



# AGENDA

FOR THE

AUDIT AND RISK COMMITTEE MEETING

**27 APRIL 2022**

# NOTICE OF MEETING

Dear Council Member,

The next Audit and Risk Committee of Council will be held on Wednesday, 27 April 2022 in the Council Chambers, Corner Weld and Haas Streets, Broome, commencing at 2:00PM.

Regards,



S MASTROLEMBO  
**Chief Executive Officer**

21/04/2022

## 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**  
**AUDIT AND RISK COMMITTEE MEETING**  
**WEDNESDAY 27 APRIL 2022**

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**1. OFFICIAL OPENING**

**2. ATTENDANCE AND APOLOGIES**

**3. DECLARATIONS OF FINANCIAL INTEREST / IMPARTIALITY**

**4. CONFIRMATION OF MINUTES**

RECOMMENDATION:

That the Minutes of the Audit and Risk Committee held on 17 February 2022, as published and circulated, be confirmed as a true and accurate record of that meeting.

## 5. REPORT OF OFFICERS

### 5.1 3RD QUARTER FINANCE AND COSTING REVIEW 2021-22

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	FRE02
<b>AUTHOR:</b>	Director Corporate Services
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### SUMMARY:

The Audit and Risk Committee is requested to consider results of the 3rd Quarter Finance and Costing Review (FACR) of the Shire's budget for the period ended 31 March 2022, including forecast estimates and budget recommendations to 30 June 2022.

## BACKGROUND

### Previous Considerations

OMC 24 June 2021	Item 9.3.1
OMC 18 November 2021	Item 9.4.7
OMC 24 February 2022	Item 10.1

The Shire of Broome has carried out its 3<sup>rd</sup> Quarter Finance and Costing Review (FACR) for the 2021-22 financial year. This review of the 2021-22 Annual Budget is based on actuals and commitments for the first 9 months of the financial year from 1 July 2021 to 31 March 2021, and forecasts for the remainder of the financial year.

This process aims to highlight over and under expenditure of funds and over and under achievement of income targets for the benefit of Executive and Responsible Officers to ensure good fiscal management of their projects and programs.

Once this process is completed, a report is compiled identifying budgets requiring amendments to be adopted by Council. Additionally, a summary provides the financial impact of all proposed budget amendments to the Shire of Broome's adopted end-of-year forecast, to assist Council to make an informed decision.

It should be noted that the 2021-22 annual budget was adopted at the Ordinary Meeting of Council on 24 June 2021 as a balanced budget.

## COMMENT

The Quarter 3 FACR commenced on 6 April 2022. At the start of the Q3 FACR, a net deficit of \$53,691 was forecast arising from past budget amendments adopted by Council, and the Q1 and Q2 FACR results. The Q3 FACR identifies a net deficit of \$302,908 resulting in an overall cumulative net deficit forecast financial position of **\$356,599** should Council approve the proposed budget amendments.

The above figure represents a budget forecast should all expenditure and income occur as expected. It does not represent the actual end-of-year position which can only be determined as part of the normal annual financial processes at the end of the financial year.

There were a total of 155 budget amendments proposed at the Q3 FACR which made up the \$356,599 net deficit for the quarter. There is no single transaction to which this net deficit is attributed. While officers make every effort to ensure the net impact of each FACR is minimal, the net deficit forecast mainly relates to the following proposed amendments:

- \$293,849 reduction in rates income attributed to back rates for UV Rural Commercial (Pastoral) valuation objections dating back to 1 July 2020;
- \$473,694 reduction in Local Roads and Community Infrastructure grant funding due to income being carried over from 2020-21 while remaining budgeted in 2021-22;

Substantial savings have been identified in the Waste area following an in-depth review of accounts by the Director Infrastructure and the Manager Waste. The Shire's waste unit is operated as a "separate" business entity and as such these savings have been recommended for quarantine into the Sanitation reserve to offset costs associated with future strategic and operational waste activities.

Significant amendments from the Q1 and Q2 FACR processes included:

- \$708,000 Building Better Regions Funding received for the Cable Beach project;
- \$390,000 recognition of the increased Self-Supporting Loan for the Broome Surf Life Saving Club;
- \$350,000 recognition of the increased Lotterywest contribution towards the Broome Surf Life Saving Club;
- \$227,000 reduction in budgeted Western Australian Local Government Grant Commission Road Grants (Local Roads component of FAGS).

A comprehensive list of accounts (refer to Attachment 1) has been included for perusal by the committee, summarised by Directorate.

A summary of the results is as follows:

<b>SHIRE OF BROOME SUMMARY REPORT</b>							
<b>BUDGET IMPACT</b>							
	<b>2021/22 Adopted Budget (Inc) / Exp</b>	<b>YTD Adopted Budget Amendments (Inc) / Exp</b>	<b>FACR Q3 Overall (Inc) / Exp (Org Sav / Exp not subtracted)</b>	<b>FACR Q3 Org Exp / (Sav) (by Dept)</b>	<b>FACR Q3 Impact (Inc) / Exp (Org Sav / Exp subtracted)</b>	<b>YTD Impact (Org Sav / Exp subtracted)</b>	<b>YTD Overall Position (Org Sav / Exp not subtracted)</b>
<b>OCEO</b>	0	136,892	(96,500)	(104,500)	8,000	144,892	40,392
<b>Corporate Services</b>	0	(14,000)	252,253	233,753	18,500	4,500	238,253
<b>Development</b>	0	(30,000)	(119,000)	(119,000)	0	(30,000)	(149,000)
<b>Infrastructure</b>	0	(848,591)	266,155	207,894	58,261	(790,330)	(582,436)
<b>Council amendments</b>	0	809,390	0	0	0	809,390	809,390
	<b>0,000*</b>	<b>53,691</b>	<b>302,908</b>	<b>218,147</b>	<b>84,761</b>	<b>138,452</b>	<b>356,599</b>

*\*Council adopted the annual budget with a predicted end-of-year balanced budget, which included previous year carried forward surplus*

## **CONSULTATION**

All amendments have been proposed after consultation with Executive and responsible officers at the Shire.

## **STATUTORY ENVIRONMENT**

### **Local Government (Financial Management) Regulation 1996**

#### **r33A. Review of Budget**

- (1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
  - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
  - (b) *consider the local government's financial position as at the date of the review; and*
  - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

*\*Absolute majority required.*
- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

### **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.*

*(1a) In subsection (1) —*

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

## **POLICY IMPLICATIONS**

Nil.

It should be noted that according to the materiality threshold set at the budget adoption, should a deficit achieve 1% of Shire's operating revenue (\$395,334) the Shire must formulate an action plan to remedy the over expenditure.

## FINANCIAL IMPLICATIONS

The Quarter 3 FACR estimated net result is a budget deficit position of **\$356,599** to 30 June 2022.

## RISK

The Finance and Costing Review (FACR) seeks to provide a best estimate of the end-of-year position for the Shire of Broome at 30 June 2022. Contained within the report are recommendations of amendments to budgets which have financial implications on the estimate of the end-of-year position.

The review does not, however, seek to make amendments below the materiality threshold unless strictly necessary. The materiality thresholds are set at \$10,000 for operating budgets and \$20,000 for capital budgets. Should a number of accounts exceed their budget within these thresholds, it poses a risk that the predicted final end-of-year position may be understated.

In order to mitigate this risk, the CEO enacted the FACRs to run quarterly and Executive examine each job and account to ensure compliance. In addition, the monthly report provides variance reporting highlighting any discrepancies against budget.

It should also be noted that should Council decide not to adopt the recommendations, it could lead to some initiatives being delayed or cancelled in order to offset the additional expenditure associated with running the Shire's operations.

## STRATEGIC ASPIRATIONS

**Performance – We will deliver excellent governance, service and value, for everyone.**

**Outcome Eleven – Effective leadership, advocacy and governance:**

11.2 Deliver best practice governance and risk management.

**Outcome Thirteen - Value for money from rates and long term financial sustainability:**

13.1 Plan effectively for short and long term financial sustainability.

## VOTING REQUIREMENTS

*Absolute Majority*

### REPORT RECOMMENDATION:

*That the Audit and Risk Committee recommends that Council:*

- 1. Receives the Quarter 3 Finance and Costing Review Report for the period ended 31 March 2022;*
- 2. Adopts the operating and capital budget amendment recommendations for the year ended 30 June 2022 as attached;*
- 3. Notes a forecast net end-of-year deficit position to 30 June 2022 of **\$356,599.***



**Attachments**

- 1. Quarter 3 2021-22 Finance and Costing Review

<b>SHIRE OF BROOME SUMMARY REPORT</b>							
<b>BUDGET IMPACT</b>							
	<b>2021/22 Adopted Budget (Income) / Expense</b>	<b>YTD Adopted Budget Amendments (Income) / Expense</b>	<b>FACR Q3 Overall (Income) / Expenses (Org Sav / Exp not subtracted)</b>	<b>FACR Q3 Org Expenses / (Savings) (by Department)</b>	<b>FACR Q3 Impact (Income) / Expenses (Org Sav / Exp subtracted)</b>	<b>YTD Impact (Org Sav / Exp subtracted)</b>	<b>YTD Overall Position (Org Sav / Exp not subtracted)</b>
OCEO - Total	0	136,892	(96,500)	(104,500)	8,000	144,892	40,392
Corporate Services - Total	0	(14,000)	252,253	233,753	18,500	4,500	238,253
Development - Total	0	(30,000)	(119,000)	(119,000)	0	(30,000)	(149,000)
Infrastructure - Total	0	(848,591)	266,155	207,894	58,261	(790,330)	(582,436)
Impact of Council approved budget amendments	0	809,390	0	0	0	809,390	809,390
	<b>0,000*</b>	<b>53,691</b>	<b>302,908</b>	<b>218,147</b>	<b>84,761</b>	<b>138,452</b>	<b>356,599</b>

\*Council adopted the annual budget with a predicted end-of-year balanced budget, which included previous year carried forward surplus

\*\*Please note that should the Forecast budget predict a deficit greater than 1% of budgeted operating revenue excluding grants and contributions for assets, and profit on sale of assets (\$394,804), an action plan to remedy the situation will be prepared in accordance with Item 9.3.1 of June OMC on Materiality Threshold.

† Includes all additional Council adopted budget amendments year-to-date, including any previous FACRs

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2021-22										
Account	Job	IE Code	Description	2021-22 Current Budget	2021-22 Budget Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org Savings
<b>OFFICE OF THE CEO</b>										
<b>ADMIN1 - Chief Executive Officer - S Mastrolembo</b>										
22230		341	Legal Exps Op Exp - Other Governance	25,000	1,187	(20,000)	5,000		Savings	(20,000)
				<b>25,000</b>	<b>1,187</b>	<b>(20,000)</b>	<b>5,000</b>	<b>0</b>		<b>(20,000)</b>
<b>ADMIN2 - Personal Assistant To CEO - L Berkrey</b>										
22125		34	WARCA (WA Regional Capitals Alliance) - Op Exp - Other Governance	35,000	23,638	(5,000)	30,000		Savings through video conference meetings	(5,000)
24020		34	Shire President & CEO Special Travel - Op Exp - Members	11,000	2,483	(5,000)	6,000		Savings through video conference meetings	(5,000)
				<b>46,000</b>	<b>26,121</b>	<b>(10,000)</b>	<b>36,000</b>	<b>0</b>		<b>(10,000)</b>
<b>CS3 - Manager People and Culture - S Parker</b>										
142042		34	Performance Based Rewards - Gen Admin	40,000	18,922	(10,000)	30,000		Savings due to staff vacancies and reduced staff events due to Covid	(10,000)
142043		77	Organisational Training - General MUN	236,066	108,927	(80,000)	156,066		Due to COVID and some staff vacancies, a number of scheduled training courses have been cancelled and are unlikely to be rescheduled within this financial year	(80,000)
142048		34	HRM Consultancy - Op Exp	90,000	68,888	20,000	110,000		Additional funds required for pending workplace investigations	20,000
				<b>366,066</b>	<b>196,737</b>	<b>(70,000)</b>	<b>296,066</b>	<b>0</b>		<b>(70,000)</b>
<b>CMS2 - Manager Community Engagement &amp; Projects - N Roukens</b>										
82670		11	Grant Income - Comm Services	(5,000)	0	5,000	0		\$5,000 Neighbourhood Engagement Grant not received.	5,000
113128		10	Building Better Regions Grant for Cable Beach - Non Op Grant - Other Recreation & Sport - CAP INC	(708,000)	0	297,000	(411,000)		Less BBRF Grant income forecast for receipt prior to 30 June	
111989		43	Transfer to POS Reserve - Cap Exp - Parke & Ovals	1,753,709	740	(297,000)	1,456,709	(297,000)	BBRF grant funding has been used towards detail design in lieu of municipal funds. Savings in municipal funds being transferred into Reserve for use on CB construction next FY. Reduction in Reserve transfer due to reduction in grant income and therefore less muni funds available to transfer	
				<b>1,040,709</b>	<b>740</b>	<b>5,000</b>	<b>1,045,709</b>	<b>(297,000)</b>		<b>0</b>
<b>BC - Marketing &amp; Communications Coordinator - G McKnight</b>										
22290		34	Sister City Relations/Japanese Youth Ambassador - Op Exp - Other Governance	5,000	0	(5,000)			No Sister City functions or civic receptions to date.	(5,000)
82613		34	Advertising Promotion & Printing - Op Exp - Community Services	5,000	75	(4,500)			Savings	(4,500)
				<b>10,000</b>	<b>75</b>	<b>(9,500)</b>	<b>0</b>	<b>0</b>		<b>(9,500)</b>

## SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2021-22

Account	Job	IE Code	Description	2021-22 Current Budget	2021-22 Budget Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org Savings
<b>REQ36 - Youth &amp; Community Development Officer - C Lawton</b>										
23040		34	Youth Development Programme & Working Group - Op Exp - Other Governance	32,000	11,707	(3,000)	29,000		\$3,000 reduction as grant funding not successful.	(3,000)
23050		11	Grant Op - Youth Coordinating Committee Op Inc. - Other Governance	(6,000)	0	3,000	(3,000)		\$3,000 grant received from Dept of Communities for Youth Week events. No further grants expected.	3,000
82617		34	Community Development Strategy - Op Exp - Community Services	40,000	23,936	(5,000)	35,000		Reduction in Community Picnics due to COVID / staff vacancies	(5,000)
116184	116198	34	Sundry Community Events	32,000	23,088	(10,000)	22,000		Timing. Xmas Carols budget reduced as \$10,000 of grant income was not secured.	(10,000)
1138332		11	Grant Income & Contributions - Op Inc - Other Culture	(20,000)	(5,000)	15,000	(5,000)		\$10,000 Reconciliation Week grant not sourced. Event expense account 116201 reduced. \$10,000 Xmas Carols grants not sourced. \$5,000 received from Inpex towards the Xmas Trails.	15,000
				<b>78,000</b>	<b>53,731</b>	<b>0</b>	<b>78,000</b>	<b>0</b>		<b>0</b>

<b>REQ4 - Special Projects Coordinator - A Rowett</b>										
132314		34	Sanctuary Caravan Park Op Exp - Tourism & Area Promotion	70,000	60,161	8,000	78,000		Increase to cover cost of preferred tenderer.	
				<b>70,000</b>	<b>60,161</b>	<b>8,000</b>	<b>78,000</b>	<b>0</b>		<b>0</b>

<b>OVERALL OFFICE OF THE CEO - DEPT. SAVINGS/EXPENSE</b>	<b>-96,500</b>	<b>OFFICE OF THE CEO - ORG. SAVINGS/EXPENSE</b>	<b>-104,500</b>
<b>RESERVE MOVEMENT - OFFICE OF THE CEO</b>		<b>-297,000</b>	
<b>OFFICE OF THE CEO - NET IMPACT (EXC. ORG.SAVINGS/EXPENSE)</b>		<b>8,000</b>	

<b>CORPORATE SERVICES</b>										
<b>CS1 - Director Corporate Services - J Watt</b>										
142232		34	LGIS Insurance Funded Expenses (Inc in 142393) - Op Exp - Corp Gov	61,380	12,253	(20,000)	41,380		Timing - Risk Initiatives planned for May / June	(20,000)
142393		13	LGIS Insurance Bonus & Funding (Exp in 142232) - Op Inc - Corp Gov	(100,000)	0	80,000	(20,000)		Reduction required; advice indicates unlikely to receive full dividend through bonus funds this year	80,000
				<b>(38,620)</b>	<b>12,253</b>	<b>60,000</b>	<b>21,380</b>	<b>0</b>		<b>60,000</b>
<b>CS2 - Manager Financial Services - E French</b>										

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2021-22										
Account	Job	IE Code	Description	2021-22 Current Budget	2021-22 Budget Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org Savings
30105		1	Rates Broome - Op Inc - Rates	(24,125,882)	(24,196,483)	(70,602)			Additional income generated through sales / subdivisions / interims. Partially offsetting Back rates.	(70,602)
30147		2	Rates Admin Instalment Charge - Op Inc - Rates	(61,200)	(49,694)	11,506			Full year received.	11,506
30201		23	Rates Non Payment Int - Op Inc - Rates	(117,000)	(113,140)	(10,000)			Variance between estimate of ratepayers on instalments and overdue.	(10,000)
32480		2	Rates Enquiry Fees - Op Inc - Rates	(50,260)	(63,309)	(15,000)			Property sales higher than expected resulting in increased enquiries and income.	(15,000)
32492		1	Back Rates - Op Inc - Rates	0	293,849	293,849			Back rates associated with UV Commercial (Pastoral) valuation objections back dated to 1 July 2020	293,849
				<b>(24,354,342)</b>	<b>(24,128,779)</b>	<b>209,753</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>CS4 - Manager Governance, Strategy &amp; Risk - D Kennedy</b>										
23453		34	Review of Strategies Relating to the Community Strategic Plan - Op Exp - Other Gov	20,000	0	10,000	30,000		Additional costs for data entry	10,000
113410		2	Male Oval & Concourse - Op Inc - Parks & Ovals	(23,800)	(1,658)	10,000	(13,800)		Income reduced - reduction in events, hires	
142090		34	Postage & Freight - Op Exp - General Administration O'Heads	25,000	15,785	(5,000)	20,000		Postage cost from community survey	(5,000)
				<b>21,200</b>	<b>14,126</b>	<b>15,000</b>	<b>36,200</b>	<b>0</b>		<b>5,000</b>
<b>CS6 - Manager Information Services - C Chong</b>										
146104		34	Equip Maint & Supplies - IT Exp - OP Exp	99,064	81,000	8,000	107,064		Nexon managed services licence cost increases (VoIP phones). Investigating alternative suppliers.	
146110		34	Minor Assets<\$5000 - IT Exp	62,000	64,269	20,000	82,000		Additional \$20,000 required for laptop replacement program.	20,000
146111		34	IT Contract Consultants - Exp	262,000	69,244	(50,000)	212,000		GIS Hours(\$40k), Veritas email extraction (\$17k), ICT Strategies (\$80k).	(50,000)
				<b>423,064</b>	<b>214,513</b>	<b>(22,000)</b>	<b>401,064</b>	<b>0</b>		<b>(30,000)</b>
<b>BRAC1 - Manager Community Facilities - C Zepnick</b>										
117004	117056	61	Salary & Related Program Development Officer Expense	101,521	3,329	(5,000)	96,521		Savings to offset Group Fitness Program account 117148. Staff vacancies have necessitated use of contractors	
117148		34	Group Fitness Program - Op Exp - BRAC - Aquatic	20,000	19,557	5,000	25,000		Staff vacancies have required use of contractors. Offset by amendment in 117056	
117156		34	Program Annual Events - Op Exp - BRAC Dry	10,000	2,529	(6,000)	4,000		BRAC 2 Beach occurring in July 2022 (New FY)	(6,000)
117200		2	Hire of BRAC Staff Inc Recd - Op Inc - BRAC General	0	(1,031)	(5,000)	(5,000)		Hire of BRAC staff. Not budgeted.	(5,000)
117291		2	BRAC Fields - Electricity Reimb and Other Income - Op Inc	(28,600)	(6,336)	5,000	(23,600)		Coming into busier time of the year - WKFL, Touch, Soccer, Rugby. Income for March not included yet, but likely to be some reduction due to change in light system charging.	

### SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2021-22

Account	Job	IE Code	Description	2021-22 Current Budget	2021-22 Budget Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org Savings
				102,921	18,049	(6,000)	96,921	0		0 (11,000)
<b>LS1 - Library Coordinator - A Morris</b>										
115286		34	SLWA Travel & Accommodation Op Exp - Library	6,300	0	(6,300)	0		No grants recieved this FY. 100% grant funded.	
115380		11	Grant Op - State SLWA Library Grant	(6,300)	0	4,800	(1,500)		Funding is now from SLWA Travel Grants for library staff to attend training at SLWA.	
115480		11	Grant Program Income - Op Inc - Library (Expense in 115280)	(9,259)	(8,558)	(3,000)	(12,259)		Pending Children's Book Week Grant \$5,500. \$3,000 of additional unbudgeted grants	
						(4,500)				

<b>OVERALL CORPORATE SERVICES - DEPT. SAVINGS/EXPENSE</b>	<b>252,253</b>	<b>CORPORATE SERVICES - ORG. SAVINGS/EXPENSE</b>	<b>233,753</b>
<b>RESERVE MOVEMENT - CORPORATE SERVICES</b>		<b>0</b>	
<b>CORPORATE SERVICES - NET IMPACT (EXC. ORG. SAVINGS/EXPENSE)</b>		<b>18,500</b>	

DEVELOPMENT SERVICES										
<b>DS1 - Director Development Services - K Williams</b>										
55167		34	Vehicles & Mob Plant Renewal > \$3000 - Cap Exp - SES/ FESA	7,000	0	(7,000)	0		Funds not required.	
1429880		43	Transfer to Plant Reserve - Cap Exp - Engineering Office	5,410		7,000	12,410	7,000	Transfer savings to Plant Reserve	
106038		341	Legal Expenses - Development Services	10,000	0	(10,000)	0		No legal proceedings underway or expected through to EOFY	(10,000)
1367205		34	Relieving Staff Exp - Op Exp - Oth Economic Services	0	24,400	27,585	27,585		Relief staff costs to assist in coverage of Economic Development Coordinator position during staff vacancy	
1367201		61	Salary - Op Exp - Economic Services	390,233	269,114	(27,585)	362,648		Salary savings to offset relief Economic Development Coordinator costs.	
				<b>412,643</b>	<b>293,514</b>	<b>(10,000)</b>	<b>402,643</b>	<b>7,000</b>		<b>0 (10,000)</b>

<b>BS1 - Manager Planning &amp; Building Services - K Wood</b>										
106030	106055	34	Planning General Project Consult - Op Exp Town Planning/Reg Dev	161,000	19,095	(15,000)	146,000		Project DDC202119: Local Planning Scheme and Local Planning Strategy Review originally budgeted to be \$65K and will deliver \$15K of savings.	(15,000)
106410		4	Planning Fees (GST Free) - Op Inc - Town Planning/Regional Devel	(100,000)	(111,147)	(15,000)	(115,000)		Tracking ahead of expected income.	(15,000)
106421		2	Rezoning and Structure Plan Fees (Excl GST) - Op Inc - Town Planning	(10,000)	0	10,000	0		Have not recieved rezoning and unlikely given staus of draft LSP7. Also not likely to receive another structure plan before end of FY.	10,000

## SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2021-22

Account	Job	IE Code	Description	2021-22 Current Budget	2021-22 Budget Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org Savings
133015		34	Consultants - Op Exp - Building Control	5,000	0	(4,000)	1,000		Funds not likely to be required this FY. Coordinator Building taking leave in April but has agreed to action building permit applications to avoid need to engage external provider during this time.	(4,000)
133410		4	Stat Fees & Lic - Building Permits	(105,000)	(127,163)	(30,000)	(135,000)		Tracking ahead of anticipated building permit income. Increase by \$30K.	(30,000)
				(49,000)	(219,216)	(54,000)	(103,000)	0		(54,000)

CMS3 - Economic Development Coordinator - E Pendlebury										
22174		58	Sundry In Kind Donations Op Exp - Other Governance	219,000	189,818	(14,000)	205,000		Savings identified with no further applications expected	(14,000)
132060		58	Tourism Development - Op Exp - Tourism & Area Promotion	30,000	3,700	(15,000)	15,000		Fewer applications than expected	(15,000)
				249,000	193,518	(29,000)	220,000	0		(29,000)

HS1 - Manager Environmental Health, Emergency & Ranger Services - Vacant										
53015		34	Relief Staff Exp - Op Exp - Ranger Operations	45,000	28,439	(10,000)	35,000		Rangers fully staffed so some savings identified.	(10,000)
53060		34	Impounding of Vehicles Expense - Op Exp - Other Law Order & Public Safety	12,500	5,276	(5,000)	7,500		Savings - less impounds required YTD	(5,000)
507218		34	Consultants - Op Exp - Ranger Operations	30,000	13,785	(11,000)	19,000		Animal Management Plan undertaken internally. Remaining funds required for graphic design.	(11,000)
				87,500	47,500	(26,000)	61,500	0		(26,000)

<b>OVERALL DEVELOPMENT &amp; COMMUNITY - DEPT. SAVINGS/EXPENSE</b>	<b>-119,000</b>	<b>DEVELOPMENT &amp; COMMUNITY - ORG. SAVINGS/EXPENSE</b>	<b>-119,000</b>
<b>RESERVE MOVEMENT - DEVELOPMENT &amp; COMMUNITY</b>		<b>7,000</b>	
<b>DEVELOPMENT &amp; COMMUNITY - NET IMPACT (EXC. ORG.SAVINGS/EXPENSE)</b>		<b>0</b>	

### INFRASTRUCTURE

ES1 - Director Infrastructure - J Hall										
101510		34	Vehicle & Mob Plant Renewal(Replacement)-Cap Exp- Sanit Gen Refuse	347,000	0	20,000	367,000		Phasing, all orders are placed for the vehicles for 2021/22.	
101525		26	Transfer From Refuse Site Reserve - Sanitation Gen Refuse	(1,369,617)	0	(20,000)	(1,389,617)	(20,000)	Increase transfer from Sanitation Gen Refuse Reserve for additional expense	
106184		34	Vehicle & Mobile Plant Renewal (Replacement) Cap Exp - Dev Services	160,000	0	12,000	172,000		Orders placed for three utilities but not beach buggy. Ranger vehicle was \$33k over budget.	
52951		26	Transfer From Plant Replacement Reserve - Ranger Operations	(46,000)	0	(12,000)	(58,000)	(12,000)	Increase transfer from Plant Reserve for additional expense	
125251		25	Carparks LRCI Grant & Other LRCI Grants - Cap Inc	(1,749,981)	(813,688)	473,694	(1,276,287)		LRCI Income over budgeted.	473,694

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2021-22										
Account	Job	IE Code	Description	2021-22 Current Budget	2021-22 Budget Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org Savings
143010		61	Salary - Op Exp - Engineering Office	950,530	643,756	(30,000)	920,530		Salary savings used to offset costs associated with Consultant coverage of ETO role.	
143038		34	Consultants Engineering Office	62,000	45,883	30,000	92,000		Re-distribute Salary savings from 0143010 that were used for Consultantancy road design whilst ETO was vacant	
121776		10	Rds To Recovery Non Op Grant for Urban Rds - Non Op Inc	(392,000)	(90,909)	92,000	(300,000)		Roads to Recovery grant funding reallocated however adjustment not made to income account.	
116125	116132	34	Other Infrastructure New Const - Cap Exp	142,000	50,000	(57,000)	85,000		Cape Leveque Tourist Bay project removed as it was completed by Main Roads however Shire commitment to complete signage works - \$35K required.	
148021		34	Vehicle & Mobile Plant New - Cap Exp - Depot Ops	12,500	0	(12,500)	0		Depot ice machine deferred. AMP allocation - transfer to plant reserve	
148603		26	Transfer From Plant Reserve - Depot Ops	(11,500)	0	11,500	0	11,500	Depot ice machine deferred. AMP allocation - reserve transfer not required	
1042510		34	Mobile Plant & Equipment Renewal (Replacement) - Cap Exp - Sanitation Other	195,000	0	(45,000)	150,000		1 Utility held to 2022/23 (re-budgetted, not carry over). Caged Tipper hasn't been procured and will be a carryover.	(45,000)
				<b>(1,700,068)</b>	<b>(164,957)</b>	<b>462,694</b>	<b>(1,237,374)</b>	<b>(20,500)</b>		<b>0</b>
<b>ES9 - Manager Engineering - P Collins</b>										
143031		34	Survey Equipment & Maintenance - Op Exp - Engineering Office	4,890	0	(3,000)	1,890		Equipment replacement not required	(3,000)
				<b>4,890</b>	<b>0</b>	<b>(3,000)</b>	<b>1,890</b>	<b>0</b>		<b>0</b>
<b>ES6 - Senior Project Engineer - Luke McKenzie</b>										
104270	104299	34	Short St-Paspaley Carnarvon Street New Drainage Const - Cap Exp	65,390	0	(54,490)	10,900		Contractors to undertake Short St drainage clearing not available. Will be pursued in 22/23 pending contractor availability	
104205		43	Transfer to Drainage Reserve - Cap Exp - Urban Stormwater Drainage	33,608	625	54,490	88,098	54,490	Transfer to Drainage Reserve (allocate to Short Street Drainage)	
1181409		34	Town Beach Development - Jetty Project - Other Infra New - Cap Exp	2,666,076	1,981,604	(445,000)	2,221,076		Project savings (remainder of contingency budget) to be transferred POS Reserve	
111989		43	Transfer to POS Reserve - Cap Exp - Parks & Ovals	2,104,539	740	445,000	2,549,539	445,000	Transfer remainder of Contingency Budget to POS Reserve	
				<b>4,869,613</b>	<b>1,982,969</b>	<b>0</b>	<b>4,869,613</b>	<b>499,490</b>		<b>0</b>
<b>ES3 - Manager Works - J Welshman</b>										
800		34	Oils & Lubricants - Op Exp - Depot Operations	27,400	25,632	3,000	30,400		Cost of oil has increased	3,000
125140	125277	34	Broome North Footpath New Const - Capex	41,853	32,352	(7,000)	34,853		Savings identified. Funded through developer contributions - transfer back into reserve.	



SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2021-22										
Account	Job	IE Code	Description	2021-22 Current Budget	2021-22 Budget Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org Savings
125950		43	Transfer to Footpath Reserve	5,672	932	7,000	12,672	7,000	Transfer to Footpath Reserve	
125140	125290	34	Old Broome Estate Subdivision - Whole Estate - Various Paths	11,931	0	(11,931)	0		Allocation of operational staff to capital projects	
125950		43	Transfer to Footpath Reserve	5,672	932	11,931	17,603	11,931	Transfer to Footpath Reserve	
145105		34	Plant Fuel & Oil - Op Exp - Plant Operation	280,137	312,792	30,000	310,137		Price increase for fuel.	30,000
148100	148105	34	Depot - Reactive Maint - Op Exp	4,000	10,773	9,000	13,000		Water connection for Depot eye wash.	
148279	148279	34	Apprentice Training - Depot	2,000	3,472	(2,000)	0		Allocation in HR budget for apprentices	(2,000)
				<b>378,665</b>	<b>386,887</b>	<b>40,000</b>	<b>418,665</b>	<b>18,931</b>		<b>0</b>
										<b>31,000</b>

ES5 - Works Coordinator - D Greaves										
121101	RRU	34	Urban Reseals Renewal Program - Various (Sealing Contractor) - Cap Ex - Renewal	722,474	124,051	(138,000)	584,474		Dampier Tce and Gray St asphalt deferred due to need for a full redesign. AMP allocation - transfer to Road Reserve.	
121950		43	Transfer to Road Reserve - Cap Exp - Cons Streets Roads Bridges Dep	86,026	622	138,000	224,026	138,000	Dampier Tce and Gray St asphalt deferred due to need for a full redesign. AMP allocation - transfer to Road Reserve.	
122000	121028	34	Sector 5 Roebuck Est - Works Maint	329,207	130,131	(30,000)	299,207		Allocation of operational staff to capital projects	(30,000)
122000	121027	34	Sector 4 Sunset Park - Works Maint	231,308	57,840	(13,000)	218,308		Allocation of operational staff to capital projects	(13,000)
122000	121011	34	Sector 1 Chinatown - Works Maint	291,472	61,696	(15,000)	276,472		Allocation of operational staff to capital projects	(15,000)
122000	121026	34	Sector 3 Old Broome - Works Maint	275,828	188,657	(20,000)	255,828		Allocation of operational staff to capital projects	(20,000)
122000	121029	34	Sector 6 Broome North / Blue Haze - Works Maint	188,512	47,404	(10,000)	178,512		Allocation of operational staff to capital projects	(10,000)
122000	121025	34	Sector 2 Cable Beach - Works Maint	263,895	142,026	(20,000)	243,895		Allocation of operational staff to capital projects	(20,000)
122000	121030	34	Sector 7 LIA, HIA and Port - Works Maint	232,815	15,307	(30,000)	202,815		Allocation of operational staff to capital projects	(30,000)
126000	126021	34	Sector 1 Chinatown- Operating	119,237	24,282	(5,000)	114,237		Allocation of operational staff to capital projects	(5,000)
				<b>2,740,774</b>	<b>792,016</b>	<b>(143,000)</b>	<b>2,597,774</b>	<b>138,000</b>		<b>0</b>
										<b>(143,000)</b>

PK3 - Parks & Gardens Coordinator - C Hankinson										
107029	107029	34	Japanese Cemetery- P&G Maint	53,640	18,905	(4,000)	49,640		Allocation of operational staff to capital projects. Materials savings identified.	(4,000)
107030	107030	34	Broome Cemetery - P&G Maint	140,074	44,945	(4,000)	136,074		Allocation of operational staff to capital projects. Materials savings identified.	(4,000)
113000	113034	34	Miller Park - P&G Maint	38,469	9,066	(2,000)	36,469		Allocation of operational staff to capital projects. Materials savings identified.	(2,000)
113000	113037	34	Bedford Park - P&G Maint	144,439	92,418	3,000	147,439		Anzac Day preparations coming up.	
113000	113047	34	China Town - P&G Maint	263,424	202,335	(20,000)	243,424		Allocation of operational staff to capital projects. Materials savings identified.	(20,000)
113000	113075	34	Sugar Glider Park - P&G Maint	122,296	62,976	(2,000)	120,296		Allocation of operational staff to capital projects. Materials savings identified.	(2,000)

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2021-22										
Account	Job	IE Code	Description	2021-22 Current Budget	2021-22 Budget Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org Savings
113000	113080	34	Six Season Park - P&G Maint	59,354	11,341	(7,000)	52,354		Allocation of operational staff to capital projects. Materials savings identified.	(7,000)
113000	113582	34	Solway Park - P&G Maint	77,519	22,395	(5,000)	72,519		Allocation of operational staff to capital projects. Materials savings identified.	(5,000)
113000	113028	34	Cygnets Park - P&G Maint	225,778	119,695	(7,000)	218,778		Allocation of operational staff to capital projects. Materials savings identified.	(7,000)
113000	113033	34	Haynes Oval - P&G Maint	244,180	200,577	20,000	264,180		\$22,000 invoice outstanding for tank liner.	
113000	113039	34	Streeters Jetty Park - P&G Maint	3,050	0	(3,050)	0		Allocation of operational staff to capital projects. Materials savings identified.	(3,050)
113000	113043	34	Town Beach - P&G Maint	446,660	281,568	(5,000)	441,660		Allocation of operational staff to capital projects. Materials savings identified.	(5,000)
113000	113044	34	Civic Centre - P&G Maint	88,047	44,563	(3,000)	85,047		Allocation of operational staff to capital projects. Materials savings identified.	(3,000)
113000	113051	34	Weed Eradication Program - P&G Maint	22,230	13,751	(4,000)	18,230		Allocation of operational staff to capital projects. Materials savings identified.	(4,000)
113000	113579	34	Frangipani Park - P&G Maint	54,823	11,825	(2,000)	52,823		Allocation of operational staff to capital projects. Materials savings identified.	(2,000)
113000	113583	34	Herbert St Park - P&G Maint	110,136	39,659	(5,000)	105,136		Allocation of operational staff to capital projects. Materials savings identified.	(5,000)
113000	113038	34	Tolentino Park - P&G Maint	63,613	30,112	2,000	65,613		Slightly over budget. Playground replacement costs following damage.	
113000	113040	34	Cable Beach - P&G Maint	310,498	201,083	(8,000)	302,498		Allocation of operational staff to capital projects. Materials savings identified.	(8,000)
113000	113070	34	Sunset Park - P&G Maint	145,696	78,054	(3,000)	142,696		Allocation of operational staff to capital projects. Materials savings identified.	(3,000)
113005	113010	34	Weed Control- P&G Maint	213,416	120,065	5,000	218,416		Extra chemical purchase due to wet season spread	
113026	113026	34	Skate Park- P&G Maint	3,893	254	(3,750)	143		Not required due to Skatepark construction.	(3,750)
113396	113397	34	Reticulation Control System - P&G Maint	16,371	2,433	(4,000)	12,371		Savings identified.	(4,000)
113550	113570	34	Dakas Street Reserve New Infra Const Cap Exp-P&O	5,940	0	(87,800)	(81,860)		Dakas St project on hold until Public Open Space Strategy finalised. Transfer to Reserve.	
111989		43	Transfer to POS Reserve - Cap Exp - Parks & Ovals	2,104,539	740	87,800	2,192,339	87,800	Funds for Dakas St transferred to POS Reserve	
113551	113795	34	Parks & Gardens Works Renewal Infra - Cap Exp	159,763	8,279	(40,000)	119,763		Water Tank RFQ finalised and over budget. Cygnets Park BBQ deferred; Gantheaume Point Shade Shelter working through YPC. AMP allocation - transfer to Reserve. Public Open Space Strategy direction required.	
111989		43	Transfer to POS Reserve - Cap Exp - Parks & Ovals	2,104,539	740	40,000	2,144,539	40,000	Transfer to POS Reserve	
117000	117070	34	Grounds Maint Exp by P & G - BRAC	94,083	45,950	(3,000)	91,083		Allocation of operational staff to capital projects. Materials savings identified.	(3,000)
117210	117211	34	BRAC Ovals - P&G Maint	426,453	314,807	15,000	441,453		Backflow device replacement. Extra topdressing and retic parts required.	
126000	126123	34	Sector 6 Bme North / Blue Haze - P&G Maint	136,132	50,277	10,000	146,132		Additional spraying in drains	
142000	142054	34	Shire Office Haas St - P & G Maint	109,028	30,912	(3,000)	106,028		Timing of annual PO's	(3,000)
142050	142496	34	Shire Office Barker St - P&G Maint	42,076	5,465	(2,000)	40,076		Timing	(2,000)

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2021-22										
Account	Job	IE Code	Description	2021-22 Current Budget	2021-22 Budget Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org Savings
				8,030,159	2,065,191	(44,800)	7,985,359	127,800		0 (99,800)
<b>PM2 - Asset and Building Coordinator - M Mitchell</b>										
117218	117219	34	Medland Pavilion - Operating Expense - Op Exp	27,510	25,062	7,500	35,010		Cleaning requirements based off revised booking schedule, increased from previous quarters estimate	
125215	125033	34	Broome Streets General Purpose Street Lighting Upgrades	161,833	114,594	(47,239)	114,594		Quote for scope of works under budget	
						(39,739)				
<b>PM3 - Property and Leasing Senior Officer - K Martin</b>										
96200		28	1/17 Honeyeater Loop - Rent & Recoup Income - Op Inc	(12,220)	(14,476)	(7,000)	(19,220)		Increased occupancy over budgeted occupancy.	(7,000)
96201		28	8/83 Walcott Street - Rent & Recoup Income - Op Inc	(17,160)	(1,141)	13,000	(4,160)		Not permanently tenanted, used as short term accommodation for Shire employees/ Contractors.	13,000
96202		28	8/6 Ibis Way - Rent & Recoup Income - Op Inc	(9,620)	(15,935)	(10,000)	(19,620)		Budget Based on 50% occupancy. Has had 100% occupancy.	(10,000)
96203		28	11/6 Ibis Way - Rent & Recoup Income - Op Inc	(12,220)	(10,112)	(3,000)	(15,220)			(3,000)
96204		28	2/50 Tanami Drive - Rent & Recoup Income - Op Inc	(24,180)	(12,149)	7,000	(17,180)		Some occupancy vacancies. Budgeted at 100%.	7,000
145561		28	Lot 1002 Shelduck Way - Rent & Recoup Income - Op Inc	(32,256)	(21,274)	4,000	(28,256)			4,000
145690		34	Non Recoverable Op Expenses Staff Housing	5,000	0	(5,000)	0			(5,000)
147103		341	Survey & Misc Expenses Leased Properties - Op Exp - Unclassified Gen	30,000	14,373	(5,000)	25,000			(5,000)
				(72,656)	(60,714)	(6,000)	(78,656)	0		0 (6,000)
<b>ES8 - Manager Waste- N Olsson</b>										
101020		34	Kerbside Refuse Collection - Op Exp - Sanitation Gen Refuse	502,640	247,503	(150,000)	352,640		Lower collections than budgeted. Likely expenditure target is approx. \$300,000	
101022		34	Kerbside Recycling Collection -Op Exp - San Gen Refuse	882,444	418,316	(47,000)	835,444		Lower collections than budgeted. Likely expenditure target is approx. \$800,000	
101027		34	Recycling and Education - Op Exp - San Gen Refuse	14,000	796	(10,000)	4,000		No advertising planned to June 30.	
101029		62	Salary - Waste Co-ordinator - Op Exp -Sanitation Gen Refuse	466,632	157,127	(50,000)	416,632		Vacancy in Waste Coordinator and Team Leader allocations were to Timesheet accounts.	
101029		69	Salary - Waste Co-ordinator - Op Exp -Sanitation Gen Refuse	466,632	157,127	(150,000)	316,632		Vacancy in Waste Coordinator and Team Leader allocations were to Timesheet accounts.	
101030	101055	34	Waste Staff PPE - Op Exp	0	4,605	5,000	5,000		Allocate \$5,000 to account for PPE purchases.	
101030	101050	62	Weighbridge Operations - Op Exp - San Gen Refuse	608,335	214,419	(75,000)	533,335		Savings in staff time booked to other accounts for higher duties or incorrectly.	

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2021-22										
Account	Job	IE Code	Description	2021-22 Current Budget	2021-22 Budget Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description	Org Savings
101030	101050	69	Weighbridge Operations - Op Exp - San Gen Refuse	608,335	214,419	(150,000)	458,335		Savings in staff time booked to other accounts for higher duties or incorrectly.	
101030	101054	34	WFM Licence and Operations Expense - Sanitation Gen Refuse	58,000	26,345	(10,000)	48,000		Savings in staff time booked to other accounts for higher duties or incorrectly.	
101038	101041	62	Staff Meeting Expenses - OpExps - Sanitation Gen Refuse	61,220	4,692	(15,000)	46,220		Staff have not been time allocating the toolbox meetings and have not attended CEO15 sessions at the Depot	
101038	101041	69	Staff Meeting Expenses - OpExps - Sanitation Gen Refuse	61,220	4,692	(30,000)	31,220		Staff have not been time allocating the toolbox meetings and have not attended CEO15 sessions at the Depot	
101040	101042	34	Sanitation General Project Consultancy - Op Exp - Sanitation Gen Refuse	8,000	1,385	(8,000)	0		Not utilised	
101524		34	Asset Rehabilitation Obligation (Cap Exp - Sanitation Gen Refuse)	700,158	96,799	(250,000)	450,158		Tracking ahead of budget, projected \$250,000 savings for 21/22	
102010	102010	61	Rangers - Litter Control Salaries	93,715	23,331	(40,000)	53,715		Lower salary costs than budgeted	
102010	102011	62	General Litter Control - CCC Maint	471,450	162,775	(60,000)	411,450		Lower salary costs than budgeted	
102010	102011	69	General Litter Control - CCC Maint	471,450	162,775	(120,000)	351,450		Lower salary costs than budgeted	
101515		43	Transfer to Refuse Reserve - Cap Exp - Sanitation Gen Refuse	6,766	1,094	1,160,000	1,166,766		To balance the Sanitation Sub-Program after the effects of the Q3 FACR Budget Amendments.	
				<b>6,695,485</b>	<b>2,357,887</b>	<b>0</b>	<b>6,695,485</b>	<b>0</b>		<b>0</b>
<b>OVERALL INFRASTRUCTURE SERVICES - DEPT. SAVINGS/EXPENSE</b>						<b>266,155</b>	<b>INFRASTRUCTURE - ORG. SAVINGS/EXPENSE</b>		<b>207,894</b>	
<b>RESERVE MOVEMENT - INFRASTRUCTURE</b>								<b>763,721</b>		
<b>INFRASTRUCTURE SERVICES - NET IMPACT (EXC. ORG.SAVINGS/EXPENSE)</b>						<b>474,049</b>				
								<b>302,908</b>	<b>218,147</b>	

**6. MEETING CLOSURE**

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: .....