommends that Council:***

- (i) Endorse the Local Emergency Management Arrangements and Local Recovery Plan; and***
- (ii) Submit the Local Emergency Management Arrangements and Local Recovery Plan to the District Emergency Management Committee and also State Emergency Management Committee for endorsement.***

CARRIED UNANIMOUSLY**CONSULTATION**

Nil.

STATUTORY ENVIRONMENT**Emergency Management Act 2005**

Section 36 Functions of local government

It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;*
- (b) to manage recovery following an emergency affecting the community in its district; and*

- (c) to perform other functions given to the local government under this Act.

38 Local emergency management committees

- (1) A local government is to establish one or more local emergency management committees for the local government's district.
- (2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.
- (3) A local emergency management committee consists of —
 - (a) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and
 - (b) if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.
- (4) Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

39 Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

Section 41 Emergency management arrangements in local government district

- (1) A local government is to ensure that arrangements (local emergency management arrangements) for emergency management in the local government's district are prepared.
- (2) The local emergency management arrangements are to set out —
 - (a) the local government's policies for emergency management;
 - (b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
 - (c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b);
 - (d) a description of emergencies that are likely to occur in the local government district;
 - (e) strategies and priorities for emergency management in the local government district;
 - (f) other matters about emergency management in the local government district prescribed by the regulations; and
 - (g) other matters about emergency management in the local government district the local government considers appropriate.
- (3) Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.
- (4) Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.
- (5) A local government is to deliver a copy of its local emergency management arrangements, and any amendment to the arrangements, to the SEMC as soon as is practicable after they are prepared.

Section 42 Reviewing and renewing local emergency management arrangements

- (1) local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.
- (2) Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

Section 43 Local emergency management arrangements to be available for inspection

- (1) A local government is to keep a copy of its local emergency management arrangements at the offices of the local government.
- (2) The arrangements are to be available for inspection, free of charge, by members of the public during office hours.
- (3) The arrangements may be made available in written or electronic form.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

RISK

Nil.

STRATEGIC IMPLICATIONS

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

Effective communication

Affordable services and initiatives to satisfy community need

A healthy and safe environment

Performance - We will deliver excellent governance, service and value, for everyone:

Sustainable and integrated strategic and operational plans

Responsible resource allocation

Effective community engagement

VOTING REQUIREMENTS

Simple Majority

REPORT RECOMMENDATION:

That Council receives the minutes of the Local Emergency Management Committee held on 10 March 2021, and endorses the recommendations made by the Local Emergency Management Committee.

Attachments

1. Attachment 1 - LEMC Minutes
2. Attachment 2 - LEMC Attachments (*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”. (Under separate cover)



Our Vision

"Broome - a future for everyone."

**UNCONFIRMED
MINUTES**

OF THE

**LOCAL EMERGENCY MANAGEMENT
COMMITTEE**

10 MARCH 2021

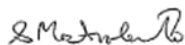
NOTICE OF MEETING

Dear Committee Member,

The next Local Emergency Management Committee Meeting of Council will be held on Wednesday, 10 March 2021 in the Function Room, Shire of Broome, Corner Weld and Haas Streets, Broome, commencing at 10:00am.

Social distancing measures are in place throughout the building. It is a condition of entry that people adhere to remaining the prescribed 2 meters apart.

Regards,



S MASTROLEMBO
Chief Executive Officer

03/03/2021

Our Mission

"To deliver affordable and quality Local Government services."

DISCLAIMER

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

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

SHIRE OF BROOME
LOCAL EMERGENCY MANAGEMENT COMMITTEE
WEDNESDAY 10 MARCH 2021
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**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE OF THE SHIRE
OF BROOME,
HELD IN THE FUNCTION ROOM, SHIRE OF BROOME, CORNER WELD AND HAAS
STREETS, BROOME, ON WEDNESDAY 10 MARCH 2021, COMMENCING AT 10:00AM.**

1. OFFICIAL OPENING

The Chairman welcomed Members and Officers and declared the meeting open at 10:04 AM.

.ATTENDANCE AND APOLOGIES

ATTENDANCE

Members:	Cr C Mitchell Ivan Davie Tania Baxter Jeremy Fairweather Paul Beard Brett Hurley Colin Kenworthy Megan Spence Phil Leach	Chairperson Town Representative Bidyadanga Broome Prison Water Corporation Department of Transport NIAA and Broome Marine Rescue Department of Communities Broome Volunteer Fire and Rescue Services
Via Teams:	Garry Chard John Manu	Horizon Power WACHS
Apologies:	Pat Foley James Watt Deanne Hayward Dave Serafini Scott Beckwith Shayne Hills Damon Pyke Wendy McKinley Mat Morrissy Andrew Boyle Nat Giancono Pia Filippi Helen Kent Martin Glynn	DBCA Acting Director Development and Community Services Australia Main Roads WA Horizon Power Department of Communities Kimberley Land Council WACHS Broome Regional Volunteer Bush Fire Brigade NIAA Broome Surf Life Saving Club Australian Red Cross Department of Fire and Emergency Services Bidyadanga Police
Leave of Absence:	Nil	
Officers:	Stuart Martin Lani Levi	Manager Health, Emergency and Rangers Senior Administration and Governance Officer

3. CONFIRMATION OF MINUTES

3.1 The minutes of the LEMC were distributed and taken as read.

COMMITTEE RESOLUTION:

(RECOMMENDATION)

Minute No. LE/0321/001

Moved: Cr C Mitchell

Seconded: I Davie

That the Minutes of the Local Emergency Management Committee held on 9 December 2020, as published and circulated, be confirmed as a true and accurate record of that meeting.

CARRIED UNANIMOUSLY

4. CORRESPONDENCE IN / OUT

4.1 CORRESPONDENCE

In

Horizon Power funding/grants – not for profit organisations and local governments – 07/01/2021 – Helen Kent – DFES

SEMC communicate and exchange of Information fact sheet – 08/01/2021 - Helen Kent – DFES.

Out

Financial Counselling WA - video to explain their role for the public and emergency response personnel – 03/03/2021.

Attachments

Nil

5. BUSINESS ARISING

5.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) DOCUMENT UPDATES

The following documents are to be updated by Committee members and sent to the LEMC secretariat with any changes/additions:

- Resource Register (**Attachment 1**)
- Incident Report (**Attachment 2**)
- Training Schedule (**Attachment 3**)

The Contact list was sent with the Agenda for Committee members to review. Please ensure any updates are sent to the secretariat to ensure an accurate list is maintained.

Attachments

1. Attachment 1
2. Attachment 2
3. Attachment 3

5.2 LEMC STATUS REPORT

The 2021 LEMC Status Report is attached to track the progress of actions that come out of each meeting.

Attachments

1. Attachment 1

5.3 COVID-19 WELFARE CENTRE GUIDE V1.02

The latest version of the Department of Communities COVID-19 Welfare Centre Guide is attached for the information of the LEMC.

Attachments

1. Attachment 1

5.4 UPDATE FROM LEMC MEMBERS

Pat Foley – DBCA. Fire mitigation works within the Yawuru In-Town Reserves (Broome) due to start next three weeks weather dependent. Minyirr Park first area to be treated. Notifications will be sent via phone contacts and Parks and Wildlife Service Facebook posts. Yawuru Birragun Out of Town Reserves start early April 2021. Fire break maintenance program start early April and includes up-grade of some tracks within Buckleys Plain area. Hidden Valley/Lullfitz Estate fire break construction to be completed April 2021.

Tracey Beckett - Royal Flying Doctors. After recent fire, they have temporary patient facilities at Broome International Airport while they are waiting for their new airport hangers to be ready. They have remained fully operational and haven't missed one patient.

Colin Kenworthy - National Indigenous Australians Agency. Business as usual. Currently planning for and organising visits to Aboriginal communities with plans to promote awareness around local emergency management and fire prevention.

Colin Kenworthy – Broome Marine Rescue. Business as usual, they are committed to being available for the Local Recovery Plan. DEFS have provided a 1M grant to replace a recovery boat and tow vehicle. Maintaining volunteers isn't easy and they are continuously having to provide training but they currently have 25 volunteers with a core group of 10 which suffices.

Megan Spence, Department of Communities. Main focus has been on COVID. Matt McNelly is currently working with SWEK to create contingency plans in the event of a COVID-19 breakout occurring. Engaging with Broome police to find personal protective equipment storage facilities out of Broome.

Garry Chard, Horizon Power. Continuing work rolling out the State Stimulus Package work installing smart lights throughout Derby in order to increase the towns safety and security.

John Manu, WACHS. Have started rolling out COVID-19 vaccinations to frontline staff within the Broome Hospital.

Stuart Martin, Shire of Broome. Preparations have commenced regarding mitigation works ahead of the upcoming bush fire season. A community education session is scheduled for

17 April 2021 at the Broome Bush Fire Station from 8am-10am. Shire of Broome staff have undergone Bush Fire Control Officer training last week. Restricted burn period commenced 1 April 2021. Variation request period closes 15 April 2021. A grant submission to replace the Broome SES lighting tower was unsuccessful in the latest round of the Local Government Grant Scheme (LGGS). Grant submissions to have three additional Local Recovery Coordinators trained and financial support provided for a Recovery exercise were unsuccessful in the 2020-2021 All West Australians Reducing Emergencies (AWARE) competitive grant round. There were no major weather or fire events during the last 3 month period.

Attachments

Nil

6. REPORTS OF OFFICERS

6.1 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS AND LOCAL RECOVERY PLAN

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	EMS02
AUTHOR:	Manager Environmental Health Emergency and Rangers
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Development and Community
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

This report tables the updated Shire of Broome Local Emergency Management Arrangements and Local Recovery Plan and seeks endorsement of the updated documents from the Local Emergency Management Committee.

BACKGROUND

Under Section 42 of the *Emergency Management Act 2005* the Shire of Broome, as a local government, is required to ensure its Local Emergency Management Arrangements (LEMA) (including its Local Recovery Plan) are periodically reviewed in accordance with the procedures established by the State Emergency Management Committee (SEMC).

The SEMC Local Emergency Management Arrangements Guideline and Model require LEMA's to be reviewed:

- After an event or incident that requires the activation of an Incident Support Group (ISG) or significant recovery coordination;
- After training or drills that exercise the arrangements;
- Every five (5) years; and
- Any other time the local government considers appropriate.

As part of any review of the Emergency Management Arrangements the Shire is also required to review its current emergency risk management process (ERM).

COMMENT

A 5-year review of the LEMA has been undertaken. This review process involved a series of workshops where the Local Emergency Management Committee (LEMC) members considered five scenarios against the state risk management framework. The workshops resulted in the development of a risk profile for the Shire of Broome which was then used to inform the update to the LEMA (Attachment 1). The Local Recovery Plan (LRP) (Attachment 2) was considered and updated as part of the LEMA review.

Following endorsement by the LEMC the LEMA and LRP require adoption by Council prior to forwarding to the DEMC and SEMC for noting.

CONSULTATION

Local Emergency Management Committee members.

STATUTORY ENVIRONMENT

Emergency Management Act 2005

42. Reviewing and renewing local emergency management arrangements

- (1) A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.
- (2) Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

POLICY IMPLICATIONS

Adoption of the updated LEMA by Council may result in the need to make minor updates to Shire of Broome emergency management related Business Operating Procedures.

FINANCIAL IMPLICATIONS

Nil.

RISK

The LEMA review involved a significant risk assessment process utilising a state government provided risk management tool. The five hazard scenarios (cyclone, bushfire, flood, road traffic crash and human epidemic) were given likelihood and consequence ratings against five impact areas (economic, environment, people, public administration and social setting). Risk treatments were then identified for each risk statement that related to the hazards and impact areas.

STRATEGIC IMPLICATIONS

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

A healthy and safe environment

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

Effective community engagement

Improved systems, processes and compliance

VOTING REQUIREMENTS

Simple Majority

COMMITTEE RESOLUTION:

(REPORT RECOMMENDATION)

Minute No. LE/0321/002

Moved: I Davie

Seconded: T Baxter

That the Local Emergency Management Committee recommends that Council:

- | |
|--|
| <p>(i) Endorse the Local Emergency Management Arrangements and Local Recovery Plan; and</p> <p>(ii) Submit the Local Emergency Management Arrangements and Local Recovery Plan to the District Emergency Management Committee and also State Emergency Management Committee for endorsement.</p> |
|--|

CARRIED UNANIMOUSLY

Attachments

1. Attachment 1
2. Attachment 2

7. MEETING CLOSURE

The Chairperson closed the meeting at 10:29 AM.

11. NOTICES OF MOTION

12. QUESTIONS BY MEMBERS WITHOUT NOTICE
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13. BUSINESS OF AN URGENT NATURE

14. MEETING CLOSED TO PUBLIC

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

14.1 REQUEST FOR FUNDING ASSISTANCE - BROOME VISITOR CENTRE

LOCATION/ADDRESS:	Reserve 38458 - Lot 502 (1) Hamersley Street
APPLICANT:	Nil
FILE:	ECI05
AUTHOR:	Acting Director Development and Community
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Acting Director Development and Community
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

At the Ordinary Meeting of Council held 21 November 2019, Council approved additional funding for the Broome Visitor Centre following a request from the organisation for financial assistance in April 2019.

A component of the Council resolution included the need for a financial position review of the Broome Visitor Centre to be undertaken (at the end of the 2020 calendar year), with Council possibly providing additional funding assistance following this review.

This report presents a financial analysis for the Broome Visitor Centre and recommends financial assistance be provided.

This item and any attachments are confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)(c) as it contains “a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting”.

14.2 DISPOSAL OF PROPERTY - KIMBERLEY REGIONAL OFFICES BUILDING 2 TENANCY 1,2,3

LOCATION/ADDRESS:	Corner of Frederick and Weld Streets, Broome. Kimberley Regional Offices 2.
APPLICANT:	Anglicare WA Inc
FILE:	LSS132
AUTHOR:	Property and Leasing Senior Officer
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Infrastructure
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

Anglicare WA Inc have expressed interest in renewing the lease comprised of tenancies 1, 2 and 3, at Kimberley Regional Offices, Building 2. Anglicare is seeking to commence a lease from 15 May 2021 with an initial term of three years with two three-year options to renew.

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”.

14.3 SUNDRY DEBTOR WRITE OFF

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	ADM12
AUTHOR:	Finance Officer - Revenue
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Acting Director Corporate Services
DISCLOSURE OF INTEREST:	Nil

SUMMARY:

Council authorisation is sought for the write off of sundry debts totalling \$1,867.81 considered unrecoverable under section 6.12 of the Local Government Act 1995.

15. MEETING CLOSURE
