



# CONFIRMED MINUTES

OF THE

ORDINARY COUNCIL MEETING

**30 JUNE 2022**

These minutes were confirmed at a meeting held 28 July 2022 and signed below by the Presiding Person, at the meeting these minutes were confirmed.

Signed:

A handwritten signature in black ink, appearing to read 'Dmale', is written over a light blue dotted line.

**SHIRE OF BROOME**  
**ORDINARY COUNCIL MEETING**  
**THURSDAY 30 JUNE 2022**  
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**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE SHIRE OF BROOME,  
HELD IN THE COUNCIL CHAMBERS, CORNER WELD AND HAAS STREETS, BROOME,  
ON THURSDAY 30 JUNE 2022, COMMENCING AT 5:00PM.**

<b>1. OFFICIAL OPENING</b>
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The Chief Executive Officer welcomed Councillors, officers and members of the public and declared the meeting open at 5:01pm.

<b>2. ATTENDANCE AND APOLOGIES</b>
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**ATTENDANCE**

<b>Councillors:</b>	Cr H Tracey Cr P Matsumoto Cr C Mitchell Cr B Rudeforth Cr P Taylor Cr N Wevers	Shire President (Via eMeeting)
<b>Apologies:</b>	Cr D Male Cr E Foy	
<b>Leave of Absence:</b>	Nil	
<b>Officers:</b>	Mr S Mastrolembo Mr J Hall Mr J Watt Mr K Williams Mr D Kennedy  Mr G McKnight  Miss K Cookson	Chief Executive Officer Director Infrastructure Director Corporate Services Director Development Services Manager Governance, Strategy and Risk  Marketing & Communications Coordinator Senior Administration & Governance Officer
<b>Media:</b>	C Andrews T Thompson-Fuller	Broome Advertiser ABC
<b>Public Gallery:</b>	E Di Giulio A De Ponti R O'Rourke A Waters P Collins R Wells R Donovan M Condiman K Wood M Cosson L Milne	The Daily Brew The Daily Brew Town Beach Café

**APPOINTMENT OF PRESIDING MEMBER:****Minute No. C/0622/048****Moved: Cr H Tracey****Seconded: Cr N Wevers*****That Cr C Mitchell assume the position of Chair.*****CARRIED UNANIMOUSLY 6/0****3. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION**

Nil.

**4. DECLARATIONS OF INTEREST**

IMPARTIALITY			
Councillor	Item No	Item	Nature of Interest
Cr P Taylor	9.3.1	Kimberley Economic Forum – Funding Request BCCI	A member of the Broome Chamber of Commerce and Industry Board

**5. PUBLIC QUESTION TIME**

Nil.

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**7. CONFIRMATION OF MINUTES****COUNCIL RESOLUTION:****Minute No. C/0622/049****Moved: Cr P Taylor****Seconded: Cr B Rudeforth*****That the Minutes of the Ordinary Meeting of Council held on 26 May 2022, as published and circulated, be confirmed as a true and accurate record of that meeting.*****CARRIED UNANIMOUSLY 6/0****COUNCIL RESOLUTION:****Minute No. C/0622/050****Moved: Cr P Taylor****Seconded: Cr N Wevers*****That the Minutes of the Special Meeting of Council held on 9 June 2022, as published and circulated, be confirmed as a true and accurate record of that meeting.***

**CARRIED UNANIMOUSLY 6/0**

**COUNCIL RESOLUTION:**

**Minute No. C/0622/051**

**Moved: Cr B Rudeforth**

**Seconded: Cr N Wevers**

***That the Minutes of the Special Meeting of Council held on 16 June 2022, as published and circulated, be confirmed as a true and accurate record of that meeting.***

**CARRIED UNANIMOUSLY 6/0**

**8. PRESENTATIONS / PETITIONS / DEPUTATIONS**

A deputation was provided to Council by Ryan O'Rourke from Town Beach Cafe in relation to 9.3.2 Review of Trading in Public Places Policy.

<b>9.      REPORTS FROM OFFICERS</b>
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<b>9.1    PEOPLE</b>
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There are no reports in this section.

**9.2 PLACE****COUNCIL RESOLUTION:****Minute No. C/0622/052****Moved: Cr N Wevers****Seconded: Cr P Taylor****MOVE ITEMS OF BUSINESS*****That Council;***

- 1. Move item 9.3.2 Review of Trading in Public Places Policy in order of business in front of item 9.2.1.**
- 2. Note the reason for moving the item is to improve continuity of the meeting proceedings.**

**CARRIED UNANIMOUSLY 6/0****9.3.2 REVIEW OF TRADING IN PUBLIC PLACES POLICY**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	HEA001
<b>AUTHOR:</b>	Coordinator Environmental Health and Event Approval
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

The Trading in Public Places Policy (**Policy**) facilitates the assessment and approval of Trading Licences in accordance with the *Trading, Outdoor Dining and Street Entertainment Local Law 2016*. A review of the policy has been undertaken and a draft policy has been advertised for public consultation. The feedback and recommended changes are summarised in this report. The updated draft Policy is shown in **Attachment 1**.

**BACKGROUND****Previous Considerations**

OMC 14 December 2017	Item 9.3.2
OMC 31 May 2018	Item 9.3.1
OMC 28 April 2022	Item 9.2.5

At the 31 May 2018 Ordinary Council Meeting (**OMC**), Council adopted a revised Trading in Public Places Policy, which included the provision of five new Council endorsed trading 'nodes'. Nodes are locations where trading licences may be issued by delegated officers even though the trading activity is within 300m of a permanent business that it would be directly competing with. Up to three trading activities are allowed to occur at any one time within a node, except Chinatown. The Council report stated that additional nodes could be added or removed through future amendments to the Policy. However, the nodes that

were identified were considered appropriate and desirable for public trading to occur at that time.

There has been a growing interest in the establishment of mobile traders in Broome and Shire officers responded to a high number of trading enquiries in the 2021-2022 financial year. Shire officer assessment of applications is based primarily on compliance with the Policy and suitability of the activity and location in terms of safety. Shire officers have often been either been unable or unwilling to approve trading licences where they occur outside trading nodes due to concern that the proposed location may not be considered desirable by Council. This can deter applicants or cause a delay in the handling of applications and requests.

The Policy was recently reviewed and the main proposed amendments are to establish a larger number of Council endorsed trading nodes within which mobile traders can be approved by delegated officers. The amendments will provide better guidance to traders on desirable trading locations and facilitate better customer services outcomes. The draft policy will also encourage the use of parks and reserves for appropriate trading activities as a means of enhancing community activity and recreation. Mobile traders have the potential to add diversity to the commercial offering in an area, create vibrancy and activate public places, be used to bring more people into an area and/or facilitate persons staying longer in an area. In residential parks, mobile traders have the potential to foster neighbourly relations, leading to reduced isolation and improved civic pride and community cohesion. Additional provisions to streamline the application process and regulate trading activities have also been proposed.

The draft revised policy was presented at the 28 April 2022 OMC and the following resolution was made:

REPORT RECOMMENDATION:

*That Council endorses the amended Trading in Public Places Policy as shown in Attachment 1 for the purpose of a 2 year trial review period.*

**Cr Taylor moved the following motion.**

COUNCIL RESOLUTION:

**Minute No. C/0422/009**

**Moved: Cr P Taylor**

**Seconded: Cr N Wevers**

***That Council defer consideration of this item to May/June and review the consultation process with impacted businesses during the review.***

**CARRIED UNANIMOUSLY 7/0**

**Reason: Council sought additional consideration regarding the item and to review the consultation process.**

The draft Policy was advertised for consultation and 11 submissions were received. Details of these submissions are shown in **Attachment 2**.

**COMMENT**

The proposed amendments to the Policy that were advertised for public consultation are as follows:

### Increase Trading Nodes

The intent of the revised Policy is to use trading activities as a means of enhancing community activity and recreation within the Shire's Park and Reserves. The revised policy will increase the number of trading nodes from five to twelve locations and will provide specific guidance on locations where a mobile trader may set up. The proposed Trading Nodes are:

a) *Cable Beach Foreshore and adjacent Road Reserve*

This is an existing node which applies to the entire of the Cable Beach Foreshore Reserve (Reserve 36477) and the adjacent Cable Beach Road West Road Reserve. The current policy limits a maximum of three traders at any one time. The undertaking of trading activities in this area is consistent with the Cable Beach Foreshore Master Plan and could service both locals and tourists. Traders are expected to be predominantly mobile food vehicles, equipment hire businesses and picnic businesses or the like. There is no maximum number of traders at any one time proposed. The locations proposed within this node are considered temporary and subject to change when the Cable Beach Foreshore Development is underway and/or completed. Competing food businesses within 300 metres of this Reserve that may be affected in accordance with the Policy are:

- Cable Beach Club Resort and Spa;
- Zanders;
- Sydney Cove Oyster Bar;
- Divers Tavern;
- The Wharf; and
- Cable Beach General Store.

b) *Tanami Park and adjacent road reserve*

This existing node applies to Tanami Park (Reserve 51243). Traders in this location are likely to be mobile food vehicles or family focused activities providing a service for locals utilising the Park. The Park is a focal point for many Broome North residents. No permanent businesses are likely to be affected in accordance with the Policy. The current policy limits a maximum of three traders at any one time. The proposed policy will not limit a maximum number of traders and it is proposed that trading be limited to between 7am and 7pm to prevent the potential for noise nuisance in the residential area.

c) *Chinatown*

This node is existing and covers Chinatown, Broome's town centre. The establishment of mobile traders was previously discussed as a way to activate Chinatown as part of the Chinatown Revitalisation Project. Their use has also been discussed as an attraction for cruise ship visitors. Traders in Chinatown can only occur through an expressions of interest process. There are many permanent businesses that may be impacted by the inclusion of this node in the Policy, but the potential benefits to these permanent businesses is considered to outweigh any negative impacts. It is proposed that the conditions to trade in this node remain unchanged.

d) *Town Beach Reserve*

This existing node applies to the entire Town Beach Reserve (Reserve 31340) from the edge of the Roebuck Bay Caravan Park through to the land adjacent to the Museum. The undertaking of trading activities in this area is consistent with the Town Beach



Masterplan, and the current use of this area for markets and events. Traders in this location could service locals and tourists. The policy currently limits a maximum of 3 traders at any one time. The revised policy does not specifically limit a maximum number of traders at any one time. Traders are likely to be predominately mobile food vehicles and picnic businesses or the like. Permanent food businesses within 300 metres of this Reserve that may be affected in accordance with the Policy are:

- Town Beach Café;
- The Food Lab WA;
- Wildflower Restaurant;
- Broome Pantry;
- Oaks Broome Resort Restaurant; and
- Liquorland.

e) *Broome Recreation and Aquatic Centre*

This existing node applies to the Reserve upon which the Broome Recreation and Aquatic Centre (**BRAC**) is located (Reserve 42502). The revised policy provides specific guidance for traders to be located adjacent to the skate park, pump track, Glenn and Pat Medlend Pavillion and the undercover outdoor courts. Traders in this location are likely to be mobile food vehicles only. The current policy limits a maximum of three vendors at any one time. The revised policy does not limit number of traders and may assist with activation of this area when sporting activities are occurring. Competing food businesses within 300 metres that may be affected in accordance with the Policy are:

- BRAC Canteen;
- Clubs operating from the Glenn & Pat Medlend Pavillion Canteen; and
- Food businesses located within the Broome Boulevard Shopping Centre.

f) *Cygnet Park*

This newly proposed node would apply to Cygnet Park (Reserve 45667). Traders in this location are likely to be mobile food vehicles or family focused activities providing a service for locals utilising the Park. The park is a focal point for many nearby residents. No permanent businesses are likely to be affected in accordance with the Policy. There is no maximum number of traders proposed at any one time however hours will be limited to between 7am and 7pm to prevent the potential for noise nuisance in the residential area.

g) *Demco Beach Carpark*

This proposed node is the carpark located at Lot 605 Clementson Street. Traders in this location are likely to be mobile food vehicles only. Many local families access the beach from this location. There are no competing businesses within 300m and this location may service local and tourists. There is no maximum number of traders proposed at any one time.

h) *Peter Haynes Reserve*

This proposed node would apply to the Peter Haynes Oval (Reserve 41309). Traders in this location are likely to be mobile food vehicles only. The revised policy will not limit a maximum number of traders at any one time and activities in this area may service locals and visitors involved with sporting events. This location has been restricted to not be available during school hours, unless permission has been granted by Broome Senior High School. Competing food businesses within 300 metres that may be affected in accordance with the Policy are:

- Clubs operating from the Pavillion Canteen; and
- Food businesses located at the Broome Boulevard Shopping Centre.

i) *Solway Park*

This proposed node would apply to Solway Park (Reserve 41279). Traders in this location are likely to be mobile food vehicles but may also be recreational or family focused activities providing a service to locals utilising the park. The park is a focal point for many nearby residents. A maximum number of traders at any one time has not been proposed however operating hours have been limited to 7am to 7pm to prevent the potential for noise nuisance in the residential area. No permanent businesses are likely to be affected in accordance with the Policy.

j) *Babagarraburu Park*

This node would apply to Babagarraburu Park (Reserve 43928). Traders in this location are likely to be mobile food vehicles or family focused activities providing a service for locals utilising the Park. The Park is a focal point for many nearby residents. A maximum number of traders at any one time has not been proposed however operating hours have been limited to 7am to 7pm to prevent the potential for noise nuisance in the residential area. No permanent businesses are within 300m.

k) *Turf Club Carpark*

This node would apply to the carpark located at Lot 1848, Kavite Road, Minyirr. It's likely this node will be used by mobile food vehicles only. Trading activities at this location may create a 'hub' and service locals and tourists who are visiting Gantheaume point. A maximum number of traders at any one time has not been proposed. There are no competing businesses within 300m. Following consultation with the Broome Turf Club, it is proposed that trading cannot occur when events are taking place at the Turf Club, unless permission has been granted by the Broome Turf Club.

l) *Woods Park Reserve*

This proposed node would apply to Woods Park (Reserve 41819). Traders in this location are likely to be mobile food vehicles or family focused activities providing a service for locals utilising the Park. The Park is a focal point for many nearby residents. A maximum number of traders at any one time has not been proposed however operating hours have been limited to 7am to 7pm to prevent the potential for noise nuisance in the residential area. No permanent businesses are likely to be affected in accordance with the Policy.

### Itinerant Vendors

Itinerant vendors are traders who move from place to place and only stop when there is a customer (e.g. 'Mr Whippy' and 'Jiffy' Vans). These traders have been included in the revised policy with specific conditions relating to stopping times and safe stopping locations. Itinerant vendors are not permitted to stop within 300m of a directly competing business.

### Activities not operating from a vehicle or trailer

There has been an interest in activities such as picnic businesses that do not operate from a vehicle or trailer. It is proposed that these businesses may operate from several parks and reserves listed in the policy. These activities cannot operate for more than 4 hours, may not involve more than 20 customers at any one time and must book the space via the Shire's SpacetoCo website, to avoid clashes with events and private bookings.

### Group Fitness Classes and the like

It is proposed that group fitness classes be specifically exempted from requiring a trading in public places permit. It is acknowledged that these activities directly benefit the health and wellbeing of the community, they contribute to the public enjoyment of parks and reserves and generally operate outside of peak usage times.

### Walking Tours

It is proposed that walking tours be specifically exempted from requiring a trading in public places permit. It is acknowledged that these tours are very low impact and contribute to public education and enjoyment of the parks and reserves. It is also acknowledged that they generally move from place to place, not operating from any specific location.

### Application Procedure in trading zones

Currently, an applicant is required to submit an occupational health and safety plan, a risk management plan and an operational/business plan. This assists officers to assess the trading location as being safe and appropriate. The applicant must also provide provision of three referees who can be contacted by the Shire about previous experience in conducting the activity. The current application process may be considered onerous by applicants and the revised policy will allow the fast tracking of applications for trading licences in the nodes because the locations have already been preapproved as being suitable and desirable. This will not prevent public trading occurring in other locations that are consistent with the Policy, however locations outside of trading nodes will be required to be approved by Council.

### Trading Zones

It is proposed that the word 'node' be changed to 'zone'. Shire officers have found that the word 'node' has caused confusion with some traders and the word zone is more consistent with trading policies of other Local Governments.

### Operational Condition Changes

The following amendments are proposed following complaints received or issued encountered by officers since the last policy review:

- a) Permits within approved zones are to be approved by the Shire's Development Control Unit. Permits falling outside of these zones may be approved by application to Council.
- b) An approved trading permit must be displayed in a conspicuous position while the trading activity is occurring so that it is easily legible to any person or authorised officer at all times.
- b) A trading permit is not a lease over the land and the trader and patrons do not have exclusive occupancy or possession of the area. Trading zones remain public space. A trader cannot move members of the public on from the trading zone.
- c) The Shire is unable to be involved in disputes between traders.
- d) If the trader is to operate within a bookable space advertised on the Shire's website (as amended), the trader may not trade unless they have booked the applicable space.
- e) The trader must display respectful and reasonable behaviour towards members of the public, other traders and authorised officers at all times.
- f) Background music may only be played if the noise levels comply with the assigned levels prescribed in the Environmental Protection (Noise) Regulations

1997. Should justified complaints be received regarding amplified music from the trading activity, the Shire reserves the right to prohibit the emission of music at the site.

- g) No waste or litter to be disposed of in public rubbish or recycling bins. Traders must supply their own bins. Traders must ensure that they have sufficient bins available for collection and storage of waste generated by their business. Traders must ensure that the area around their position is kept clear of rubbish and refuse at all times and all waste generated/collected by the trader is removed from site by the trader.
- h) The trading activity must not obstruct, cover, remove, relocate or modify trees, public art, bins, bus shelters or other Shire owned infrastructure.
- i) Permanent fixtures and elements are not permitted. Following trade, all related equipment and fixtures must be removed completely from the site.
- j) Parking for towing vehicles is not permitted at the same site as the trader. The trailer or equipment must be dropped off at the location and a legitimate carpark found for the towing vehicle.
- k) A towing vehicle may only enter a reserve for the purpose of dropping off or picking up a trailer or the like. Towing vehicles may therefore not enter or exit a beach, park or reserve on more than two occasions on any day, unless a case of emergency or otherwise approved.
- l) Traders must not remain on site for more than one hour before trading commences or for more than one hour after trading ceases.
- m) The Shire may impose additional operational conditions on a permit as required.

#### Trading Intensity Matrix

The fees and charges currently categorise traders into low, medium or high intensity with regards to annual fees. There is nothing written into the policy to guide how to categorise traders by intensity. A matrix has been developed and attached as a schedule to assist officers to categorise traders by location, activity, and customer base to guide the annual fees.

### **CONSULTATION**

The proposed policy was advertised for public comment to existing traders and competing businesses operating within 300m of the proposed trading zones. Six submissions were received from current traders and five submissions were received from local permanent businesses and community groups. The submissions are summarised in **Attachment 2**.

The proposed changes to the draft policy as a result of the submissions are as follows:

#### Historical Permit Holders

There are three current traders who have operated for several years from the same location who will fall outside the proposed policy provisions and whose permits are due to expire on 31 July 2022. It is recommended that renewals for these permit holders be able approved by the Chief Executive Officer during the two year trial period, subject to submission of a satisfactory renewal application and no change in ownership. These traders are the Pilbara

Fish Truck operating on Old Broome Road, the Bakwan Van operating from the carpark of Wing's Restaurant, and RAWSON operating from the Cemetery carpark.

#### Trading Adjacent to Broome Surf Life Saving Club

The trading location adjacent to the Surf Club will be conditioned that permit holders must liaise with the Broome Surf Life Saving Club in regards to access. Access to the trading location is through the surf club lease area and lack of notification may interfere with surf club activities and public safety, particularly on weekends.

#### Table and Seating Arrangements

Concern was raised in relation to mobile food vehicles having excessive table and seating arrangements which prevent the public using the space and compete with cafes and restaurants. The following condition is proposed: 'Mobile food vendors must be takeaway only. Table and seating arrangements are not permitted at the trading site'.

#### Tourism Accreditation

The current policy has an advice note that recommends camel operators hold current tourism accreditation to support a high standard of practice within the camel industry in Broome. It was suggested that traders on Cable Beach also be recommended to hold an accreditation. The following advice note is proposed: 'It is recommended that traders hold current tourism accreditation to support a high standard of trading on Cable Beach'.

#### Impact on Other Traders

Concern was raised from current traders that the Policy states that a trading licence may be issued where 'The trading activity will not have an unreasonable impact on safety, other traders, traffic flow, pedestrians or the public's use of a public place'. This can be interpreted as a trader cannot have a financial impact on other traders. Safety is the intention of this clause rather than financial impact. It is proposed that the statement be changed for better clarification to: 'The trading activity will not have an unreasonable impact on safety, other users of the space, traffic flow, pedestrians or the public's use of a public place'.

#### Trading Hours

After further consideration of the draft policy, the restriction on trading times has been removed for most locations to increase flexibility. Trading hour restrictions are still proposed for the residential parks where there is the potential for noise nuisance to nearby residents.

### **STATUTORY ENVIRONMENT**

*Shire of Broome Trading in Public Places Policy*

*Trading, Outdoor Dining and Street Entertainment Local Law 2006.*

### **POLICY IMPLICATIONS**

Nil, outside those directly discussed in this report.

### **FINANCIAL IMPLICATIONS**

The Shire charges a fee for trading applications and annual licences. If increased applications are received and licences are issued, this will generate additional income for the Shire. The application and licence fees represent cost recovery only, therefore any additional income received will be required to process the applications, administer the permits and maintain the public areas subject to the licence

### **RISK**

The key risk involved in introducing further trading nodes is reputational, based on negative publicity generated from permanent businesses concerned about the impact on their business. There is no real way to mitigate this risk, however the potential benefits in terms of place activation and increased economic activity is considered to outweigh the risk. The inclusion of greater flexibility in the proposed Policy may potentially give rise to a greater risk of legal challenge by applicants and licence holders in the State Administrative Tribunal. However, the overall risk is considered to be Low given the Policy still provides Council with adequate oversight and control of trading activities.

## STRATEGIC ASPIRATIONS

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

**Outcome Nine – A strong, diverse and inclusive economy where all can participate:**

9.2 Activate the precincts of Broome.

## VOTING REQUIREMENTS

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council:*

1. *Adopts the amended Trading in Public Places Policy as shown in Attachment 1 for the purpose of a two year trial review period.*
2. *Requires the outcome of the two year trial period be presented to Council by June 2024 for consideration.*
3. *Authorises the Chief Executive Officer to approve renewal applications for existing permits for the Pilbara Fish Truck, Bakwan Van and RAWSON throughout the trial period subject to submission of satisfactory renewal applications and no change in business ownership.*

**Cr Taylor moved the following motion:**

### COUNCIL RESOLUTION:

**Minute No. C/0622/053**

**Moved: Cr P Taylor**

**Seconded: Cr N Wevers**

1. **Adopts the amended Trading in Public Places Policy as shown in Attachment 1 for the purpose of a two year trial review period subject to the:**
  - a) **Removal of the single trading location immediately adjacent to the Town Beach café as shown in figure 10 Reserve 31340 Town Beach Car park South.**
  - b) **Trading cannot occur at Reserve 31340 Town Beach Car park South between 7am and 12pm Wednesday to Monday effective 1<sup>st</sup> July 2022 until the expiry of the lease between the Shire of Broome and Risinger O'Rourke Enterprises Pty Ltd.**
2. **Requires the outcome of the two year trial period be presented to Council by June 2024 for consideration.**

**3. Authorises the Chief Executive Officer to approve renewal applications for existing permits for the Pilbara Fish Truck, Bakwan Van and RAWSON throughout the trial period subject to submission of satisfactory renewal applications and no change in business ownership.**

**CARRIED UNANIMOUSLY 6/0**

**Reason: To mitigate potential negative financial impact for Town Beach Café until the expiry of their lease.**

Please note, the adopted policy will be available on the Shire of Broome website to view:  
<https://www.broome.wa.gov.au/Council/Governance/Council-Policies>

#### **Attachments**

1. Attachment 1 - Draft Trading in Public Places Policy
2. Attachment 2 - Schedule of Submissions (*Confidential to Councillors and Directors Only*)

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

## COUNCIL POLICY



### Trading in Public Places

#### Policy Objective

1. To facilitate the assessment and approval of Trading Licences in accordance with the Trading, Outdoor Dining and Street Entertainment Local Law 2003 (**Local Law**).
2. To provide guidance and direction on the location and management of traders in the district.
3. To encourage the use of parks and reserves for appropriate trading activities as a means of enhancing community activity and recreation, in such a manner that they do not conflict with amenity, usability and public safety.
4. To protect Cable Beach and other parks and reserves within the Shire as highly valued environmental, cultural and social assets enjoyed by visitors and residents alike.

#### Policy Statement

1. The Local Law allows a person to apply for a licence to undertake a range of activities to trade to the public in a public place. This Policy is made under the Local Law and provides additional information not outlined in the Local Law that applies specifically to trading licences.
2. A person is exempt from being required to hold a valid trading licence when carrying out trading in a public place if:
  - 2.1 The trading is undertaken as part of an event or function approved in accordance with the *Local Government Property and Public Places Local Law 2016*;
  - 2.2 The trading is in accordance with an approval granted by the Shire under another written law;
  - 2.3 The activity is the training or instruction of fitness classes or the like; or
  - 2.4 The activity is a group walking tour.

#### 1. Approval of Applications

- 1.1 A trading licence may be issued by the Shire for a trading activity where the following criteria are met:
  - 1.1.1 The proposed trading activity occurs within an approved trading zone;
  - 1.1.2 The trading activity will not have an unreasonable impact on safety, other users of the space, traffic flow, pedestrians or the public's use of a public place;



- 1.1.3 The trading activity is well presented and does not detract from the visual or general amenity of the area;
- 1.1.4 The trading activity will support the vibrancy and/or enhance the use of an area by persons visiting the trading zone;
- 1.1.5 A complete application has been submitted in the approved form and applicable fee has been paid;
- 1.1.6 A statement has been prepared detailing management measures to ensure safe entry and exit from the trading zones;
- 1.1.7 The trader has other statutory approvals and accreditations applicable to the operation of the commercial activity, where required;
- 1.1.8 The trading activity does not incorporate or comprise a bar or the sale of alcohol.
- 1.2 Where the land is not under the care, control and management of the local government, the written consent of the Crown via the Department of Lands or vesting Authority or Management Authority is required prior to processing the application.
- 1.3 Additional information may be sought from an applicant for a trading licence to facilitate the assessment of an application for a trading licence.
- 1.4 Applications which do not meet the criteria specified in 1.1 may be considered by Council. Council may seek to engage with the community and seek public comment in relation to an application for a Trading Licence if Council considers that it is desirable to do so in the circumstances. Any submissions received by Council during the public comment period may be taken into account by Council in deciding whether to grant the trading licence applied for.

## **2. Permit Approval**

- 2.1 Permits within approved zones are to be approved by the Shire's Development Control Unit. Permits falling outside of these zones may be approved by Council.
- 2.2 An approved trading permit must be displayed in a conspicuous position while the trading activity is occurring so that it is easily legible to any person or authorised officer at all times.
- 2.3 A trading permit is not a lease over the land and the trader and patrons do not have exclusive occupancy or possession of the area. Trading zones remain public space. A trader cannot move members of the public on from the trading zone.
- 2.4 The Shire reserves the right to vary licence conditions at any time as required, or to cancel the licence.
- 2.5 The failure of a permit holder to undertake an activity approved by a trading licence in a trading zone for a period of 3 months is considered a ground upon which a trading licence may be cancelled.
- 2.5 The Shire is unable to be involved in disputes between traders.

- 2.6 If the trader is to operate within a bookable space advertised on the Shire's website (as amended), the trader may not trade unless they have booked the applicable space.
- 2.7 The trader must display respectful and reasonable behaviour towards members of the public, other traders and authorised officers at all times.
- 2.8 Background music may only be played if the noise levels comply with the Assigned Levels prescribed in the *Environmental Protection (Noise) Regulations 1997*. Should justified complaints be received regarding amplified music from the trading activity, the Shire reserves the right to prohibit the emission of music at the site.
- 2.9 The trading activity will not generate noise or disturbance that is likely to cause a nuisance to any person in the vicinity of the trader.
- 2.10 No waste or litter may be disposed of in public space rubbish or recycling bins. Traders must ensure that they have sufficient bins available for collection and storage of waste generated by their business. Traders must ensure that the area around their position is kept clear of rubbish and refuse at all times and all waste generated/collected by the trader is removed from site by the trader.
- 2.11 The licence holder is to take full responsibility for the care, appearance, maintenance and operation of their activity area and the effect on other street life.
- 2.12 The trading activity must not obstruct, cover, remove, relocate or modify trees, public art, benches, bins, bus shelters or other Shire owned infrastructure.
- 2.13 Permanent fixtures and elements are not permitted. Following trade, all related equipment and fixtures must be removed completely from the site.
- 2.14 The licensee must at the conclusion of each day the trading activity occurs, remove all and any refuse and litter associated with the operation of the trading activity and ensure the area in which the trading is undertaken is left in a clean and safe condition.
- 2.15 A trader must have a valid vehicle access permit issued by the Shire's Chief Executive Officer in accordance with the *Control of Vehicles (Off Road Areas) Act 1960*. The licensee must at all times comply with the requirements of that Act.
- 2.16 Parking for towing vehicles is not permitted at the same site as the trader. The trailer or equipment must be dropped off at the location and a legitimate carpark found for the towing vehicle.
- 2.17 A towing vehicle may only enter a reserve for the purpose of dropping off or picking up a trailer or the like. Towing vehicles may therefore not enter or exit a beach, park or reserve on more than two occasions on any day, unless a case of emergency or otherwise approved.
- 2.18 Traders must not arrive to the trading site more than one hour before trading commences and must not remain on site for more than one hour after trading ceases.
- 2.19 When a community event approved by the Shire is being held within the Trading Area (for example, Town Beach Night Markets, Shinju Events), any Licence Holders allocated to that area will be rendered void for the duration of that Event.
- 2.20 The licensee is responsible for the repair, restoration or reinstatement of any damage to Shire property arising from the trading activity or caused by the customers of the

trading activity. Such repair, restoration or reinstatement of damage must be carried out as directed by the Shire and to the Shire's satisfaction.

- 2.21 The licensee obtains public liability insurance in accordance with subclause 8.6.1 of the Local Law, except that the value of the public liability insurance must be \$10,000,000.
- 2.22 The placing of signs occurs only within the area approved for the trading activity and consistent with the requirements of Part 9 of the *Local Government Property and Public Places Local Law 2016*, unless otherwise approved by Council.
- 2.23 A trading activity must not involve the sale of offensive, illegal, prohibited, counterfeit or unauthorised goods, including goods bearing trademarks for which the person does not have a licence to sell.
- 2.24 The trading activity must not prevent access to a footpath or adversely impact on traffic movement, traffic safety, traffic flow, or cause a traffic hazard.
- 2.25 The trading activity must not involve the connection to or utilisation of any Shire utilities without prior approval, unless otherwise approved as a condition of the trading licence.
- 2.26 An authorised person may direct the holder of a trading licence to stop doing anything which is contrary to the Local Laws or a condition of the trading licence. A person who is given such a direction by an authorised person must comply with that direction.
- 2.27 The trader must allow Shire officers to, upon request, inspect and verify that the plans, procedures, policies, licences and accreditation are current and are being complied with.
- 2.28 Mobile Food vendors must be takeaway only. Table and seating arrangements are not permitted at the trading site.
- 2.29 Additional provisions that apply to itinerant traders, trading activities undertaken on Cable Beach, camel operators and activities not conducted from a vehicle or trailer are listed in Schedules 1, 2, 3, & 4 respectively.
- 2.30 The trading activity will be categorized by intensity, in accordance with Schedule 6 of this policy. Schedule 6 is a guide only.
- 2.31 A person must not hold more than one trading licence for a trading activity under this Policy.
- 2.32 The Shire may impose additional operational conditions on a permit as required.
- 2.33 All applicants for Trading Licences are advised of their right to object a decision made by the Shire. In accordance with section 9.4 of the Local Government Act 1995, an affected person may object to a decision of local government and lodge an appeal to the decision by lodging an objection to the Shire within 28 days of the decision.

### 3. Permit Renewal

1. All trading in public places licences expire at the end of the financial year, unless otherwise approved.
2. All trading in public places licences are to be renewed before 30 June. There is to be no expectation of continuation of a licence.
3. The licence renewals are to be processed by authorised officers and approved by the Development Control Unit.
4. Payment of the annual licensing fee prescribed under the financial budget of that year must be paid prior to a new licence being issued.

### 4. Permit Monitoring and Cancellation

1. The Shire's Authorised Officers may conduct unannounced inspections to check compliance with the conditions of the trading permit, *Local Government Act 1995*, *Trading in Public Places Local Law 2008*; *Shire of Broome Health Local Law 2006*, *Environmental Protection (Noise) Regulations 1997*, *Environmental Protection (Unauthorised Discharge) Regulations 2004*, *Food Act 2008* and *FSANZ Food Safety Standards*.
2. A trading permit may be cancelled or amended at any time, in accordance with Part 2, 2.7 of the Local Law, however the following procedure is to apply following justified complaints or non-compliances:
  - 2.1 A verbal warning will be issued, indicating the nature of the non-compliance. The date, time and nature of the warning and reasons given should be documented;
  - 2.2 A written warning will be issued, setting out reasons for the warning being issued and any actions required to comply; and
  - 2.3 The licence will be revoked, or proceedings initiated, in accordance with Part 2, Section 2.7 of the Local Law. Reasonable opportunities must be provided between each step in the process, to permit the trader(s) to comply.
  - 2.4 Following three non-compliances, the permit will be revoked. The trader may apply for a new trading licence in next financial year.

### 5. Trading Zones

Trading activities may be established within the following trading zones and subject to the site specific conditions listed. Trading zones are outlined in blue. Yellow arrows indicate points of access and egress:

1. Broome Recreation & Aquatic Centre (Reserve 42502)

#### 1.1 Skate Park





1.2 Glenn & Pat Medlend Pavilion and Pump Track





### 1.3 BRAC Outdoor Basketball Courts



### 2. Cable Beach Foreshore (Reserve 36477 and adjacent Cable Beach Road West Road Reserve)

#### 2.1 Surf Life Saving Club

**SUFFICIENT NOTIFICATION MUST BE PROVIDED TO THE BROOME SURF LIFE SAVING CLUB TO ACCESS THIS LOCATION**





## 2.2 Corner Cable Beach Road West & Sanctuary Road Carpark



## 3. Chinatown

**TRADING LICENCES WILL ONLY BE ISSUED FOR TRADING ACTIVITIES IN CHINATOWN FOLLOWING AN EXPRESSIONS OF INTEREST PROCESS, WHEREBY COUNCIL INVITES APPLICATIONS FOR TRADING ACTIVITIES IN CHINATOWN.**

## 4. Cygnet Park

**THIS LOCATION CAN ONLY BE USED BETWEEN 7AM AND 7PM**





5. Demco Beach Carpark



6. Peter Haynes Reserve

6.1 Car Park

**THIS LOCATION CANNOT BE USED DURING SCHOOL HOURS, UNLESS PERMISSION HAS BEEN GRANTED BY BROOME SENIOR HIGH SCHOOL**





6.2 Oval Unsealed Carpark

**THIS LOCATION CANNOT BE USED DURING SCHOOL HOURS, UNLESS PERMISSION HAS BEEN GRANTED BY BROOME SENIOR HIGH SCHOOL**



7. Tanami Park (Reserve 51243 and adjacent road reserve)

**THIS LOCATION CAN ONLY BE USED BETWEEN 7AM AND 7PM**





8. Solway Park

**THIS LOCATION CAN ONLY BE USED BETWEEN 7AM AND 7PM**



9. Six Seasons Park

**THIS LOCATION CAN ONLY BE USED BETWEEN 7AM AND 7PM**



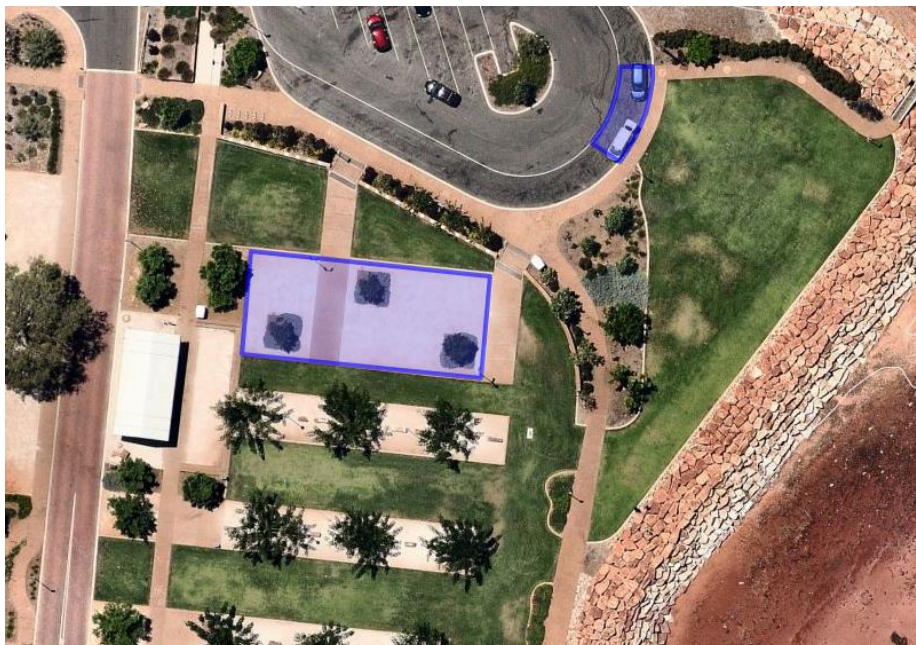


10. Turf Club Carpark

**TRADING CANNOT OCCUR THE DAY BEFORE, DURING OR AFTER A TURF CLUB RACE EVENT, UNLESS PERMISSION HAS BEEN GRANTED BY THE BROOME TURF CLUB**



10. Town Beach (Reserve 31340)







11. Woods Park Reserve

**THIS LOCATION CAN ONLY BE USED BETWEEN 7AM AND 7PM**



## SCHEDULE 1

### Additional Provisions for Itinerant Traders

Itinerant Vendors' that stop for customers on public property when hailed by a customer, are permitted to trade outside of Trading Zones under the following conditions:

1. Hold a valid Trading in Public Places Permit;
2. Comply with the overall provisions and intent of this Policy;
3. Serve food and drinks which requires minimal onsite preparation only;
4. Must only trade between the hours of 9am to 5pm, Monday to Sunday;
5. Must not trade within 300 metres of a directly competing business;
6. Only remain at a particular location for as long as there is a customer making a purchase. If there is no customer making a purchase, the trader must move on from that location within a reasonable time of the last purchase having been made;
7. May only stop in legitimate car parks, car bays or 50km/hr zones; and
7. Music, or any other forms of noise to attract customers, is not permitted to be played whilst the van is parked.

## SCHEDULE 2

### Additional Provisions for Trading on Cable Beach

1. Trading activities proposed to take place on Cable Beach are to be approved by Council.
2. A maximum of six trading licences will be granted for trading activities on Cable Beach.
3. Trading licences, except for commercial camel activities, will only be issued for:
  - 3.1 Trading activities which support and are directly related to the recreational use and enjoyment of Cable Beach and its adjacent waters; and
  - 3.2 The section of Cable Beach:
    - (a) between a point formed by the westerly prolongation of Murray Road to the low water mark and a point located 500 metres north of the vehicle entry ramp adjacent to the Broome Surf Club; and
    - b) between the high and low water mark.
3. Council may decide to grant a trading licence for an activity even though it does not meet the provisions of this Schedule if Council decides there is sufficient merit in the proposed trading activity to justify its approval.
4. The Shire may close Cable Beach to all activities, including trading activities, at any time.
5. Consistent with a resolution of the Yawuru Park Council passed on 20 November 2019, the Shire of Broome Council will not approve commercial trading licences for quad bikes

or all-terrain vehicles (ATV) in the Yawuru Conservation Estate, as these activities are not considered consistent with the cultural and environmental significance of the areas.

Advice notes for Cable Beach operators

- A. It is recommended that traders hold current tourism accreditation to support a high standard of trading on Cable Beach.

### **SCHEDULE 3**

#### **Additional Provisions for Commercial Camel Activities on Cable Beach**

1. A maximum of three trading licences will be granted for commercial camel activities on Cable Beach.
2. A person must not hold more than one trading licence for a commercial camel activity at any time, and must not have a Related Entity Interest in respect of the holder of another trading licence for a commercial camel activity.
3. Each camel operator must operate independently, unless otherwise approved as part of an event or function approval issued in accordance with the Local Government Property and Public Places Local Law 2012.
4. Each trading licence will allow a maximum of 18 camels per operator on Cable Beach at any time, unless otherwise approved by the Shire for extraordinary circumstances, eg. cruise ships and corporate/conference functions.
5. Trading licences for commercial camel activities on Cable Beach will be approved for ten years.
6. The conditions of a trading licence issued for a commercial camel activity will be consistent with the provisions in Part 4 in Schedule 2 of the Local Government Property and Public Places Local Law 2012.
7. Commercial camel activities may be conducted on Cable Beach:
  - 7.1 between:
    - (a) a point formed by the westerly prolongation to the low water mark of the northern boundary of Reserve 36477;
    - (b) a point formed by the westerly prolongation to the low water mark of the Northern Boundary of Lot 405 Lullfitz Drive; and
    - (c) the high and low water mark, and
  - 7.2 within the set down/pick up area allocated or approved by Council, including land required to traverse from the area identified in subclause 7.1 to this allocated or approved set down/pick up area.
8. Camel operators must only set down/pick up customers for their camel train at the set down/pick up area allocated to the operator in the operator's trading licence, except where otherwise approved by the Shire due to adverse environmental or other conditions making the designated set down area unsuitable. A portable sign may be placed in the set down/pick up area allocated in the operator's trading licence as follows:
  - 8.1 the sign must not exceed one metre in height;
  - 8.2 each advertising panel on the sign must not exceed 0.8 square metres;
  - 8.3 the sign must only contain details relevant to the commercial camel activity;

- 8.4 the sign must not be placed in a way that causes interference or is hazardous to vehicular traffic or pedestrians;
  - 8.5 the sign must be of sound construction and maintained in good condition; and
  - 8.6 the sign must be removed at the end of each trading session.
9. No commercial camel activities can be undertaken on Cable Beach between 10am and 2.30pm, unless otherwise approved by the Shire for extraordinary circumstances e.g. cruise ships and corporate/conference functions. Any request to conduct commercial camel activities in between 10am and 2.30pm must be made in writing, and if approved will be for a maximum period of two hours between 10am and 2.30pm.
10. A camel operator must hold current approval from the Shire to keep a large animal in accordance with the Health Local Laws 2006.
11. A single temporary shade structure can be erected for each commercial camel activity, no more than 3 metres by 3 metres in size and erected soundly and securely so as not to cause a hazard.
12. All camels must be fitted with manure collection devices. Any manure that escapes a manure collection device must be collected immediately.
13. Camel operators must ensure that there is at least 30 metres between each camel train at all times.
15. The following activities may be undertaken in accordance with a trading licence issued for a commercial camel activity:
- 15.1 camel tours;
  - 15.2 the taking and sale of photographs and camel memorabilia associated with the commercial camel activity to customers undertaking camel tours; and
  - 15.3 the sale of bottled water.
16. A camel operator must not facilitate the provision by any other business of any goods or services (eg. provision of food or drinks) to the operator's customers on Cable Beach or any other public place, except for:
- 16.1 to facilitate the provision of medical or other emergency services to customers where required; and
  - 16.2 as part of an event or function approved as in accordance with the Local Government Property and Public Places Local Law 2012.
17. Council may, at any time, direct that access to Cable Beach be obtained from an alternative location to that approved in the trading licence, subject to a permit being obtained to take a vehicle in the vehicle prohibited area of Cable Beach.

#### Advice notes for camel operators

The following advice notes are provided as recommendations to assist camel operators in providing for a safe and professional service to customers. It should be noted that in providing this advice, the Shire accepts no responsibility for non-compliance of any occupational health and safety requirements or any other legislation.

- B. Informative introductory talks should be provided to customers covering all aspects of safety prior to clients commencing a camel ride.
- C. Camel operators should have a maintenance schedule to ensure all equipment used in association with the riding of camels is kept at a high standard.



- D. Camel operators should have a system for the recording of any incidents or accidents that may occur in operation of the commercial camel activities.
- E. An employee induction process should be introduced for all employees.
- F. It is recommended that first aid training be provided to employees and that first aid kits are carried on the camel tours.
- G. A mobile phone should be carried on all camel tours to ensure communication in the event of an accident, or contact with Shire Officers if necessary.
- H. It is recommended that camel operators hold current tourism accreditation to support a high standard of practice within the camel industry in Broome.
- I. Camel operators should endeavor to meet with Shire Officers prior to each new tourist season to discuss both the previous and upcoming season's activities and other matters relevant to the operation of camel tours.

*DISCLAIMER: The above information provides readers with advice, guidance and/or recommendations regarding specific operational conduct. The advice, guidance and/or recommendations contained herein do not constitute legal advice, and are not intended as an exhaustive statement of measures that should be undertaken to discharge the operator's duty of care to clients and the public.*

## **SCHEDULE 4**

### **Additional provisions for not operating from a vehicle or trailer**

Trading activities which do not operate from a vehicle or trailer, may be issued a trading licence under the following conditions:

- 1. The trading activity occurs within one of the following bookable spaces advertised on the Shire website (as amended):
  - 2.1 Cable Beach Amphitheatre;
  - 2.2 Cable Beach Foreshore;
  - 2.3 Cable Beach South of Surf Club;
  - 2.4 Cable Beach South of Ramp;
  - 2.5 Cygnet Park;
  - 2.5 Ibasco Park
  - 2.6 Tanami Park Reserve;
  - 2.6 Town Beach Reserve;
  - 2.7 Solway Park.
- 2. A maximum of 20 customers are permitted at any one time;
- 3. Area to be used is no larger than 15m x 15m;
- 4. The activity may only be set up for a maximum of 4 hours, including bump-in and bump out requirements and it is not to be sectioned off from use by the public.



## SCHEDULE 5

### Definition of Related Entity Interest

A person has a Related Entity Interest in relation to another commercial camel activity if any of the following applies:

Where both parties are natural persons	Where both parties are corporations	Where one party is a natural person and the other is a corporation
(a) Partnership or joint venture. (b) Trustee/beneficiary. (c) Trustee/potential object of a discretionary trust. (d) Spouses or de facto partners living together. (e) Parent/child living together. (f) A person's spouse, de facto partner or child living with the person, has a relationship of any of categories (a) - (c) to the other party.	(a) Related corporations including parent/subsidiary companies and companies in the same corporate group. (b) Corporations in partnership or joint venture. (c) Except in the case of a publicly-listed company, corporations (other than community associations or clubs) with any degree of common membership. Membership means: (i) Directors; (ii) Shareholders; (iii) Unit holders; (iv) Beneficiaries of trusts administered by unit holders; (v) Potential objects of such trusts. (vi) Spouse, de facto partner or child of any of categories (i) - (v). Persons need not be members of the two corporations in the same capacity.	(a) Partnership or joint venture. (b) Trustee/beneficiary. (c) Trustee/potential object of a discretionary trust. (d) Directorship. (e) Shareholding. (f) Unit holding. (g) Spouse, de facto partner or child living with the natural person party is in any of relationships (a) - (f) with the corporate party.

## SCHEDULE 6

### Trading Intensity Matrix

The following matrix is intended as a guide only. Categorization of traders remains at the discretion of the Shire.

<b>Section 1 – Customer Base</b>		
30 or less customers per day	10	
31 – 100 customers per day	20	
Over 100 customers per day	30	
	Score	
<b>Section 2 - Activity</b>		
Educational, community, fitness/exercise	-10	
Other	10	
	Score	
<b>Section 3 - Location</b>		
Less than 25sqm	10	
26-100sqm	15	
More than 100sqm	30	
	Score	
<b>Score</b>		
High	56-80	
Medium	31-55	
Low	0-30	
	<b>TOTAL</b>	

### Definitions

**Cable Beach** means the section of beach as defined in Schedule 2, Part 3, subclause 3.2 of this policy.

**camel operators** means those persons associated with commercial camel activities, either as the owner, the licensee or an employee.

**commercial camel activities** means those activities associated with camel tours/rides on Cable Beach.

**Council** means the Council of the Shire of Broome

**directly competing with** means that both the proposed trading activity and the permanent business offer a type or category of good or service that is directly comparable, for example:

- an ice cream van would be directly competing with an ice cream parlour;
- a mobile food van selling coffee, cake and sandwiches would be directly competing with a café which sells coffee, cake and sandwiches;
- a mobile food van selling pizza would be directly competing with a pizza or Italian take away store, restaurant or cafe;
- a stall offering massages would be directly competing with a massage parlour.

**Event** has the definition given in the Shire of Broome Events Policy (as amended)

**Itinerant Vendor** means a person who travels along a road looking for customers and who sells, hires or provides a product or service from a vehicle which is parked temporarily to customers who stop the vendor or come to the vendor while the vehicle is so parked.

**permanent business** means a business that operates from private property.

**private property** means any real property, parcel of land or lot that has a separate certificate of title, which is in private ownership or the subject of a lease or agreement with a person or the local government enabling its use for private purposes and includes any building or structure thereon.

**‘public place’** means any thoroughfare or place which the public are allowed to use, whether the thoroughfare or place is or is not on private property and includes parklands, squares, reserves, beaches and other lands set apart for the use and enjoyment of the public, including all land which belongs to or of which the local government is the management body under the Land Administration Act 1997 or which is an “otherwise unvested facility” within section 3.53 of the Local Government Act 1995;

**Related Entity Interest** is defined in Schedule 1 of this Policy.

**Shire** means the Shire of Broome.

**‘trading zone’** means an area where trading activities can be undertaken in accordance with clause 5 and Schedule 4, Part 1 of this Policy.

All other words and expressions used in this Policy have the meaning as defined in the Local Law.

Document Control Box							
Document Responsibilities:							
Owner:	Director Development Services			Owner Business Unit:	Development Services		
Reviewer:	Manager Health, Emergency and Ranger Services			Decision Maker:	Council		
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:	<a href="#">Trading, Outdoor Dining and Street Entertainment Local Law 2016</a> <a href="#">Property and Public Places Local Law 2016</a> <a href="#">Local Planning Policy - Outdoor Dining</a>						
Document Management:							
Risk Rating:	Med	Review Frequency:	Biennial	Next Due:	12/2023	Records Ref:	
Version #	Decision Reference:		Synopsis:				
1.	15 December 2016		OMC – Initial adoption				
2.	12 December 2019		Review and converted to new Policy Template				
3.	18 November 2021		OMC Review and minor updates to reflect new Local Laws				
4.							

### 9.2.1 PROPOSED ADOPTION OF LOCAL PLANNING POLICY - HOLIDAY HOUSE (SHORT TERM RESIDENTIAL ACCOMMODATION)

<b>LOCATION/ADDRESS:</b>	N/A
<b>APPLICANT:</b>	Shire of Broome
<b>FILE:</b>	PLA22.1
<b>AUTHOR:</b>	Coordinator Planning Services
<b>CONTRIBUTOR/S:</b>	Manager Planning and Building Services
<b>RESPONSIBLE OFFICER:</b>	Director Development Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### SUMMARY:

At the Ordinary Meeting of Council held on 18 November 2021, Council resolved to prepare Local Planning Policy – Holiday Homes (draft LPP) for public comment for a minimum of 90 days.

The draft LPP was prepared as Council had adopted draft Local Planning Scheme No 7 (LPS7) which proposes that 'Holiday House' become a discretionary (D) land use in the Residential, Rural Residential and Rural Smallholdings zone (it is currently a prohibited (X) land use in these zones in Local Planning Scheme No 6 (LPS6)). The LPP was prepared in advance of formal adoption of LPS7, as the Department of Planning, Lands and Heritage (DPLH) who assess and make recommendations to the Minister on the approval of Local Planning Schemes requested that a Local Planning Policy on Holiday House's be prepared and advertised at the same time as draft LPS7.

The formal advertising period for the draft LPP commenced on 9 December 2021 and closed on 31 March 2022, the advertising occurred concurrently with LPS7.

This report presents the submissions received on the draft LPP. It is recommended that Council adopts the draft LPP, following the gazettal of draft LPS7 without modification as outlined in the Schedule of Submissions in accordance with Clause 4 of the Deemed Provisions in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

## BACKGROUND

### Previous Considerations

OMC 3 November 2005	Item 9.3.7
OMC 13 December 2018	Item 9.2.10
OMC 29 July 2021	Item 9.2.2
OMC 18 November 2021	Item 9.2.4

### Background

The term Holiday House applies specifically to the exclusive use of a private dwelling (single house), for short-term accommodation, in return for hire or reward, and without a permanent occupant present at the premises ('**un-hosted**').

Council first considered introduction of provisions to enable short-term rental accommodation from residential properties in 2005. At the request of the then Department

of Planning and Infrastructure, a Discussion Paper was prepared and advertised for public comment. A copy of the Discussion Paper is provided as **Attachment No 1**. The Discussion Paper recommended introducing a land use definition of 'Serviced Apartment' to the then Town Planning Scheme No 4 (TPS) in the Town Beach and Cable Beach residential areas. The discussion paper was advertised for public comment and 21 submissions were received. There were mixed responses, which included:

- That new residential areas should be excluded, including Koolama Drive, which was identified as one of the precincts.
- That consideration should be given to allowing holiday or short-stay accommodation in single houses but confined to older areas such as Town Beach.
- That there are already sufficient tourist developments in the town.
- Impacts on housing affordability and availability of long-term rental stock.
- That there are currently some instances of non-compliance with respect to this use.

The Discussion Paper and public comments received, were considered at Ordinary Meeting of Council on 3 November 2005, where Council resolved to defer making a decision pending a report from two elected members and a Director study tour of holiday accommodation. No further action appears to have been taken following this consideration.

Since this time, given the rise of online booking platforms, this land use activity has increased. This is a trend not just experienced in Broome but also globally. In 2019 the State Parliamentary Legislative Assembly Economics and Industry Standing Committee conducted an inquiry titled *Levelling the Playing Field: Managing the impact of the rapid increase of Short-Term Rentals in Western Australia* (the **2019 Inquiry**). Council considered a submission at the Ordinary Meeting of Council on the 13 December 2018. A copy of the Shire's submission is included as **Attachment No 2**.

The 2019 Inquiry largely focussed on the distinction between traditional short-stay accommodation (properties that have long existed, have been developed specifically to provide for the recreation and business travel markets, and are appropriately licensed), versus the newer style of short-term rental properties being Holiday Houses.

In its final report (September 2019, which can be accessed here:

[https://www.parliament.wa.gov.au/Parliament/commit.nsf/\(Report+Lookup+by+Com+ID\)/42EE6EB7C8AF9C454825847E000FDA9D/\\$file/SSA%20Report%20-%20FINAL%20-%20Online%20version%20with%20cover.pdf](https://www.parliament.wa.gov.au/Parliament/commit.nsf/(Report+Lookup+by+Com+ID)/42EE6EB7C8AF9C454825847E000FDA9D/$file/SSA%20Report%20-%20FINAL%20-%20Online%20version%20with%20cover.pdf)) the Committee made 10 recommendations, and on 12 February 2020 the State Government provided a formal response. Of relevance to this matter, the State Government has committed to undertaking the following actions:

- The establishment of an inter-agency working group, to develop legislative or regulatory mechanisms to require the display for a valid registration number for short-term rentals [Holiday Houses] advertised on online booking platforms.
- Amending land use definitions in the *Planning and Development (Local Planning Schemes) Regulations 2015* to differentiate between hosted and un-hosted accommodation.
- Updating strata title guidance to include powers and processes open to strata companies to manage short-term rentals [Holiday Houses].

- Development of an education campaign to ensure owners, property managers, and purchasers are aware of their obligations regarding short-term rental properties.

At the time of drafting the LPP and when it was presented to Council in November 2021, none of the recommendations from the 2019 Inquiry had been actioned to the extent that there has been any change to the existing state-level regulatory framework. However, since the adoption of the draft LPP by Council in November, the State Government on the 6 December 2021, released for public comment a draft Position Statement – Planning for Tourism and draft Planning for Tourism Guidelines. At the same time, the Department of Local Government, Sport and Cultural Industries released a proposed registration system which once implemented would require providers of short-term rental accommodation to register their property to operate and advertise.

The process of preparing an LPP on Holiday Houses is mindful of the 2019 Inquiry and does not seek to pre-empt the outcomes of the Government response. Instead, it aims to explore options that will complement State-level regulatory controls. A review of the draft LPP against the State Government's Position Statement, Guidelines and registration system has also been performed and is outlined in the officers' comments section below.

More recently, between July and August 2020, the Shire undertook initial public consultation to inform the review of Local Planning Strategy and preparation of draft LPS7.

As part of this public consultation, feedback was received from the community that management of un-hosted accommodation (i.e. people renting their whole house to tourists through platforms such as Stayz and AirBnB) is required to 'level the playing field' with traditional accommodation forms.

In response to the public comments received, Council at the July 2021 Ordinary Meeting adopted draft Local Planning Scheme No 7 (**draft LPS7**) which proposes that Holiday House is designated as a Discretionary use in the Residential, Rural Residential and Rural Small Holdings zones in the Zoning Table of draft LPS7. This land use is currently prohibited under LPS6 and has been prohibited under the Shire's planning framework since 1985 (a prohibited use is not capable of being approved under the local planning framework, whereas Discretionary use provides discretion to approve the land use). In relation to complaints received about this land use, officers currently only respond to complaints made in writing where a specific property can be identified as operating as a holiday house (i.e. property addresses are provided).

In preparing the draft LPP, research has been undertaken into other local government's approaches which is set out in a Directions Paper included as **Attachment No 3**.

The draft Policy and Directions Paper were tabled at the Council Workshop on the 14 September 2021. In response to the discussion at the workshop the following adjustments have been made to the draft LPP and/or Directions Paper:

- The termed approval period adjusted from 18 months to 24 months.
- Incorporation of public consultation requirements into the LPP.
- Inclusion of car parking standards into the LPP.
- Inclusion of additional section in the Directions Paper on rates, to foreshadow that the intent would be to change the rating applied to properties with this approved land use to level the playing field.

At the Ordinary Meeting of Council on 18 November 2021, Council resolved to prepare Local Planning Policy – Holiday Homes (draft LPP) for public comment for a minimum of 90 days.



At the request of DPLH as part of its assessment of draft LPS7, draft Local Planning Policy - Holiday Houses (draft LPP) was advertised by the Shire at the same time as draft LPS7. This has been undertaken to enable informed community review and feedback on how the Shire will exercise its discretion to approve these land uses upon gazettal of LPS7.

## COMMENT

### Submissions received

The formal advertising period commenced on 9 December 2021 and closed on 31 March 2022 which coincided with the advertising period for draft LPS7. At the close of the public comment period, six submissions were received. Overall, most of the submissions were in support of the intention to allow consideration of un-hosted holiday houses within residential areas, subject to the draft LPP being modified for various reasons. One submission objected to un-hosted holiday houses being listed as a 'D' use under draft LPS7 within the residential zones.

The following key themes were raised in the submissions on the draft LPP:

- Signage should not be required to be erected on the site.
- Formal consultation to adjoining property should not be mandatory.
- Limiting development approval to two years is overly onerous.
- A rates levy seems unreasonable given properties will remain vacant for significant portions of the year.
- Holiday houses compromise the amenity of existing residential areas through unsociable activities and traffic congestion in local streets.
- Car parking requirements should include provision for trailers, boats, caravans and camper vans.
- Property Managers should be contactable 24/7.
- The renewal process should be every 12 months and should include a full re-submission, including public consultation.
- There should be a limit on the number of un-hosted holiday houses allowed to exist in any street at any given time.
- Total number of guests should not exceed two people per bedroom.

The Schedule of Submissions is attached (**Attachment No 4**) and outlines the comments received from the submitters and an officer comment and recommendation in relation to each item raised. The comments below provide a summary of the key themes raised in the submissions.

*Signage should not be required to be erected on the site.*

Some submissions indicated that signage should not be erected on the site of an un-hosted holiday house as it would be an eye-sore and would leave a property vulnerable to break-ins when not occupied. The proposed requirement for a sign to be erected on site is to ensure the complaints process made against a property can be lodged and responded to in a timely manner.

Some members in the community may not be aware of the proposed holiday houses register and may not be aware of who to contact in the first instance if there is an issue or disturbance. The requirement is generally consistent with the approach taken by other Local Governments. Any security concerns are considered to be risks entered into by the owner/operator and should be considered as part of the preparation of the Management Plan which is required as part of the draft LPP. It is recommended that the Policy remain unchanged in this regard.

*Formal consultation to adjoining property owners should not be mandatory.*

Officers consider un-hosted holiday houses to be a use which differs from a standard residential dwelling. Whilst potential issues with holiday houses can be satisfactorily mitigated through the implementation of a Management Plan, it is important for neighbouring property owners to be notified of proposals and be familiar with the size and scale of the operation of the holiday house.

Whilst property owners will be consulted, objections to a proposed holiday home will need to be based on relevant planning considerations against the policy. The decision on an application will remain with the Shire and assessments will be made considering any submissions against the policy requirements.

Existing operators will be required to submit a retrospective development application and will be subject to all of the requirements contained within the policy.

*Limiting development approval to two years is overly onerous.*

As outlined in Attachment No 3, Directions Paper, a number of local governments establish provisions that approvals for Holiday Homes are valid for a 12-month term (requiring annual renewals). This approach is adopted by some local government so in the event a complaint is received or the Holiday House is not operating in accordance with its approval, a renewal application may not be granted.

In drafting the LPP, the issue of incorporation of timed approvals was considered and discussed. While typically a timed approval would not be recommended, given the State is in the process of finalising the changes following the 2019 Inquiry and the Shire would have a new and untested Policy framework, it was deemed that an initial period of timed approvals would be appropriate. This will enable the Shire to review the appropriateness of the Policy over an operational tourist season, make any necessary adjustments to the Policy and be able to incorporate any changes into the approved application.

The draft Policy recommends a 24-month approval period to enable a majority of applications to complete a full tourist season of operation and to allow time for the Shire to review the Policy (and the appropriateness of the termed approval). As outlined in the Directions Paper, Council could choose to remove the termed approval when reviewing the Policy.

Based on the above, no change to the draft LPP is recommended in this regard.

*A rates levy seems unreasonable given properties will remain vacant for significant portions of the year.*

The rating process is separate to planning considerations and adoption of the LPP. However, when the draft LPP was workshopped, request was made that the Directions Paper outline the intended rating approach, once the Shire is in a position to approve the land use.

To create a level playing field between traditional tourist operators and short-term rental accommodation from residential properties, the Shire will seek to apply differential rates according to land use (i.e. approved Holiday House land uses). This will mean that these land uses will be subject to a higher rate in the dollar. Applying higher rate in the dollar to approved holiday houses is an approach considered to be appropriate in other local governments (such as Fremantle, Denmark and Busselton) as the level of service provided

by the local government to holiday houses will be higher than the services provided to standard residential properties (i.e. to assist in meeting the additional costs associated with providing tourism related infrastructure and services from the additional visitors to the Shire through this land use). Determining the rate in the dollar for the holiday house land uses will be subject to a separate process and will require the determination of Council in the future.

This will be actioned by the Shire, post gazettal of LPS7. The comments received in relation to this matter do not impact on Council's consideration of the LPP, therefore no change is recommended.

*Holiday houses compromise the amenity of existing residential areas through unsociable activities and traffic congestion in local streets.*

Officers acknowledge that un-managed, un-hosted holiday houses can compromise the amenity of adjoining properties and the surrounding area. However, officers consider the requirements contained within the draft LPP to adequately mitigate potential issues and offer the Shire greater control to monitor and manage such properties.

The two-year time limit for approvals and the requirement for a Management Plan to be submitted to and approved by the Shire will place greater accountability on the property owners/property managers to ensure the amenity of adjoining properties and the surrounding area is maintained

*Car parking requirements should include provision for trailers, boats, caravans and camper vans.*

Management plans to be submitted in support of a development application will need to demonstrate how parking is to be managed on-site. Officers consider the current car parking requirements within the draft LPP to provide sufficient car parking for the size and scale of each holiday house. It is the responsibility of the property owner and property manager to ensure any trailers and the like are parked in a way which does not compromise the safety of the local road network.

If occupants of a holiday house were to park within a road reserve, individuals would be subject to the requirements of the Shire's Parking and Parking Facilities Local Law 2012. Any illegal parking may be subject to infringements being imposed.

*Property Managers should be contactable 24/7.*

Officers do not consider it feasible for property managers to be contactable 24/7. Police can be called for all noise/antisocial behaviour complaints made after hours. The Management Plan should outline how a complaint is responded to within 12 hours and how such complaints would be adequately resolved as soon as practically possible.

*The renewal process should be every 12 months and should include a full re-submission, including public consultation.*

Requiring properties to apply for a renewal every 12 months is overly onerous. Property owners/property managers will be held accountable against their approved Code of Conduct and Management Plan. Whilst property managers should be the first point of contact for complaints, compliance action can be taken if it is considered that a holiday house is not being operated in accordance with the approved Code of Conduct and/or Management Plan. Furthermore, as outlined in the Directions Paper, a refusal of a renewal

of a Holiday House application on the grounds of a complaint being received is unlikely, in isolation, to be reasonable grounds for refusal if the decision was reviewed.

Based on the above, it is not recommended that any amendments are made to the draft LPP in this regard.

*There should be limit on the number of un-hosted holiday houses allowed to exist in any street at any given time.*

Holiday house is proposed to be listed as a 'D' use under draft LPS7 within the Residential, Rural Residential and Rural Small Holdings zones. The draft LPP would require all applications to be advertised to adjoining property owners and officers would be required to undertake a detailed assessment against the intent and objectives for each zone contained within draft LPS7. If the number of properties within a particular street are considered to have the potential to materially alter the intent and objectives of these zones, this would be a matter requiring consideration in determining a development application. Officers do not consider it appropriate or necessary to limit the number of properties within the street.

*Total number of guests should not exceed two guests per bedroom.*

Officers consider a requirement to limit the number of guests to two guests per bedroom to be overly prescriptive. Officers consider alternative bedding options such as bunk beds and trundle beds to be viable options to accommodate more than two guests per bedrooms where appropriate (i.e. families). It would be the responsibility of officers to review the Management Plan to ensure overcrowding of holiday houses is avoided in accordance with the draft LPP.

#### State's Tourism Position Statement and Guidelines

As outlined in the background section above, the State released the draft Tourism Position Statement and draft Planning for Tourism Guidelines for public comment on the 6 December 2021. The Position Statement and Guidelines outline the policy position of the Western Australian Planning Commission and guide the appropriate management of tourism land use and development in the State. The draft Position Statement and Guidelines also give clear and consistent direction to local governments on the definition and treatment of short-term rental accommodation in WA in response to the Inquiry findings.

The Position Statement outlines that Local Governments are best placed to plan for tourism within their communities and establishes that strategic and statutory planning should encourage a range of tourist accommodation choice and experiences, as required. Direction is provided in the Position Statement that supply, demand and pressures associated with short-term rental accommodation should be considered and provides general direction on location of short-term rental accommodation. Overall the Shire's draft LPP is deemed consistent with the Position Statement.

The Position Statement, foreshadows that the WAPC is considering recommending that hosted short-term rental accommodation accommodating up to 4 people (a Bed and Breakfast land use) would be exempt from the need to obtain development approval. Council at the May 2022 Council meeting adopted LPS7 with the recommendation that Bed and Breakfast was a permitted land use (thereby exempting it from development approval) consistent with the Position Statement.

The Position Statement also foreshadowed that un-hosted accommodation in a single house, grouped or multiple dwelling (a Holiday Home land use) may be made exempt from

development approval where it is let for no more than 60 days per calendar year. This proposed exemption was met with a lot of resistance from the local government sector and WALGA as it would present significant challenges to local government to implement approvals and may not be consistent with the overall intent of the Inquiry which was to level the playing field.

The Position Statement also foreshadowed some potential changes to the tourism land use definitions in the model provisions. Officers discussed this with DPLH officers as part of the final considerations of LPS7 and were provided direction that as the Position Statement was still in draft and submissions review had not been completed, land use definitions in draft LPS7 should remain consistent with the Model Provisions (i.e. no change at this point).

Ultimately the changes to the land use definitions foreshadowed in the Position Statement are largely to clarify difference between hosted and un-hosted accommodation and also to distinguish un-hosted accommodation between different dwelling types (single, grouped and multiple dwellings). This is not deemed to present any material considerations to the draft LPP.

### Summary

The public submissions received have been reviewed and the draft LPP has also been reviewed against the State's draft Position Statement and Guidelines. Based on the feedback received, it is recommended that Council adopt the draft LPP upon gazettal of LPS7.

It must be noted that the draft LPP cannot be adopted at this point in time as un-hosted short-stay accommodation in the Residential, Rural Residential and Rural Small Holding zones is currently prohibited. Also, the Shire is not in a position to approve any applications for this land use in these zones until it becomes a discretionary land use under the Local Planning Scheme.

Prior to LPS7 being gazetted, officers will continue to respond to complaints made against specific properties that have been identified as operating as a holiday house, where street addresses are provided. Officers will investigate whether compliance action can be taken if it is demonstrated that the land use for an identified property is inconsistent with the local planning framework.

If LPS7 is gazetted with the land use becoming discretionary a pathway for regularising the land use and ensuring approvals are obtained would be implemented. Also as outlined above, the rating system will be reviewed at this point also.

## **CONSULTATION**

Under the *Planning and Development (Local Planning Schemes) Regulations 2015*, upon resolution to prepare a Local Planning Policy, the local government must publish a notice and provide a 21-day period for making submissions.

Given that the draft LPP and draft LPS7 were concurrently advertised, the public consultation exceeded the requirements under the Regulations. The Draft LPP and draft LPS7 were advertised for public comment for 112 days. As part of the consultation for this LPP, in addition to the consultation included in the adopted Community Engagement Strategy for draft LPS7, the following groups were directly notified of the notice calling for submissions:

- The Broome Tourism Leadership Group;
- Broome Visitors Centre;
- Broome Chamber of Commerce and Industry;
- Kimberley Development Commission
- Real-Estate Agents;
- Resort operators;
- Broome Police; and
- People who corresponded with the Shire following the 2019 ABC article.

## **STATUTORY ENVIRONMENT**

Clause 4 of the Deemed Provisions in the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) details the procedure for making local planning policy. On the expiry of the advertising period for public submissions, the Shire must now review the proposed policy in the light of any submissions made and resolve to:

- (i) *proceed with the policy without modification; or*
- (ii) *proceed with the policy with modification; or*
- (iii) *not to proceed with the policy.*

Officers recommend that Council proceed with the policy without modification. If the Council support this resolution, the Regulations require the Shire to publish a notice of the policy in a newspaper circulating in the Scheme area.

Officers note that the current provisions of LPS6 prohibit the consideration of un-hosted holiday houses in the Residential, Rural Residential and Rural Smallholdings zones. It is therefore recommended that Council adopt the draft LPP subject to the gazettal of draft LPS7.

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

There are no financial implications to Council to adopt the draft LPP.

As identified in the 2019 Inquiry, higher local government rates are levied against Traditional Accommodation businesses than Short Term Rentals (Holiday Home land uses).

Each year, Councils set a revenue target as part of their budgeting process. To meet their target, they determine a 'rate in the dollar' by dividing the rates collection by the total amount of valuations on their roll. An individual's Council rates are calculated by multiplying the Gross Rental Value (GRV) of their property by the rate in the dollar.

Under the Local Government Act 1995, Councils can apply different rates according to land zoning, land use, whether the land is vacant or a mix of these factors.

To create a level playing field between traditional tourist operators and short-term rental accommodation from residential properties, the Shire will seek to apply differential rates according to land use (i.e. approved Holiday House land uses). This will mean that these land uses will be subject to a higher rate in the dollar. Applying higher rates to approved holiday houses is considered to be appropriate as the level of service provided by the Shire to holiday houses will be higher than the services provided to standard residential properties. This likely to occur when budget is set for the 2023/2024 financial year.



This is a similar approach to other local governments including City of Fremantle, Shire of Denmark and City of Busselton.

## **RISK**

Nil

## **STRATEGIC ASPIRATIONS**

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

***Outcome Six - Responsible growth and development with respect for Broome's natural and built heritage:***

6.1 Promote sensible and sustainable growth and development.

***Outcome Eight – Cost effective management of community infrastructure:***

8.1 Deliver defined levels of service to provide and maintain Shire assets in the most cost effective way.

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

***Outcome Nine – A strong, diverse and inclusive economy where all can participate:***

9.4 Support business growth, innovation and entrepreneurship.

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

***Outcome Twelve – A well informed and engaged community:***

12.1 Provide the community with relevant, timely information and effective engagement.

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

13.2 Improve real and perceived value for money from rates.

## **VOTING REQUIREMENTS**

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council:*

- 1. Pursuant to Clause 4 (1) of the Deemed Provisions in the Planning and Development (Local Planning Schemes) Regulations 2015 resolves to adopt Local Planning Policy – Holiday Houses subject to the gazettal of draft Local Planning Scheme No 7.*
- 2. Request the Chief Executive Officer to perform a review of the Local Planning Policy within 24 months of the gazettal of draft Local Planning Scheme No 7.*

**Cr Tracey moved the following motion:**

**COUNCIL RESOLUTION:**

**Minute No. C/0622/054**

**Moved: Cr H Tracey**

**Seconded: Cr N Wevers**

**That Council:**

- 1. Pursuant to Clause 4 (1) of the Deemed Provisions in the Planning and Development (Local Planning Schemes) Regulations 2015 resolves to adopt Local Planning Policy – Holiday Houses subject to the gazettal of draft Local Planning Scheme No 7.**
- 2. Request the Chief Executive Officer to perform a review of the Local Planning Policy within 24 months of the gazettal of draft Local Planning Scheme No 7.**
- 3. Request the Chief Executive Officer commence a review of the Differential Rating Model to facilitate the inclusion of a separate “Holiday House” differential rating category, recognising the increased service level provision over the base Residential rate, to be implemented following gazettal of draft Local Planning Scheme No 7.**

**CARRIED UNANIMOUSLY 6/0**

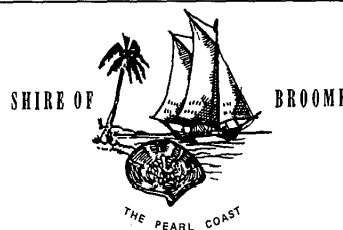
**Reason: To ensure differential rating model appropriately reflects the service level provision to residential properties operating as holiday housing.**

**Attachments**

1. 2005 Discussion Paper
2. Submission to Inquiry 2018
3. Directions Paper 2021
4. Schedule of Submissions
5. Draft LPP

# Shire of Broome

## DISCUSSION PAPER



### HOLIDAY ACCOMMODATION AS AN ADDITIONAL USE IN RESIDENTIAL AREAS

#### Background

Council supported a Scheme Amendment for a Holiday Home use to be considered as an additional use in a residential area at its 9 November 2004 meeting. This was Scheme Amendment No. 22, and related to Lot 366 Kapang Drive, Cable Beach that consists of 8 residential apartments on a 1,522m<sup>2</sup> lot. This Scheme Amendment also proposed to introduce the following definitions into Town Planning Scheme No. 4 (the Scheme):

*"Holiday Home means a dwelling or portion of a dwelling used for the purpose of short stay accommodation but does not include 'Tourist development'.*

*Short Stay means the use of a site, building, or portion thereof by any person for no longer than three months in any twelve month calendar"*

Since this time Council has supported the advertising of two similar applications:

- Scheme Amendment No. 26 for Lot 300 Robinson Street (the former Seaview Shopping Centre). Development approval for 21 single bedroom dwellings and one caretaker's residents has already been issued for the site. The advertising period for this Amendment recently ended; and
- Scheme Amendment No. 28 for Lot 331 Walcott Street that consists of 8 residential units on 2,432m<sup>2</sup>. This amendment is currently being advertised.

Similar requests for further amendments to the Scheme have also been received.

The intent of applying holiday home, as an additional use to a residential use was to provide a degree of flexibility with a residential building being used for either residential purposes or short stay accommodation.

#### Discussion

There has been concern expressed about the consideration of Holiday Homes in residential areas as an additional use and the manner in dealing with requests through the Scheme Amendment process. When Council considered Amendment No. 22 it indicated that consideration needs to be given to dealing with such requests in a more generic manner. It was recognised that such an approach needs to be supported by a robust policy and that the definition of holiday homes needs to be carefully considered.

## Strategic Considerations

The Broome Planning Steering Committee, Progress Report amongst other strategic documents highlights the housing shortages in Broome and whilst there are land releases proposed to cater for the next 5 to 10 years of population growth, consideration needs to be given to the impact of allowing holiday homes in residential areas.

Broome currently experiences periods of high occupancy rates with the existing tourist accommodation. Encroachment of holiday accommodation into residential areas will effectively lead to a reduction in housing available for residents and seasonal workers. This has potential flow on effects on Broome's local economy. It may also have an impact on housing affordability as discussed in the Progress Report.

Consideration of holiday homes and their impact within residential areas raises issues of land use conflict and amenity, including: the appearance of the building being maintained; rubbish disposal being carried out; noise and potentially changing the character of a residential area.

Tourist development is a permitted use in the Mixed Use and Town Centre Chinatown zones of the Scheme.

## Issues

### Appropriate definition and suitability of single houses for holiday accommodation

The Holiday Home definition is applicable to a dwelling or portion of a dwelling being used for short stay accommodation however, there is a common perception that 'holiday home' conjures an image of a single, stand alone house being used for holiday accommodation for periods of 1 day to several weeks.

The suitability of this definition has been questioned by DPI staff and it has been recommended that consideration be given to the 'serviced apartment' definition following:

'serviced apartment' means an apartment which is one of a group of two or more apartments on the same lot, used, furnished and equipped to be used on a temporary basis in a manner similar to a Grouped Dwelling or Multiple Dwelling, for which laundry and cleaning services are provided, with or without other ancillary amenities.

The use of this definition would not permit a single residential house to be used for holiday accommodation but would provide flexibility to provide housing for seasonal workers.

### Management Plan

It is suggested that a management plan be required as part of the Planning Approval that addresses the potential conflict with residential land users and shall include such matters as:

- Property to be managed locally i.e. a Broome based company to ensure matters can be addressed expediently
- Behaviour of guests
- Rubbish Disposal is properly carried out
- Appearance of buildings shall retain a residential character
- Maintenance of buildings and gardens
- Parking usage

### Rating Implications

The land use effectively will change with the introduction of serviced apartments in the residential zone. Accordingly, as Development Applications are approved for this land use, the "tourism" category of the Shire rates system will apply.

### **For Consideration**

With the level of interest to facilitate holiday homes in Broome there is a need to administratively and strategically develop a position with regard to this type of land use. One way that Council could consider tourist accommodation in residential areas is by developing a precinct approach.

This involves the consideration of the residential areas within the Broome townsite where holiday accommodation could be considered suitable and compatible with other development. This approach will ensure that holiday accommodation is not scattered throughout existing and proposed residential areas but rather in a concentrated area where potential land use conflicts can be addressed. Two areas have been considered as suitable:

#### Town Beach

It is suggested that the Town Beach area be considered as a suitable node to support holiday accommodation as there is a focal point of the town beach itself, the proximity to local shops and there are a number of tourist developments/uses within the area already. Given the range of landuses that currently exist throughout this area, holiday accommodation is considered compatible; refer to the attached map for the selected area. Outside of the Town Beach selected area possible land use conflicts are considered to be higher.

#### Cable Beach

Large portions of the Cable Beach area are already appropriately zoned for tourist development and it could be argued that there is already appropriate land set aside to provide for a number of accommodation options. Nevertheless some additional areas could be considered, refer to the attached map for the selected areas. The area behind the Crocodile Farm has been selected because of its close proximity to the core Cable

Beach area that includes facilities such as tavern, local shops and restaurants and is a contained area that would ensure that land use conflicts could be adequately controlled. The issue with this area is that the predominant existing built form is single residential. Many people who purchased land in this area did so under the assumption that the land would solely be used for residential purposes. A change in land use to allow holiday accommodation could create a negative impact to the amenity of this area and would also make it difficult to apply the 'serviced apartment' land use as proposed.

In addition, including the two lots on the corner of Lullfitz and Kapang Drive is considered a rounding off without affecting the Challenor Drive residential amenity. Amendment No. 22 involves one of the subject lots. The Tourist Development zone backing onto Challenor Drive has no direct access, which addresses the issue of land use conflict, and therefore this should be continued along this road with no further extension of the Tourist Development zone.

## Application

It is suggested that the Holiday Home and short stay definition as proposed in Amendments No. 22, 26 and 28 no longer be used and that Serviced Apartments be included as a land use in the zoning table of the Scheme as a 'S' use in the residential zone.

Use of the serviced apartment land use would be applicable to all units within a complex for example: a 10 unit development could not have 4 used for residential and 6 used for tourist accommodation, the landuse would apply for all 10 units but this would not mean that individual units could not be used on a longer term basis.

Single houses will not be considered for 'Serviced Apartments'.

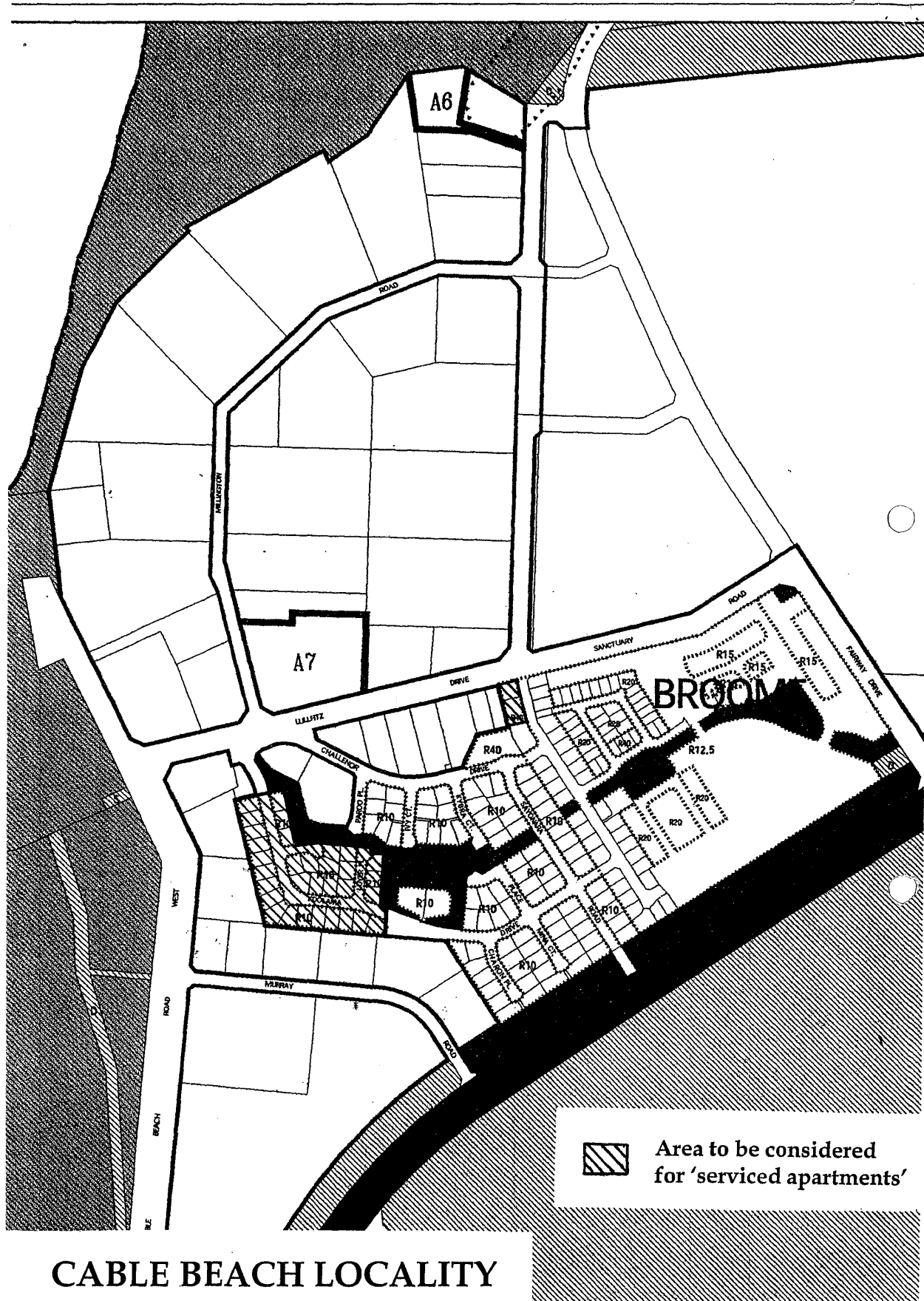
A policy will also need to be drafted relating to the management and applications of this land use ensuring land use conflict can be adequately managed. The possible form of a policy for holiday accommodation in residential areas could include the following:

- Single residential dwellings will not be considered for 'serviced apartments'
- All planning applications will be advertised for comment
- Buildings and Gardens will be of a residential character
- Adequate parking being provided, including visitor parking
- The requirement of a management plan will form part of any planning approval.
- The management plan will address issues such as:
  - local property managers i.e. a Broome based company
  - behaviour of guests
  - rubbish disposal
  - the appearance of buildings and gardens
  - maintenance of buildings and gardens
  - parking provisions

This Discussion Paper is the first step in developing a policy position regarding this issue. Should a policy be formulated at a later stage, advertising would be required for public comment.







Our ref: ECI05  
Your ref: A724417  
Enquiries: Kirsten Wood



Shire of Broome  
ABN 94 526 654 007

27 Weld Street  
PO Box 44  
Broome, WA, 6725  
Phone: (08) 9191 3456  
Fax: (08) 9191 3455  
shire@broome.wa.gov.au  
www.broome.wa.gov.au

17 December 2018

Ms J.J Shaw  
Parliament House  
4 Harvest Terrace  
WEST PERTH WA 6005

By email: laeisc@parliament.wa.gov.au

Dear Ms Shaw,

#### COMMITTEE INQUIRY INTO SHORT-STAY ACCOMMODATION IN WA

Thank you for your letter dated 12 November 2018 advising of the Economics and Industry Standing Committee request for written submission on its inquiry into short-stay accommodation.

The Shire of Broome welcomes this inquiry given the importance of tourism to Broome's and the State's economy.

In relation to each of the questions, the Shire of Broome submits the following:

- 1) *The forms and regulatory status of short-stay accommodation providers in regional and metropolitan Western Australia, including existing powers available to local government authorities;*

The Shire of Broome Local Planning Scheme No 6 (**LPS6**) is the statutory instrument that controls land use and development across the Shire and was gazetted in January 2015. LPS6 is generally consistent with the State's land use definitions that are included in the Model Provisions within the *Planning and Development (Local Planning Scheme) Regulations 2015*.

LPS6 includes the following land use definitions for short-stay accommodation:

- **'Bed and Breakfast'** means a dwelling, used by a resident of the dwelling, to provide accommodation for persons away from their normal place of residence on a short term commercial basis and include the provision of breakfast.
- **'Caravan Park'** has the same meaning as in the Caravan Parks and Camping Grounds Act 1995.
- **'Holiday Home (Standard)'** means a dwelling which may also be used for short stay accommodation for not more than six people (but does not include a bed and breakfast, guesthouse, chalet and short stay accommodation).

- **'Holiday Home (Large)'** means premises conforming to the definition of holiday home (standard) with the exception that the premises provide short stay accommodation for more than six people but not more than 12 at any one time.
- **'Motel'** means premises used to accommodation patron in a manner similar to a hotel but in which specific provision is made for the accommodation of patrons with motor vehicles and may comprise premises licensed under the Liquor Licensing Act 1988.
- **'Tourist Development'** means a building, or a group of buildings forming a complex designed for the accommodation of short-stay guests and which provides on-site facilities for the convenience of guests and for management of the development, where occupation by any person is limited to a maximum of three months in any 12 month period; and
- **'Tourist Development – Low Impact'** means development predominately of a tourist nature for the accommodation of short stay guests that has been designed in such a manner to have minimal impact on the natural environment.

The Shire area is made up of the principal townsite/urban centre of Broome with a number of Aboriginal Communities, outstations and pastoral leases developed outside of the Broome townsite. There are several short-stay accommodation providers outside of the townsite in the form of caravan parks, camp sites and eco-tourism resorts (defined as low impact tourist development).

Within the townsite of Broome, the Shire has several short-stay accommodation providers in the form of resorts, hotels, serviced apartments and backpackers accommodation (all generally falling within the Tourist Development land use definition above). There are approximately 25 developments in Broome that are approved to operate as short-stay accommodation (this excludes Bed and Breakfasts). There are also seven registered Caravan Parks (and three over-flow caravan parks). These developments exist within the Mixed Use, Tourist or a specific Special Use zones under the Scheme.

In the Residential zone in Broome, the only type of short-stay accommodation that the Shire has the discretion to approve is 'Bed and Breakfast'. In the Shire of Broome, 'Holiday Home (Large)' and 'Holiday Home (Standard)' land uses are prohibited in the Residential zone. This essentially means that the Scheme allows for rooms in a dwelling to be used for short-stay accommodation as long as the occupier of the dwelling is also living in the house. If a landowner wishes to rent their entire dwelling for short stay accommodation (i.e. unhosted) it is a Holiday Home and is not permitted.

While this land use is not permitted, a simple search of the online booking platforms for Broome shows a substantial number of landowners are renting out their dwellings for short stay accommodation. The landowners making their entire property available for rent on a short-term basis are undertaking a Holiday Home land use which is not permitted by the Scheme, and therefore is a breach of the *Planning and Development Act 2005 (the Act)*.

The powers available to local governments to address this are established in Part 13 of the Act, and include the following:

- Issue a direction pursuant to s.214 of the Act requiring land owner to cease land use;

- Pursuant to section 218 of the Act, if a person contravenes the provisions of a planning scheme or carries out a development otherwise than in accordance with the Scheme, they commit an offence. The Shire then has the ability to commence prosecution actions and if convicted is liable to a fine of \$200,000 and \$25,000 for each day in which the offence continues; or
- Issue an infringement notice, which has a modified penalty of \$500.

While the fines contained in the Act are substantial, there are several factors which present challenges to local governments in undertaking compliance action. This includes:

- Often the addresses of the premises on the online booking platforms are not available, thus identifying the actual offenders can be a challenge;
  - Local government, particularly in regional areas, are often not resourced with compliance officers making it difficult to review the online booking platforms and taking compliance action;
  - The burden to collect sufficient evidence to successfully achieve a conviction of an offence under the Act can present challenges; and
  - The modified penalty of \$500 if an infringement notice is issued is unlikely to be a sufficient deterrent to discourage offenders from continuing the land use.
- 2) *The changing market and social dynamics in the short-stay accommodation sector;*

The Shire does not have visibility of statistics that show the changing trends of the market and social dynamics in the short-stay accommodation sector.

What is evident is the rise of online booking platforms has given opportunity for landowners to market and make either rooms within their house or the whole house available for short-stay accommodation, which simply did not exist before. Prior to the rise of on-line booking platforms, the ability for travellers to book accommodation was generally only available via the traditional methods, giving favour to large accommodation chains or bookings managed through travel agents or local Visitor's Centres.

- 3) *Issues in the short-stay accommodation sector, particularly associated with emerging business models utilising online booking platforms; and*

The Shire does receive feedback from some members of the community expressing concern with short-stay accommodation being made available through online booking platforms. This can include the following:

- Unregulated short-stay accommodation providers create an inequity as they do not pay the same rates/levies and may not be paying taxes.
- Approved short-stay accommodation providers are required to meet higher regulatory standards when compared with buildings approved for permanent occupation. For example, a swimming pool in a resort is required to be registered as an aquatic facility, which requires inspections and annual fee's, unregulated short-stay accommodation would not be meeting this. The disparity between regulatory standards is particularly evident for multi-storey short-stay accommodation providers who have a higher level of building construction standards from a fire and accessibility point of view compared with multi-storey residential construction.



- Potential safety concerns over unregulated short-stay accommodation providers and whether operators would carry appropriate insurances.

The use of dwellings in residential areas for short-stay accommodation can also lead to land use conflicts. This can occur when dwellings are made available for un-hosted short-stay accommodation (Holiday Homes). Dependent on the hires, such occurrences can lead to 'party-houses' and cause disruption to the surrounding residential area.

Land use conflicts are heightened in grouped/multiple dwelling complexes. These types of complexes are generally designed for permanent accommodation and are managed by strata schemes. When some of the owners within the strata scheme make the dwellings available for short-stay accommodation it can lead to increase noise, inadequate parking, increase in movement of vehicles and people from premises, concerns over access and security, causing disruption to the typical residential amenity.

*4) Approaches within Australian and international jurisdictions to ensure the appropriate regulation of short-stay accommodation.*

In the time to prepare this submission for Council consideration, the Shire has not had an opportunity to investigate in detail the approaches in other jurisdictions.

An option that may be worth pursuing is introducing legislation requiring online booking platforms to have to screen subscribers offering short-stay accommodation prior to registering. This could involve mandating the need for subscribers to supply certification from the local government that the premises comply with the relevant planning and building laws prior to accepting them on the platform. Such a mechanism would place the onus on the booking facilities at making sure that subscribers have the correct approvals in place, as opposed to local governments having to adopt a reactive process of compliance which it is often not resourced to address.

The pre-screening of subscribers could also extend to other matters, such as requiring subscribers to demonstrate that they have adequate insurance, pay taxes and so on.

Greater level of guidance at the State level with regard to short-stay accommodation, from a land use perspective, would also assist to provide some continuity across local government areas. The current guidance in place is Planning Bulletin 99 – Holiday Homes – Short Stay Use of Residential Dwellings, which was prepared in 2009 and is in need of review.

Should you require anything further please do not hesitate to contact Kirsten Wood on (08) 9191 3456 or [kirsten.wood@broome.wa.gov.au](mailto:kirsten.wood@broome.wa.gov.au).

Yours faithfully



Sam Mastrolemba  
Chief Executive Officer

## Directions Paper – Holiday House/Short Term Rental Accommodation

Date: July 2021

Prepared: Planning Team

### 1.0 Introduction

Holiday House's have been an increasing land use activity in the Shire, largely through the rise in online platforms such as Air BnB, Stayz and Accommodation.com. These online platforms have made it easier for customers to access this accommodation option when holidaying in Broome. The purpose of this directions paper is to outline potential policy responses for this land use, given it is proposed to make the land use discretionary in the Residential zone through Local Planning Scheme No 7 (**draft Scheme**). A draft Local Planning Policy (**draft LPP**) is attached to provide a starting point for discussion on an appropriate policy framework for this land use.

This directions paper will also provide the background to previous investigations on this issue by Council and also how the matter is addressed by other local governments.

For the purpose of this paper, the term Holiday House applies specifically to the exclusive use of a private dwelling (single house), for short-term accommodation, in return for hire or reward, and without a permanent occupant present at the premises ('**un-hosted**').

The term Holiday House does not apply to other similar short-term accommodation land uses such as bed and breakfast, guesthouse and backpackers, which are generally required to be 'hosted' by a permanent occupant of the site. Also, it does not apply to the more traditional 'personal and occasional' holiday use of a privately owned dwelling, where there is no contract of hire or financial reward.

### 2.0 Background

There are benefits and costs associated with enabling holiday houses within the Shire: some benefits are that landowners are able to supplement incomes, and there is a greater choice in types of tourist accommodation, possibly attracting a market segment that may not previously have visited Broome. Potential impacts of Holiday Houses include threat or disruption to existing tourist accommodation providers, impacts on amenity of local neighbourhoods and communities and a possible threat or disruption to housing affordability and availability.

This has presented a challenge to regulators around the world as they strive to find an appropriate long-term response, while also attempting to support tourism markets. They are constrained by the difficulty in monitoring online operations and rapid changes in the industry.

Historically in Broome, accommodation for holidaymakers has been met through resorts, caravan parks and tourist developments (often strata titled) which due to their zoning must predominantly be

used for short-stay purposes (a maximum of 3 months in any 12-month period). Broome does differ from other parts of the state, where Holiday Houses have historically been a large component of the tourist accommodation market and in some smaller regional towns, can be the only type of tourist accommodation.

The issue of Holiday Houses is not isolated to Broome and resulted in 2019 State Government Inquiry into short term accommodation, which is discussed in further detail below.

## 2.1 Previous regulatory approach to Holiday Houses and consideration by Council

The table below outlines the Schemes that have existed covering the townsite of Broome and provides a summary of the controls in place relating to holiday houses (note the land use definition between different Schemes changes over time):

Scheme	Operation	Controls
Town Planning Scheme No 1	April 1974 – August 1985	Silent on holiday houses and tourist accommodation
Town Planning Scheme No 2	August 1985 – December 1999	<p>Scheme had a land use definition of ‘Holiday Accommodation’ which allowed for short-term holiday accommodation. Land use could only occur in a Special Use zone. Landowners wanting to develop this land use therefore had to amend the Scheme. The land use was not permitted in the residential zone.</p> <p><i>Note: the land parcels that were incorporated into the Special Use zone through various scheme amendments gazetted during operation of this Scheme are now within the tourist zone.</i></p>
Town Planning Scheme No 4	December 1999 – January 2015	<p>A land use definition of ‘Tourist development’ was incorporated into the Scheme and included any land or buildings used for the overnight or holiday accommodation of patrons.</p> <p>‘Tourist development’ prohibited in Residential zones and permitted in Tourist zone.</p> <p>One property in the residential zone (Lot 366 Kapang Drive) amended the Scheme to have an additional use for short term accommodation.</p>
Local Planning Scheme No 6	January 2015 – now	‘Holiday Home’ land use included into the land use definitions and zoning table. Is an ‘X’, therefore not permitted, land use in the Residential zone.

To summarise, the Shire’s planning framework, since 1985, has not permitted the use of residential properties for short stay accommodation/Holiday Houses.

In 2005, the then Department of Planning and Infrastructure, in considering the scheme amendment for Lot 366 Kapang Drive, requested that Council deal with the issue of holiday houses as a strategic manner, rather than in an ad hoc case by case basis (through individual amendments to the Scheme). In response a Discussion Paper was prepared and advertised for public comment. A copy of the

Discussion Paper is provided as Attachment No 1. The Discussion Paper recommended introduction a land use definition of 'Serviced Apartment' to the then TSP4 in two areas, Town Beach and Cable Beach residential area. The discussion paper was advertised for public comment and 21 submissions were received. There were mixed responses, which included:

- That new residential areas should be excluded, including Koolama Drive, which was identified as one of the precincts.
- That consideration should be given to allowing holiday or short-stay accommodation in single houses but confined to older areas such as Town Beach.
- That there are already sufficient tourist developments in the town.
- Impacts on housing affordability and availability of long-term rental stock.
- That there are currently some instances of non-compliance with respect to this use.

The Discussion Paper and public comments received, were considered at OMC on 3 November 2005, where Council resolved to defer making a decision pending a report from two elected members and Director study tour of holiday accommodation. No further action appears to have been taken following this consideration.

## **2.2 Current Experience in the Shire**

At the time of the Shire's submission to the State Inquiry (December 2018), there were in excess of 175 properties available for short-stay accommodation on the 2 common booking platforms (Air BnB and Stayz) within the Broome townsite. As of July 2021, there are 167 properties advertised on Air BnB. A review of the listings shows that approximately that 15% of these listings are legitimate operators (resorts). Of the remaining 141 listings from the descriptions, it is estimated that 99 are un-hosted and therefore would be a Holiday Houses (with 23 of these within ancillary dwellings/granny flats). The remaining 42 listings were advertised as hosted accommodation, as a room available within a house.

While the online platforms indicate that there are a number of illegitimate operators, the Shire receives very few written complaints regarding the land use activity. From 2015 the Shire has received less than 15 written complaints identifying properties being used for short-term accommodation. It has also been experienced when the Shire advertises an application for a Bed and Breakfast (hosted short stay accommodation) land uses objections are received citing that there are already too many party houses (a common term used to reference Holiday Houses) in the area and concerns over amenity impacts. This indicates that complaints/agitations relating to Holiday Houses are underreported to the Shire.

In late 2019, the Broome Tourism Leadership Group (BTLG) made representation to the Shire, raising concern with the number of unapproved holiday houses and expressed dissatisfaction with the Shire's compliance approach (which is to act on written complaints). Following discussion with the Shire, BTLG then made a written complaint about a number of properties they alleged were illegitimate. The complaint related to 27 properties and following a desk-top audit and investigation the Shire found the following:

- 3 properties were found to be duplicate recordings.
- 3 properties have development approval to operate as Bed & Breakfast accommodation.
- 8 properties included insufficient information to identify potential unauthorised short stay use.
- 1 property was already the subject of compliance investigations relating to potential unauthorised short stay accommodation.
- 12 properties have progressed to further investigation or action relating to potential unauthorised short stay accommodation.

The Shire wrote to the 12 property owners and in January 2019, the ABC released an article 'Airbnb-style accommodation in Broome targeted in Council crackdown'. Following this report (which trended in the top five Apple news stories nationally) the Shire received an overwhelming amount of phone calls and written correspondence. The comments received represented opposing views of congratulations for taking action to the other end of the spectrum where people expressed that there should be no regulation of this land use. While there was opposing feedback provided to the Shire at this time, it was evident that the most feedback was in support of the land use activity in the Shire, to the extent that some people commented that they would not travel to Broome anymore if this accommodation option was no longer available.

In relation to undertaking compliance action against illegitimate Holiday Houses, this is a common issue across local governments nationally. The first issue relating to compliance, is the property addresses are not made available on the online booking platforms, therefore identification of properties undertaking the land use is challenging. Secondly, once it is identified that a property is undertaking the land use, the evidentiary burden required to undertake compliance action presents challenges. The fact that a property is advertising its availability to be used as a Holiday House is not evidence demonstrating that the land use is being undertaken, evidence must be supplied that a commercial transaction has taken place and the property is being occupied on a short-term basis. This was a common issue raised in the 2019 State Government Inquiry and one of the findings made specifically relates to this issue, which is outlined below.

### **2.3 State Government Policy Position and Inquiry**

The State Government's Policy Position is currently under review in relation to the Inquiry outlined below. The current policy position on this matter is within Planning Bulletin 99 – Holiday Homes (September 2009), which can be accessed here: <https://www.dplh.wa.gov.au/policy-and-legislation/state-planning-framework/planning-bulletins/planning-bulletin-99-holiday-homes-guidelines>. The Planning Bulletin promotes incorporation of Holiday House as a land use in Local Planning Scheme and the preparation of policies tailored to address specific issues encountered by local governments in their region. The Planning Bulletin also recommends that time limited approvals are issued in the first instance to enable any amenity considerations to be addressed overtime.

More recently, in 2019, the State Parliamentary Legislative Assembly Economics and Industry Standing Committee conducted an inquiry titled *Levelling the Playing Field: Managing the impact of the rapid increase of Short-Term Rentals in Western Australia* (the **2019 Inquiry**).



The 2019 Inquiry was largely focussed on the distinction between traditional short-stay accommodation (properties that have long existed, have been developed specifically to provide for the recreation and business travel markets, and are appropriately licensed), versus the newer style of short-term rental properties being Holiday Houses.

In its final report (September 2019) the Committee made 10 recommendations, and on 12 February 2020 the State Government provided a formal response. Some of the recommendations are broadly relevant to the Shire's regulatory framework, and in particular the State Government has committed to undertaking the following actions:

- The establishment of an inter-agency working group, to develop legislative or regulatory mechanisms to require the display for a valid registration number for short-term rentals [Holiday Houses] advertised on online booking platforms.
- Amending land use definitions in the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) to differentiate between hosted and un-hosted accommodation.
- Updating strata title guidance to include powers and processes open to strata companies to manage short-term rentals [Holiday Houses].
- Development of an education campaign to ensure owners, property managers, and purchasers are aware of their obligations regarding short-term rental properties.

The first commitment listed above aligns with the Shire's submission to the 2019 Inquiry, as it would provide a mechanism for achieving compliance for illegitimate Holiday Houses. This should also provide confidence to Council and the community if the land use was made a discretionary use in LPS7, that the ability for operators to undertake illegitimate Holiday Houses will be greatly reduced. The second commitment may have a minor impact on Scheme definitions (which can be resolved through the Scheme adoption process).

At the time of writing this paper, none of the recommendations from the 2019 Inquiry have been actioned to the extent that there has been any change to the existing state-level regulatory framework. Should they be actioned, it is considered there will be no significant impact on the preparation of a policy position on Holiday Houses, albeit, the definitions and terms may adjust slightly.

The process of preparing an LPP on Holiday Houses is mindful of the 2019 Inquiry and does not seek to pre-empt the outcomes of the Government response. Instead, it aims to explore options that will complement State-level regulatory controls.

#### **2.4 Regulatory approaches from other LGAs**

A review of the regulatory framework adopted by 16 local governments in Western Australia has been undertaken, and it is evident that the approaches vary greatly. The least regulatory is where there are no formal provisions in place, for example in Subiaco and Mandurah. The table below provides a summary of the regulatory approach in place for each local government.

	LOCAL LAW	SCHEME – DEFINITION ONLY	SCHEME – DEFINITION AND ZONING TABLE	LAND USE PERMISSIBILITY IN RESIDENTIAL ZONE	SCHEME – DEVELOPMENT STANDARDS	LOCAL PLANNING POLICY	NOTHING IN PLACE
ALBANY			✓	D			
AMR				A	✓	✓	
BROOME			✓	X			
BUSSELTON	✓			A* <sup>3</sup>	✓	✓	
COCKBURN			✓	A		✓	
DENMARK			✓	A		✓	
EAST FREMANTLE				*			
EXMOUTH				A	✓		
FREMANTLE	✓		✓	A			
DANDARAGAN			✓	D		✓	
MANDURAH				* <sup>1</sup>			✓
NORTHAMPTON			✓	A		✓	
PERTH				N/A	✓	✓	
ROCKINGHAM		✓		A		✓	
SUBIACO				* <sup>2</sup>			✓
WANNEROO	✓		✓	D			

\* Use not listed, equivalent of an 'A' use.

\*<sup>1</sup> "The City has adopted a responsive approach to holiday houses and considers that an additional approval for short stay accommodation beyond the original to build the dwelling whether in a single dwelling or grouped or multiple dwelling circumstance does not add additional value to the process."

\*<sup>2</sup> "the City has formed the position that if a building has been previously approved as a dwelling and is designed and capable of permanent occupation, then the use of that dwelling for short-stay accommodation is consistent with the approval granted to the dwelling, and as a result, no further approval is necessary."

\*<sup>3</sup> The City has two land use definitions for Holiday Homes – one for single dwellings which is a D use and one for Multiple/Grouped Dwellings which is an A use.

Many jurisdictions have minimal provisions in their local planning scheme, including:

- a land use definition; and/or
- permissibility set out in the zoning table.

Across the various local governments, holiday houses are generally a discretionary 'D' (or discretionary subject to advertising 'A') use in the Residential zone, Rural Residential zone, Centre zones, and Rural zones (Note: the difference between a 'D' and 'A' land use is advertising is mandatory through the Scheme for an A use). Throughout all places reviewed, the only zone in which holiday houses may be a permitted 'P' use is the Tourism zone; they are always prohibited 'X' in different types of Industrial zones.

Further guidance on the assessment of development applications is often set out in a local planning policy. The policies reviewed provide guidance on some or all of the following matters:

- Preferred areas in which a holiday house can be located (or alternatively exclusion areas).

- Requirements around manager/responsible person contact details, including the display of these details on a sign which is visible from the street.
- Emergency / health requirements (fire extinguisher / blanket, evacuation plan (diagram), COVID clean.
- Security.
- Requirement (procedure) for a manager to respond to complaints within a set time period, and to reside within reasonable distance of the subject property.
- Use of ancillary accommodation.
- Car parking.
- Utility servicing (water, effluent).
- Waste management.
- Lot size and dwelling design, including maximum number of people per bedroom, and outdoor living and screening.
- Bushfire provisions.
- Strata company requirements.
- Management plan, including details such as –
  - how bookings are made (marketing and advertising);
  - manager details (contact phone number);
  - duties of manager;
  - complaints procedure;
  - code of conduct for guests;
  - control of noise and other disturbances;
  - control of anti-social behaviour;
  - security of occupants, guests of occupants, and neighbours;
  - car parking for occupants and guests of occupants, including maximum number of vehicles.
  - keeping of pets.

In some instances, local governments have opted to include some of the provisions listed above as development standards in the local planning scheme (e.g. Augusta-Margaret River, Exmouth).

Fremantle and Wanneroo have developed local laws but do not have a local planning policy and the City of Busselton has a Local Law and a Local Planning Policy (which is currently under review).

It is apparent from the review that, while the means of regulating holiday houses may vary, the matters to be addressed by the local government and landowner are fairly consistent.

### **3.0 Local Planning Policy consideration and discussion points**

At the July 2021 Ordinary Council Meeting, adopted draft LPS7 for the purpose of seeking public comment with Holiday Houses being a 'D' land use in the Residential, Rural Residential, Rural Small Holdings zones. The adoption of a Local Planning Policy will provide guidance to the administration on how discretion is to be applied when development applications are submitted for this land use (note: the Shire will be not be in a position to consider applications for this land use until LPS7 is gazetted). Furthermore, officers at DPLH have requested that an LPP be prepared and public comment is sought on the draft LPP at the same time LPS7 is being advertised.

While it is clear that an LPP is required, there is also the option to have a Local Law, which is an approach taken by some other Local Government's as outlined above. In the Shire of Broome's case, the development of a Local Law is not recommended for the following reasons:

- A Local Planning Policy can incorporate similar matters that would be included into a Local Law.
- A Local Law would require that Holiday Houses are licenced and registered under the Local Law in addition to having development approval under the Planning Scheme. The benefit of having a licence under a Local Law is that they can be revoked under certain circumstances (note a similar intent can be included into development approval process, refer to comments under Termed Approval below). The 2019 Inquiry has recommended a State level legislative or regulatory for Holiday Houses to be registered which potentially could duplicate this process.
- The penalties in Local Laws are minimal in comparison to the Planning and Development Act 2005 meaning that a penalty under a Local Law would offer little persuasion for an operator to comply. If the Shire were to prosecute an operator of a Holiday Houses for not complying with a condition of operation, it would use the Planning and Development Act 2005, as opposed to the Local Law.
- The registration of Holiday Houses would be performed by the Shire's Health team, adding workload to another team for little overall benefit.
- Local Laws take time to develop and are challenging to amend. A Local Planning Policy can be amended easily and does not require approval from the Joint Standing Committee, which is required to amend a local law.
- A local law would require two approvals from the Shire, instead of one, increasing red-tape.

In summary a Local Law is not recommended as it would increase workload from the Shire, increase red-tape to applicants and would deliver little benefit to the regulation of Holiday Houses.

<b>Discussion Point 1</b> – the Shire develops a Local Planning Policy and not a Local Law.
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#### **Policy Considerations**

As outlined in section 2.4 above, the majority of LPP's prepared by other LGA's address similar issues. The draft LPP prepared is generally consistent with the matters addressed in other LGA's and generally provides guidance on development standards (minimum lot size and bedrooms numbers) and management arrangements. The Policy is currently drafted without nominating preferred areas or precincts where holiday houses can occur, the rational and alternative options for this are outlined below.

#### **3.1 Nominating Preferred Areas (or Precincts)**

Some local governments through provisions within Scheme/Local Planning Policies identify preferred areas where Holiday Houses can be located, while others are silent on this with the Policies providing direction on development standards and management arrangements to minimise potential amenity impacts.

Below is a summary of other regional LGA's in relation to this issue:

- Shire of Augusta Margaret River – within the Margaret River townsite, policy has a figure outlining permitted areas, which generally abuts their Town Centre and excludes other residential areas.
- Shire of Exmouth – the land use is an 'A' use in the Residential zone and they do not nominate preferred area, except to exclude it from the 'Skipjack Circle' subdivision. A discussion with

Shire Officers revealed that this was included in the Scheme at the request of the subdivider as they did not want this land use in the subdivision area.

- City of Busselton – policy position on this has changed over time and rather than identify preferred areas, it has identified excluded areas. From early 2000 to 2013, no exclusion areas were identified. From 2013 to 2018 areas were excluded south of Busselton Highway, or west of Cape Naturaliste Road. Despite the residential area restriction, a number of applications were received and some of these were approved by Council. When reporting to Council in 2017 a recommendation was made that the exclusion areas be removed from the local planning policy, this was subsequently formally removed in 2018. The City is now seeking public comment on provisions within the Policy, however officers have recommended that no preferred areas should be nominated.

The nomination of a preferred area would mean that if a development application was submitted within the location it would be approved by officers under delegated authority. Applications could still be submitted Holiday Houses outside of the preferred area and it would need to be referred to Council and considered on its merit.

The reasons for nominating a preferred area can include:

- Guide that this type of land use should be positioned in close proximity to locational features of high tourist attraction and accessibility (i.e. close to Cable Beach, Town Beach or Chinatown or within proximity to bus stops).
- To exclude areas to avoid potential land use conflict between Holiday Houses and the amenity of long-term residential dwellings. Conflict can occur as a result of issues such as noise, behaviour, nuisance, safety and security, waste management, and car parking.
- To exclude areas where the existing residential amenity would be deemed incompatible with the land use (i.e. if Council was concerned with potential negative experiences from visitors staying in areas of lower amenity such as areas identified in the Urban Renewal Strategy).
- It can be perceived that the 'local sense of community' can be eroded by the occurrence of too many Holiday Houses, and as a result of:
  - excessive noise/partying and visitor lack of understanding about the lifestyle of nearby residents, particularly those who are shift workers (or even just having to work the following day);
  - lack of neighbourhood support network during times of emergency or crisis;
  - visitor disregard for the safety and security of vulnerable people (i.e. children) living in the street, and dangers associated with outdoor play, walking/cycling in areas without footpaths.
- Housing availability and affordability can be affected by holiday houses. The 2019 Inquiry found that "the impact of short-term letting on WA's long-term rental market seems minimal." Due to the current rental crisis this may have changed in the last 12 months, but may not be an issue that will persist in the long term.

There are also several risks associated with incorporating preferred areas:

- This may result in a greater concentration of holiday houses (over time) within some areas;
- The relationship between total number of approvals and management of individual sites is not clearly defined, i.e. a greater number of holiday houses does not necessarily result in a greater number of poorly managed properties;



- The difficulty in defining permitted/not permitted areas with a simple, understandable, and fair boundary;
- A perception around the lack of fairness that some residential areas may be spared from the negative impact from holiday houses, but other areas are not afforded the same right;
- Conversely, a perception around lack of fairness that economic opportunity may be pursued by landowners in some areas and not others;
- A lack of certainty for investors who have purchased a property with the intent to apply for Holiday House use.

While there is merit for introduction of preferred areas, it is not recommended for Broome. The reasons for this are outlined below:

- The experience of some local governments where preferred areas are nominated, when applications are submitted outside these areas they are generally approved, eroding the rationale for why such provisions would be incorporated into an LPP.
- The risks outlined above.
- The development standards and how the Holiday House is operated impacts more significantly on the residential amenity as opposed to where the Holiday House is located. If the draft LPP establishes suitable guidance on development standards and operational requirements, the need to detail where they should be allowed is removed.

**Discussion Point 2** – the draft LPP does not establish preferred areas where Holiday Houses can be approved.

**Discussion Point 2b** – if nomination of preferred areas is supported, which areas should be nominated.

### **3.2 Timed Approval Terms**

A number of Local Governments incorporate provisions within LPP's establishing that approvals are valid for a 12-month term and annual renewals are required. The rationale for incorporation of termed approvals is, in the event the operation of a Holiday House is inadequate or complaints are received, a renewed approval may not be granted (please note that in the event an application was refused on the grounds that a complaint had been received, it is unlikely, in isolation, to be reasonable grounds for refusal if challenged at the State Administrative Tribunal).

Typically, a timed approval would not be recommended, however given the State is in the process of finalising the changes following the 2019 Inquiry and the Shire would have a new and untested Policy framework, it may be appropriate to have timed approvals. This will enable the Shire to review the appropriateness of the Policy over an operational tourist season and make any necessary adjustments and be able to incorporate any changes into approved applications. Council could then choose to remove the termed approval following this review by adopting an amendment to the LPP. Note, a period of 24 months is incorporated into the draft Policy to enable for the majority of applications to complete a full tourist season of operation and allow time for a review.

**Discussion Point 3** - the draft LPP incorporates an 24 month termed approval to enable review of the Policy and incorporation of any changes to approvals following this review.

### **3.3 Development Standards**

The Policy currently incorporates development standards relating to the minimum lot size for the land use activity (350sqm) and minimum number of bedrooms. The intent of incorporating these standards into the LPP is to avoid situations of overcrowding and overdevelopment of a property, which would lead to the potential for off-site amenity impacts.

Parking provisions have been incorporated into the Policy and it is proposed that they are removed from the Scheme. This will enable a review of the parking provisions over time and adjustment can then be made to the LPP as opposed to having to amend a Scheme, which takes time.

**Discussion Point 4** - the draft development standards are considered appropriate.

**Discussion Point 4b** – should parking ratios be incorporated into the draft LPP instead of the Scheme.

### **3.4 Management of Holiday Houses**

The management arrangements put in place for Holiday Houses are a significant factor to avoid potential off site impacts. If a Holiday House is appropriately managed and guests meet a code of conduct, then they can occur without any negative consequence to residential amenity.

The Policy has been drafted to require that applicants must submit a management plan establishing a manager, contact hours of the manager, day to day management matters, a code of conduct, complaints procedure and how noise and antisocial behaviour will be managed. It is proposed that a template management plan be developed that applicants can use.

The approach to management arrangements of Holiday Houses varies across local governments. Some LPP's have general provisions specifying that a management plan is required with little standards incorporated leaving it to the discretion of applicants. Other's establish more guidance/expectations on the manager, including where the manager must reside, response times for complaints and need to display signage with contact details of the manager.

The policy has been drafted to set expectation on management of Holiday Houses to avoid potential impacts on adjacent properties and to avoid 'party homes' from occurring.

**Discussion Point 5** – the management requirement established are appropriate.

### **3.5 Register of Approved Holiday Houses**

A number of local government's maintain a register of approved Holiday Houses. It is likely that one of the outcomes of the 2019 Inquiry is that the State Government will maintain a register and all operators will have to display a registration number, however, the timeframe for when such a system would be implemented is unknown. In the interim period, it is open to Council to include a provision within the LPP that a register will be made available.

Such an approach would maintain transparency and could also aid with compliance as adjacent residents could easily check whether an operator is approved or not. Also, if complaints about

behaviour are received the contact details of the manager would be available and concerns can be easily directed to ensure a swift response.

**Discussion Point 6** – support the inclusion of a register of approved Holiday House as an interim measure until the recommendations of the 2019 State Inquiry are implemented.

#### **4.0 Rates**

As identified in the 2019 Inquiry, higher local government rates are levied against Traditional Accommodation businesses than Short Term Rentals. Each year, Councils set a revenue target as part of their budgeting process. To meet their target, they determine a 'rate in the dollar' by dividing the rates collection by the total amount of valuations on their roll. An individual's Council rates are calculated by multiplying the Gross Rental Value (GRV) of their property by the rate in the dollar.

Under the Local Government Act 1995, Councils can apply different rates according to land zoning, land use, whether the land is vacant or a mix of these factors.

To create a level playing field between traditional tourist operators and short term rental accommodation from residential properties, the Shire will seek to apply differential rates according to land use (i.e. approved Holiday House land uses). This will mean that these land uses will be subject to a higher rate in the dollar.

This is a similar approach to other local governments including City of Fremantle, Shire of Denmark and City of Busselton.

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#	Name/ Organisation and address	Submission	Summary of Submission	Officer Comment	Recommendations
1.	Richard Butler	1. Short-stay signage: We are in total opposition to the Shire requiring a sign, visible from the access street, advising the property is a short-stay rental home or any other details relevant to the property. Signage of this nature would assist criminals identify and narrow down opportunities to gain illegal access to land and to property. We would argue that signage of this kind would further subject shire to risk – in that if a sign was required by Shire then the shire arguably shares liability if the property is broken into where the sign has assisted the criminal activity.	Objects to the requirement for a sign on site identifying the property as a holiday home.	<p>The proposed requirement for a sign to be erected on site is to ensure complaints made against a property can be lodged and responded to in a timely manner.</p> <p>The Shire does not accept a shared liability if the property is broken into as security issues are representative of the nature of the business.</p> <p>The requirement is consistent with the approach taken by other Local Governments.</p>	Dismissed – no change to LPP required.
		2. Property under Management. We do not see an issue with owners being required to have local available management for their property. Property management is not 'guest management' and should not be confused in any case, with the role of local Police.	Supports the requirement to engage a local property manager.	Noted.	No issues raised or recommended changes required.

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		3. Additional keys, late access and related matters: We have 3 key-safes on the property and an escalation process to access them.	Supports requirement for details on management of keys and access.	Noted.	No issues raised or recommended changes required.
		4. Service on site: We also note the significant delays frequently experienced in trying to get Trades people to attend the property. Small even maintenance is not always available, especially in the peak dry/tourist season. Having a Management process in Broome will not mean services to guests are able to be expedited, and may be contained to fault identification, not remedy.	Notes that responding to maintenance requests from guests may be difficult given the current shortage in available tradespeople.	The Shire acknowledges the shortage in tradespeople. The intent of the complaints procedure is to ensure complainants are responded to and to make sure any works are undertaken as soon as practicably possible.	No issues raised or recommended changes required.
		5. Neighbours having phone numbers of owners: We do not see an issue with this, providing all neighbours provide their phone numbers and other relevant details to the owners of Short Stay.	Supports neighbours having the phone numbers of owners of the holiday home.	Policy does not require neighbours to have the phone numbers of the owners of the holiday home. Policy requires the contact details of the property manager to be made available on a Shire register and on a sign visible from the street.	No issues raised or recommended changes required.
		6. Muster points: Agreed.	Supports the requirements relating to muster points	Noted.	No issues raised or recommended changes required.

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		7. Code of Conduct: Agreed.	Supports the requirement of the policy for holiday homes to prepare a Code of Conduct.	Noted.	No issues raised or recommended changes required.
		<p>8. Neighbour consult/application process - We do not support this requirement – where neighbours to a property are advised by the shire that a property is to be offered for short stay accommodation and to be provided with a period of discussion and endorsement or decline. We note that this process is not provided to neighbours for longer term rentals, and we believe it denies the intending owners their right to make decisions about what occurs inside the title of their privately owned property. If the shire was to persist on this matter, we would consider mounting a challenge to ensure all proposed tenancies – short and or long term – should be included in consultation processes. Our experience with long term tenants over 5 years is already well explained.</p> <p>Alternatively, we may be prepared to hold private one-on-one discussions with neighbours, or a group meeting with neighbours and to discuss with them ourselves and to provide our contact details on a laminated card with our neighbours.</p>	Objects to the requirement for an application to be advertised to adjoining properties prior to a determination being made.	Officers consider the requirement to consult adjoining properties to be appropriate. Whilst neighbours will be consulted, objections to a proposed holiday home will need to be based on relevant planning considerations against the policy. The decision on an application will remain with the Shire.	Dismissed – no change to LPP required.
		9. Cap on short term rentals: We agree that further discussion could be held on the extent to which a property can be offered to the short-term rental market.	Open to the potential to place a cap on the length of time a property	Noted.	No issues raised or recommended changes required.



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		Our recommendation is 20 weeks a year, commencing May, each year.	can be offered as a holiday home.		
		10. Review of 'opportunity': We believe that if properly managed, the occupancy of property by suitable people and families can support local neighbourhoods. We suggest that applications to provide 'any form' of rental accommodation (annual lease, half yearly lease, short stay) might be considered on an annual basis, and dependant on quality of performance throughout the allocated period.	All rental properties should be subject to an annual review based on quality of performance for the previous rental period.	There is no legislative requirements which would give the Shire the power to mandate an annul renewal of longer-term rental properties. Long-term rental properties are consistent with the 'Residential' land-use and Officers do not consider it appropriate to distinguish between a rental property and an owner-occupied dwelling.	Dismissed – no change to LPP required.

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		11. We do not agree that short stay guests in private accommodation attend Broome at the expense of hotel or resort accommodation. It is entirely possible a new market is emerging and that market is to the benefit of the broader Broome community.	Holiday homes are not compromising the occupancy rates of hotels/resort accommodation.	Officers support the sentiment which is why greater flexibility to consider such proposals is being offered through the preparation of draft Local Planning Scheme No. 7 and this LPP.  Notwithstanding this, the Shire does consider it necessary to be able to monitor such businesses to ensure there is no detrimental impact to the amenity of adjoining properties.	No issues raised or recommended changes required.
2.	John Doble	1. Due to the significant crime issues in Broome, we felt we had no choice but to purchase in a more expensive area that has lower crime rates where we incur strata levies.  Many of the family's that rent holiday houses in Broome do not wish to stay in a hotel. If houses are not available, they will not come to Broome.  The holiday houses employ local cleaners, gardeners and maintenance persons. Having more holiday houses lifts the general care owners take in their houses, lifting the curb side appeal of Broome.	Supports the greater flexibility for holiday homes to be located within residential areas.	Noted.	No issues raised or recommended changes required.

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		<p>We will not be renting out long term, in the event we could not run holiday lets our house would not be rented at all.</p> <p>The valuation of a property must also be considered, zoning out million-dollar houses to assist in the rental market will not assist the vulnerable.</p> <p>The rental shortage in Broome should not impact those of us that have saved to buy.</p>			
		<p>2. Signage - No, this will be an eye saw in the streets. There must be a register held by the shire, individuals with questions / issues contact the shire or visit your web site where details can be found.</p>		<p>The proposed requirement for a sign to be erected on site is to ensure complaints made against a property can be lodged and responded to in a timely manner. Some members of the community may not be aware of the register, in which case complaints may not be lodged and unresolved.</p> <p>The requirement is consistent with the approach taken by other Local Governments.</p>	Dismissed – no change to LPP required.

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		3. Item 3.1 - should not be applicable to those that are part of a hotel strata.	Public consultation should not apply where part of a hotel strata.	Officers consider it appropriate to consult in all circumstances as a proposed holiday home would materially change the land-use. In all circumstance, officers will undertake an assessment based on the location of the property and the context of the surrounding properties, including their existing approved land uses.	Dismissed – no change to LPP required.
		4. Item 5.1 - what is the benefit of this? Are we not already all drowned in paperwork? Unnecessary.	Requiring a renewal of approval is onerous.	The purpose is to ensure the amenity of a locality is preserved. The Shire would reserve the right to not grant a renewal if it was considered the amenity of an area was being compromised by the use of a property as a holiday home.	Dismissed – no change to LPP required.
3.	Craig Stein	We have a significant investment in Broome and have positioned ourselves and our family home in Sunset Rise because of the quiet amenity and peacefulness that the area provides. We do not accept that each and all should be allowed to disrupt this amenity in the pursuit of quick money.	Strongly opposed to Un-hosted holiday homes being allowed to exist in residential	Officers acknowledge that the current situation isn't sustainable and the issues resulting from	Dismissed – no change to LPP required.

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		<p>If it is high return they desire, or high density accommodation they wish to provide, then they should invest in locations zoned for such use.</p> <p>We believe the current scheme designation “X” use should remain for any “UN-HOSTED HOLIDAY HOUSE/Airbnb” use.</p> <p>Eleanor Loop is in a Residential Zone with an R Code of R20 with lot sizes of around 540m2. Road width is 16m/pavement width of 6.0m.</p> <p>If the Shire of Broome were to allow Un-hosted holiday houses/Airbnb’s in higher residential density areas zoned R20, such as Eleanor Loop, the impact on the residential amenity compared to that of an R10 area is greater.</p> <p>It is our experience that Un-hosted holiday houses/Airbnb use does impact residential parking ease due to increased vehicle numbers. Un-hosted holiday house/Airbnb guests in our experience do not adhere to administrated controls and have little or no regard to permanent residents in areas with reduced pavement width such as Eleanor Loop. This situation if allowed, could result in restricted road access for residents, and difficulty for emergency vehicles such as, police, fire, and ambulance to attend in an emergency situation.</p> <p>Having now on two occasions lived next to and in close proximity to properties that have illegally been let as un-hosted holiday houses/Airbnb’s, we have firsthand experience of the negative impacts that this type of use has on the</p>	<p>zoned areas, LPP 8.33 should NOT be adopted in its current draft format.</p> <p>Un-hosted holiday homes compromise the amenity of quiet residential areas and result in car parking within the road reserve which restricts access for emergency vehicles.</p>	<p>holiday homes require an expedited resolution.</p> <p>Notwithstanding this, officers also consider holiday homes to make positive contribution to the shire and can be co-located with standard residential development if managed correctly. The draft LPP puts in place requirements for a Management Plan and the employment of a local property manager. The intention of the management plan is to ensure the amenity of the surrounding area is not compromised and complaints are dealt with efficiently and appropriately. The two year time limit to be imposed on holiday homes would also ensure that owners/operators of holiday homes are held accountable as a renewal</p>	

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		<p>residential amenity. These negative impacts were disruptive anti-social behaviour, loud music, late night parties, uncontrolled over loaded street parking, overflowing rubbish bins and most importantly loss of amenity to ourselves and other neighbouring properties. We appreciate that not all guests disrespect the permanent residents right to peaceful and quiet enjoyment of their own residence however our experience does not support the Draft LPP 8.33 proposal to allow un-hosted Holiday House/Airbnb's as a permitted use.</p> <p>As an example, last year (2021) an unauthorised un-hosted Holiday house/Airbnb in Eleanor Loop in close proximity to our property had a series of unconnected, consecutive guests, consisting of more than 4 cars plus boats on trailers, and a number of people greater than 8 in each group on each occasion. These un-hosted holidays house/Airbnb tenants were in party mode 24/7 as is the norm for holiday makers. Their late-night parties resulted in loud music into the early hours of the morning, overflowing rubbish bins being left on the road reserve days before pickup day, with rubbish being spread along the street by crows and wind, attracting rats and mice. Vehicular traffic was negatively impacted with guest's cars and trailers parked on both sides of the street creating congestion. The owners of this residence were well aware of the fact that Un-hosted holiday house use was not a permitted use under TPS6. This was evidenced by the fact that their house was listed on the Airbnb website in such a fashion as to disguise its location as being "Reunion Island." The owners of this residence were obviously trying to evade detection and goes to show the lengths that some people will</p>		will be based on performance of the property in the preceding two years.	



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		<p>go to deceive authority. In simple terms this gives some insight into the difficulties that the Shire will face in policing un-hosted holiday houses.</p> <p>Currently there are approximately 8 houses in Eleanor Loop whose owners live elsewhere and utilise their houses primarily as holiday homes. Potentially if these owners were to register their houses as Un-hosted holiday house/Airbnb's for times when they are not here, the impact on the amenity/pleasant enjoyment for just our street would be significant.</p> <p>Media coverage in recent times reports of unsocial behaviour which extended to significant damage to the properties in Un-hosted holiday houses/Airbnb's throughout Australia is further evidence of the potential impact on residential areas.</p>			
		<p>2. Point 1.3 – Car Parking Bay limits be further defined so that the number of on-site parking bays also include boats, trailers and camper vans/caravans. Ie if the number of car parking bays is 2 then that number includes any towed item. In addition, no 'on-street' parking to be permitted at all. If an applicant can not provide ON SITE parking, then permission to operate must be denied. Policing of this requirement we believe is outside of the resources available to the Shire presently. If LPP 8.33 were to be adopted then an increased Fee recoverable by Rates should be levied against the UN-HOSTED HOLIDAY HOUSE/Airbnb operator of sufficient value to allow the</p>	<p>Car parking requirements should include boats, trailers caravans and camper vans. No on-street car parking is to be permitted at all.</p>	<p>Management plans to be submitted in support of a development application will need to demonstrate how parking is to be managed on-site.</p> <p>Any car parking within the road reserve is subject to the requirements of the Shire's Parking and</p>	<p>Dismissed – no change to LPP required.</p>

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		provision/employment of a Compliance officer to deal with all related matters.		Parking Facilities Local Law 2012.	
		<p>3. Point 2.0 Management of Holiday Houses provides for the nomination of a Manager for the property and includes the hours within which they may be contacted. From our experience the majority of complaints are more likely to occur outside the defined minimum hours currently noted in the Draft Policy, ie Complaints are more likely going to arise after 5pm.</p> <p>Point 2.1(b) should be amended to allow for the Manager to be contactable 24/7, and within 15 minutes travel distance to respond to and to rectify noise/disturbance related issues. If this clause was to be adopted as written, the Managers responsibility essentially expires at 5pm Monday to Saturday and at 12pm on Sunday and Public Holidays. Under the draft proposal, a Manager of the Holiday House would be quite within their rights to head off for their own break after 5pm Monday to Saturday potentially rendering them uncontactable. The only course of action thence available to permanent residents experiencing disturbance and/or unruly behaviour is to contact local police. Our local law enforcement officers have better things to do than to be acting as noise disturbance officers.</p> <p>Point 2.1(f) relates to a complaint procedure and states that a complaint will be responded to within a maximum of 12 hours. This does not address an 'OUT OF HOURS'</p>	Property manager should be contactable 24/7	Officers do not consider it feasible for property managers to be contactable 24/7. Police can be called in the event a noise complaint at the time of the event. A complaint can still be made to the property manager who will need to respond to the complaint within 12 hours.	Dismissed – no change to LPP required.

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		noise/disturbance issue. Refer 2.1(b) above. We believe UN-HOSTED HOLIDAY HOUSES/Airbnb's should not be approved as an un-hosted proposition, and the platform Airbnb use should only be approved to exist under the current Hosted Holiday Home "Bed and Breakfast" rules, controls and definitions.			
		<p>4. Point 3.0 Public Consultation – <i>should include a sign (clearly visible from the street) being placed on the relevant property for the 21 day minimum public comment period advising of the application.</i> This sign must be of a specific size similar to standard FOR SALE/TO LET signage as is used by real estate agents in bold type and not just an A4 sized sheet attached to a fence. This would enable other owners/residents of the street and surrounding area to be more readily informed of the application. We agree, the immediate neighbours MUST be consulted in writing and be given a minimum of <b>30 days</b> to respond to any application for un-hosted Holiday House use.</p> <p>Additionally, tenants of adjoining properties (not being the owners of that property) the subject of any neighbouring un-hosted holiday house application must be inferred the same rights of comment as is inferred to the owners of any affected adjoining property.</p>	Level of consultation should be expanded, including a mandatory sign on site.	<p>Officers do not consider the erection of a sign on site to be necessary for the scale of the land-use. The impact of the land use will largely be confined to the adjoining properties.</p> <p>21 days is considered to be a suitable timeframe for affected property owners. It is the property owners responsibility to notify tenants if an affected property is leased.</p>	Dismissed – no change to LPP required.
		5. Point 5.0 Term of Approval – <i>The approval period should be reduced to a maximum period of 12 months after which period the approval shall lapse and have no further effect. If an owner of a previously authorised un-hosted holiday</i>	Timeframe for approvals should be reduced to 12 months and the	Officers consider reducing the approval timeframe to 12 months and a requirement to	Dismissed – no change to LPP required.

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		house wishes to continue the use, then the application process should be repeated in full. This will give the neighbouring owners an opportunity to oppose or accept continued use and would afford those neighbours an opportunity to oppose any application based upon their relevant experience. If the un-hosted Holiday House use continues to operate without a valid approval, it will be deemed non-compliant and will be the subject of Compliance Action by the Shire of Broome which should include no further approvals being granted period.	entire application process should undertaken to receive a renewal.	submit an entirely new application to be overly onerous.  The renewal process is intended to allow officers to review the number and content of submissions made and make an informed decision on when granting an extension of the approval.	
		6. If a further period is requested the Draft Policy does not include a process for renewal. We believe any requests for renewal should include Public Consultation as outlined in Point 3 with the inclusion of the amendment requested above.	The renewal process should include public consultation.	When considering an application for a renewal, officers will have sufficient information on the operation of the holiday home to make an informed decision without requiring a full round of consultation.	Dismissed – no change to LPP required.
		7. Additional Point to address Complaint Handling/Management by Shire and penalties to be applied if Shire is required to action. There is currently no avenue for a complainant to take further action if an unsatisfactory response is provided by the Property Manager. If the Shire is the approving body, then the Shire of Broome should also provide some mechanism for escalating complaints otherwise there are no	There is no avenue to escalate a complaint if the property managers response is insufficient. Policy should adopt a 'Two Strikes and	Planning Approval will be granted under the Planning and Development Act 2005. Where a holiday home is not operating in accordance with the approval and supporting	Dismissed – no change to LPP required.

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		repercussions. We consider the Shire of Broome should adopt a policy rule similar to that as currently exists in NSW whereby UN-HOSTED HOLIDAY HOUSES/Airbnb applicants must be recorded on a compulsory Register for un-hosted holiday houses/Airbnb properties and a 'TWO STRIKES AND YOU ARE OUT' rule applies for repeat offenders.	You're Out' rule for repeat offenders.	information, the Shire can take compliance action.  The intent of having a two year timeframe on approvals is to ensure owners/operators are held accountable. Renewals will be subject to the performance of the holiday home in the preceding two years.	
		8. Un-hosted Holiday house applicants must be required to hold/have on hand all necessary fire control and fire mitigation resources as would be mandatory for any commercial holiday accommodation facilities.	Applicants should be required to adhere to relevant fire safety standards.	Fire safety requirements are administered under separate legislation. It is not appropriate for those requirements to be administered under this LPP as it is not relevant to the Planning and Development Act 2005.	Dismissed – no change to LPP required.
		9. Un-hosted Holiday house applicants must be required to carry and hold current, all necessary insurance requirements for guests as would be required for commercial tenancies.	Applicants should be required to obtain all necessary insurance requirements	Requirement to obtain insurance is administered under separate legislation. It is not appropriate for those requirements to be administered under this LPP as it is not relevant to	Dismissed – no change to LPP required.

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				the Planning and Development Act 2005.	
		10. There should be a definitive cap on the number of UN-HOSTED Holiday Houses allowed to exist in any street at any given time. Further that defined number of approved Airbnb's be influenced by the given number of properties in a street and the applicable R Codes. High density coded areas (R20) to have lower approved number of Airbnb's than a lower density coded area (R10). We believe a ratio of 1 Un-hosted Holiday Home per 15 permanent resident homes may be acceptable in an R20 coded location provided further controls are in place as per above. There should also be a defined physical separation between individual Un-hosted Holiday Homes of at least 15 properties.	There should be a limit on un-hosted holiday homes permitted within a street.	Draft LPS7 designates holiday homes as a 'D' use. Therefore, the Shire has the discretion to not support a proposal where it is considered to be inconsistent with the objectives of the zoning. Draft LPS7 and the LPP provide officers with sufficient discretion to ensure there is a suitable balance between standard residential properties and holiday homes within any given area.	Dismissed – no change to LPP required.
		11. If a swimming pool exists on site, such swimming pools must be audited for compliance with the relevant rules relating to health requirements for pool safety and sanitation as would be required in public/commercial situations.	Swimming pools must comply with the relevant legislation.	Pools are required to comply with the requirements of the Building Code of Australia and the Aquatic Facility Regulations. It is not appropriate for those requirements to be administered under this LPP as it is not relevant to	Dismissed – no change to LPP required.



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				the Planning and Development Act 2005.	
		12. A cap must be placed on the allowable number of nights let for un-hosted holiday houses to assist in minimising any disruption or negative impacts on surrounding neighbours. This cap should be a maximum of 30 nights in any calendar year.	The number of nights let for an un-hosted holiday home should be capped.	Officers consider the requirement for a management plan and a code of conduct will give sufficient powers to the property manager to evict a lessee if they are contravening the requirements of these documents.	Dismissed – no change to LPP required.
		13. If an un-hosted holiday house is sold within the period of authorised use, that approval must lapse and any further use as an un-hosted holiday house must require reapplication in full by the new owners.	If a property is sold, any approval for a holiday house should lapse.	Approval would apply to the land and not to the property owner. If a new property owner wished to continue operating a holiday home, they would need to comply with all of the requirements contained within the approval, including the code of conduct and management plan.	Dismissed – no change to LPP required.
		14. We agree that differential rates should be levied on residential properties approved as Un-hosted Holiday Houses.	Differential rates should be levied on properties approved as un-hosted holiday houses.	Noted.	No issues raised or recommended changes required.

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4.	Donna Moses	<p>1. Draft LPP Holiday Homes seems to lack full details.</p> <p>Some of these details include and not limited to:</p> <ul style="list-style-type: none"> <li>• Rates to be applied to any holiday home</li> <li>• Penalties for non-compliance</li> <li>• Strata properties that currently have <u>dual</u> zoning, short stay and residential, any impact</li> <li>• Car parking requirements, does not outline if private parking only or access to street parking or visitor bays</li> <li>• Cost to shire to manage plan</li> <li>• Location, any restriction on any local areas</li> </ul>	Draft LPP lacks sufficient critical information.	<p>Policy is considered to contain sufficient information for a Local Planning Policy as prepared under the Planning and Development Act 2005.</p> <p>Council has outlined its intention to change the rating system with the intent of creating a level playing field.</p> <p>Compliance action can be undertaken in accordance with the Planning and Development Act 2005 for any non-compliance.</p> <p>Existing approved uses for short-stay accommodation will not require to reapply under the current policy.</p> <p>Requisite car parking s to be provided on-site.</p>	Dismissed – no change to LPP required.

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#	Name/ Organisation and address	Submission	Summary of Submission	Officer Comment	Recommendations
				Location restrictions are in accordance with the land use table within draft LPS7.	
		2. Given a majority of holiday homes may be vacant over Broome's wet season use of shire provided facilities such as waste water management, waste management, sewage management would all be less than a average household so why would a levy on rates be required if that is being proposed.	Levy on rates should not be imposed.	Given the land use will be changing from residential to a tourist focused use, officers consider it appropriate to apply the relevant 'tourism' category for rates to the property. Changes to the rating system are separate to consideration of this LPP.	Dismissed – no change to LPP required.
		3. Why would 2 car bay parking be required for a 1 bedroom unit, this is not a current planning strategy.	Two car bays for a one bedroom unit is excessive.	Requirement is consistent with the residential design codes and is imposed to reduce any impacts associated with car parking.	Dismissed – no change to LPP required.

**ATTACHMENT X: SCHEDULE OF PUBLIC SUBMISSIONS**  
**DRAFT LOCAL PLANNING POLICY – HOLIDAY HOMES**

#	Name/ Organisation and address	Submission	Summary of Submission	Officer Comment	Recommendations
		<p>4. Plan is to make an even playing field yet, I don't believe a hotel or accommodation provider needs to re-apply every 2 years to continue current use of operation.</p> <p>Hotel Manager/accommodation provider's private phone number is not displayed at the front of hotel or accommodation provider. License holders name is noted and license number. As long as a host is contactable during proposed times living within 15 minutes seems to be irrelevant.</p>	Two year time limit for approvals should be removed.	Hotels and holiday homes are different land uses. Hotels typically have staff on site to respond to any complaints made as they occur. Hotels are also typically located away from residential zoned areas where there is less of a chance to impact upon amenity.	Dismissed – no change to LPP required.
5	David MacTier	<p>We purchased a home on Demco Drive recently and are concerned that there may be an increase in short-term stay properties. We currently have two Air Bnbs close to us in addition to rental units which have many occupants during the dry season. This results in a lot of noise and excess vehicles parked on the public road.</p> <p>There is a property under construction on Demco that looks like it is to be a series of self-contained units on a small block. This was obviously approved despite of the ongoing controversy regarding short-term accommodation in Broome.</p> <p>Please consider the impact on local residents and the sense of community you are trying to create in Broome when approving buildings including short-term accommodation.</p>	Concern in the increasing number of Short-stay accommodation properties.	Officers acknowledge that there has been an increase in such properties within the Shire. The intention of the policy is to ensure properties are adequately managed and issues relating to noise and car parking are adequately managed.	Dismissed – no change to LPP required.

**ATTACHMENT X: SCHEDULE OF PUBLIC SUBMISSIONS**  
**DRAFT LOCAL PLANNING POLICY – HOLIDAY HOMES**

#	Name/ Organisation and address	Submission	Summary of Submission	Officer Comment	Recommendations
6	Tamyla Strahan	1. I have read through your Draft policy and Directions Paper, and agree with all of the points, and support this Draft policy.  In addition to supporting the policy I would like to make the following comments and proposals:	Support the intent of the policy.	Noted.	No issues raised or recommended changes required.
		2. Distance to premises: It may pay to reconsider the distance of 15km to 25km, as an agent who has an office in Broome would not be able to manage properties at Waterbank, perhaps make special consideration for that location within the policy.	Distance of property manager should be increased from 15km to 25km.	Officers expect that the vast majority applications will be received within the Broome townsite. If the applications are received outside the townsite boundaries, the Planning and Development Act (Local Planning Schemes) Regulations 2015 provides scope to vary Local Planning Policies if an outcome is generally consistent with the intent and objectives of the Policy. If an application were received for a property manager to be located outside of the 15km restriction, the onus would be on the applicant to demonstrate	Dismissed – no change to LPP required.

**ATTACHMENT X: SCHEDULE OF PUBLIC SUBMISSIONS**  
**DRAFT LOCAL PLANNING POLICY – HOLIDAY HOMES**

#	Name/ Organisation and address	Submission	Summary of Submission	Officer Comment	Recommendations
				that this arrangement would not compromise the ability for the holiday house to operate in accordance with an approved Management Plan.	
		3. Shire Rates: I note a mention of an increase of Rates within the Directions paper, I support an increase in residential rates who have converted their home to a tourism business, ie holiday home, to match those of other similar businesses.	Support the rates increase for Holiday Houses	Noted.	No issues raised or recommended changes required.
		<p>4. Possible conflict with Residential Tenancy Act: As per Part 5, item 4,  (4) <i>For the purposes of subsection (2)(e), an agreement conferring a right to occupy premises for a fixed term of 3 months or longer shall be deemed, in the absence of proof to the contrary, not to have been entered into bona fide for the purpose of conferring a right to occupy the premises for a holiday.</i></p> <p>This clause in the Residential Tenancy Act 1987, seems to infer that any person staying longer than 3 months then meets the requirements of the RTA and as such, should be permitted the benefits of, ie - bond held with bond administrator, property inspection report provided within 7 days of possession, notice periods to vacate, family &amp; domestic violence clauses, only managed by a licensed agent, and so on and so forth. Consideration to the length</p>	Potential conflict with Residential Tenancy Act if guests stay exceeds three months.	Officers do not consider there to be any conflict. The owner/operator will be required to comply with all legislation, which includes legislation outside of the controls under the Planning and Development Act 2005. It is not considered appropriate to apply controls to this policy if it administered by legislation other than the Planning and Development Act 2005.	Dismissed – no change to LPP required.



**ATTACHMENT X: SCHEDULE OF PUBLIC SUBMISSIONS**  
**DRAFT LOCAL PLANNING POLICY – HOLIDAY HOMES**

#	Name/ Organisation and address	Submission	Summary of Submission	Officer Comment	Recommendations
		of term per stay may be something to consider, ie no longer than 3 months.			
		<p>5. Number of occupants: The number of occupants for a 3 bed home is 5-8, and a 4 bed or more is 9-12, with the maximum always been 12. This would mean that the number of beds per room for the 3 bed home would be for example, bed 1=2, bed 2= 3, and bed 3 = 3. In this instance where two of the rooms have 3 persons, is it a requirement that each of those rooms have provided an actual bed, rather than say a pull out sofa bed/cot/fold out?</p> <p>If a property is inspected on application, and found to only have capacity for 2 persons in each room, of a 3 bed home, or 4 bed home, then is their application restricted to only 6 and 8 persons respectively?</p> <p>In the interests of reducing overall noise and general disruption to residential neighbours, I would suggest in any case that no more than 2 persons per room be the maximum, and that maximum is to remain capped at 12, and excluding counting babies under 12 months in those figures.</p>	No more than two guests should be permitted to stay in each bedroom of the property.	Officers consider a requirement to limit the number of guests to two guests per bedroom to be overly prescriptive. Officers consider alternative bedding options such as bunk beds and trundle beds to be viable options to accommodate more than two guests per bedrooms where appropriate (i.e. families). It would be the responsibility of officers to review the Management Plan to ensure overcrowding of holiday houses is adequately avoided.	Dismissed – no change to LPP required.
		6. Fencing: I note that a lot of fencing within Broome is the cyclone style timber slats with gaps, this means that neighbours can look through into each others homes, this is perhaps not an issue between friendly neighbours, however when there are suddenly strangers coming and going then the privacy of the local residences should be a	Holiday homes should be required to fill the gaps between breezeway style fencing.	Dividing fences is administered under the Dividing Fences Act 1961 which is not the responsibility of Local Governments. Whilst	Dismissed – no change to LPP required.

**ATTACHMENT X: SCHEDULE OF PUBLIC SUBMISSIONS**  
**DRAFT LOCAL PLANNING POLICY – HOLIDAY HOMES**

#	Name/ Organisation and address	Submission	Summary of Submission	Officer Comment	Recommendations
		<p>priority, particularly when there may be young children playing in the yard next door for example. To avoid a peeping tom scenario through said gaps in fence, and to minimise theft from residential premises, then the holiday home should be required to fill those gaps, and ensure the fence is still rated to cyclone standard.</p> <p>Special consideration should also be given to any zone that may overlook a residential area/yard, ie from a second storey balcony, can that be mitigated with balcony screening/plants to ensure privacy for residents?</p>	<p>Holiday houses should require screening from second storey/raised areas.</p>	<p>breezeway fencing is not specifically required, the Shire would retain its position in recommending this style of fencing to maximise the stability of dividing fences during severe weather events.</p> <p>Properties will be required to comply with the privacy requirements for residential properties under the Residential Design Codes.</p>	

**ATTACHMENT X: SCHEDULE OF PUBLIC SUBMISSIONS**  
**DRAFT LOCAL PLANNING POLICY – HOLIDAY HOMES**

#	Name/ Organisation and address	Submission	Summary of Submission	Officer Comment	Recommendations
		<p>7. General Queries:</p> <p>Noise: To control noise, is there a limit on the noise if located within a residential area, and what is that limit?</p> <p>Guests: Is there a limit on guests visiting the location, and how does this relate to parking bays for guests and maintaining those parking bays within the property boundary? I would suggest marking all said bays to avoid confusion.</p> <p>Re noise - is there a limit of guests to the property in relation to noise control?</p> <p>Rubbish: How is rubbish managed? Should there be a minimum of, for example every 3 days, for the rubbish at the property to be removed by management, rather than a 7 day cycle.</p>	Requirements should be imposed to control noise, guests visiting the property and rubbish.	All matters to be considered by officers when reviewing and approving Management Plans.	Dismissed – no change to LPP required.

**ATTACHMENT X: SCHEDULE OF PUBLIC SUBMISSIONS**  
**DRAFT LOCAL PLANNING POLICY – HOLIDAY HOMES**

## LOCAL PLANNING POLICY

8.33

**TITLE:** HOLIDAY HOUSE

**ADOPTED:**

**REVIEWED:**

**ASSOCIATED LEGISLATION:** Planning and Development Act 2005  
Local Planning Scheme No7 (LPS7)

**ASSOCIATED DOCUMENTS:**

**REVIEW RESPONSIBILITY:** Director Development Services

**DELEGATION:** Delegations are exercised in accordance with delegation granted in terms of Section 5.42 of the Local Government Act 1995 as amended or other statutes as applicable to specified officers.

**APPLICATION:** This policy applies to the LPS7 area

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Previous Policy Number N/A

### Objectives:

1. To support Holiday House land uses while managing the social impacts of this use.
2. To establish development standards for Holiday House land uses to avoid off-site impacts and maintain the desired amenity of the zone.
3. To provide for the safety of users who may be less familiar with the dwelling and surrounding environment.
4. To establish minimum management obligations for the operation of Holiday House's to ensure their compatibility with the desired amenity and objectives of the zone.

### Definitions:

**"Holiday House Standard"** means a single dwelling on one lot used to provide short-term accommodation for no more than six people but does not include a bed and breakfast.

**"Holiday House Large"** means a single dwelling on one lot used to provide short-term accommodation for more than six people but less than twelve people accommodation at any one time and does not include a bed and breakfast.

**"Residential built-out area"** a lot that has access to reticulated water and is within or contiguous with, an urban area or town (or similar).

**Policy:**

**1.0 Dwelling Requirements**

**1.1** The Holiday House is within an existing lawful dwelling and has:

- a. Legal access to a public road; and
- b. Has a minimum of 350m<sup>2</sup> of total site area for exclusive use of the dwelling.

**1.2** For a Holiday House, within a Grouped or Multiple Dwelling, written support has been received by the local government from the majority of owners of properties in the complex or development within which the Holiday House is to be located (excluding the owner of the site subject of the application, unless the applicant owns all of the properties in the complex or development).

**1.3** Bedrooms and car parking in a Holiday House are provided in accordance with the following rates:

Number of Occupants	Minimum Number of Bedrooms	Number of Car Parking Bas
1-2	1 bedroom or studio room	2
3-4	2	2
5-8	3	3
9-12	4	4

*Note: the Local Planning Scheme establishes that the maximum number of occupants in a Holiday House, regardless of the number or size of bedrooms, is 12. The Shire has no discretion to approve Holiday Houses with maximum occupant numbers higher than those limits.*

**2.0 Management of Holiday Houses**

**2.1** Every application for a Holiday House land use must be accompanied by a Management Plan which as a minimum, incorporates the following:

- a. Nomination of a manager of the Holiday House and their contact details. The approved manager must reside or have their office within 15 minutes driving distance of the Holiday House.
- b. The hours the manager can be contacted which as a minimum must be between 9am and 5pm Monday to Saturday (excluding public holidays) and 9am to 12pm on Sunday and public holidays.
- c. Details on how the premises will be managed on a day-to-day basis (including how keys are easily available for late entry, providing on-site assistance to occupiers of the Holiday House and confirming

arrangements for cleaning (including COVID19 requirements)/garden/waste management).

- d. Control of noise and other disturbances;
- e. Control of anti-social behaviour;
- f. A complaints procedure which as a minimum establishes that any complaints from adjacent residents are responded to as soon as reasonable and practicable and within a maximum of 12 hours;
- g. A code of conduct for guests, which must be displayed within the Holiday House, and as a minimum incorporates the following:
  - i. Maximum number of guests permitted to stay in the Holiday House;
  - ii. Rules for use of outdoor areas to minimise noise and amenity impacts on adjacent properties;
  - iii. Management of visitors to the site;
  - iv. Parking controls, including that guests and any visitors must park on site; and
  - v. The use of amplified music.

It will be a condition of development approval that the owner/operator must comply with the management plan at all times.

- 2.2 A sign must be erected on-site and clearly visible from the street that has the current manager's name and contact details.

#### 3.0 Public Consultation

- 3.1 An application for a Holiday House land use will be advertised for public comment for a minimum comment period of 21 days. The owners of properties adjoining the application site and those on the other side of any street immediately opposite will be consulted in writing.

#### 4.0 Holiday House in Bushfire Prone Areas

- 4.1 Where a holiday house is proposed in a bushfire prone area and is in a residential built-out area, it will be deemed minor development under State Planning Policy 3.7 – Planning in Bushfire Prone Areas, subject to the submission of an acceptable:

- a. Simplified Emergency Evacuation Plan; and
- b. Simplified Bushfire Management Plan.

*Note: a template for the preparation of the above, can be accessed here: <https://www.dplh.wa.gov.au/getmedia/cd8351d8-0eae-435d-9b95-c104218508b6/BF-Simple-BMP-and-EFP-template-for-WA>*

- 4.2 Where a holiday house is proposed in a bushfire prone area and is not a residential built-out area, it must satisfy State Planning Policy 3.7 – Planning for Bushfire Prone Areas.

5.0 Term of Approval

- 5.1 Development approvals for a Holiday House shall be limited to a maximum period of 24 months, after which the further renewal of the approval by the local government is required. **This is the responsibility of the applicant and the local government will not automatically re-issue approvals.**

6.0 Shire Register of Approved Holiday Houses

- 6.1 The Shire will maintain a register of approved holiday houses which will be made available on the Shire's website and will include the following information:
- a. Property address;
  - b. Approved Manager and contact details;
  - c. Maximum number of guests approved;
  - d. Approval term.

DRAFT



**The Chief Executive Officer advised that in the published agenda the voting requirement was set to SIMPLE MAJORITY, however as this item contains a budget amendment it requires an ABSOLUTE MAJORITY vote. This has been reflected in the minutes.**

### **9.2.2 CHINATOWN REVITALISATION PROJECT STAGE 2 -PROJECT UPDATE**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	PLA102
<b>AUTHOR:</b>	Project Engineer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Infrastructure
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### **SUMMARY:**

This report provides an update to Council for the Chinatown Revitalisation Project, Stage Two. The report summarises the work undertaken as well as the current financial position for each of the eleven sub projects. Officers recommend several budget amendments across the sub projects as well as retaining the budget surplus within the Drainage Reserve.

### **BACKGROUND**

#### Previous Considerations

OMC 25 June 2020	Item 9.2.4
SMC 6 October 2020	Item 6.2.1
OMC 29 July 2021	Item 14.1

On 21 February 2020, the Shire of Broome (the Shire) and the State Government of West Australia (the State) entered into a Financial Assistance Agreement to deliver the Chinatown Stage 2 Revitalisation Project (the Project).

The Project was further defined in accordance with the eleven following sub-projects:

1. Stage 2 Streetscape Enhancement Detail Design
2. Short Street Streetscape Enhancements
3. Napier Terrace Streetscape Enhancements
4. Carnarvon Street North Streetscape Enhancements
5. Smart Cities Enabling Items
6. Chinatown Public Art
7. Chinatown Transit Hub and Pocket Park
8. Streeters Jetty Refurbishment
9. Visitors Centre Amenities
10. Chinatown Place Activation Manger
11. Project Management, Administration, Audit and Reporting

The Project commenced works with preliminary investigations into the site survey, pavement geotechnical design, and service proving. The Shire appointed ACOR Consultants as the lead designer to complete detailed design for the Project.

Following endorsement of the detailed design, the Shire commenced the procurement process for the construction works of the Project. At the Special Meeting of Council 6 October 2020 Council authorised the Chief Executive Officer to enter into a contract with Georgiou Group for the Project.

In July 2021 the Shire undertook tendering for the delivery of the Streeters Jetty sub-project. At the Ordinary Meeting of Council 29 July 2021 Council awarded the Contract and made further budget amendments to the sub-project accounts.

## **PROJECT UPDATE**

A summary of the Project works is provided in the attached Project Update Report. The report details the following sub-projects:

1. Stage Two Streetscape Enhancement Detail Design
2. Short Street Streetscape Enhancements
3. Napier Terrace Streetscape Enhancements
4. Carnarvon Street North Streetscape Enhancements
5. Smart Cities Enabling Items
6. Chinatown Public Art
7. Streeter's Jetty Refurbishment
8. Chinatown Transit Hub and Pocket Park
9. Visitor Amenities
10. Place Activation Manager
11. Project Management, Administration, Audit and Reporting

The report provides a summary of the works completed, the achievements, issues encountered and the financial performance for each sub-project. The report also details the broader performance for the Project with regards to stakeholder engagement, local content performance, indigenous employment performance, and economic development.

## **FUTURE WORKS**

Generally, the project has been completed however there are minor works that need to occur in 2022/23 to complete the Project. The outstanding works include the Smart Cities Enabling Items for CCTV and Wi-Fi as well as some infrastructure and landscaping modifications pertaining to the three wise men relocation. These additional works will be funded through the Shire's municipal contribution to the Project and are estimated to cost a further \$40,000.

## **STATUTORY ENVIRONMENT**

All engagements and works were undertaken within the statutory framework of the Local Government Act. In particular the requirements around Variations under the Contract.

## **FINANCIAL IMPLICATIONS**

The Project budget was established at the Special Meeting of Council 6 October 2020. This nominated the budget to the following accounts:

Project Income

<b>Income</b>	<b>Amount – at SMC</b>
Department of Primary Industry and Regional Development – FAA funding	\$11,950,000.00
Kimberley Development Commission – RED grant	\$100,000.00
Shire of Broome – Municipal and Original Borrowing	\$3,658,000.00
Road Reserve	\$836,000.00
Contributions – Development WA	\$316,000.00
Additional WATC Loan	\$1,800,000.00
Private Contribution - Male Family Contribution: Sam Male Statue	\$50,000.00
<b>Sub-Total</b>	<b>\$18,710,000</b>
Local Roads and Community Infrastructure Fund	\$316,000.00
2019/20 Surplus – Originally estimated at \$699,000	\$571,000.00
<b>Total</b>	<b>\$19,597,000</b>

### Project Expenditure

<b>Account</b>	<b>Expense Acct Name</b>	<b>Amount – Per SMC</b>
113672280	Detailed Design	\$800,000
1367414	Short St Enhancements	\$5,704,000
1367416	Napier Tce Enhancements	\$4,369,000
1367417	Carnarvon St Enhancements	\$3,833,000
1367418	Smart Cities	\$300,000
1367412	Public Art	\$488,000
1367419	Streeters Jetty Refurbishment	\$300,000
1367420	Transit Hub and Pocket Park	\$1,577,000
1367421	Visitor Centre Amenities	\$186,000
101367230	Chinatown Place Activation Coordinator	\$445,500
113672210	Project Management	\$707,500
	<b>Sub-Total</b>	<b>\$18,710,000</b>
1367433	Carnarvon Street South Streetscape Enhancement	\$887,000
	<b>Total</b>	<b>\$19,597,000</b>

### Funding Amendments

The following income allocations were amended during construction:

#### 2019/20 Budget Surplus

The funding allocation from the 2019/20 Surplus was originally estimated to be \$699,000 at the time of the Special Meeting of Council 6 October 2020, of which \$571,000 was required to deliver the Carnarvon South works. Following the audit of the financial year the surplus was only \$557,000.

#### Development WA Contribution

The project had allowed for \$316,000 of DevelopmentWA contributions which were to be reallocated to this project. Following reconciliation of the final DevelopmentWA projects, the available surplus funding for the project was determined to be \$225,442.24.

#### Additional Funding

The Project received additional funding from several different sources during the construction period. The table below notes the additional funding received for the project:

<b>Contribution</b>	<b>Amount</b>	<b>Account to be allocated</b>
---------------------	---------------	--------------------------------

Streeters Jetty Additional Contribution from 104299	\$100,000.00	1367419 – Streeters Jetty
Streeters Jetty Additional Contribution from 1181409	\$196,823.00	1367419 – Streeters Jetty
Private Contribution – Roebuck Bay Hotel Bottleshop Carpark Concrete Private Works	\$48,705.23	1367416 – Napier Terrace Enhancements
Private Contribution - Water Corporation watermain upgrades	\$204,041.82	1367417 – Carnarvon Street North Enhancements
<b>Total</b>	<b>\$549,570.05</b>	

#### Additional Reallocation – Ordinary meeting of Council 29 July 2021

The Shire reallocated \$310,000 in Ordinary Meeting of Council 29 July 2021 to fund the additional works required at Streeters Jetty. These funds were reallocated from the following accounts:

- 1367417 Carnarvon Street Enhancements: \$286,000; and
- 101367230 Place Activation Coordinator: \$24,000

#### Additional Place Activation Funding

As part of the 2021/22 financial year budget process, the Shire of Broome allocated \$80,000 of municipal funding for place activation works occurring at the Project in 2021/22.

Following the abovementioned amendments, the resultant budget for Income and Expenditure is as follows;

#### Income

<b>Income</b>	<b>Amount</b>
Department of Primary Industry and Regional Development – FAA funding	\$11,950,000.00
Kimberley Development Commission – RED grant	\$100,000.00
Shire of Broome – Municipal and Original Borrowing	\$3,658,000.00
Road Reserve	\$836,000.00
Contributions – Development WA	\$225,442.24
Additional WATC Loan	\$1,800,000.00
Private Contribution - Male Family Contribution: Sam Male Statue	\$50,000.00
Streeters Jetty Project – Additional Contribution from 104299	\$100,000.00
Streeters Jetty Project – Additional Contribution from 1181409	\$196,823.00
Private Contribution – Roebuck Bay Hotel	\$48,705.23
Water Corporation Contribution	\$204,041.82
Shire of Broome – Municipal Contribution to 2021/22 Place Activation	\$80,000.00
<b>Sub-Total</b>	<b>\$19,249,012.29</b>
Local Roads and Community Infrastructure Fund	\$316,000.00
2019/20 Surplus – Originally estimated at \$699,000	\$557,000.00
<b>Total</b>	<b>\$20,122,012.29</b>

The final sub-project account budgets were as follows;

<b>Account</b>	<b>Acct Name</b>	<b>Original Budget</b>	<b>Construction Amendment</b>	<b>Revised Amount</b>
113672280	Detailed Design	\$800,000		\$800,000.00

1367414	Short St Enhancements	\$5,704,000		\$5,704,000.00
1367416	Napier Tce Enhancements	\$4,369,000	\$48,705.23	\$4,417,705.23
1367417	Carnarvon St Enhancements	\$3,833,000	-\$81,958.18	\$3,751,041.82
1367418	Smart Cities	\$300,000		\$300,000.00
1367412	Public Art	\$488,000		\$488,000.00
1367419	Streeters Jetty Refurbishment	\$300,000	\$606,823.00	\$906,823.00
1367420	Transit Hub and Pocket Park	\$1,577,000		\$1,577,000.00
1367421	Visitor Centre Amenities	\$186,000		\$186,000.00
101367230	Chinatown Place Activation Coordinator	\$445,500	\$56,000.00	\$501,500.00
113672210	Project Management	\$707,500		\$707,500.00
<b>Subtotal</b>		<b>\$18,710,000</b>	<b>\$629,570.05</b>	<b>\$19,339,570.05</b>
1367433	Carnarvon Street South Streetscape Enhancement	\$887,000		\$887,000.00
<b>Total</b>		<b>\$19,597,000</b>	<b>\$629,570.05</b>	<b>\$20,226,570.05</b>

Based on the amended income available to the project, there is a \$104,557.76 deficit between the project income and expenses. This deficit is resolved in the council resolution and balances the expense and income accounts.

#### Expenses

The following expenses have been incurred against each of the projects across the entire project lifecycle:

<b>Sub-Project</b>	<b>Budget</b>	<b>Expense</b>	<b>Residual</b>
Stage Two Streetscape Enhancement Detail Design	\$800,000.00	\$800,210.01	-\$210.01
Short Street Streetscape Enhancements	\$5,704,000.00	\$5,517,458.05	\$186,541.95
Napier Terrace Streetscape Enhancements	\$4,417,705.23	\$4,257,694.70	\$160,010.53
Carnarvon Street North Streetscape Enhancements	\$3,751,041.82	\$3,746,464.89	-\$4,576.93
Smart Cities Enabling Items	\$300,000.00	\$277,147.25	\$22,852.75
Chinatown Public Art	\$488,000.00	\$731,424.14	-\$243,424.14
Streeter's Jetty Refurbishment	\$906,823.00	\$870,643.78	\$36,179.22
Chinatown Transit Hub and Pocket Park	\$1,577,000.00	\$1,270,000.00	\$307,000.00
Visitor Centre Amenities	\$186,000.00	\$166,712.32	\$19,287.68
Place Activation Manager (18 months)	\$501,500.00	\$491,643.00	\$9,857.00
Project Management, Administration, Audit and Reporting	\$707,500.00	\$910,941.20	-\$203,441.20
<b>Subtotal Expenditure - FAA Chinatown Scope</b>	<b>\$19,339,570.05</b>	<b>\$19,040,339.34</b>	<b>\$290,076.85</b>
Carnarvon Street South Streetscape Enhancement	\$887,000.00	\$887,000.00	\$0.00
<b>Total Expenditure</b>	<b>\$20,226,570.05</b>	<b>\$19,927,339.34</b>	<b>\$290,076.85</b>

The project was delivered within the available budget, with total overall expenses below the total available budget. The table captures a final surplus for the project of \$290,076.85.

Once amended to reflect the reduction in project income of \$104,557.76, the final project surplus is \$185,519.09

This surplus is further reduced by the \$40,000 carry over for the future works to occur in 2022/23 as described in the item above.

Therefore, the final projected project surplus is \$145,519.09

## **STRATEGIC ASPIRATIONS**

**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.**

***An inclusive community that celebrates culture, equality and diversity:***

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

***Responsible growth and development with respect for Broome's natural and built heritage:***

***Safe, well connected, affordable transport options:***

***Cost effective management of community infrastructure:***

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

***A strong, diverse and inclusive economy where all can participate:***

***Appropriate infrastructure to support sustainable, economic growth:***

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

***A well informed and engaged community:***

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

## **VOTING REQUIREMENTS**

*Absolute Majority*

### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0622/055**

**Moved: Cr C Mitchell**

**Seconded: Cr B Rudeforth**

***That Council:***

- 1. Notes the attached Construction Update Report and the information contained therein;***
- 2. Confirms the delivery of the Chinatown Project under budget with a surplus of \$145,519.09;***
- 3. Amends the DevelopmentWA Surplus Contribution income funds from \$316,000 to \$225,442.24, and reduce the overall project income by \$90,557.76 in account 113675040;***
- 4. Approves the following budget amendments to the 2021/22 sub project expenditure accounts;***

<b>Account</b>	<b>Current 2021/22 Budget</b>	<b>2021/22 Expenses and Committed</b>	<b>Budget Reallocation Amendments</b>	<b>Amended 2021/22 Budget</b>
<b>1367414 -Short Street Streetscape Enhancements</b>	<b>\$1,704,949.13</b>	<b>\$1,659,363.10</b>	<b>-\$45,000.00</b>	<b>\$1,659,949.13</b>
<b>1367416 -Napier Terrace Streetscapes Enhancements</b>	<b>\$887,943.91</b>	<b>\$834,044.15</b>	<b>-\$10,000.00</b>	<b>\$877,943.91</b>
<b>1367417 -Carnarvon Street North Streetscape Enhancements</b>	<b>\$0.00</b>	<b>\$213,387.72</b>	<b>\$213,387.72</b>	<b>\$213,387.72</b>
<b>1367420 - Chinatown Transit Hub and Pocket Park</b>	<b>\$307,000.00</b>	<b>\$0.00</b>	<b>-\$307,000.00</b>	<b>\$0.00</b>
<b>1367421 - Visitor Amenities</b>	<b>\$186,000.00</b>	<b>\$166,712.32</b>	<b>-\$19,000.00</b>	<b>\$167,000.00</b>
<b>1367412 - Public Art</b>	<b>\$378,536.80</b>	<b>\$322,139.06</b>	<b>-\$50,000.00</b>	<b>\$328,536.80</b>
<b>1367419 - Streeters Jetty Refurbishment</b>	<b>\$805,775.34</b>	<b>\$765,229.90</b>	<b>-\$30,617.52</b>	<b>\$775,157.82</b>
<b>101367230 - Place Activation Coordinator</b>	<b>\$56,000.00</b>	<b>\$63,357.00</b>	<b>\$24,000.00</b>	<b>\$80,000.00</b>
<b>113672210 - Project Management, Administration, Audit and Reporting</b>	<b>\$0.00</b>	<b>\$133,672.04</b>	<b>\$133,672.04</b>	<b>\$133,672.04</b>
<p><b>5. Authorises the transfer of the Project surplus of \$145,519.09 to Drainage Reserve 101042810; and</b></p> <p><b>6. Requests the Chief Executive Officer write to the following project partners thanking them for their contribution to the project:</b></p> <ul style="list-style-type: none"> <li><b>(a) Development WA,</b></li> <li><b>(b) Kimberley Development Commission,</b></li> <li><b>(c) Department of Primary Industries and Regional Development, and</b></li> <li><b>(d) Chinatown Stakeholder Reference Group.</b></li> </ul> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 6/0</b></p>				

## Attachments

- Chinatown Revitalisation Project - Council Update Report



## Council Update Report

Project Name: Chinatown Revitalisation Project Stage 2





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## 1.0 Report Overview

The Shire of Broome has undertaken a significant project to deliver the Chinatown Revitalisation Project Stage 2 (the Project). This report provides an overview of the Project, detailing the works completed, and the performance of the project.

## 2.0 Project History and Purpose

In 2013, the Shire of Broome completed a Chinatown Development Strategy, followed by a business case in 2016, with the intention of providing an urban revitalisation project for the Chinatown precinct in Broome.

The intention was to re-establish Chinatown as the heart and soul of Broome, creating a vibrant location, with an improvement in amenities resulting in greater visitation numbers, and longer stays in the area. It was also intended to celebrate the cultural heritage through interpretation and art pieces throughout the precinct.

In 2018-19, Stage 1 of the Chinatown project was completed by the Shire of Broome, with urban revitalisation completed on Dampier Terrace, and a section of Carnarvon Street.

In September 2019, the State Government announced funding of \$11.95 million towards Stage 2 of the Chinatown project. The timeline for the redevelopment of Chinatown is depicted below:



The key objectives for the project were:

1. Maintain Chinatown's position as Broome's town centre.
2. Increase the total economic value of commercial, retail and hospitality activity in Chinatown.
3. Encourage private sector investment in Chinatown; and
4. Increase the number of and length of visits to Chinatown by locals and tourists alike.

## 3.0 Project Summary

The Project built on the works completed in Stage 1 to further the urban renewal of the Chinatown Precinct in Broome. Stage 1 utilised \$10 million of Royalties for Regions funding to deliver 10 sub-projects, including construction works on Dampier Terrace and Carnarvon Street.

Funding for the Project was provided by the Department of Primary Industries and Regional Development, the Kimberley Development Commission, and the Shire of Broome.

The Project was broken into 11 sub-projects:

1. Stage Two Streetscape Enhancement Detail Design
2. Short Street Streetscape Enhancements
3. Napier Terrace Streetscape Enhancements

4. Carnarvon Street North Streetscape Enhancements
5. Smart Cities Enabling Items
6. Chinatown Public Art
7. Streeter's Jetty Refurbishment
8. Chinatown Transit Hub and Pocket Park
9. Visitor Amenities
10. Place Activation Manager
11. Project Management, Administration, Audit and Reporting

The Shire of Broome further increased the scope of the Project to include an area of Carnarvon Street not encompassed by the Project described by the FAA but was considered beneficial to be included in the works to optimise the precinct. This area connected the works on Napier Terrace, with the area upgraded in Stage 1 of the Chinatown Revitalisation Project. This additional work connected the precinct together in one cohesive space.

Though the projects were established as independent deliverables, some sub-projects were delivered together to realise efficiencies in construction. The Short Street Enhancements, Napier Terrace Enhancements, Carnarvon Street Enhancements, were grouped with the Transit Hub and Pocket Park, and Visitor Amenities sub-projects to be delivered collectively under a single construction contract.

Following an open tender process, Georgiou Group were appointed to complete these construction works in addition to some of the installation for the public art items.

Construction works were delivered later than originally planned, with the Georgiou completing their scope of works in September 2021. The slower than planned progress was due to a shortage of available workforce due to a stretched resource market in the construction sector, supply chain challenges for building materials and procurement of key items, and in situ ground conditions which impacted works.

A separate construction contract was issued for the sub-project; reconstruction of Streeters Jetty, with SMC Marine completing these works. This sub-project was completed in March 2022.

The Smart Cities sub-project is being completed through a separate engagement with Optic Security - Norwest. This sub-project is delivering new CCTV facilities for the project, increased the coverage of the Wi-Fi within the precinct, and linked the Shire of Broome administration offices with the control computer located within Chinatown.

## **4.0 Project Summaries**

### **4.1 Stage Two Streetscape Enhancement Detailed Design**

#### **4.1.1 Project Aim**

The sub-project for detailed design delivered the second phase of the design as described in the *Chinatown Master Plan Report*.

The package involved the progression of the concept design to tender level designs that could be progressed to a request for tender and execution of a construction contract.

The progression was to consider the constraints and impacts of site-specific parameters that would shape the design. The design further considered the context of the precinct, including consideration for future use and expansion, in addition to further Shire plans for the precinct.

#### **4.1.1 Project Achievements**

The Shire of Broome coordinated a request for quotation process to appoint a lead consultant to deliver the detailed design sub-project.

ACOR Consultants were engaged as the lead consultant in January 2020. They progressed the design through concept design to detailed design and finally to the issue for tender stage.

The designs were subject to review by the following groups to ensure feedback was captured:

- Steering Committee.
- Shire of Broome Council.
- Chinatown TAG; and
- Chinatown Stakeholder Reference Group.

The design was presented as issue for tender on 8 July 2020. Though it was acknowledged that there were elements of the design that would benefit from further revision, the decision was made to progress to tender to ensure delivery milestones were met for construction.

ACOR were not responsible for the design of the Streeters Jetty Refurbishment sub-project and were not responsible for the design of the Smart Cities sub-project. The design costs for these sub-projects were covered directly by their sub-project budget.

## **4.2 Short Street Streetscape Enhancements**

### **4.2.1 Project Aim**

This element of the project was to improve streetscape, drainage, and road upgrades to improve Short Street. As the main entry point into Chinatown from Old Broome Road, the works were intended to provide the following outcomes:

- Review road layout and opportunities for shared road and pedestrian spaces
- Pedestrian breakout spaces to activate underutilised public space
- Consolidation of parking
- Creation of improved pedestrian pathways between the Broome Visitors Centre and Streeters Jetty
- Improved lighting outcomes to prevent crime and antisocial behaviour,
- Upgrade existing road pavement and drainage outcomes as required, and
- Installation of street furniture and improved hard and soft landscapes to support public usage.

### **4.2.2 Project Achievements**

The works on Short Street delivered to the outcomes described above. The project was demarcated into two construction zones during execution to reflect the construction sequencing: East and West.

Short Street West refers to Short Street between Hamersley Street and Carnarvon Street.

Short Street East refers to Short Street between Carnarvon Street and Dampier Terrace.

#### **Short Street West**

Capital works on Short Street West were lower in value than other areas, with civil works confined to an asphalt overlay rather than a full reconstruction of the road pavement. However, lighting and landscaping was delivered to the same high specification standard as other areas.

Construction commenced in this area in November 2020. Works progressed through this area slower than anticipated, as civil works were prioritised in other areas due to this street being partially trafficable throughout construction, whereas other zones were closed to traffic.

The road was reopened to traffic in both directions on 1 April 2021, which was later than anticipated, but early enough to accommodate the heavy tourist season for the precinct. Following the opening of the road, the hard-landscaping works were completed through the area, however the rate of progress was again slower than planned as the limited resources were dedicated to work-fronts elsewhere.

Additional to the slower progress due to resource constraints, the area was impacted by procurement delays for the light poles, which resulted in areas on Short Street West being completed later than planned.

Construction works delivered a considerable improvement to the streetscape, and met the outcomes described in the FAA. The realignment of the entry into the Paspaley parking has improved access and usage of this carparking facility. The realignment of the on-street angle parking has improved usage of this previously under-utilised space, while creating additional space for improved garden beds and streetscape features.

Despite the slower than anticipated progress, the outcome through this area has been excellent, with considerable benefit provided.



Before (left) and after (right) construction. The reconfiguration of the slip lane entry into Paspaley has improved usage of this carpark, which has lifted pressure on street parking in the precinct.



Before (left) and after (right) construction. The removal of the median island has connected the angle bays to the street, which has resulted in greater parking usage of these areas. The removal of the median island has also enabled an increase of space between the Paspaley carpark and the road and parking. This additional space has allowed the construction of a dedicated footpath, which improves connectivity through the area. The wider garden beds



have enabled the planning of new shade trees and garden beds, which will upgrade amenity in this area as the trees mature.

The angle bays were installed at a greater length than standard, and can consequently accommodate large cars such as RV's, or coach buses if needed.

Lighting has also been able to be installed through this section, which has improved amenity in the area.



Before (left) and after (right) construction. Improved garden beds and lighting in addition to improved connection between the streetscape and the businesses and the creation of an open space capable of accommodating events. The design allowed the realignment of the ramp access onto the veranda, which enabled an increase in the usage public space and improved visual connection to the Short Street Gallery.



Before (left) and after (right) construction. A consolidation of the car bays on the southern side of the road allowed for an increased footpath width, and expansion of the commercial space available for the trading along the business' verandas. Parallel bays were retained to provide drop off points for businesses, and short stay parking. Garden beds were upgraded in this area to provide improved amenity.



Before (left) and after (right) construction. The removal of the median strip has allowed the creation of improved public spaces for shade and seating. The paved crossing points connect both sides of the street, which along with the wider footpaths, improves connectivity throughout the precinct. This was a key desired outcome in linking the Broome Visitor Centre to the precinct and highly frequented Paspaley Plaza.



Before (left) and after (right) construction. The reconfiguration of the kerbline has created additional space for improved public open space and town square area, with seating and trees.

### **Short Street East**

Short Street East was a high amenity area that underwent significant transformation through the Project. The project involved a full reconstruction of the road and transformation of the area into a shared pedestrian and vehicle space. The paved road and flush garden beds have created a space that is suitable for day-to-day pedestrian and car movements, with the opportunity to close the road and transform the area into an event space.

The construction of this area also met the requirements of the Transit Hub and Pocket Park sub-project, which is detailed further in that sub-project.

Works commenced approximately 3 weeks later than originally anticipated, as demolition crews and civil construction mobilised slower than anticipated as works on Carnarvon North were originally given priority through January 2021.

Despite the initial civil works being completed in the traditionally wet period of February and March, relatively favourable weather conditions allowed progress in line with planned productivity rates. The road was complete and trafficable by early May, though it was not re-opened to traffic until 1 June following the Chinatown Discovery Festival. This was to enable the planting of the street to occur under a full road closure, which was assessed as a safer option than working around live traffic.

From 1 June, the street operated as designed. Though lighting and the deck works were still outstanding in the area, Georgiou were able to make safe the area and open for traffic and parking while final works were completed.

Completion of the area was delayed by the procurement of light poles, and the structural steel for the deck, however works were eventually completed in September.





Before (left) and after (right) construction. The under-utilised space has been activated through street furniture and improved garden beds to create an attractive public open space, with seating, high quality lighting, and trees and garden beds. Public art is also present



Before (left) and after (right) construction. The construction of the deck has created a space for improved commercial activation of the space along with a place for visitors to the precinct to stop and spend additional time in the precinct.



Before (left) and after (right) construction. The realignment of the road has created greater room for garden beds and improved pathways to connect the precinct together.





Before (left) and after (right) construction. The project has transformed a wide road into a shared space with large garden beds and sufficient space that can accommodate events when roads are closed.

Overall, the outcome in this street has been exemplary. The public art installations, open space and new road and footpath shared space has been well received by the community. The Shire will need to monitor behaviours on this street to ensure the area operates as per the intention of the design, as the shared space, and lack of kerbing or linemarking are a considerable change from the standard built form for a road. To date the usage in this area has been positive.

The area has already demonstrated a strong capacity to accommodate events, with road closures, markets and food vans established on the street for the Chinatown opening event.



### **4.3 Napier Terrace Streetscape Enhancements**

#### **4.3.1 Project Aim**

Napier Terrace provides the southern bookend of the Chinatown precinct, providing an entry point to the area for those entering from Hamersley Street, while also connecting Dampier Terrace and Carnarvon Street.

This sub-project intended to improve streetscape outcomes, and road upgrades to create a space that both improved the arrival point into the precinct, and create a vibrant space where people visit and stay. The following aims were targeted:

- Upgrade existing road pavement and drainage outcomes as required, and
- Review road layout and alignment for opportunities to create better traffic flow while maximised space for urban amenities
- Creation of pedestrian breakout spaces to activate underutilised public space
- Creation of improved viewing spaces for the Chinatown Entry Statement located in the roundabout at the Napier/Carnarvon intersection.
- Consolidation of parking to create additional parking opportunities while maximising public space
- Creation of improved pedestrian pathways along the street to improve pedestrian flows and integrate the streetscape to businesses
- Improved lighting outcomes to prevent crime and antisocial behaviour,
- Installation of street furniture and improved hard and soft landscapes to support public usage.

#### **4.3.2 Project Achievements**

The works on Napier Terrace delivered to the outcomes described above. The project was demarcated into two construction zones during execution to reflect the construction sequencing: East and West.

Napier Terrace West refers to Napier Terrace between Hamersley Street and Carnarvon Street.

Napier Terrace East refers to Napier Terrace between Carnarvon Street and Dampier Terrace.

#### ***Napier Terrace East***

Napier Terrace East was the first area commenced for the Project, with works commencing in November 2021.

Civil works involved a full reconstruction of the road along a new alignment to increase the space available for amenities. The civil works were a high priority to enable prompt re-opening of the street to traffic prior to the Christmas shutdown.

Once the road was re-opened, progress within the area was slower than anticipated. This was due to the more complex construction of the terrace walls taking longer than anticipated, and landscaping crews being prioritised in other areas.

The area was delayed by the late procurement of the light poles, which prevented the existing poles being removed and footpaths being completed through the street.

The construction of this area also met the requirements of the Transit Hub and Pocket Park sub-project, which is detailed further in that sub-project



The public art in this street was delayed due to changes in intent and redesign issues required to deliver the art pieces. Despite the additional cost and time impact of the Japanese Pillars and the sandblasting, these elements were successfully completed.



Before (left) and after (right) construction. The realignment of the road created space to construct a terraced public open space and shade structure. This area is capable of servicing as an events hub and is also as a transit hub during cruise ship events.



Before (left) and after (right) construction. The new carpark alignment and terraces improve the connection of the businesses to the streetscape and allow for the creation of extended trading opportunities.



Before (left) and after (right) construction. The project enabled the construction of compliant access throughout the street, which was not in place prior to the reconstruction. This is a key outcome for the project, particularly in this area that services health care businesses.



Before (left) and after (right) construction. The project delivered a significant increase in available public open space and has replaced palm trees with improved shade trees and grass, which will reduce the urban heat island effect in the street.



#### ***Napier Terrace West***

Napier Terrace West was one of the last areas of construction to commence. Works commenced in March 2021, which is approximately 2 months later than originally planned. This delay to commencement was due to the lack of civil resources available to progress this area in addition to Short Street East and Carnarvon Street North.

The area commenced in March, however, was subject to wet weather which impacted progress during the initial weeks. Once the weather improved, and civil resources were available, the road construction progressed quicker than originally planned. This recovery of time was due to an improved work sequence, which recovered time. This recovery enabled the road to be asphalted on 1 June, which was only 2 weeks later than originally forecast, despite the 2-month delay to commencement of the area.

The hard and soft landscaping in the area was slower than anticipated due to the in-situ ground conditions, and the delayed procurement of the light poles which delayed completion. This resulted in the area being completed later than planned.

The area had relatively lower amenity upgrade compared to other areas, however the impact of the project for the street has been considerable. The realigned road provides a better entry point into the precinct, and the carpark promotes greater patronage to the area.

The realigned road, and subsequent footpath along Male Oval, also improves viewing opportunities to observe the Chinatown Entry Statement, which is a key feature of the area. The road creates space for an event area to the Entry Statement, which has been used to effect during the Shinju festival.



Functionally, the carpark had issues in the early phase of operation, due to driver behaviours and turning movement restrictions. The Shire took measures to adjust the design in this area to improve traffic flow and ensure the area met standards. This will need to be monitored moving forwards to ensure the carpark operates as intended.

Private investment has already been observed in this section of the street, with two new businesses being established adjacent to the area, and capital works completed by the business to integrate into the new streetscape.



Before (left) and after (right) construction. The realignment of the road has created space to accommodate the new carpark and has improved the entry experience for pedestrians and motorists.



Before (left) and after (right) construction. The addition of 32 car parking bays has created a new node to service the area and improve patronage in these commercial buildings.

#### 4.4 Carnarvon Street North Streetscape Enhancements

##### 4.4.1 Project Aim

This sub-project was intended to extend on the improvements of Stage One on Carnarvon Street. The upgrades were intended to create a cohesive streetscape from Grey Street to Short Street, creating a space that both improved streetscapes, while improving drainage outcomes. The following aims were targeted:

- Upgrade existing road pavement and drainage outcomes to prevent the considerable flooding in this street,
- Realign parking to improve traffic safety,
- Creation of alfresco dining opportunities to tie into Stage One and create trading opportunities for businesses within the streetscape,
- Creation of improved viewing spaces for the Chinatown Entry Statement located in the roundabout at the Napier/Carnarvon intersection,

- Improve tree planting to create better shade outcomes and reduce the urban heat island within the precinct,
- Creation of improved pedestrian pathways along the street to improve pedestrian flows and integrate the streetscape to businesses,
- Improved lighting outcomes to prevent crime and antisocial behaviour, and
- Installation of street furniture and improved hard and soft landscapes to support public usage.

#### **4.4.2 Project Achievements**

Carnarvon Street North was a high priority area for the project, due to its proximity to key businesses for Broome, such as the Post Office, and was consequently prioritised for resources.

Works commenced in this area on 18 January. The area commenced later than other areas to allow the businesses in this street unimpeded trading in the lead up to Christmas. This approach was adopted after consultation with traders and the Chinatown Stakeholder Reference Group.

Progress was initially ahead of schedule due to priority given to this area. The gains achieved by quicker than anticipated demolition and civil construction during the period January to March were negated by issues experienced in April and May. The primary issues that delayed progress in this period was an unforeseen water main replacement that was required, and the presence of unsuitable material for the installation of light poles.

The road was asphalted at the end of May; however, the road was not reopened until the end of June. This slower than expected progress in June can be attributed to the delay to light pole procurement, which were required to be installed prior to the road opening due to safety considerations.

Detailed excavation for garden beds and final installation of the reticulation system was slower than anticipated due to the additional excavation requirements needed to suitably prepare the garden beds.

Overall, Carnarvon Street experienced a considerable upgrade due to the works. The area upgrades tie Carnarvon Street into the Stage 1 works, with a uniform upgraded area. The improved footpaths and parking outcomes result in an improved pedestrian environment and considerable amenity improvement.

The shade structures have created improved trading opportunities for businesses, which are being well utilised by adjacent businesses.



Before (left) and after (right) construction. Removal of the parallel parking bays have provided additional space for gardens and break out spaces which can be activated for trading or events.



Before (left) and after (right) construction. Reconfiguration of the parallel bays for angle bays has created additional parking opportunities in high volume areas by the Post Office. Improved lighting in this area is also achieved.



Before (left) and after (right) construction. Additional shade structure creates activation opportunities in addition to the increase in garden bed sizes providing improved amenity outcomes. The paved crossing points improve connection across the street, which creates a cohesive streetscape.

## 4.5 Smart Cities Enabling Items

### 4.5.1 Project Aim

The Chinatown Revitalisation Project Stage 2 has \$300,000 allocated to the Smart Cities project. The project will cover the installation of CCTV and Wi-Fi within the precinct. Purchase orders for the works have been issued, and installation works are being driven by the procurement lead times of CCTV units and Wi-Fi infrastructure.

### 4.5.2 Project Achievements

Purchase Orders have been issued to Optic Security to complete these works, with procurement delays on the Wi-Fi and CCTV units currently delaying completion.

It is expected that these works will be completed in August 2022.



## 4.6 Chinatown Public Art

### 4.6.1 Project Aim

Stage One of the Chinatown Project involved the creation of the *Chinatown Public Art and Interpretation Strategy*. This informing document described the implementation of public art within the precinct, which will enhance and tell the unique stories associated with Broome and the Chinatown Precinct.

### 4.6.2 Project Achievements

The Project involved considerable investment in public art, with the following pieces completed through the Stage 2 works:

1. Start of the Pearling Timeline
2. Sam Male Sculpture
3. "Lay-Up Deck", the Divers Quarters piece
4. Japanese Pillars
5. Japanese Sandblasting
6. The Tram
7. Filigree Panels
8. Sandblasted Benches

These items were delivered through a mixture of direct engagement with artists and fabricators, or through the construction contract with the Head Contractor.

As bespoke items, these pieces were subject to design queries, reworks, and additional costs that were more prevalent than might be expected in the construction of traditional construction elements. Ultimately the public art has delivered excellent outcomes for the precinct.

#### *Start of the Pearling Timeline*

The Start of Pearling Timeline art piece is a large aluminium sculpture that tells the story of the connection between the indigenous Yawuru people and the pearl shell. The piece incorporates build form concrete interpretation and lighting, which provides aesthetic benefit at day and night.



The piece was designed by local artist Michael Torres, fabricated by Tony Pankiw, and installed by Georgiou.



### ***Sam Male Sculpture***



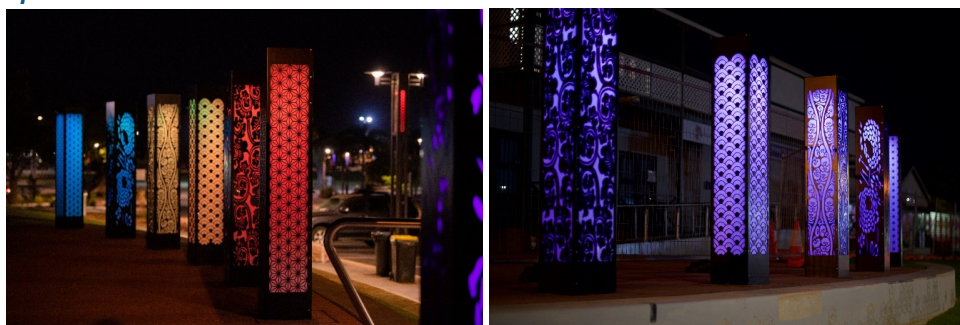
The Sam Male Sculpture is a statue of town historical figure Sam Male. Sculpted in bronze by artists Plowright Studio. Funded jointly by the Shire and the Male family, the depiction in bronze is has been well received on Short Street, where Sam Male had established a pearling operation.

### ***“Lay-Up Deck”, the Divers Quarters piece***



The Divers Quarters is a wooden sculpture that pays homage to the pearling crews that lived and worked on Short Street East where the sculpture is installed. Designed and fabricated by Nic Compton, the piece is interactive, with the capacity for people to sit and play on it. It has been well received by the community and provide a key amenity upgrade in an area designated as a pocket park in the design process.

### ***Japanese Pillars***



Located on Napier Terrace, the traditional Japanese area of Chinatown, the pillars are laser cut aluminium pillars in kimono patterns designed by a local artist Tomoko Yamada. The programmable lighting provides a spectacle at night in addition to a striking display during the day.

As bespoke items, the pillars presented several challenges to fabricate. The pillars were delivered in by local builder CWD and fabricator Aliworx. They are an impressive reflection of the capacity of local businesses to deliver high quality outcomes.

#### **Japanese Sandblasting**



The concrete terraces on Napier East were sandblasted with a series of Japanese kimono patterns that were developed by local member of the Japanese community Tomoko Yamada. The curved walls created issues for achieving the templates and patterns, however these were overcome to deliver a high-quality outcome on the street.

#### **Filigree Panels**



Panelling was installed on all streetlights in the precinct. These panels match the themes of the street, with Japanese patterns installed on Napier Terrace, Chinese patterns on Carnarvon Street, and pearling patterns on Short Street. The total number of panels, and the intricate patterns results in high costs for these elements, however these elevate the precinct, and help identify Chinatown as a high-quality streetscape and area.

#### **Sandblasted Benches**

Benches on Short Street were designed with sandblasting to enhance the streetscape. The designs were provided by Nagula Jandu and executed by Scape-IsM and Georgiou. These were well executed and provide further enhance the theme of pearling in the Short Street precinct.





#### **Tram Art**

The Tram Art piece included was planned for the corner of Napier Terrace and Carnarvon Street, the historical junction points on the old tram route through Chinatown. The design went through several iterations to bring costs within a suitable value. The final product was a sandblasted pattern of the old tram route, set amongst the historical tram tracks that have been laid in the concrete.



### **4.7 Streeter's Jetty Refurbishment**

#### **4.7.1 Project Aim**

The FAA described the sub-project for the refurbishment of Streeters Jetty into a safe and interpretive tourist destination which supports the heritage of the structure. The FAA allocated \$300,000 of funding to implement the refurbishment.

#### **4.7.2 Project Achievements**

Following initial studies of the existing jetty, it was determined that the jetty was not suitable for re-use and would require a reconstruction. The Shire engaged MP Rogers to develop a design which balanced compliant access with the heritage of the structure. The reconstruction of the jetty, rather than a refurbishment, exceeded the available budget for the project.

At the May Steering Committee, it was determined to reallocate \$310,000 of construction contingency to Streeters Jetty to fund the higher estimated construction costs associated with a full reconstruction.

The Shire subsequently reallocated a further \$296,823 of additional municipal funds to fund the remainder of the project at the point of tender award.

Following design, heritage approvals, and a clearing permit, the Shire issued a Request for Tender for the construction of the jetty. Following the tender process, the Shire awarded a contract to SMC Marine to construct the jetty.

Works commenced in September 2021 and was completed in March 2022.

Clearing of mangroves was completed under observation from cultural monitors from Nyamba Buru Yawuru, and environmental monitors to ensure there was no impact on a potential mangrove snake population. The Shire has salvaged as much as possible from the existing structure with the intent to recycle as much of the structure as possible.

The major delay to timely completion was the availability of structural steel for the jetty deck. Market conditions and stretched supply chains delayed the availability of structural steel on site. Despite this, given the change from a simple refurbishment to a full reconstruction requiring clearing of mangroves, the delivery of the completed structure in the timeframe that was achieved is an impressive achievement.



The new jetty has been well received by the community, with large crowds observed during high tide events. Local businesses have also indicated a willingness to base or incorporate tours from the jetty.

## **4.8 Chinatown Transit Hub and Pocket Park**

### **4.8.1 Project Aim**

The Transit Hub and Pocket Park was a sub-project intended to establish a welcome point and transit area for regional coaches and buses, including those that service cruise ships. The intention was to also to create a town gathering space for the community.

The sub-project was intended to:

- Create larger parking spaces and drop off points for coaches and busses,
- Creation of a town centre gathering space,
- Construction of hard and soft landscaping, including the provision of shade, to support pedestrian movement and amenity, and
- Improved street furniture and rest spaces.



#### 4.8.2 Project Achievements

During the design process, the Shire identified that given the different nature of utilisation of the precinct by regional busses and coaches, flexibility in the operation of the precinct was incorporated into the design.

Subsequently, both Napier Terrace and Short Street were designed to serve as Transit Hubs for buses depending on the volume of passengers, or scale of buses to be accommodated.

Short Street East has been designed as a transit point for large scale events and bus movements. The area would be closed for regular vehicles and passengers dropped along the paved shared area. The cruise ship markets would be available set up on the streetscape, while the areas proximity to shade, amenities, and significant commercial centres is desirable.



The flush connection between the road and the streetscape along Napier Terrace East would serve as a bus drop off point during large transit events. Multiple buses can be accommodated in this location, which will drop off passengers who can then circulate through the precinct. The area has been provisioned with a drink fountain and a shade structure to improve amenities.

Both Napier Terrace and Short Street were also designed to satisfy the requirements of a pocket park. The node on Short Street East at the Carnarvon and Short Street roundabout has created a deck seating area along with precast concrete benches and improved shade outcomes.



Napier Terraces grassed terraces and shade structure create another pocket park that can act as a hub for the community, with high specification art, in addition to drink fountains servicing people using this area.



The constructed outcome has been positive. Though the large-scale tourist transit through the area has not re-commenced following Covid impacts, it is anticipated that the precinct will now operate efficiently for such events. The flexibility provided by the design and installation will allow operations to be optimised to suit the volume of transit for each event.



## 4.9 Broome Visitor Amenities

### 4.9.1 Project Aim

Visitor amenities were identified as a key requirement to improve duration of stay outcomes for those visiting the precinct. The Project was intended to provide a new ablution facility within the Chinatown Precinct, with \$150,000 allocated to this outcome.

However, the Shire was not able to determine a long-term location for an ablution facility, with a Male Oval Masterplan outstanding to determine the location of an ablution facility on the oval. Consequently, the decision was made to adjust the scope to provide amenities for visitors that were not based on an ablution facility. Shade, water fountains, seating and power were prioritised.

### 4.9.2 Project Achievements

A shade structure and drink fountain were installed at the point of Transit Hub on Napier East. This area was fitted with charging points and general power outlets.

These key amenities will improve visitor experience when being dropped in Chinatown or walking through the precinct. It is anticipated that these features will make the area a key hub for visitors into the precinct.



Shade structure and drink fountains will provide amenities for visitors to Chinatown.

## 4.10 Chinatown Place Activation Manager

### 4.10.1 Project Aim

One of the long term visions for the project was to achieve a vibrant and prosperous Chinatown precinct and as part of this vision one of the sub-projects of Chinatown Revitalisation was to employ a dedicated Chinatown Place Activation Coordinator who would drive place activation and events initiatives in order to increase visitation, brand awareness, time-spent and commercial activity in the precinct. The activation of the precinct using the newly revitalised areas and amenities in Chinatown was a mutual focus amongst all stakeholders involved in the project.

As part of the FAA, the Project was to engage a Place Activation Manager for a period of 18 months to drive commercial tenant attraction and engagement, along with a program of events and place activation branding for the precinct. The engagement was funded from January 2020 to end of June 2021.

The scope of the sub-project was set out at the beginning of the Chinatown Revitalisation Project - Stage 2 and included the following key deliverables during the course of 18 months (the life of the project) aimed to increase visitation and commercial activity in Chinatown:



- Stakeholder engagement - manage community and stakeholder engagement at key stages of the project as outlined in the Chinatown Stakeholder Engagement Plan
- Chinatown Town Team - engage with the group, assist the group with their place activation initiatives, provide funding for any Town Team-led place activation initiatives on request
- Promotion and branding – undertake ongoing review and implementation of promotional, branding and marketing activities for Chinatown precinct, including the development of Chinatown Mobile App
- Minor place activations – deliver minor place activation initiatives and events on a need basis such as live music and kid's activities in Chinatown, Easter events, Meet the Machines event
- Minor events in Chinatown - Chinatown Ladies Night events
- Major events in Chinatown – Christmas Trails, Chinatown Discovery Festival
- Chinatown trader financial assistance – a budget allocation within the overall CPAC budget to facilitate small grants of up to \$500 designed for Chinatown trader-led place activation initiatives in-store

Julia Mikhlik was engaged in the role and oversaw a successful suite of events implemented during the construction period, while developing a strong relationship with the traders in the precinct.

#### **4.10.2 Project Achievements**

The Chinatown Place Activation Coordinator organised and delivered multiple events during the 18-month period of the project.

The sub-project also saw the development of the Chinatown Newsletter, which was issued monthly throughout the project to inform the community about key events, works and milestones being celebrated on the project.

Following the expiry of the project after an 18-month period, the Shire of Broome continued to fund the position, recognising the value of role. The Shire has continued to run the events within the precinct and will develop a consistent calendar of events within the precinct to assist in ensuring Chinatown remains the vibrant heart of Broome.

The efforts of this role are particularly impressive when considered against the context of covid restrictions that limited large gatherings.

#### ***Meet the Machines***

In partnership with Georgiou Group and the local sub-contractors engaged working in Chinatown, the Shire of Broome organised a Meet the Machines event, where the community was invited to get a close look at the plant that was being used to deliver the project.





This was an excellent opportunity for the community to connect with the construction works. It was enthusiastically attended by the community and helped the town build with rapport with the contractors and the project.

### ***Christmas Trails***

The Christmas Trails event was a successful event leading up to Christmas. Occurring in early December, a relatively low point for tourism in town, the event was a good opportunity to cater for the local community and family, which were both well attended.



### ***Discovery Festival***

The Chinatown Discovery Festival is a major event in the Broome calendar, which highlights the key attractions within Chinatown. It was well attended by the community, and well supported by local businesses.





The festival occurred over a full weekend, and celebrated the history, old and new, of the Chinatown Precinct.



#### ***Chinatown Ladies Night***

The Project organised a Chinatown Ladies Night on 7 August 2020, prior to construction works commencing.



The evening was well attended by Broome and provided a good opportunity to promote evening and night-time events within Chinatown.



Several traders embraced the opportunity for increased visitation in the precinct at night to provide, however several food traders did not open for service during the event.

#### **4.11 Project Management, Administration, Audit and Reporting**

##### **4.11.1 Project Aim**

The Project Management, Administration, Audit and Reporting was a sub-project of the FAA which covered overhead works required by all projects. The purpose of the project was to provide management support services to assist in the delivery of the 10 previously noted projects.

##### **4.11.2 Project Achievements**

The sub-project developed many achievements that enabled progress success.

The sub-project encompassed the provision of project overheads incurred by the Shire of Broome. These included personnel project administrative resources; Hazali D'Anna, and Latoya Lawford. This also included software resources such as Aconex, which was used for project correspondence and document control on the construction project.

The sub-project encompassed the engagement of ACOR as project Superintendent. Their role was to administer the contract between the Shire of Broome and Georgiou. Through this role they certified Variations and progress, in addition to the management of quality outcomes on site.

The sub-project also enabled the engagement of communications consultant Harby Studios. The relationship with Harby Studios facilitated the development of a social media engagement strategy, and the development of regular project newsletters and updates. A sample project newsletter is shown below:

BROOME

# CHINATOWN

REVITALISATION

THE HEART AND SOUL OF BROOME

## CHINATOWN IS OPEN FOR BUSINESS WHILE EXCITING UPGRADES PROCEED!

All shops are still accessible on foot and there are alternative parking options throughout the precinct.

BUSINESS IN FOCUS



**BARBER OF BROOME**

Located in Paspaley Plaza - come see Stuart and his team for some traditional barber services as well as ladies hair styling.

Walk ins welcome or call 9191 8308 to make an appointment!



**KITCHEN CABANA CAFÉ & GRILL**

Located in Paspaley Plaza - fresh homemade Tex-Mex & Aussie Classics.

Check out their Facebook page for more details or call 9192 7074 to order take away.



Thanks for your patience whilst we transform the streets of Chinatown!

For further information about the project visit [chinatownbroome.com.au](http://chinatownbroome.com.au) or follow Chinatown Broome Facebook page [@chinatownbroome](https://www.facebook.com/chinatownbroome)








The sub-project also facilitated several community engagement events, and stakeholder engagement events throughout the construction works. These enabled improved communication between the project and the community.

The sub-project also financed variable message boards during the project, which assisted with project and construction update messaging to the public.

#### 4.12 Carnarvon Street South

This area did not form part of the Chinatown project as described in the FAA between the Shire and DPIRD, however the Shire took the opportunity to progress works in this area to complete the precinct.

The scope of works committed in the contract with Georgiou was limited to lighting upgrades and a new asphalt road surface, with the works funded through the Local Roads and Community Scheme grant, and the 2019/20 budget surplus.

Shire staff were originally earmarked to install footpaths; however, these resources were not available to prioritise these works in a suitable timeframe. Consequently, the Shire made the decision to repurpose further contingency to engage Georgiou to deliver these footpaths and complete the job as quickly as possible to minimise disruption.

The scope was further expanded to include the revitalisation of the garden beds on the eastern side of the road. This enabled the final section of the street to coherently connect Napier Terrace to the upgraded Carnarvon Street completed in Stage 1.

The result for the area was new asphalt layer on the road, upgraded lights and new footpaths and garden bed. The outcome joined Stage 1 works to the Napier Terrace upgrades, creating a coherent upgraded precinct, rather than a potential separation of Chinatown into two distinct areas.





Images above show the finished area in Carnarvon South. Upgraded lights match those installed on Carnarvon Street in Stage 1 and Napier Terrace, which assists in tying the precinct together. Footpaths have been installed to match the wider precinct, and crossings have been installed that match those installed throughout the precinct.

## **5.0 Time Performance**

Overall, the project was completed later than originally planned, however the delivery of an \$20 million urban revitalisation project consisting of 11 discrete sub-projects within 2.5 years of funding announcement is commendable.

### **5.1.1 Stage Two Streetscape Enhancement Detail Design**

The design contract was delivered to an aggressive schedule. The contract was executed with a lead designer in January 2020, which progressed to Issue for Tender drawings completed on 8 July 2020. This was slightly slower than was described by the Contract, however reflected an iterative approach to design progression.

### **5.1.2 Construction Works**

The Broome Master Plan targeted construction activities to occur from October 2020 to June 2021. This period coincided with the wet season in Broome, which introduced weather risk to the project, however, was targeted to reduce the impact of the construction on the commercial operations of the precinct.

Procurement for the construction works closed in August 2020, however the submitted prices all exceeded the available budget for these works. This necessitated a period of contract negotiations and value management. These were completed, and a contract executed, in October 2020, followed by mobilisation to site of Georgiou in November, which was approximately a month later than planned.

Completion of the construction works was achieved in September 2021, which was later than originally planned in the master plan. The impact of delays was reduced, with the precinct operational and all businesses accessible throughout the Project. From June 2021, all streets were trafficable, and works were confined to garden beds and footpaths. This limited the overall impact of construction on the commercial operations of the precinct.

### **5.1.3 Streeter's Jetty Refurbishment**

The Streeters Jetty sub-project was among the last sub-projects to be completed. The time delay was due to the additional works that were required as compared to the original intent of the FAA, with the revised scope of the sub-project required a full reconstruction in addition to environmental approval for clearing of mangroves.

Following an open tender process, a contract was executed in September 2021.



Construction works progressed reasonably well, however works were delayed by the availability of structural steel. Shortages and stretched supply lines for these items were typical in the construction industry at this point, and delays in their procurement was not unusual.

Works were ultimately completed in March 2022. Though this is later than originally planned by the FAA, is an impressive outcome given the changes in scope experienced by the project.

#### **5.1.4 Place Activation Manager**

The Place Activation manager sub-project was funded for 18 months and was completed by June 2021 as described by the FAA.

### **6.0 Quality Performance**

The Project delivered excellent quality outcomes. Works have provided a transformational improvement on all aspects of the precinct, with the emphasis on high quality finishes throughout critical in achieving this.

The works have created excellent spaces for events, which have been utilised to this effect, and will continue to be utilised going forward.

Alfresco spaces have created additional commercial opportunities, while assisting in activating the area. The upgraded garden beds and soft scaping have dramatically improved the aesthetic of the precinct, in addition to the increased greenspace and shade lowering the urban heat island effect. Additional costs were incurred in preparing the garden beds, with in suite rock requiring additional excavation. This increase in front end costs and effort will ensure greenspace outcomes are maximised in the future.

Lighting within the precinct has been upgraded considerably. The lighting produced by the high specification luminaires creates a warm atmosphere in the precinct, which improves the outcomes for the precinct at night. Combined with the filigree panelling, these will drive activation of Chinatown during the evening. This will drive economic outcomes, in addition to reducing anti-social issues.

The public art project delivered excellent quality outcomes, with the creation of unique installations in a variety of finishes and themes that capture and convey the rich cultural heritage of the area.

### **7.0 Stakeholder Performance**

The Project recognised early the importance of stakeholder engagement in ensuring project success. The Project involved construction in the centre of Broome's major commercial centre, with pedestrian access restrictions, construction noise, dust, and road closures all required to deliver the works. Additional to this, Chinatown has considerable heritage and cultural value, and the Project would need to ensure these were accounted for in delivery.

A Stakeholder Management Plan was developed in January 2020 that was endorsed by the Steering Committee on 3 February 2020.

The Stakeholder Management Plan identified 7 primary stakeholder groups, 10 secondary stakeholder groups and several tertiary stakeholders. Within these groups there were multiple discrete stakeholders. The engagement strategy was varied based on the stakeholder, with a variety of engagement methods planned for communication.

The strategy involved the following key pillars:

- Creation of the Chinatown Stakeholder Reference Group.

- Regular consistent messaging in a variety of formats to ensure broad reach of messaging, and
- Consistent engagement with traders through the construction contractor.

The Project did not have a dedicated stakeholder manager, with the responsibility shared between the Project Manager and the Place Activation Coordinator. The Shire also engaged a specialist consultant, Harby Studios, to manage project communications for the project with regards to newsletters, and social media engagement. This approach yielded good outcomes for the Project.

### **7.1 Chinatown Stakeholder Reference Group**

The Project established a Community Stakeholder Reference Group (CSRG) to assist with messaging and engagement with stakeholder. The group was made up of key traders within the precinct, native title representatives, residents of Chinatown and landholders. The group acted as conduit of information to the community and were key advocate of the project. The Project convened 6 formal meetings with the CSRG

### **7.2 Project Website**

The project established a website to act as a conduit of information to the community. This website was updated to capture project updates, and provide the public with the most up to date information pertaining to the works.

### **7.3 Social Media Engagement**

The Shire engaged Harby Studios to manage social media engagement from project commencement until July 2021, following which, the responsibility passed to the Shire's internal communications team.

Social media was an effective way to engage with stakeholders and the public with regards to Project information. Social media presence grew throughout the project, with followers growing 56% since the start of construction.

Consistency of messaging was key in the communication strategy through this platform, with the following key posts issued at regular intervals:

- Project Progress Updates. Issued at the start of the week, they described the key works to be achieved
- Open For Business Updates. Issued weekly, these promoted businesses within the precinct that were affected by the works to keep the community informed that they remained operating. These were beneficial for the business mentioned, but also spoke to the wider commercial operations of the

The project also issued ad-hoc social media information posts to coincide with key pieces of information such as road closures, or key works.

Overall, the proactive social media presence of the Project had a considerable positive effect in engaging with stakeholders, and ultimately project success.

### **7.4 Community Information Sessions**

The Project facilitated 3 public information sessions during the project. These meetings were open to all members of the public and provided an opportunity to provide project updates directly. These information sessions improved the connection between the Project and active members of the public who were engaged with the Project. Sessions were conducted at the following stages of the project:

- During the design phase (22 July 2020),
- Following contract execution for construction but before construction commencement (15 October 2020), and
- During construction (11 March 2021).

## 8.0 Local Content and Indigenous Engagement Performance

The impact of the Project on local workforce and indigenous outcomes was a key element for project success.

To assist these outcomes, construction works tracked the levels of local content and indigenous participation throughout the engagement with Georgiou Group. Incentive payments were written into the contract if thresholds were met.

The following thresholds are setup in the contract:

- Local Content: 70% of project spend to be on local regional contractors.
- Indigenous Participation: 10% of hours worked on the Project to be completed by indigenous workers.

Georgiou reported on this monthly throughout the Project. The final report to the end of September 2021 noted that 13% of workers who have participated in the project are indigenous, and 10% of workdays have been completed by Indigenous personnel. 77% of the project spend has been spent on local subcontractors.



## 9.0 Economic Development Performance

One of the key outcomes of the Project was to stimulate the economy within the Chinatown precinct and promote the economic development of the area. While trends around the economic development of the area will not be apparent for a period of time, there are several positive signs that the Project is having a positive impact.



There has been considerable private investment in the precinct since the project commenced and following completions. This has manifested itself as both new commercial spaces commencing trading within the precinct, or as new capital investment by existing tenants.

### 9.1 New Businesses

There have been many new businesses established within the Chinatown precinct both during the project period and following its completion.

The property on the southeast corner of the Carnarvon and Short Street intersection was purchased during the construction period and subject to significant capital works. Previously the Runway Bar, the area was demarcated into 5 separate commercial tenancies, which have been filled. The capital works integrated their design into the streetscape, with a consistent material palette used to positive effect. Businesses in this area have access to the shade structure on Carnarvon Street, and the deck on Short Street to activate both their businesses and the streetscape.



A new business has been established on the corner of Short Street and Dampier Terrace, Urban RAMPAGE.



A new fish and chip shop was established on Napier Terrace east of the Chicken Treat. This new location integrates into the new carpark, which has provided capacity for considerable customer parking and access to the building.

Horizon Power have opened a network centre on Carnarvon Street, which has upgraded and activated a key tenancy adjacent to the post office.



In addition to the increase in physical shops and businesses, the Project has catalysed several new commercial operations and activations within the precinct. Salty Plum Art Tours (pictured below) have established a walking tour through the precinct past the art installations.



Figure 1. Salty Plums public art walking tour with a group showcasing the Start of the Pearling Timeline piece

## 9.2 Private Capital Investment

A further sign of positive economic impact is existing property owners or tenants investing in their businesses. The Project has seen several tenants within the precinct engage in their own capital upgrade.

Kim Male, a major landholder within Chinatown has invested in capital improvements to upgrade his buildings to bring them to a standard commensurate with the new streetscape.

The Roebuck Bay Hotel have also taken the opportunity to invest in capital upgrades during the Project, upgrading their driveway and Napier Terrace fencing.

There is scope for improvement in this area, with major landholder Paspaley Pearls still to engage in capital upgrades of their properties.

## 9.3 Commercial Performance & Increased Activation

Information pertaining to the commercial performance of private businesses is difficult to collate, and data on this would be difficult to attribute to the works as compared to seasonal fluctuations or the impact of covid on travelling and spending habits.

It is recommended that post-hoc analysis be undertaken with the Broome Chamber of Commerce to quantify or map the commercial impact to businesses.

The works have improved the trading capacity for several businesses within the precinct. Alfresco areas along Carnarvon Street, terraced areas in Short Street and extended trading

space on Napier Terrace are now available for businesses to activate. Retailers on Carnarvon Street have commenced trading from the shade structures. This improves economic activity within the precinct, in addition to improving activation of the street, and reducing antisocial behaviour.



**9.2.3 RFT 22/04 SUPPLY AND DELIVERY OF PINDAN MATERIAL**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	RFT22/04
<b>AUTHOR:</b>	Senior Procurement & Risk Officer
<b>CONTRIBUTOR/S:</b>	Manager Waste
<b>RESPONSIBLE OFFICER:</b>	Director Infrastructure
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

The Shire of Broome has undertaken an open public tender process to appoint a suitable Contractor for the Supply and Delivery of Pindan Material.

This report provides an overview of the procurement process and recommends that no Tenders be accepted.

**BACKGROUND**Previous Considerations

The Shire of Broome (Shire) has previously entered in Contracts for the Supply and Delivery of Pindan Material. The current Contract was awarded in 2020 and has now expired.

The Shire are seeking a suitably qualified Contractor to provide approximately 8,000m<sup>3</sup> of pindan annually over a three year period.

**COMMENT**

The Shire undertook an open public tender process in April 2022 for the Supply and Delivery of Pindan Material. The tender was advertised in the Broome Advertiser, West Australian Newspaper and on the Shire Website.

One tender submission was received.

In accordance with the Shire's Purchasing Policy, officers utilised a 'value for money' assessment to evaluate the submission.

The evaluation determined that the tender submission did not provide value for money.

In accordance with the recommendation contained within the Confidential Evaluation Report (**Attachment 1**) officer's recommend that Council decline the tender submission received as detailed in the evaluation report attached.

**CONSULTATION**

WA Local Government Association (WALGA)

**STATUTORY ENVIRONMENT**

**Local Government Act 1995****3.57 Tenders for providing goods or services**

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply good or services.
- (2) Regulations may make provision about tenders

**Local Government (Functions and General) Regulations 1996****11. When tenders have to be publicly invited**

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless sub regulation (2) states otherwise.

**18. Rejecting and accepting tenders**

- (5) The local government may decline to accept any tender.

**19. Tenderers to be notified of outcome**

The CEO is to give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted.

**POLICY IMPLICATIONS**

Purchasing Policy

**FINANCIAL IMPLICATIONS**

Officers are recommending that Council decline the tender submission received. There are no financial implications associated with the officer recommendation.

**RISK**

The proposed Contract term for the Supply and Delivery of Pindan Material was for an initial term of three years plus two one-year extension options. This is a long-term Contract and its important the Contract rates represent value for money given any financial implication is immediate and ongoing.

This risk is mitigated by undertaking a 'value for money' evaluation process for tenders.

**STRATEGIC ASPIRATIONS**

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

**Outcome Eight – Cost effective management of community infrastructure:**

8.1 Deliver defined levels of service to provide and maintain Shire assets in the most cost-effective way.

**VOTING REQUIREMENTS***Simple Majority***COUNCIL RESOLUTION:****(REPORT RECOMMENDATION)****Minute No. C/0622/056****Moved: Cr N Wevers****Seconded: Cr P Taylor****That Council:**

- 1. Note the recommendation in the Evaluation Report for RFT 22/04 Supply and Delivery of Pindan Material in Attachment 1;**
- 2. Decline to accept any tender for RFT 22/04 Supply and Delivery of Pindan Material;**
- 3. Request the Chief Executive Officer write to the Tenderer advising that no tender was accepted.**

**CARRIED UNANIMOUSLY 6/0****Attachments**

1. Confidential Evaluation Report - RFT 22/04 (*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”.***

### 9.3 PROSPERITY

**Cr P Taylor declared an Impartiality Interest in Item 9.3.1, the reason being “Member of the Broome Chamber of Commerce and Industry board”. Cr P Taylor has made written declaration that he will consider the matter on its merits and vote accordingly.**

**During the agenda briefing, Cr N Wevers requested that the Kimberley Economic Forum Sponsorship Prospectus 2022 be added to the minutes document.**

#### 9.3.1 KIMBERLEY ECONOMIC FORUM - FUNDING REQUEST BCCI

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	FIS13
<b>AUTHOR:</b>	Economic Development Coordinator
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### SUMMARY:

The Broome Chamber of Commerce and Industry (BCCI) is requesting Naming Rights sponsorship of \$25,000 from the Shire of Broome for the upcoming Kimberley Economic Forum to be held 9 to 11 November 2022 at the Broome Civic Centre. Alternative sponsorships include Gold (\$15,000), Silver (\$10,000) Bronze (\$5,000) and purchasing individual tickets (\$550).

Officers are recommending Naming Rights sponsorship at a cost of \$25,000.

#### BACKGROUND

The Broome Chamber of Commerce and Industry (**BCCI**) is running the 2022 Kimberley Economic Forum (**KEF**) on 9 to 11 November 2022. This year's theme is “Kimberley Rising”.

KEF is a partnership between the East Kimberley, Broome and Derby Chambers of Commerce and Industry. The 2021 event was hosted in Kununurra, the 2022 Forum will be hosted by BCCI in Broome, and Derby in 2023. It is anticipated it will be held again in Broome in 2025. KEF is an opportunity to discuss and promote the region and industries such as agriculture, mining, aquaculture, tourism and logistics. The event includes two days of keynote and high-profile speakers and will be an opportunity for attendees to network with trade organisations, government agencies, businesses, industry and media. The Shire President will be a speaker at the event regardless of Shire financial support.

The application is through Ad Hoc funding under the 2022-23 Events Development Fund.

KEF is considered to be a drawcard event, as most attendees outside Broome will travel to Broome for the primary intention of attending the event. BCCI is planning for 200 attendees to be at the event, half of which are travelling to attend. Attendees will include representatives from industry, trade, finance, and the public and private sector.

Other funding considerations are:

- BCCI received funding for Bronze sponsorship (\$5,000) for the Commercial Growth and Investment Forum held on 23 June 2022 at the Broome Civic Centre.
- Council will soon be considering a 3-year funding agreement with BCCI.

Shire's contribution as a Naming Rights sponsor includes:

- Naming rights for the event, hosting a session and leading a tour;
- Speaking rights, full page advertisements, banners displayed and other acknowledgements;
- 8 individual tickets to all events (\$550 each)

Officers did not put forward a recommendation to fund this event when EDF was considered at the 28 April OMC because at that time the 3-year Agreement for funding was still under development. It was anticipated that the two funding requests needed to be considered in conjunction. Council considered both at a workshop on 14 June 2022. Councillors in attendance were Cr Philip Matsumoto, Cr Chris Mitchell, Cr Peter Taylor, Cr Harold Tracey and Cr Nik Wevers. The 3-year funding agreement will be before Council for consideration at the 28 July 2022 OMC.

## COMMENT

Economic development initiatives are important to the community, as it scored as the third highest priority in the June 2020 Community Scorecard. The event meets economic priorities as it increases local awareness for major project and capital works opportunities.

Shire officers believe KEF has merit, and that the Shire provide \$25,000 to support the event as a naming rights sponsor. With this sponsorship support, the KEF will be held at the Civic Centre. BCCI has provided estimates showing that the Civic Centre venue rental will be an estimated \$15,000 for the 2.5-day event (including all extra expenses), therefore much of the sponsorship will be spent on Shire owned facilities.

Naming rights sponsorship has been recommended rather than Gold sponsorship partly due to the commitment of BCCI to move the event to Shire facilities and also having increased seating capacity. Naming rights sponsorship also allows BCCI to raise the calibre of the event by inviting higher profile speakers and attendees to Broome.

Naming rights also gives the Shire the opportunity to further influence the design and delivery of the Conference to highlight Shire projects. The Shire would lead a tour of Broome, possibly including a showcase of the completed Town Beach redevelopment and the proposed Sanctuary Road Caravan park, Key Worker and over 55's Village and Cable Beach Foreshore redevelopment.

### Economic impact of Conference

BCCI's 2022 Women's Leadership Forum had 140 attendees and the 2022 Broome Investment Forum had 95. BCCI estimates that 200 people will attend KEF. Tourism WA provides an estimate that business travellers spend \$242 per day. With an estimated 100 travellers coming to Broome for KEF this has a (conservative) economic impact of \$155,893 (EconomyID). This does not include extras such as flights, gifts/purchases or tourism activities. The direct economic impact of 100 local attendees at the conference is \$63,226, making a total of \$219,119.

The economic impact of the conference can be measured by number of attendees and their estimated spend, as above. But as well as that direct spend, the intent of the conference is to support the growth and development of the Broome and Kimberley economy. As well as showcasing what Broome and surrounds have to offer in a positive

light, BCCI is planning on having frank discussions around some of the issues and challenges business and industry face. These include keynote speakers on overcoming constraints in innovation and education, and panel discussions on policing, crime, family dysfunction and attracting and retaining staff. There will also be a session for considering solutions to these Kimberley challenges.

The event meets the EDF guidelines as BCCI has demonstrated the organisational capacity to deliver the event and the budget expense items are eligible. BCCI are seeking sponsorship from Rio Tinto, INPEX, Shell, Kimberley Marine Support Base, DevelopmentWA and others.

KEF is being held in November, and as per the EDF Guidelines events that occur after late September and early May will be considered more favourably as they help extend the events calendar. KEF is a ticketed event, with individual events costing \$30 - \$150 and delegate registration costing \$550-\$600 per person. Under the EDF guidelines ticketed events can not be considered for funding more than \$40,000 as they are not defined as community events.

Acquittal of the funding will be confirmed by submission of evidence as per the funding guidelines.

## **CONSULTATION**

Generally, EDF applications are approved for funding after a period of public advertising where applications are accepted from community groups and event organisers until a set date (February 27, 2022). All applications are then presented to Council and funding is allocated – funding for 2022/2023 was allocated at the 31 March OMC. \$72,465 of EDF funding for 2022/2023 was not allocated when Council determined EDF applications.

In this case, the application from BCCI was received before the deadline for EDF and was assessed alongside the other applications at that time. However, a recommendation was postponed until the requested 3-year agreement for funding was assessed by officers.

## **STATUTORY ENVIRONMENT**

### ***6.2. Local government to prepare annual budget***

Council considering an item for inclusion in a future budget.

### ***6.7. Municipal fund***

(1) All money and the value of all assets received or receivable by a local government are to be held and brought to account in its municipal fund unless required by this Act or any other written law to be held in the trust fund.

(2) Money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by this Act or any other written law.

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

The Events Development Fund is allocated \$265,000 in the proposed 2022/23 budget. If the BCCI request for sponsorship is approved, the \$25,000 will be allocated from the \$72,465



available in the EDF program for 2022/2023. After the BCCI pays for the civic centre fees, approximately \$15,000 will be returned as income to the Civic Centre.

The 2022/23 EDF successful applications were:

1. Broome Aboriginal Media Association – \$10,000 (per year, 3 years)
  2. Athletics West / Broome Little Athletics – \$17,500
  3. Broome Pride Inc – \$7,500 (per year, 3 years)
  4. Fat Bike Championship Inc. – \$5,000.
  5. Kimberley Arts Network – \$11,035
  6. Goolarri Media Enterprises Pty Ltd and Geographe French Australian Festivals Inc (CinefestOZ Film Festival) - \$5,000
  7. Saltwater Country Ltd - \$20,000 (per year, 3 years)
  8. Shinju Matsuri Inc – \$110,000
  9. Touch Football Australia Ltd – \$6,500
- Total: \$192,535

If KEF Naming Rights sponsorship is endorsed by Council the variance of \$47,465 may be kept in the budget and considered for ad-hoc applications received later in the 2022-23 financial year.

The funding awarded will inform the final 2022-23 Municipal Budget.

## RISK

The BCCI sponsorship agreement will be a standard sponsorship contract and \$25,000 would be paid in full once the municipal budget for 22/23 has been approved. There is some risk to this approach if the event is cancelled or postponed. Officers consider that risk to be low, however if that were to occur the contract will include a clause where the Shire will be fully repaid.

To ensure Shire return on investment the acquittal process will be used and key performance indicators such as event attendee numbers are collected.

Option	Risk	Type	Rank	Mitigation
Community dissatisfaction with allocation direct to BCCI	Perception the Shire is not maximising opportunity to support organisations providing social and economic benefits.	Reputational	Low	The allocation will be a sponsorship.  The allocations are at the discretion of Council.

## STRATEGIC ASPIRATIONS

**Outcome Six - Responsible growth and development with respect for Broome's natural and built heritage:**

6.1 Promote sensible and sustainable growth and development.

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

**Outcome Nine – A strong, diverse and inclusive economy where all can participate:**

9.1 Increase Broome's domestic and international trade in tourism, agriculture, aquaculture, minerals and energy, culture and the arts, conservation economy and other emerging industries.

**VOTING REQUIREMENTS**

*Simple Majority*

**COUNCIL RESOLUTION:****(REPORT RECOMMENDATION)****Minute No. C/0622/057****Moved: Cr H Tracey****Seconded: Cr P Matsumoto****That Council:**

- 1. Endorse the Shire of Broome being the naming rights sponsor of the Broome Chamber and Commerce and Industry, 2022 Kimberley Economic Forum; and**
- 2. List for inclusion in the 2022/23 Municipal Budget an allocation of \$25,000 from the Events Development Fund Program subject to Broome Civic Centre being used for the event.**

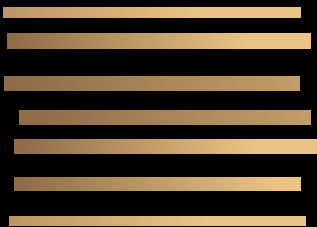
**CARRIED UNANIMOUSLY 6/0****Attachments**

1. 2022 Kimberley Economic Forum Sponsorship Prospectus

# Kimberley

## ECONOMIC FORUM

**BROOME 2022**  
**9-11 NOVEMBER**



## SPONSORSHIP PROSPECTUS



The Kimberley Economic Forum was inaugurated in 2007 by the Broome Chamber of Commerce & Industry, in partnership between the East Kimberley and Derby Chambers of Commerce and Industry.

The Kimberley Economic Forum provides an opportunity for business leaders across the Kimberley to come together, obtain the latest information on industry trends and major developments, and discuss the future of the region and ways to expand agriculture, aquaculture, construction, mining, tourism and logistics.

This year, the Kimberley Economic Forum will be hosted by the Broome Chamber of Commerce and Industry who have prepared an extensive program of events designed to facilitate conversations and networking opportunities for delegates with trade organisations, government agencies, investors, industry and media.

*Kimberley Rising*

is this year's theme and we will see a host of high-profile speakers address current issues and examine the economic outlook and the industries that drive the Kimberley Region. Up to 200 delegates are expected to attend.

KIMBERLEY ECONOMIC FORUM 2022 | BROOME | PAGE 2

## DELEGATE REGISTRATION

### FULL REGISTRATION:

**\$550 per person** BCCI Members

**\$600 per person** Non-BCCI Members

Full Registration includes the 2 day Forum program, Cable Carnival Welcome Sundowner, Staircase to the Moon Dinner, Broome-Storming Breakfast and Rum-Tum-Tum Gala Dinner.

### INDIVIDUAL EVENTS:

**\$150 per person** 1 Day Forum program (Thursday or Friday - day only)  
Includes morning tea, lunch & afternoon tea

**\$80 per person** Cable Carnival Welcome Sundowner (Wednesday evening)  
Includes canapes and 2 drink tickets

**\$120 per person** Staircase to the Moon Long Table Dinner (Thursday evening)  
Includes a 2 course alternate drop menu and 2 drink tickets

**\$30 per person** Broome-Storming Breakfast (Friday morning)  
Includes a light breakfast, tea, coffee & juice

**\$90 per person** Rum-Tum-Tum Gala Dinner (Friday evening)  
Includes a spit roast BBQ dinner and 2 drink tickets

Welcome Sundowner



**CABLE CARNIVAL**  
**WEDNESDAY 9 NOVEMBER | 17.00 - 18.30**  
**@ CABLE BEACH**  
**Hosted by TBC**

Welcome to Broome! This colourful Sundowner will provide delegates with the opportunity to meet, network and reconnect whilst enjoying canapes and sample local beers, gin & wines from pop up bars - as well as a special appearance by some famous Broome locals!

## PRELIMINARY PROGRAM

# DAY 1 | THURSDAY 10 NOVEMBER



- 08.00 Registration
- 08.30 Official welcome by Sharni Foulkes, CEO, Broome Chamber of Commerce & Industry
  - MC introduction and program overview
  - Welcome to Country
  - Dignitary welcome
  - Sponsor's address
- 09.45 Keynote Speaker
  - "Disruption, Innovation & Entrepreneurship"
- 10.30 Morning tea
- 11.00 Plenary session #1 "Overcoming Ordinary" - Sponsored by:
  - Accommodation
  - Attracting Staff
  - Crime
  - Economic Trends
  - Transactional behaviour
  - Health
- 13.00 Lunch
- 14.00 Concurrent session #1 "Regional Resilience" - Sponsored by:
  - 1. International Gateways
  - 2. Kimberley Innovation
  - 3. Trending Tourism
- 15.30 Afternoon tea
- 16.00 Plenary Session #2 "Making your Mark" - Sponsored by:
  - Tourism Trends
  - International Trade
  - Hospitality
- 17.00 Close of day 1

### **STAIRCASE TO THE MOON DINNER** **THURSDAY 10 NOVEMBER | 18:30 - 20.00** **@ VENUE TBC** **Hosted by TBC**

Enjoy a sumptuous 2 course dinner whilst watching the Staircase to the Moon: a natural phenomenon which occurs when a full moon rises over the exposed tidal flats of Roebuck Bay. 2 drink tickets included, cash bar thereafter.





## PRELIMINARY PROGRAM



# DAY 2 | FRIDAY 11 NOVEMBER

*Program subject to change*

- 07.00 "Broome-Storming" Breakfast - Sponsored by:  
Pitching solutions for Kimberley challenges
- 08.30 Panel sessions "Bright Minds"
- Kimberley Group Zone (All Shire President's & CEO's)
  - Kimberley Chambers (All Chamber President's & CEO's)
  - Indigenous Organizations (All PB's & TO's)
- 09.45 Concurrent sessions #2 - Sponsored by:
1. A Futuristic Kimberley
  2. An Emerging Kimberley
  3. Kimberley Mabu Liyan
- 10.30 Morning tea
- 11.00 Broome Tours "Local Secrets" - Sponsored by:
1. "Broome's Best" - *Tour of Chinatown, Town Beach and Cable Beach including a presentation.*
  2. "Never Smile at a Crocodile" - *Tour/feeding and update on farming and breeding programs*
  3. "Art Appreciation" - *Tour to Broome Gallery, Gallery Sobrane, Black Stump, Short Street Gallery, Yane Photography. Meet the artist and hear their stories.*
  4. "Luxurious Shopping Expose" - *Tour of Dampier Terrace & Johnny Chi Laneway: Pearls, Stones and luxury goods.*
- 13.00 Lunch
- 14.00 Keynote Speaker: Karl O'Callaghan, Retired Police Commissioner 2004-2017 & Foster Parent  
"Parenting & Social Community Challenges"
- 14:30 Afternoon tea
- 14:45 Plenary Session #3 "Chasing Stars - overcoming the unimaginable" - Sponsored by:
1. Djarindjin Airport: business case and update/success story
  2. TBC
  3. TBC
- 15:30 Major Speaker
- 16.00 "Broome Storming" Final Pitch and audience vote
- 16.30 Close of day 2



### RUM-TUM-TUM GALA DINNER

**FRIDAY 11 NOVEMBER | 18:00 - 20.00**

**@ VENUE TBC**

**Hosted by:**

Ahoy ye mateys! Join us for our farewell Gala Dinner showcasing local Kimberley produce including 'Dark & Stormy' cocktails supplied by Hoochery Rum Distillery, Kununurra. Come dressed like a pirate!

## WHY YOU SHOULD SPONSOR THE KIMBERLEY ECONOMIC FORUM

Attendees to the Kimberley Economic Forum are interested in, or committed to future development in the region covering all sectors of industry including:

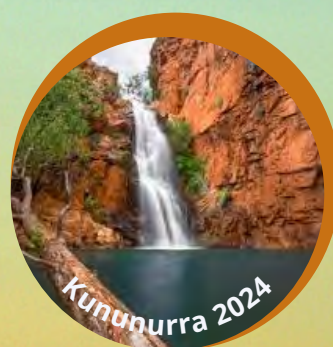
**Agriculture** | Arts | **Building & Construction** | Community | **Education** | Finance  
**Government** | Hospitality | **Investment** | Manufacturing | **Mining** | Real Estate  
**Retail** | Technology | **Transport & Logistics** | Trades & Services | **Tourism**

Whatever your industry, the Kimberley Economic Forum will cover topics that will directly or indirectly affect you and this is your moment to be part of the conversation.

Participating as a Sponsor can take you straight to your target market and demonstrate your level of support and commitment to the region's economy.

Early confirmation of your sponsorship will ensure the highest level of exposure. An extensive marketing campaign including media, direct mail, email broadcasts, web coverage and social media will be implemented in the lead up to the forum.

- **Promote your business / organisation;**
- **Maintain a high profile amongst industry leaders;**
- **Raise your company profile;**
- **Develop strategic partnerships;**
- **Acknowledge your commitment/involvement within the industry;**
- **Strengthen existing business relationships within the community and key industry personnel.**



KIMBERLEY ECONOMIC FORUM 2022 | BROOME | PAGE 6

## FORUM EVENT SPONSORSHIP OPPORTUNITIES



### CABLE CARNIVAL WELCOME SUNDOWNER HOST \$5,000 +GST (1 available)

#### INCLUSIONS:

- Your business recognized as the Naming Rights host for the Cable Carnival Welcome Sundowner on Wednesday evening in selected media campaigns - digital & print.
- Opportunity to display a banner/signage during the Welcome Sundowner.
- Logo inclusion in the Event Program.
- Opportunity to provide promotional merchandise/giveaways.
- Inclusion in the Forum website: [kimberleyeconomicforum.com.au](http://kimberleyeconomicforum.com.au)
- Inclusion in the BCCI website: [broomechamber.com.au](http://broomechamber.com.au)
- Social Media promotions on BCCI Facebook, Instagram & LinkedIn.
- Two (2) Individual tickets for the Kimberley Economic Forum: Thurs & Fri (days only).
- Two (2) Individual Tickets for the Welcome Sundowner (Wednesday evening).



### STAIRCASE TO THE MOON DINNER HOST \$5,000 +GST (1 available)

#### INCLUSIONS:

- Your business recognized as the Naming Rights host for the Staircase to the Moon Dinner on Thursday evening in selected media campaigns - digital & print.
- Opportunity to display a banner/signage during the Staircase to the Moon Dinner.
- Logo inclusion in the Event Program.
- Opportunity to provide promotional merchandise/giveaways.
- Inclusion in the Forum website: [kimberleyeconomicforum.com.au](http://kimberleyeconomicforum.com.au)
- Inclusion in the BCCI website: [broomechamber.com.au](http://broomechamber.com.au)
- Social Media promotions on BCCI Facebook, Instagram & LinkedIn.
- Two (2) Individual tickets for the Kimberley Economic Forum: Thurs & Fri (days only).
- Two (2) Individual Tickets for the Staircase to the Moon Dinner (Thurs evening).



### RUM-TUM-TUM GALA DINNER HOST \$5,000 +GST (1 available)

#### INCLUSIONS:

- Your business recognized as the Naming Rights host for the Rum-a-Tum-Tum Gala Dinner on Friday evening in selected media campaigns - digital & print.
- Opportunity to display a banner/signage during the Rum-a-Tum-Tum Dinner.
- Logo inclusion in the Event Program.
- Opportunity to provide promotional merchandise/giveaways.
- Inclusion in the Forum website: [kimberleyeconomicforum.com.au](http://kimberleyeconomicforum.com.au)
- Inclusion in the BCCI website: [broomechamber.com.au](http://broomechamber.com.au)
- Social Media promotions on BCCI Facebook, Instagram & LinkedIn.
- Two (2) Individual tickets for the Kimberley Economic Forum: Thurs & Fri (days only).
- Two (2) Individual Tickets for the Rum-Tum-Tum Dinner (Fri evening).



### BROOME-STORMING BREAKFAST HOST \$3,000 +GST (1 available)

#### INCLUSIONS:

- Your business recognized as the Naming Rights host for the Broome-Storming Breakfast on Friday morning in selected media campaigns - digital & print.
- Opportunity to MC the event, announce winners and supply prizes.
- Opportunity to display a banner during the Broome-Storming Breakfast.
- Logo inclusion in the Event Program.
- Opportunity to provide promotional merchandise/giveaways.
- Inclusion in the Forum website: [kimberleyeconomicforum.com.au](http://kimberleyeconomicforum.com.au)
- Inclusion in the BCCI website: [broomechamber.com.au](http://broomechamber.com.au)
- Social Media promotions on BCCI Facebook, Instagram & LinkedIn.
- Two (2) Individual tickets for the Kimberley Economic Forum: Thurs & Fri (days only).
- Two (2) Individual Tickets for the Broome-Storming Breakfast (Fri morning).



## MAJOR SPONSORSHIP OPPORTUNITIES

### NAMING RIGHTS

\$30,000 +GST  
(1 available)

#### INCLUSIONS:

- Exclusive Naming rights as Event Partner for the 2022 Kimberley Economic Forum
- Opportunity to host a Concurrent Session and lead a Tour in which you can design and deliver.
- Your logo recognized as the Event Partner in all media campaigns - digital & print (prior to, during & post event).
- Verbal acknowledgment at all events during the Forum.
- Opportunity to speak at our opening address to an audience of up to 200 people (5 minutes maximum).
- Opportunity to take part in our Panel sessions on day 2.
- Opportunity to provide a short video presentation for your business (1 minute).
- Opportunity to display a banner on stage during the entirety of the Forum.
- Full page advertisement in the Event Program.
- Opportunity to provide promotional merchandise/giveaways.
- Inclusion in the Forum website: [kimberleyeconomicforum.com.au](http://kimberleyeconomicforum.com.au)
- Inclusion in the BCCI website: [broomechamber.com.au](http://broomechamber.com.au)
- Paid Social Media promotions on BCCI Facebook, Instagram & LinkedIn.
- Acknowledgment as Event Partner in local newspaper and radio promotions.
- Framed Certificate of Appreciation for display in your place of business.
- Acquittal report post-event.
- One (1) Table of eight (8) guests in the priority position for both days of the Forum.
- Eight (8) Individual Tickets for the Welcome Sundowner (Wednesday evening).
- Eight (8) Individual Tickets for the Staircase to the Moon Dinner (Thursday evening).
- Eight (8) Individual Tickets for the Broome-Storming Breakfast (Friday morning).
- Eight (8) Individual Tickets for the Rum-Tum-Tum Gala Dinner (Friday evening).

### GOLD

\$15,000 +GST  
(1 available)

#### INCLUSIONS:

- Your logo recognized as a Gold Sponsor in all media campaigns - digital and print (prior to, during & post event).
- Verbal acknowledgment at all events during the Forum.
- Opportunity to speak to an audience of up to 200 people on Day 1 (5 minutes).
- Opportunity to provide a short video presentation for your business (1 minute).
- Opportunity to display a banner on stage during the Forum.
- Full page advertisement in the Event Program.
- Opportunity to provide promotional merchandise/giveaways.
- Inclusion in the Forum website: [kimberleyeconomicforum.com.au](http://kimberleyeconomicforum.com.au)
- Inclusion in the BCCI website: [broomechamber.com.au](http://broomechamber.com.au)
- Paid Social Media promotions on BCCI Facebook, Instagram & LinkedIn.
- Acknowledgment as Gold Sponsor in local newspaper and radio promotions.
- Framed Certificate of Appreciation for display in your place of business.
- Acquittal report post-event.
- One (1) Table of eight (8) guests in the front row for both days of the Forum
- Eight (8) Individual Tickets for the Welcome Sundowner (Wednesday evening).
- Eight (8) Individual Tickets for the Staircase to the Moon Dinner (Thursday evening).
- Eight (8) Individual Tickets for the Broome-Storming Breakfast (Friday morning).
- Eight (8) Individual Tickets for the Rum-Tum-Tum Gala Dinner (Friday evening).

## SILVER

\$10,000 +GST  
(2 available)

### INCLUSIONS:

- Your logo recognized as a Silver Sponsor in all media campaigns - digital & print (prior to, during & post event).
- Verbal acknowledgment at most events during the Forum.
- Opportunity to display a banner on stage during the Forum.
- Half page advertisement in the Event Program.
- Opportunity to provide promotional merchandise/giveaways.
- Inclusion in the Forum website: [kimberleyeconomicforum.com.au](http://kimberleyeconomicforum.com.au)
- Inclusion in the BCCI website: [broomechamber.com.au](http://broomechamber.com.au)
- Paid Social Media promotions on BCCI Facebook, Instagram & LinkedIn.
- Acknowledgment as Silver Sponsor in local newspaper and radio promotions.
- Framed Certificate of Appreciation for display in your place of business.
- Acquittal report post-event.
- Four (4) Individual Tickets for both days of the Forum.
- Four (4) Individual Tickets for the Welcome Sundowner (Wednesday evening).
- Four (4) Individual Tickets for the Staircase to the Moon Dinner (Thursday evening).
- Four (4) Individual Tickets for the Broome-Storming Breakfast (Friday morning).
- Four (4) Individual Tickets for the Rum-Tum-Tum Gala Dinner (Friday evening).

## BRONZE

\$5,000 +GST  
(2 available)

### INCLUSIONS:

- Your logo recognized as the Bronze Sponsor in all media campaigns - digital and print (prior to, during & post event).
- Verbal acknowledgment at some events during the Forum.
- Opportunity to display a banner during the Forum.
- Quarter page advertisement in the Event Program.
- Opportunity to include promotional merchandise/giveaways.
- Inclusion in the Forum website: [kimberleyeconomicforum.com.au](http://kimberleyeconomicforum.com.au)
- Inclusion in the BCCI website: [broomechamber.com.au](http://broomechamber.com.au)
- Paid Social Media promotions on BCCI Facebook, Instagram & LinkedIn.
- Acknowledgment as Bronze Sponsor in local newspaper and radio promotions.
- Framed Certificate of Appreciation for display in your place of business.
- Acquittal report post-event.
- Two (2) Individual Tickets for both days of the Forum.
- Two (2) Individual Tickets for the Welcome Sundowner (Wednesday evening).
- Two (2) Individual Tickets for the Staircase to the Moon Dinner (Thursday evening).
- Two (2) Individual Tickets for the Broome-Storming Breakfast (Friday morning).
- Two (2) Individual Tickets for the Rum-Tum-Tum Gala Dinner (Friday evening).



# FORUM PROGRAM SPONSORSHIP OPPORTUNITIES

## PLENARY SESSION #1 HOST - THURS

\$2,500 +GST  
(1 available)

### INCLUSIONS:

- Your business recognized as the Sponsor for Plenary Session #1 on Thursday.
- Your logo included in selected digital media campaigns & Event Program.
- Opportunity to provide merchandise/giveaways.
- Social Media promotions on BCCI Facebook, Instagram & LinkedIn.
- One (1) Individual ticket for the Kimberley Economic Forum: Thursday & Friday (days only).

## PLENARY SESSION #2 HOST - THURS

\$2,500 +GST  
(1 available)

### INCLUSIONS:

- Your business recognized as the Sponsor for Plenary Session #2 on Thursday.
- Your logo included in selected digital media campaigns & Event Program.
- Opportunity to provide merchandise/giveaways.
- Social Media promotions on BCCI Facebook, Instagram & LinkedIn.
- One (1) Individual ticket for the Kimberley Economic Forum: Thursday & Friday (days only).

## PLENARY SESSION #3 HOST - FRIDAY

\$2,500 +GST  
(1 available)

### INCLUSIONS:

- Your business recognized as the Sponsor for Plenary Session #3 on Friday.
- Your logo included in selected digital media campaigns & Event Program.
- Opportunity to provide merchandise/giveaways.
- Social Media promotions on BCCI Facebook, Instagram & LinkedIn.
- One (1) Individual ticket for the Kimberley Economic Forum: Thursday & Friday (days only).

## CONCURRENT SESSION 1.1 HOST

\$1,000 +GST  
(1 available)

### INCLUSIONS:

- Your business recognized as the Sponsor for Concurrent Session 1.1 on Thursday.
- Logo inclusion in selected digital media campaigns digital and Event Program.
- Opportunity to provide merchandise/giveaways.
- Social Media promotions.
- One (1) Individual ticket for the Kimberley Economic Forum: Thursday (day only).

## CONCURRENT SESSION 1.2 HOST

\$1,000 +GST  
(1 available)

### INCLUSIONS:

- Your business recognized as the Sponsor for Concurrent Session 1.1 on Thursday.
- Logo inclusion in selected digital media campaigns digital and Event Program.
- Opportunity to provide merchandise/giveaways.
- Social Media promotions.
- One (1) Individual ticket for the Kimberley Economic Forum: Thursday (day only).

## CONCURRENT SESSION 1.3 HOST

\$1,000 +GST  
(1 available)

### INCLUSIONS:

- Your business recognized as the Sponsor for Concurrent Session 1.1 on Thursday.
- Logo inclusion in selected digital media campaigns digital and Event Program.
- Opportunity to provide merchandise/giveaways.
- Social Media promotions.
- One (1) Individual ticket for the Kimberley Economic Forum: Thursday (day only).

## CONCURRENT SESSION 2.1 HOST

\$1,000 +GST  
(1 available)

### INCLUSIONS:

- Your business recognized as the Sponsor for Concurrent Session 2.1 on Friday.
- Logo inclusion in selected digital media campaigns digital and Event Program.
- Opportunity to provide merchandise/giveaways.
- Social Media promotions.
- One (1) Individual ticket for the Kimberley Economic Forum: Friday (day only).

## CONCURRENT SESSION 2.2 HOST

\$1,000 +GST  
(1 available)

### INCLUSIONS:

- Your business recognized as the Sponsor for Concurrent Session 2.2 on Friday.
- Logo inclusion in selected digital media campaigns digital and Event Program.
- Opportunity to provide merchandise/giveaways.
- Social Media promotions.
- One (1) Individual ticket for the Kimberley Economic Forum: Friday (day only).

## CONCURRENT SESSION 2.3 HOST

\$1,000 +GST  
(1 available)

### INCLUSIONS:

- Your business recognized as the Sponsor for Concurrent Session 2.3 on Friday.
- Logo inclusion in selected digital media campaigns digital and Event Program.
- Opportunity to provide merchandise/giveaways.
- Social Media promotions.
- One (1) Individual ticket for the Kimberley Economic Forum: Friday (day only).



## ACCOMMODATION

Stay with one of our valued BCCI Members:

### MANGROVE HOTEL

47 Carnarvon Street, Broome  
08 9192 1303  
Reservations@mangrovehotel.com.au



### CONTINENTAL HOTEL

Weld Street, Broome  
08 9195 5900  
reservations@theconti.com.au



### CABLE BEACH CLUB RESORT & SPA

1 Cable Beach Rd West, Broome  
08 9192 0400  
reservations@cablebeachclub.com



### KIMBERLEY SANDS RESORT

10 Murray Road, Broome  
08 9193 8300  
booking@ksands.com.au



### BROOME BEACH RESORT

4 Murray Rd, Broome  
08 9158 3300  
info@broomebeachresort.com



### McALPINE HOUSE

55 Herbert Street, Broome  
08 9192 3886  
stay@pinctada.com.au



### BROOME TIME RESORT

1 Cable Beach Rd East, Broome  
08 9194 1700  
stay@broometimeresort.com.au



### SEASHELLS BROOME

4/6 Challenor Drive, Broome  
08 9194 1500  
broome@seashells.com.au



### MOONLIGHT BAY SUITES

51 Carnarvon Street, Broome  
08 9195 5200  
stay@moonlightbaysuites.com.au



### HABITAT RESORT

225 Port Drive, Broome  
1800 683 988  
stay@habitatbroome.com





# SPONSORSHIP CONFIRMATION

Name of Organisation : .....

Contact Person: .....

Telephone: ..... Email: .....

***I/We are interested in sponsoring the 2022 Kimberley Economic Forum for the below amount and sponsorship package:***

- ☐ \$30,000+GST Naming Rights Sponsor (1 available)
- ☐ \$50,000+GST Gold Sponsor (1 available)
- ☐ \$10,000+GST Silver Sponsor (2 available)
- ☐ \$ 5,000+GST Bronze Sponsor (2 available)
- ☐ \$ 5,000+GST Cable Carnival Welcome Sundowner Sponsor (1 available)
- ☐ \$ 5,000+GST Staircase to the Moon Dinner Sponsor (1 available)
- ☐ \$ 3,000+GST Broome-Storming Breakfast Sponsor (1 available)
- ☐ \$ 5,000+GST Rum-Tum-Tum Gala Dinner Sponsor (1 available)
- ☐ \$ 2,500+GST Plenary Session #1 Sponsor (1 available)
- ☐ \$ 2,500+GST Plenary Session #2 Sponsor (1 available)
- ☐ \$ 2,500+GST Plenary Session #3 Sponsor (1 available)
- ☐ \$ 1,000+GST Concurrent Session 1.1 Sponsor (1 available)
- ☐ \$ 1,000+GST Concurrent Session 1.2 Sponsor (1 available)
- ☐ \$ 1,000+GST Concurrent Session 1.3 Sponsor (1 available)
- ☐ \$ 1,000+GST Concurrent Session 2.1 Sponsor (1 available)
- ☐ \$ 1,000+GST Concurrent Session 2.2 Sponsor (1 available)
- ☐ \$ 1,000+GST Concurrent Session 2.3 Sponsor (1 available)

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**For further information, please contact:**

Sharni Foulkes, Chief Executive Officer

Allison Schubert, Events & Marketing

BROOME CHAMBER OF COMMERCE & INDUSTRY INC.

Phone: 08 9193 5553 | [events@broomechamber.com.au](mailto:events@broomechamber.com.au)

## 9.4 PERFORMANCE

### 9.4.1 COMMUNITY SAFETY PLAN (2021 - 2025) COUNCIL REPORT

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	CDE42
<b>AUTHOR:</b>	Youth and Community Development Officer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### SUMMARY:

This report tables the deliverables within the 2021/22 reporting period of the Community Safety Plan (2021 – 2025) to provide Council with an update on progress of Community Safety Initiatives.

#### BACKGROUND

##### Previous Considerations

OMC 25 March 2021	Item 9.1.1
OMC 29 July 2021	Item 9.1.1
OMC 30 September 2021	Item 9.1.1

At the Ordinary Meeting of Council held on 25 March 2021, the Community Safety Plan (2021 – 2025) was endorsed as one of the informing strategies within the Community Development Framework.

The Community Safety Plan (2021 – 2025) provides the foundation for a safe and thriving community, and informs the actions 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.

The Community Safety Plan (2021-2025) is published on the Shire of Broome website – <https://www.broome.wa.gov.au/Community/Supporting-Communities/Community-Safety-Plan-2021-2025>

The Community Safety Plan (2021-2025) feeds into the Shire's Corporate Business Plan and Strategic Community Plan and demonstrates the Shire's commitment to community safety by outlining how the Shire will deliver upon key priorities for its community.

The key priorities within the Community Safety Plan (2021-2025) are:

- Alcohol Consumption and Other Drugs
- Anti-social Behaviour
- Itinerancy and Rough Camping
- Youth Crime
- Burglary, Theft and Stealing
- Family and Domestic Violence

- Civic Leadership

## COMMENT

During the lifespan of the Community Safety Plan (2021-2025) Shire officers will report biannually to Council, providing an update on the deliverables that address the key priorities. The table below outlines the key achievements for the 2021/22 Financial Year.

Initiative	Comment
Establishing a Community Safety Working Group	Three Community Safety Working Group meetings held between December 2021 – June 2022.
	<ul style="list-style-type: none"> <li>• A Community Safety Working Group (CSWG) Terms of Reference (TOR) document was developed and endorsed by Council at the Ordinary Meeting of Council held on 29 July 2021</li> <li>• An expression of interest period was held over four weeks in August 2021 where community members and nominated stakeholders were provided an opportunity to apply to become members of the CSWG.</li> <li>• At the Ordinary Meeting of Council held on 30 September 2021, 13 stakeholders and five community members were appointed as CSWG members.</li> <li>• As per the TOR, meetings are scheduled on a quarterly basis and are held at the Shire Administration Building. Meetings have been held on the following dates: <ul style="list-style-type: none"> <li>- 15 December 2021</li> <li>- 30 March 2022</li> <li>- 29 June 2022</li> </ul> </li> <li>• During the CSWG meetings, Shire officers report on the deliverables within the Community Safety Plan (2021-2025), external correspondence in relation to Community Safety issues is shared, and stakeholders have an opportunity to present on relevant initiatives i.e. Operation Regional Shield and Kimberley Juvenile Justice Strategy.</li> </ul>
Collaboration with WA Police	Joint patrols held with Shire Rangers and WA Police to address public drinking, littering and itineracy issues.
	<ul style="list-style-type: none"> <li>• The Shire of Broome is committed to playing a key role in keeping the community safe and we continue to work alongside the WA Police to collaboratively respond to increasing concerns of crime through the following community safety initiatives:</li> </ul>

	<ul style="list-style-type: none"> <li>- Fortnightly meetings are in place to ensure ongoing communication between the Shire and WA Police to address key community safety priority areas.</li> <li>- Joint patrols are held with WA Police and Shire Rangers to target public drinking, littering and itineracy issues. Shire rangers allocated 32 hours to joint patrols with WA Police between February – May 2022. Data continues to be recorded.</li> <li>- The Shire frequently shares information provided by the WA Police via the Shire's communication channels.</li> </ul> <ul style="list-style-type: none"> <li>• Shire officers also assisted the WA Police Intelligence team by registering all public CCTV cameras on the Cam-Map WA system. Cam-Map WA is a comprehensive database of all voluntarily registered CCTV systems across Western Australia.</li> </ul>
Advocating for additional WA Police resources	<p>Operation Regional Shield has deployed additional Police Resources to Broome to target Youth Crime.</p> <ul style="list-style-type: none"> <li>• Correspondence was sent to the WA Police Kimberley Superintendent in July 2021 advocating for additional police resources in Broome to address community safety and crime prevention in the district.</li> <li>• Operation Clay provided 12 extra WA Police officers in Broome from September – November 2021.</li> <li>• In February 2022, the Minister for Police Paul Papalia announced Operation Regional Shield as part of the State Government's approach to crack down on Kimberley youth crime. Operation Regional Shield includes: <ul style="list-style-type: none"> <li>- Enhanced police response to suppress and disrupt juvenile offending.</li> <li>- Specialist police operational assets deployed to the Kimberley.</li> <li>- The operation also includes support from the Police Air Wing, Canine Section and State Intelligence Portfolio.</li> </ul> </li> </ul>
Security Incentive Scheme	<p>\$25,000 issued in rebates to improve home security for 109 Broome residents.</p> <ul style="list-style-type: none"> <li>• The Security Incentive Scheme was launched in August 2021 after Shire officers advocated for an existing WA Police Crime Prevention Grant of \$25,000 to be reallocated towards the scheme.</li> <li>• The scheme provides rebates to help Broome residents improve the level of security within their home by installing security devices.</li> <li>• Through the scheme applicants received rebates covering 50 per cent of the cost of purchasing the security product, with a maximum reimbursement of \$275.</li> </ul>

	<ul style="list-style-type: none"> <li>• CCTV has been the most popular security item purchased.</li> <li>• Due to the popularity of the scheme, the WA Police Grants Department have provided an additional \$4000 to be allocated within the 2022-23 financial year.</li> <li>• Shire officers will continue to investigate additional grant opportunities and continue to promote the State Government Safety and Security Rebate for eligible WA Seniors.</li> </ul>
Banned Drinkers Register and the Takeaway Alcohol Management System	<p>Trial of Banned Drinkers Register and Takeaway Alcohol Management System has commenced in the Kimberley to address problem drinking and sly grogging.</p> <ul style="list-style-type: none"> <li>• Following years of lobbying and collaboration with the Kimberley Regional Group (KRG), Minister for Racing and Gaming Reece Whitby was in Broome in July 2021 to launch the Banned Drinkers Register (BDR) and Takeaway Alcohol Management System (TAMS).</li> <li>• The KRG and Shire of Broome allocated \$220,000 and \$55,000 respectively, leveraging \$780,000 from the State Government for the implementation of the BDR and TAMS.</li> <li>• The Department of Local Government, Sport and Cultural Industries have advised that the BDR trial in the Pilbara and Kimberley regions is being evaluated by the University of Western Australia. An interim report on the trial in the Kimberley will be completed by July 2022, which will include initial findings from the BDR's first year of operation in the Kimberley, and initial recommendations for improvement.</li> <li>• The Shire of Broome provides administration support to the Broome Liquor Accord where BDR/ TAMS processes are reviewed.</li> </ul>
Financial support for the Kullarri Patrol Service	<p>The Shire has supported the Kullarri Patrol Service with a renewed financial agreement of \$20,000 per annum.</p> <ul style="list-style-type: none"> <li>• The Shire of Broome has renewed its financial support of Mamabulanjin Aboriginal Corporation's (MAC) Kullarri Patrol, with a new \$20,000 per annum three-year funding agreement.</li> <li>• Shire officers developed a renewed memorandum of understanding that outlines the objectives and reporting timeline for the agreement, which will end on June 30, 2024.</li> <li>• The Kullarri Patrol program has primarily focused on the provision of the safe transportation for intoxicated people, including transport home or to a designated safe place.</li> </ul>



Increased CCTV and Lighting	<p>Shire is currently managing 78 CCTV cameras, there will be an additional 33 installed with Chinatown Stage 2 scheduled for completion at the end of July.</p> <ul style="list-style-type: none"> <li>• The Shire has installed additional street lighting along Frederick Street, between the Cable Beach Road East roundabout to Herbert Street. This has improved surveillance assisting in targeting anti-social related behaviour in the area.</li> <li>• The Shire has been liaising with Horizon Power regarding the 'Bright Lights' project to convert the Shire network to smart LEDs in the Old Broome precinct.</li> <li>• A new screen has been installed in the Shire Rangers' work area to provide live CCTV coverage. WA Police are provided with access as required.</li> <li>• The Chinatown Revitalisation Project (Stage two) has included works to improve and enhance street lighting in the precinct, in addition to extending the CCTV network with 33 new cameras. Once works are completed the Shire will manage a total of 111 CCTV cameras.</li> </ul>
Kimberley Regional Group meetings	<p>Kimberley Regional Group met with State Ministers to discuss community safety issues in Broome.</p> <ul style="list-style-type: none"> <li>• The Kimberley Regional Group is an alliance of the four Shires of the Kimberley, being the Shire of Broome, the Shire of Derby West Kimberley, the Shire of Halls Creek and the Shire of Wyndham East Kimberley.</li> <li>• The KRG met with several State Ministers in January and February 2022 on a range of issues including: <ul style="list-style-type: none"> <li>- Implementation of the Banned Drinkers Register.</li> <li>- The long-term housing crisis.</li> <li>- Poor school attendance.</li> <li>- Anti-social behaviour, domestic violence and child neglect.</li> </ul> </li> </ul>
Advocating for the delivery of ongoing strategies by the State Government to reduce family and domestic violence	<p>\$60M State Funding announced to address Family and Domestic Violence in the Kimberley.</p> <ul style="list-style-type: none"> <li>• The Kimberley Regional Group (KRG) successfully championed the State Government to address domestic violence with the Kimberley Family Violence Service receiving \$1.326M in the 2021/22 State Budget.</li> <li>• The KRG sent correspondence to Minister McGurk in February 2022 requesting a meeting to discuss deteriorating outcomes for some youth and families in the Kimberley with rising domestic violence, child neglect and antisocial behaviour.</li> <li>• On the 5 May 2022, The State Government announced that \$4.5M will be allocated to help address family and domestic</li> </ul>

	<p>violence in the Kimberley. The following programs aimed at tackling family violence in the Kimberley, will be extended for a further four years:</p> <ul style="list-style-type: none"> <li>- The Derby Family Violence Service</li> <li>- The Change Em Ways Kimberley Project, an Aboriginal men's behaviour change program run by Men's Outreach Service Aboriginal Corporation</li> </ul> <ul style="list-style-type: none"> <li>• On the 14 June 2022, The State Government announced that Broome is set to receive Western Australia's fourth One Stop Hub (Hub) for family and domestic violence. The new Hub will provide victims of family and domestic violence with a range of supports and wraparound service assistance in a single location and is part of a \$60M package of election commitments providing a comprehensive response to family and domestic violence.</li> </ul>
Community Safety Awareness Campaign	<p>The Community Awareness Campaign promotes safety and crime prevention through monthly messaging via the Shire's Facebook Page.</p> <ul style="list-style-type: none"> <li>• The Community Awareness Campaign promotes safety and crime prevention through monthly messaging via the Shire's Facebook Page.</li> <li>• The campaigns &amp; themes that have been promoted include: <ul style="list-style-type: none"> <li>- National Firearms Amnesty: Returning unlicensed firearms</li> <li>- Cam-Map WA: Registering CCTV devices</li> <li>- Banned Drinkers Register</li> <li>- Bikelinc: Reducing bike theft</li> <li>- CarSafe: Reducing car theft</li> <li>- Property Marking</li> <li>- State Government Security Scheme for eligible seniors</li> <li>- Reporting to Crime Stoppers</li> </ul> </li> </ul>
Community Sponsorship Program – Funding for Diversionary Programs	<p>The Shire supports youth diversionary programs through the Community Sponsorship Program.</p> <ul style="list-style-type: none"> <li>• The Ad Hoc Community Sponsorship Program has been developed to provide funds quickly to support smaller projects and initiatives.</li> <li>• Through the Ad Hoc Sponsorship program, the Shire provided venue hire funding to the Broome Clontarf Academy. The Clontarf Foundation exists to improve the discipline, life skills and self-esteem of young Aboriginal men and equip them to participate more meaningfully in society.</li> <li>• Community Sponsorship was also provided towards the Broome Youth and Families Hub Community Christmas Party.</li> </ul>

	The event is open to the whole community, however, attracts a large number of financially disadvantaged families.
Advocating to State Ministers and State Government Departments on issues relating to youth crime	<p>State Funding package announced to help break the cycle of youth offending in the Kimberley, including funding for an on-country facility and youth patrols.</p> <ul style="list-style-type: none"> <li>• The Shire continues to advocate at Ministerial level for the finalisation and delivery of the Kimberley Juvenile Justice Strategy (KJJS).</li> <li>• Correspondence was sent to Minister for Prevention of Family and Domestic Violence Simone McGurk in March 2020, requesting the State Government provides support to progress the development of crisis accommodation options in Broome for at-risk youth as a priority.</li> <li>• A Forum was held in Broome in February 2021 by the Department of Justice to workshop priority initiatives for the KJJS.</li> <li>• The Shire president and CEO met with several State Ministers in January and February 2022 to discuss a range of issues relating to youth crime, including: <ul style="list-style-type: none"> <li>- Kimberley Juvenile Justice Strategy</li> <li>- Youth Diversionary Programs</li> <li>- Poor school attendance</li> <li>- Child neglect</li> </ul> </li> <li>• On the 3rd of May 2022, the State Government announced a package to help break the cycle of youth offending in the Kimberley including: <ul style="list-style-type: none"> <li>- \$15M towards an on-country residential facility to provide an alternative to detention, as well as \$500,000 to plan and develop other safe place proposals</li> <li>- \$4.3M to expand the McGowan Government's successful Target 120 program in the Kimberley</li> <li>- \$11.7M to extend the Kimberley Schools Project to keep young people engaged with the education system</li> <li>- \$2.5M for Operation Regional Shield, enabling police to deploy additional resources to parts of regional WA as required</li> <li>- Package also includes boost to youth night patrols, intensive support for vulnerable families, and grants for local projects to engage youth and improve community safety</li> </ul> </li> </ul>
Youth Crime	The Shire secures funding to build a new Skate Park and develop a Youth Late Night Sports Program.

	<ul style="list-style-type: none"> <li>• \$1M of funding to build a new Broome Skate Park was sourced through State Government, with the \$1.5M project announced in August 2021. Construction of the new facility has commenced with an expected completion date in July 2022.</li> <li>• The Shire is a successful recipient of the State Government's Criminal Property Confiscation Grants Program receiving \$113,064 to develop a Late-Night Sports Program – A Sporting Chance.</li> <li>• A Sporting Chance will be a youth diversionary program delivered at the Broome Recreation and Aquatic Centre (BRAC). The program will address the issue of weekend night time youth offending by offering a safe environment for young people to engage in popular sports whilst diverting them from offending and at-risk behaviours. Shire officers have applied for additional grants to support the delivery of this program.</li> <li>• The Shire continues to collaborate with WA Police, and Departments of Communities, Justice and Education to ensure gaps in school holiday programming for at-risk youth are identified and facilities sourced if required.</li> <li>• The Shire is a member of the Kimberley Juvenile Justice Strategy Collaborative Project Design Working Group (Department of Justice). The purpose of the KJJS-Collab Working Group is to design and develop broad options for safe place and on-country alternative to detention facilities for young people in Broome.</li> <li>• School Holiday Calendars are developed collaboratively with youth service providers to promote youth programs and events.</li> <li>• The Shire delivers school holiday events that activate the precincts of Broome.</li> <li>• The opening of the Town Beach Jetty in November 2021 has strengthened neighbourhood pride and youth activities.</li> </ul>
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A full report including quarterly update is attached for Council's information. Council is requested to note the progress update on the deliverables within the 2021/22 reporting period of the Community Safety Plan (2021 – 2025).

## CONSULTATION

Shire officers implemented a range of broad and focussed engagement activities to advertise the public comment period and seek feedback on the Community Safety Plan (2021-2025). 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 advertisements.
- Social media posts distributed via the Shire Facebook and Twitter pages.
- Radio announcements via Triple M Broome.
- Two community engagement stalls.
- Targeted emails.

As part of ongoing engagement on the deliverables within the Community Safety Plan (2021-2025), Shire officers provide a progress report to members of the Community Safety Working Group on a quarterly basis.

## **STATUTORY ENVIRONMENT**

Nil.

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

The Community Safety Plan (2021-2025) was compiled under the assumption that the Shire's resources from a resourcing and budgetary perspective will remain the same as they were when the plan was endorsed for the five-year duration of the plan.

Additional actions or projects adopted by the Shire may impact the full delivery of the plan.

## **RISK**

Nil.

## **STRATEGIC ASPIRATIONS**

**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.**

### **Outcome One - A safe community:**

- 1.1 - Lobby for the State Government to review the effectiveness of community safety service provision in Broome and the Kimberley region to improve social outcomes.
- 1.2 - Modify the physical environment to improve community safety.
- 1.3 - Increase awareness and engagement in community safety education and crime prevention programs.

### **Outcome Two - Everyone has a place to call home:**

- 2.1 Promote access to safe, affordable accommodation to meet all needs, including itinerants, homeless people, those at risk, youth and the elderly.

### **Outcome Three - A healthy, active community:**

- 3.2 Improve access to sport, leisure and recreation facilities, services and programs.

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

**Outcome Seven – Safe, well connected, affordable transport options:**

7.1 Provide safe and efficient roads and parking.

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

**Outcome Nine – A strong, diverse and inclusive economy where all can participate:**

9.2 Activate the precincts of Broome.

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

**Outcome Twelve – A well informed and engaged community:**

12.1 Provide the community with relevant, timely information and effective engagement.

## **VOTING REQUIREMENTS**

*Simple Majority*

### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0622/058**

**Moved: Cr N Wevers**

**Seconded: Cr B Rudeforth**

***That Council notes the progress update on the deliverables within the 2021/22 reporting period of the Community Safety Plan (2021-2025).***

**CARRIED UNANIMOUSLY 6/0**

## **Attachments**

1. Community Safety Plan (2021-2025) Reporting Spreadsheet



**COMMUNITY SAFETY PLAN - YEAR ONE (2021-2022)  
ALCOHOL AND OTHER DRUGS**

TASK	RESPONSIBLE OFFICER	JULY - DEC COMMENT	JAN - MARCH COMMENT	APRIL - JUNE COMMENT
Advocate for the implementation of measures to reduce the impact of excessive alcohol consumption. e.g. Banned Drinkers Register Takeaway Alcohol Management System.	CEO / Shire President	Following months of lobbying and collaboration with the Kimberley Regional Group (KRG) of Shires, Minister Whitby was in Broome in July to launch the BDR and TAMS. The KRG and Shire of Broome allocated \$220,000 and \$55,000 respectively, leveraging \$780,000 from the State Govt for implementation. Updates on BDR and TAMS have continued through follow up meetings with Minister Papalia and the Kimberley Police Superintendent. Shire advocacy has been ongoing in support of new facility to replace recently closed Sober Up Shelter.	The KRG met with Minister Papalia (Min for Police) on 28 January raising issues related to alcohol management across the region. KRG also met with Minister Buti (Racing and Gaming) on 15 Feb to discuss antisocial behaviour in the Kimberley and issues relating to the limitations of the BDR on 15 February.	The BDR trial in the Pilbara and Kimberley regions is being evaluated by the UWA. An interim report on the trial in the Kimberley will be completed by July 2022, which will include initial findings from the BDR's first year of operation in the Kimberley, and initial recommendations for improvement.
Advocate for services addressing alcohol and other drug related harm occurring within the Shire.	Youth and Safety Officer / P	Shire advocacy ongoing in support of new facility to replace recently closed Sober Up Shelter. A number of urgent meetings held with the Mental Health Commission and concerns raised with Minister Dawson through correspondence in November.	Youth and Safety Officer met with team members from the Kimberley Community Alcohol Drug Service to discuss collaboration on the Broome Alcohol and Other Drug Management Plan. The plan is designed to shift the culture and acceptance of harmful alcohol use in the community.	Shire continues to collaborate with the Broome Alcohol and Drug Management Group by attending monthly meetings. Shire provided data on alcohol vs non-alcohol events in Broome, and has agreed to provide a checklist to event managers which outlines steps that can be taken to preventing harm from alcohol at events.
Provide administration support to the Broome Liquor Accord.	Youth and Safety Officer / P	YCDO attended liquor accord meetings. Minutes were taken by Executive Support Officer and shared with members via email. Actions recorded in action register and followed up with relevant officers post meetings.	Liquor Accord Meeting held on the 22 February at the Shire Administration Building. Following the meeting Shire officers have distributed the proposed draft voluntary restrictions for members to review and make comment.	Shire officers met to review outstanding Liquor Accord tasks ahead of the next meeting in July. Shire officers will distribute the revised Terms of Reference and the Voluntary restrictions to members so that they may be reviewed and endorsed at the meeting.
Facilitate an ongoing dialogue with the Kimberley Regional Group (four local governments) regarding a regional approach to alcohol and other drug related matters	Director Corporate Services	The KRG continues to prioritise alcohol related harm across the Kimberley and have lobbied strongly for the BDR and TAMS.	KRG met with several key Ministers in Perth Feb 15 - 18, with discussions focussing on Community Safety and Youth Crime. The BDR is seen by the KRG as a key component of any response to youth crime and community safety. State Government response has been limited however starting to gain some momentum and understanding.	
Provide funding for an independent evaluation of the Banned Drinkers Register trial in the Kimberley.	SEE COMMENT	\$25,000 Funding for a report evaluation of the trial has been reallocated to the Security Subsidy Scheme. Report is no longer required due to the State Government funding an alternative liquor restriction trial - Banned Drinkers Register (BDR) and Takeaway Alcohol Management System (TAMS). UWA Public Policy Institute will be conducting an independent report of the trial. In annual report to council it will be suggested to change this action to PARTNER rather than FUND.	N/A - see previous comment	See previous comment.

**COMMUNITY SAFETY PLAN - YEAR ONE (2021-2022)**  
**ANTI-SOCIAL BEHAVIOUR**

TASK	RESPONSIBLE OFFICER	JULY - DEC COMMENT	JAN - MARCH COMMENT	APRIL - JUNE
Provide a program of events to activate public open spaces; and strengthen neighbourhood pride and connections.	Youth & Safety Officer	School Holiday events delivered in open spaces to encourage public activation of precincts. December events being planned at Town Beach include Community Christmas Carols 12 Dec and Shire/ Triple M Kids Xmas Party 4 December. The opening of Town Beach Jetty has strengthened neighbourhood pride and youth activities of sorts	BRAC School Holiday event delivered to a diverse range of young people and families. Australia Day Citizenship Event attracted a diverse range of community members and provided free activity for children. Air Raid commemoration events postponed due to Cyclone Anika. Cable Beach Community Picnic held as part of the Cable Beach Foreshore Redevelopment engagement program, attracting a diverse range of families. Planning underway for a number of activations throughout April - July including a targeted youth event.	Reconciliation Week event held at Town Beach on Thursday 2 June. Youth HACK held in April in partnership with Broome Senior Highschool and St Mary's College. Planning underway for July School Holiday Event.
Advocate for Crime Prevention Through Environmental Design (CPTED) principles to be applied to major infrastructure projects outside of the control of the Shire.	CEO / Shire President	Continued advocacy through lobbying for the implementation of the Broome Urban Renewal Strategy.	Ongoing.	Ongoing.
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.	IT & Shire Rangers	Ongoing. Regular meetings held with OIC Broome Police to review anti social behaviour hot spots. New screen being installed in Rangers area to provide live CCTV coverage. Police provided with access as required.	Provided contact details for BSIC to Station OIC to organise a discussion on changing CCTV views and splitting costs for maintenance and new installations - no follow up from WAPOL. New display installed in Ranger area. Cameras updated to reflect correct times and automatically return to home positions after a set time as requested.	Discussion opened between BSIC and Police State Operations Command Centre on a CCTV project with the possibility to share some costs and allow greater access by WAPOL Command. Also completed repairs of Police equipment used for CCTV viewing at the Broome Station at cost to Shire.
Provide an annual lighting upgrade program.	Engineering	Liaising with Horizon Power regarding the 'Bright Lights' project to convert the Shire network to smart LED's. <a href="https://www.broome.wa.gov.au/Home/Tabs/Latest-news/Shire-lights-the-way-with-new-Frederick-Street-safety-initiative">https://www.broome.wa.gov.au/Home/Tabs/Latest-news/Shire-lights-the-way-with-new-Frederick-Street-safety-initiative</a>	Liaising with Horizon Power regarding the 'Bright Lights' project to convert the Shire network to smart LED's.	Liaising with Horizon Power regarding the 'Bright lights' project to convert the Shire network to smart LED's, 9 streets in South Broome have been highlighted for LED upgrades installation to occur in September
Advocate for external funding for CCTV and lighting programs.	Youth & Safety Officer	No additional grants identified. Security Subsidy Scheme being delivered with existing funding.	Letters sent to Ministers, Hon Ken Wyatt, Hon Paul Papalia advocating for additional funding to continue the Security Incentive Scheme. Shire officers provided information on the scheme to the Shire of Derby who wish to offer a similar incentive.	Shire officers have been advocating for additional funding to continue the popular Security Incentive Scheme and have received an additional \$4000 from the WA Police Grants Department to be allocated within the 2022-23 financial year.
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.	Youth & Safety Officer / Engineering	Through fortnightly Shire / WA POL meetings CCTV is discussed and any camera locations with restricted visibility are recorded and relayed to IT department. Infrastructure Dept liaising with WA POL on crime hot spots areas to inform the Phase 3 Local Roads Community Infrastructure funding program.	WA POL Superintendent provided Shire list of areas within townsites where additional CCTV would be beneficial and expressed support for any future grant applications made by the Shire to increase CCTV Capabilities. Shire officers have registered all public area CCTV cameras on the CAM-MAP system.	Additional CCTV cameras purchased through community safety grant and currently being installed in Chinatown Stage 2
Provide infrastructure and amenity upgrades in line with Crime Prevention Through Environmental Design (CPTED) principles.	Works / Engineering	Chinatown construction for open and transparent landscaping. To be considered through Cable Beach Foreshore Redevelopment Project and McMahon Estate Subdivision Business Case.	No action to report.	
Advocate for additional police resources to address community safety and crime prevention in the district.	CEO / Shire President	Correspondence was sent to WAPOL Kimberley Superintendent in July 2021 requesting a meeting to advocate for additional police resources in Broome to address community safety and crime prevention in the district, also seeking clarity around actions and initiatives in place to support Local Government and other agencies during the unprecedented population pressure Broome was experiencing through the Tourist season.	Additional Police announced by Min for Police in early January. The KRG met with Minister Papalia on 28 January.	No action to report.

**COMMUNITY SAFETY PLAN - YEAR ONE (2021-2022)**  
**CIVIC LEADERSHIP**

TASK	RESPONSIBLE OFFICER	JULY - DEC COMMENT	JAN - MARCH COMMENT	APRIL - JUNE COMMENT
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.	CEO / Shire President	No actions.	The KRG met with the Min for Police in late January following an announcement of additional police resources in the Kimberley. The KRG also met with several Ministers in Perth in mid-Feb including the Minister for Correction Services and Minister for Education raising a number of local issues. Correspondence was sent to Min for Police and Federal Minister Wyatt in early Feb seeking funding to continue the Shire's roll out of the Security Incentive Scheme. A number of the aforementioned meetings were also attended by our Local Member Divina D'Anna who is also supporting and lobbying in this space.	Following meetings held between the KRG and a number of Ministers in February, correspondence was subsequently forwarded to Ministers in late March. On the 3rd of May, the McGowan government announced a package to help break the cycle of youth offending in the Kimberley including: <ul style="list-style-type: none"> <li>\$15 million towards an on-country residential facility to provide an alternative to detention, as well as \$500,000 to plan and develop other safe place proposals</li> <li>\$4.3 million to expand the McGowan Government's successful Target 120 program in the Kimberley</li> <li>\$11.7 million to extend the Kimberley Schools Project to keep young people engaged with the education system</li> <li>\$2.5 million for Operation Regional Shield, enabling police to deploy additional resources to parts of regional WA as required</li> </ul> <ul style="list-style-type: none"> <li>Package also includes boost to youth night patrols, intensive support for vulnerable families, and grants for local projects to engage youth and improve community safety</li> </ul>
Advocate for the funding and delivery of an urban renewal project across major precincts in Broome.	CEO / Shire President	Urban Renewal Strategy raised with both Director General Department of Communities and Minister for Housing in recent meetings.	The KRG met with Min for Housing in early Feb and a number of Broome projects were pitched including the McMahon Estate Development and Sanctuary Rd Caravan Park/Key Worker housing initiative. The Housing crisis situation was raised as a significant issue requiring State Govt intervention. De-concentration of high proportion social housing precincts in Broome was also tabled as requiring action.	Meeting held with Minister Saffioti 28 April 2022, providing an overview on McMahon Estate/Sanctuary Rd Projects. Meeting also held with local member Divina D'anna in April presenting on Sanctuary Rd.
Fund programs addressing community safety and crime prevention through the Community Sponsorship Program.	Youth & Safety Officer	Clontarf Academy funded \$1000 towards BRAC venue hire to deliver afterschool youth engagement initiatives. Man with a Pram event funded \$1000, the event raises awareness of the importance of positive active parenting and male role models.	Broome Youth and Families Hub recieved a \$1000 Ad Hoc Grant towards the Community Christmas Party. The collaborative event hosted by Broome Youth and Families Hub with the support of other local services/organisations is open to the whole community, however, attracts a large number of financially disadvantaged families.	West Kimberley Junior Football League were a successful recipient of the 2021/22 Annual Community Matched Funding Program. The club has a high number of indigenous junior participants.
Advocate on new and emerging community safety and crime prevention issues.	Youth & Safety Officer	Security Subsidy Scheme launched in August after officers advocated for an existing grant to be reallocated towards the scheme. The scheme has been well received by the Broome Community with CCTV being the most popular security item purchased.	Letter sent to the Minister for Police (Hon Paul Papalia) regarding Juvenile Crime in Broome and the social media vigilante concerns with Tik Tok / Snap Chat challenges sparking child crime wave.	Shire officers have been advocating for additional funding to continue the popular Security Incentive Scheme and have recieved an additional \$4000 from the WA Police Grants Department to be allocated within the 2022-23 financial year. The acknowledgement in the State Budget of the issues being faced in the Kimberley reflects the strong advocacy of the KRG. Correspondence thanking the Premier in his role as Treasurer, along with Ministers MacTiernan, McGurk, Johnston, Buti, Ellery and Papalia, has been sent on behalf of the KRG in June.
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	Youth & Safety Officer	TOR for the CSWG developed and endorsed at the JULY OMC. Officers contacted stakeholders nominated in the TOR and advertised the EOI period. CSWG members endorsed at the September OMC. First meeting to be scheduled in December.	First CSWG meeting held on December 15, 2021. CSWG Members recieved a formal report as part of the agenda along with records of external correspondence on relevant community safety issues. A powerpoint presentation on the key deliverables within the reporting period was also presented by Shire officers. The next CSWG meeting is scheduled for March 30, 2022 in line with the TOR.	Community Safety Working Group meetings are scheduled on a quarterly basis and are held at the Shire Administration Building. Meetings have been held on the following dates: -15 December 2021 -30 March 2022 -29 June 2022

**COMMUNITY SAFETY PLAN - YEAR  
ONE (2021-2022) FAMILY  
AND DOMESTIC VIOLENCE**

TASK	RESPONSIBLE	JULY - DEC COMMENT	JAN - MARCH COMMENT	APRIL - JUNE COMMENT
Advocate for the delivery of ongoing strategies by the State Government to reduce family and domestic violence.	CEO / Shire President	The Kimberley Regional Group successfully championed the State Govt. to address domestic violence with the Kimberley Family Violence Service receiving \$1.326m in the 2021/22 State Budget.	Correspondence sent to Minister McGurk from KRG requesting a meeting to discuss deteriorating outcomes for some youth and families in the Kimberley with rising domestic violence, child neglect and antisocial behaviour.	Thursday 5 May – State Govt announced: 4.5 million will help address family and domestic violence in the Kimberley. Two programs aimed at tackling family violence in the Kimberley, will be extended for a further four years. The Derby Family Violence Service, run by Anglicare WA in partnership with Emama Nguda Aboriginal Corporation, will respond to family violence in Derby and the Mowanjumb Aboriginal Community. The Change Em Ways Kimberley Project, an Aboriginal men's behaviour change program run by Men's Outreach Service Aboriginal Corporation (MOSAC), will continue to operate in the remote communities of Bidyadanga, Fitzroy Crossing and Balgo/Kutjungka.
Advocate for services addressing domestic violence occurring within the Shire of Broome	CEO / Shire President	Shire Officers met with the project coordinator from the Stopping Family Violence Program in October. Officers provided information on how the Community Safety Plan was developed and information on the FDV sector in Broome. Upcoming Training through Anglicare has been promoted through Shire community networks.	No action to report.	Tuesday 14 June 2022 - Government announced: Broome is set to receive Western Australia's fourth One Stop Hub (Hub) for family and domestic violence (FDV). New Hub to provide victims of family and domestic violence with a range of supports and wraparound service assistance in a single location. Broome Hub is part of a \$60 million package of election commitments providing a comprehensive response to family and domestic violence.

COMMUNITY SAFETY PLAN - YEAR ONE (2021-2022) ITINERANCY AND ROUGH CAMPING				
TASK	RESPONSIBLE OFFICER	JULY - DEC COMMENT	JAN - MARCH COMMENT	APRIL - JUNE
Facilitate information sharing between service providers to improve collaborative outcomes to address itinerancy, including thorough initiatives such as the Broome Vulnerable People Working Group.	Youth & Safety Officer / Place	Fortnightly meetings held between Shire and WA POL Officers (Community Health Action Plan) to ensure continued collaboration on community safety initiatives. Topics discussed include itinerancy and homelessness.	Youth and Safety Officer contacted representative from the National Indigenous Australians Agency who are leading the Broome Vulnerable Peoples Working Group. Youth and Safety officer will attend future meetings and has been provided with the groups previous meeting minutes for reference.	No further actions to report. Shire continues to attend the Broome Vulnerable Peoples Working Group meetings and the fortnightly meetings with WA Police where itinerancy issues are discussed.
Partner with State Government agencies, service providers and remote communities to monitor and address itinerancy occurring within the Shire.	CEO / Shire President	Shire advocacy in support of facility to replace recently closed Sober Up Shelter. A number of urgent meetings held with the Mental Health Commission and concerns raised with Minister Dawson through correspondence in November. Rangers actively engaged with Police to resolve itinerant behaviour on Male Oval. Ongoing.	KRG met with Minister Papalia (Min for Police) on 28 January raising issues related to alcohol management across the region. KRG met with Minister for Racing and Gaming, Minister Buti 15 February. Shire officers continue to raise itinerance and homelessness through OASG as well as regular meetings with Police.	Shire staff meet with WAPOL fortnightly to collaborate on joint patrols regarding itinerancy issues. Issues in Broome have escalated in recent months and both the Shire President and CEO have raised concerns directly with the Kimberley Superintendant of Police. A meeting request remains pending.
Advocate for Aboriginal Lands Trust and Malingbarr Aboriginal Corporation to effectively manage land use and public health issues at Kennedy Hill.	CEO / Shire President	No action to report over this period. The Shire has worked diligently to address public health related issues over an extended period of time. It is noted all houses have now been removed on site.	No action to report.	No action to report.

**COMMUNITY SAFETY PLAN - YEAR ONE  
(2021-2022) BURGLARY, THEFT  
AND STEALING**

TASK	RESPONSIBLE OFFICER	JULY - DEC COMMENT	JAN - MARCH COMMENT	APRIL - JUNE COMMENT
Advocate for external funding for a home security subsidy scheme.	Youth & Safety Officer	\$25,000 WA POL grant reallocated towards the Security Subsidy Scheme. No further external grants have been identified.	Letters sent to State Ministers (Hon Ken Wyatt, Hon Paul Papalia) advocating for additional funding to continue the Security Incentive Scheme. Shire officers provided information on the scheme to the Shire of Derby who wish to deliver a similar incentive.	Shire officers have been advocating for additional funding to continue the popular Security Incentive Scheme and have recieved an additional \$4000 from the WA Police Grants Department to be allocated within the 2022-23 financial year.
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.	Youth & Safety Officer	Shire has shared 13 Broome Police Facebook Posts. The following community safety messages have been advertised via Shire Facebook page as part of also the monthly community awareness campaign: August - National Firearms Amnesty – Crime Stoppers WA. September - CAM -MAP WA. October - Banned Drinkers Register. November - Bikelinc – Crime stoppers .	The following community safety messages have been advertised via Shire Facebook page as part of the Community Awareness Campaign. December - Car Safe Pop,Lock, Stop Campaign which provides information on steps that can be taken to reduce car theft. January - Property Marking which is a WA POL / Crime stopppers / Neighbourhood Watch initiative that assists Police in returning stolen property to its rightful owner. February - Promotion of State Government Security Scheme for eligible WA Seniors.	Crime Stoppers has been promoted through the community awareness campaign including messaging around how to report, what can be promoted and answers to other common questions.
Advocate for external funding for crime prevention resources such as scooter locks and property markers.	Youth & Safety Officer	No grants identified.	No grants have been identified. Property Marking Pens in stock and promoted on Shire Facebook as being free for community members.	No grants identified.



COMMUNITY SAFETY PLAN - YEAR ONE (2021-2022) YOUTH CRIME				
TASK	RESPONSIBLE OFFICER	JULY - DEC COMMENT	JAN - MARCH COMMENT	APRIL - JUNE COMMENT
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.	Youth & Safety Officer	YCDO scheduled meetings with WA POL and Dept of Communities, Justice and Education ahead of school holidays to ensure gaps in program delivery for at risk youth are identified and facilities sourced if required. School Holiday events held on 17 July (Fishing Day) and 1 October (Pump track) were delivered in partnership with Dept of Communities.	WA POL Youth Officers were supported to utilise the BRAC facility during the January School Holidays to bring small groups of targeted at-risk youth. School Holiday event held at the BRAC on 12th January was well attended with BRAC reporting 300+ entries to the centre during the hours the event was on. ** Minister for Police Paul Papalia announced Operation Regional Shield on the 16th February as part of the State Government approach to crack down on Kimberley youth crime.	The Shire has joined the Broome Regional Youth & Families Council where meetings are held on a fortnightly basis to workshop youth priority areas ensuring collaboration between service providers.
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.	Youth & Safety Officer	The Shire of Broome has renewed its financial support of Mamabulanjin Aboriginal Corporation's (MAC) Kullarri Patrol, with a new 20k per annum three-year funding agreement. Officers have developed a renewed MOU to outline the objectives and a set reporting timeline for the agreement which will end in June 30, 2024.	Annual Community Matched Funding Program is currently open from February 5 to April 6, 2022. Youth and Safety Officer has promoted this funding opportunity to youth service providers and community service organisations.	The Shire has promoted the Kimberley Community Action Fund Grants 2022 with funding available for youth diversionary projects. The Shire has submitted two funding applications through Department of Justice, and Dept Sport & Cultural Industries for a Late Night Sports proposal which if successful will be held at the BRAC.
Advocate for external funding to ensure the ongoing delivery of diversionary activities and facilities to keep youth on country	Youth & Safety Officer	External grant opportunities continue to be shared through the Broome Youth Coordinators Network. Officers are applying for a grant through the Crime and Property Confiscation Fund for a Late Night Ball youth diversionary program to be delivered at the BRAC.	Letter sent to Director General (Adam Tomison) from Department of Justice regarding the Kimberley Juvenile Justice Strategy. The letter requested a progress update on the co-design project for the On-Country residential facility and the Safe House Facility, noting a disconnect between the budget commitment and what KJS Kimberley are delivering.	The Shire has recently joined the KJS Collaborative Project Design Working Group which is a partnership of multiple government agencies established to design and develop options, for consideration as part of the 2023/24 State Budget process.
Advocate for the delivery of alternative education programs and initiatives.	Youth & Safety Officer	No actions.	Promotion of local education and training programs through the Shire administered Broome Youth Coordinators Network. Initiatives promoted include NB's Youth Training. Rise up to Work Program, Rio Tinto's Apprentice Program and the DFES Youth in Emergency Services Program.	The Shire has promoted the Regional Arts funding opportunity for youth arts projects, and Nirumbuk's Driver Training Program through the Broome Youth Coordinators Network.
Advocate for the provision of crisis accommodation for young people, including a safe place for at risk youth at night.	CEO / Shire President	The Shire continues to advocate at Ministerial level for the finalisation and delivery of the Kimberley Juvenile Justice Strategy. A forum was held in Broome in February 2021 by the DG for Dept of Justice to workshop priority initiatives. Correspondence was sent to Minister McGurk in March 2020, requesting the State Government provides support to progress the development of crisis accommodation options in Broome for at risk youth as a priority. Councillors advocated to the Deputy Premier on this initiative at the Budget Launch held in Broome in September. It is noted that \$253k was allocated through the 21/22 State budget towards a feasibility study for a "Safe House" and an "On-country Rehabilitation Facility". The Shire have met with Dept of Justice in October to advocate for progress of these initiatives.	Shire Officers requested a meeting with Dept of Justice to seek progress on the "Safe House" and an "On-country Rehabilitation Facility". Officers were advised that there was no funding towards a "Safe House". A copy of the State budget was subsequently forwarded to Dept of Justice with a please explain and concerns raised at DG level. A follow up meeting were held with the Minister for Correction Service and DG of Justice with the Shire Pres and CEO seeking clarity on the \$1.7M of funding within the State Budget. Concerns remain in regards to what will or will not be delivered through this funding to progress these two projects. A more recent meeting held with Dept of Justice by Shire officers in early March has resulted in a request being forwarded by the Shire. The Shire has requested to be on the Kimberley Aboriginal Youth Wellbeing Steering Committee (KAYWSC). The MHC leads the KAYWSC and in part (through the Operational Working Group) has the collaborative project design (Collab Project) focus, which relates to the Kimberley Juvenile Justice Strategy. A request has also been made to the Department of Justice to present at the next CSWG on the KJS and these two projects.	Meeting held with Dept Justice 5 May 2022 to discuss KJS Collab Project Meeting held with Minister MacTernan 5 April 2022 to discuss Kimberley Juvenile Justice Strategy. Correspondence sent to Minister MacTernan 18 May - thankyou regarding investment to tackle juvenile crime in the Kimberley.

**COMMUNITY SAFETY PLAN - YEAR ONE (2021-2022)**  
**ALCOHOL AND OTHER DRUGS**

TASK	RESPONSIBLE OFFICER	JULY - DEC COMMENT	JAN - MARCH COMMENT	APRIL - JUNE COMMENT
Advocate for the implementation of measures to reduce the impact of excessive alcohol consumption. e.g. Banned Drinkers Register Takeaway Alcohol Management System.	CEO / Shire President	Following months of lobbying and collaboration with the Kimberley Regional Group (KRG) of Shires, Minister Whitby was in Broome in July to launch the BDR and TAMS. The KRG and Shire of Broome allocated \$220,000 and \$55,000 respectively, leveraging \$780,000 from the State Govt for implementation. Updates on BDR and TAMS have continued through follow up meetings with Minister Papalia and the Kimberley Police Superintendent. Shire advocacy has been ongoing in support of new facility to replace recently closed Sober Up Shelter.	The KRG met with Minister Papalia (Min for Police) on 28 January raising issues related to alcohol management across the region. KRG also met with Minister Buti (Racing and Gaming) on 15 Feb to discuss antisocial behaviour in the Kimberley and issues relating to the limitations of the BDR on 15 February.	The BDR trial in the Pilbara and Kimberley regions is being evaluated by the UWA. An interim report on the trial in the Kimberley will be completed by July 2022, which will include initial findings from the BDR's first year of operation in the Kimberley, and initial recommendations for improvement.
Advocate for services addressing alcohol and other drug related harm occurring within the Shire.	Youth and Safety Officer / P	Shire advocacy ongoing in support of new facility to replace recently closed Sober Up Shelter. A number of urgent meetings held with the Mental Health Commission and concerns raised with Minister Dawson through correspondence in November.	Youth and Safety Officer met with team members from the Kimberley Community Alcohol Drug Service to discuss collaboration on the Broome Alcohol and Other Drug Management Plan. The plan is designed to shift the culture and acceptance of harmful alcohol use in the community.	Shire continues to collaborate with the Broome Alcohol and Drug Management Group by attending monthly meetings. Shire provided data on alcohol vs non-alcohol events in Broome, and has agreed to provide a checklist to event managers which outlines steps that can be taken
Provide administration support to the Broome Liquor Accord.	Youth and Safety Officer / P	YCDO attended liquor accord meetings. Minutes were taken by Executive Support Officer and shared with members via email. Actions recorded in action register and followed up with relevant officers post meetings.	Liquor Accord Meeting held on the 22 February at the Shire Administration Building. Following the meeting Shire officers have distributed the proposed draft voluntary restrictions for members to review and make comment.	Shire officers met to review outstanding Liquor Accord tasks ahead of the next meeting in July. Shire officers will distribute the revised Terms of Reference and the Voluntary restrictions to members so that they may be reviewed and endorsed at the meeting.
Facilitate an ongoing dialogue with the Kimberley Regional Group (four local governments) regarding a regional approach to alcohol and other drug related matters	Director Corporate Services	The KRG continues to prioritise alcohol related harm across the Kimberley and have lobbied strongly for the BDR and TAMS.	KRG met with several key Ministers in Perth Feb 15 - 18, with discussions focussing on Community Safety and Youth Crime. The BDR is seen by the KRG as a key component of any response to youth crime and community safety. State Government response has been limited however starting to gain some momentum and understanding.	
Provide funding for an independent evaluation of the Banned Drinkers Register trial in the Kimberley.	SEE COMMENT	\$25,000 Funding for a report evaluation of the trial has been reallocated to the Security Subsidy Scheme. Report is no longer required due to the State Government funding an alternative liquor restriction trial - Banned Drinkers Register (BDR) and Takeaway Alcohol Management System (TAMS). UWA Public Policy Institute will be conducting an independent report of the trial. In annual report to council it will be suggested to change this action to PARTNER rather than FUND.	N/A - see previous comment	See previous comment.

**9.4.2 YOUTH PLAN (2021 - 2025) COUNCIL PROGRESS REPORT**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	COS15
<b>AUTHOR:</b>	Youth and Community Development Officer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

This report tables the deliverables within the 2021/22 reporting period of the Youth Plan (2021 – 2025) to provide Council with an update on youth initiatives delivered by the Shire of Broome or in partnership with key stakeholders.

**BACKGROUND**Previous Considerations

OMC 25 March 2021

Item 9.1.1

At the Ordinary Meeting of Council held on 25 March 2021, the Youth Plan (2021 – 2025) was endorsed as one of the informing strategies within the Community Development Framework.

The Youth Plan (2021-2025) is published on the Shire of Broome website – <https://www.broome.wa.gov.au/Community/Community-Services/Youth/Youth-Plan-2021-2025>

The Shire of Broome Youth Plan (2021 – 2025) guides the development and implementation of youth programs and services, and feeds into the Corporate Business Plan and Strategic Community Plan to demonstrate the Shire's commitment to deliver upon key priorities for its community.

The key priorities within the Youth Plan (2021-2025) are:

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

**COMMENT**

The Shire's role in implementing the Youth Plan (2021-2025) ensures appropriate facilities and services are provided to meet the needs of youth in the Broome. 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.

During the lifespan of the Youth Plan (2021-2025) Shire officers will report biannually to Council, providing an update on the deliverables that address the key priorities.

The table below outlines the key achievements over the 2021/22 Financial Year.

Initiative	Comment
Increasing youth participation in sport	<ul style="list-style-type: none"> <li>• The State Government's KidSport program is regularly promoted by the Shire. Through KidSport eligible families can apply for up to \$150 towards sports club fees.</li> <li>• KidSport vouchers are accepted at the Broome Recreation and Aquatic Centre (BRAC) and can be used towards membership fees and enrolments for swimming lessons.</li> <li>• Each school term the Shire promotes different local sports in the Broome Advertiser. This full-page advertisement gives clubs an opportunity to promote junior sports programs.</li> </ul>
Facilitating youth programs and activities at the Broome Recreation and Aquatic Centre	<ul style="list-style-type: none"> <li>• The Shire is a successful recipient of the State Government's Criminal Property Confiscation Grants Program receiving \$113,064 to develop a Late-Night Sports Program – A Sporting Chance.</li> <li>• A Sporting Chance will be a youth diversionary program delivered at the Broome Recreation and Aquatic Centre (BRAC). The program will address the issue of weekend night time youth offending by offering a safe environment for young people to engage in popular sports whilst diverting them from offending and at-risk behaviours. Shire officers have applied for additional grants to support the delivery of this program.</li> <li>• The BRAC hosts three major events annually: The Beach 2 Bay Virtual Swim, Dash &amp; Splash Series and the BRAC 2 Beach Fun Run.</li> <li>• The Dash &amp; Splash events were held on March 4 2022, April 8 2022 and June 17 2022 with a focus on promoting youth participation.</li> <li>• The Beach 2 Bay Virtual Swim was held on 3 April 2022 with one youth participant completing 10km solo and a youth team of four competing.</li> <li>• School Holiday Programs delivered at BRAC are always well attended and include popular activities such as laser tag, movie day, circus and bowling.</li> <li>• Youth sports programs that run from the BRAC include</li> </ul>

	<p>AFL Football, Soccer, Rugby, Athletics, Tennis, Cricket, Basketball, Netball, Squash, Floorball and Swimming (Barracudas).</p> <ul style="list-style-type: none"> <li>Other youth programs held at the BRAC include the Talent Development Program, and the Sand-fly Circus.</li> </ul>
Improved youth facilities at the Broome Recreation and Aquatic Centre	<ul style="list-style-type: none"> <li>Flood lighting installed at the Youth Pump track to enable longer hours of access (5:30pm – 9:30pm daily)</li> <li>Lighting at Nipper Roe Oval has recently been completed, allowing for more youth sport in the evenings if organised by sports clubs/associations.</li> <li>Construction underway for the \$1.5M Skate Park Facility which will be based on the existing skatepark site at the entry to Broome Recreation and Aquatic Centre. The Shire has engaged award-winning contractors Convic to lead the project with expected completion in July 2022.</li> <li>The Shire of Broome's BRAC 1 Youth Bike Precinct Masterplan was developed to provide a natural bush recreation area in an urban setting. Stage 1b of the precinct is progressing and incorporates mountain bike tracks and trails around the perimeter.</li> </ul>
Advocating for the provision of essential health services for young people	<ul style="list-style-type: none"> <li>The Shire promotes health services and programs in Broome, including Headspace.</li> <li>Shire officers met with the program coordinator of Headspace in May 2022 to discuss their Healthy Hoops and System Restore Program.</li> </ul>
Advocating on youth justice issues	<ul style="list-style-type: none"> <li>The Shire continues to advocate at Ministerial level for the finalisation and delivery of the Kimberley Juvenile Justice Strategy.</li> <li>Correspondence was sent to Minister for Prevention of Family and Domestic Violence Simone McGurk in March 2020, requesting the State Government provides support to progress the development of crisis accommodation options in Broome for at-risk youth as a priority.</li> <li>The Shire president and CEO met with several State Ministers in January and February 2022 to discuss a range of issues relating to youth crime, including: <ul style="list-style-type: none"> <li>Kimberley Juvenile Justice Strategy</li> <li>Youth Diversionary Programs</li> <li>Poor school attendance</li> <li>Child neglect</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• The Shire has joined the Kimberley Juvenile Justice Strategy Collaborative Project Design Working Group which is a partnership of multiple government agencies established to design and develop options, for consideration as part of the 2023/24 State Budget process.</li> <li>• Lobbying efforts to address Juvenile Justice issues were recognised through the following response within the State budget: <ul style="list-style-type: none"> <li>- \$15M towards an on-country residential facility to provide an alternative to detention, as well as \$500,000 to plan and develop other safe place proposals</li> <li>- \$4.3M to expand the McGowan Government's successful Target 120 program in the Kimberley</li> <li>- \$11.7M to extend the Kimberley Schools Project to keep young people engaged with the education system</li> <li>- \$2.5M for Operation Regional Shield, enabling police to deploy additional resources to parts of regional WA as required</li> <li>- Package also includes boost to youth night patrols, intensive support for vulnerable families, and grants for local projects to engage youth and improve community safety</li> </ul> </li> </ul>
Facilitating opportunities for young people to provide input into Shire projects	<ul style="list-style-type: none"> <li>• The Shire's Youth Advisory Council are a group of high school students who meet on a fortnightly basis to plan and develop youth projects and events.</li> <li>• The Youth Advisory Council are regularly consulted with on Shire projects to ensure the voices of young people are heard in the community.</li> <li>• During the reporting period the Youth Advisory Council provided input into the Cable Beach Foreshore Redevelopment plans, the Community Scorecard and met with the consultants for the Arts and Culture Strategy.</li> </ul>
Partnering with key stakeholders to promote programs delivering youth diversionary outcomes	<ul style="list-style-type: none"> <li>• The Shire supports youth service providers by identifying funding opportunities for new and existing youth programs and initiatives.</li> <li>• The Shire supported Broome PCYC with their grant application to purchase roller skates for their Friday night youth diversionary program.</li> <li>• The Shire regularly promotes youth programs, funding grants and training opportunities, through the Broome Youth Coordinators Network.</li> </ul>



Facilitating opportunities for youth traineeships and work experience	<ul style="list-style-type: none"> <li>• The Shire attended the Broome Chamber of Commerce Business Youth Jobs Exchange in September 2021 to promote employment opportunities and encourage engagement between local youth and the Shire.</li> <li>• Two members of the Youth Advisory Council will commence work experience at the Shire in June 2022.</li> <li>• The Shire is supportive of youth traineeships and has facilitated the following placements during the reporting period: <ul style="list-style-type: none"> <li>- Civil Maintenance Traineeship</li> <li>- Information Technology Department Traineeship</li> <li>- Infrastructure Department Traineeship</li> </ul> </li> </ul>
Delivery of a Youth Forum	<ul style="list-style-type: none"> <li>• The Shire delivered a Youth Forum at the Notre Dame University on 7 April 2022, called the Broome Youth HACK.</li> <li>• Students from Broome Senior High School and St Marys College attended the Youth Forum.</li> <li>• The Youth Forum: <ul style="list-style-type: none"> <li>- Established connections and promoted team work between students from different high schools as they worked together on their solutions.</li> <li>- Provided an opportunity for young people to have a say on issues that affect them and communicate their solutions to their peers and community representatives.</li> <li>- Fostered innovation and creativity amongst young people.</li> <li>- Celebrated positive achievements of local people in Broome.</li> </ul> </li> </ul>
Youth programs at the Broome Public Library	<ul style="list-style-type: none"> <li>• Young people are set for an education boost in the near future, with the Shire of Broome receiving two new grants to facilitate additional programs at the Broome Public Library. These include: <ul style="list-style-type: none"> <li>- Funding for an event to be held during National Science Week event.</li> <li>- Purchase of new laptops for the Broome Scratchers Coding and Robotics Club, for their sessions held at the library every Thursday.</li> </ul> </li> </ul>

Council is requested to note the aforementioned progress update on the deliverables within the 2021/22 reporting period of the Youth Plan (2021 – 2025).

## CONSULTATION

Shire officers implemented a range of broad and focussed engagement activities to advertise the public comment period and seek feedback on the Youth Plan (2021-2025).

This 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 advertisements.
- Social media posts distributed via the Shire Facebook page.
- Radio announcements via Triple M Broome.
- Two community engagement stalls.
- Targeted emails.

As part of ongoing engagement on the deliverables within the Youth Plan (2021-2025), Shire officers will provide biannual reports to Shire Council and the Youth Advisory Council.

## STATUTORY ENVIRONMENT

Nil.

## POLICY IMPLICATIONS

Nil.

## FINANCIAL IMPLICATIONS

The Youth Plan (2021-2025) was compiled under the assumption that the Shire's resources from a resourcing and budgetary perspective will remain the same as they were when the plan was endorsed for the five-year duration of the plan.

Additional actions or projects adopted by the Shire may impact the full delivery of the plan.

## RISK

Nil.

## STRATEGIC ASPIRATIONS

**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.**

**Outcome Two - Everyone has a place to call home:**

2.1 Promote access to safe, affordable accommodation to meet all needs, including itinerants, homeless people, those at risk, youth and the elderly.

**Outcome Three - A healthy, active community:**

3.1 Improve access to health facilities, services and programs to achieve good general and mental health in the community.

3.2 Improve access to sport, leisure and recreation facilities, services and programs

**VOTING REQUIREMENTS***Simple Majority***COUNCIL RESOLUTION:****(REPORT RECOMMENDATION)****Minute No. C/0622/059****Moved: Cr N Wevers****Seconded: Cr P Taylor*****That Council notes the progress update on the deliverables within the 2021/22 reporting period of the Youth Plan (2021 – 2025).*****CARRIED UNANIMOUSLY 6/0****Attachments**

There are no attachments for this report.

**9.4.3 PURCHASING POLICY REVIEW**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	ADM28
<b>AUTHOR:</b>	Manager Governance, Strategy & Risk
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

This report recommends that Council adopts an amended Purchasing Policy following the completion of the scheduled policy review. The review has considered updates to the WALGA Purchasing Policy template since the last review and also feedback from recent audits conducted by the Office of the Auditor General (OAG).

**BACKGROUND**Previous Considerations

OMC 28 May 2020

Item 9.4.2

Since February 2007, Local Governments have been required to have a purchasing policy in accordance with Regulation 11A of the *Local Government (Functions and General) Regulations 1996*.

**COMMENT**

The Purchasing Policy is reviewed regularly to ensure compliance with legislative changes and to confirm procurement requirements remain contemporary and appropriate.

The legislated increase in tender threshold from \$150,000 to \$250,000 was incorporated in the last review in May 2020, as were operational quoting changes designed to improve the efficiency of processing low value transactions less than \$5,000.

This review is largely cosmetic in nature, with WALGA continuing to periodically improve the language/format of the Purchasing Policy template without changing the overall intent. A summary of the proposed improvements is provided below.

Clause	Title	Comments
1.4.1	Defining the Purchasing Value	New clause with an emphasis on establishing supply contracts where practical to do so for ongoing supply activities. This aligns with the focus of the Procurement area in identifying and establishing contracts and supply panel arrangements.
1.4.2 (1)	Supplier Order of Priority	New clause which defines the Shire's Supplier Order of Priority which provides additional clarity to all Shire employees involved in procurement activities.

1.4.2 (2)	Purchasing Practice Purchasing Value Thresholds	For purchases up to \$50,000 if purchasing from a WALGA PSA, CUA or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained. This will provide further efficiency to lower value procurements.
2.2	Socially Sustainable Procurement	Reference to Aboriginal Business Directory has been reincluded as the Chamber of Commerce and Industry of Western Australia has taken over the management of this database.

### **Council Review Frequency**

In line with the Council's adopted Policy Framework it is recommended that the Council frequency of reviewing the Purchasing Policy is extended from two years to three years.

The Purchasing Policy will still be subject to an annual desktop review to ensure compliance will all current legislation and can be brought back to Council for approval at any time should any significant changes occur.

### **CONSULTATION**

WALGA Purchasing Policy Template

### **STATUTORY ENVIRONMENT**

#### **Local Government Act 1995**

##### **2.7. Role of council**

(2) (b) determine the local government's policies.

#### **Local Government (Functions and General) Regulations 1996**

##### **11A. Purchasing policies for local governments**

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).
- (3) A purchasing policy must make provision in respect of —
  - (a) the form of quotations acceptable; and
  - (ba) the minimum number of oral quotations and written quotations that must be obtained; and
  - (b) the recording and retention of written information, or documents, in respect of —
    - (i) all quotations received; and
    - (ii) all purchases made.

### **POLICY IMPLICATIONS**

As detailed in the body of the report and the amended Purchasing Policy.

### **FINANCIAL IMPLICATIONS**

Not applicable

## RISK

Reputational and financial risk can result from the waste or misuse of public funds. Stringent procurement practices outlined in the Purchasing Policy assist to mitigate the risk of not meeting the community's high expectation of accountability and value for money in this area.

The Purchasing Policy complements other procurement controls such as the Compliance Annual Return which has a heavy emphasis on compliance with the Tender Regulations, the annual external audit process, and the internal due diligence being completed on an ongoing basis by the Senior Procurement and Risk Officer.

## 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.

## VOTING REQUIREMENTS

*Simple Majority*

### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0622/060**

**Moved: Cr B Rudeforth**

**Seconded: Cr N Wevers**

***That Council adopts the amended Purchasing Policy as attached.***

**CARRIED UNANIMOUSLY 6/0**

## Attachments

1. Amended Purchasing Policy June 2022
2. Existing Purchasing Policy to be retired





## Purchasing Policy

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## COUNCIL POLICY



### Purchasing Policy

## 1. Purchasing

The Shire of Broome (the “Shire”) is committed to applying the objectives, principles and practices outlined in this Policy, to all purchasing activity and to ensuring alignment with the Shire’s strategic and operational objectives.

### 1.1 Objectives

The Shire’s purchasing activities will:

- (a) Achieve best value for money that considers sustainable benefits, such as; environmental, social and local economic factors;
- (b) Foster economic development by maximising participation of local businesses in the delivery of goods and services;
- (c) Use consistent, efficient and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;
- (d) Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;
- (e) Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- (f) Comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire’s Policies and procedures;
- (g) Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire of Broome;
- (h) Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire’s Risk Management framework;
- (i) Ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire’s Record Keeping Plan;
- (j) Ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.

### 1.2 Ethics and Integrity

The Shire’s Codes of Conduct apply when undertaking purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

Refer to the Shire's Statement of Business Ethics for further details.

### 1.3 Value for Money

The Shire will apply value for money principles in critically assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

#### 1.3.1 Assessing Value for Money

Value for money assessment will consider:

- (a) All relevant Total Costs of Ownership (TCO) and benefits including; transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, consumables, deployment, training, maintenance and disposal;
- (b) The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc.
- (c) The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- (d) A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this Policy, where practicable;
- (e) The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- (f) The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy including Local Economic Benefit; and
- (g) Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required.

### 1.4 Purchasing Thresholds and Practices

#### 1.4.1 Defining the Purchasing Value

The Shire will apply reasonable and consistent methodologies to assess and determine Purchasing Values, which ensure:

- (a) The appropriate purchasing threshold and practice is applied in all purchasing activities; and
- (b) Wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities where the requirements are able to be provided by a single supplier.

A **category of supply** can be defined as groupings of similar goods or services with common: supply and demand drivers; market characteristics; or suppliers.

#### 1. Strategic Purchasing Value Assessments

The Shire will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to future purchasing activity.

## 2. Individual Purchasing Value Assessments

In any case, where there is no relevant current contract, each purchasing activity is to assess the Purchasing Value based upon the following considerations:

- (a) Exclusive of Goods and Services Tax (GST); and
- (b) The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.
- (c) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.
- (d) Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

The calculated estimated Purchasing Value will determine the applicable threshold and purchasing practice to be undertaken.

### 1.4.2 Table of Purchasing Thresholds and Practices

#### (1) Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

<b>Priority 1:</b>	<b>Existing Prequalified Supplier Panel or other Contract</b> Current contracts, including a Panel of Prequalified Suppliers or contracted supplier, must be used where the Shire's supply requirements can be met through the existing contract.  If the Shire does not have a current contract relevant to the required supply, then a relevant WALGA PSA is to be used.
<b>Priority 2:</b>	<b>Local Suppliers</b> Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority.  If no relevant local supplier is available, then a relevant WALGA PSA may be used.
<b>Priority 3:</b>	<b>Tender Exempt - WALGA Preferred Supplier Arrangement (PSA)</b> Use a relevant WALGA PSA regardless of whether or not the Purchasing Value will exceed the tender threshold.

	<p>However, if a relevant PSA exists but an alternative supplier is considered to provide best value, then the CEO, or an officer authorised by the CEO, must approve the alternative supplier. Reasons for not using a PSA may include:</p> <ul style="list-style-type: none"> <li>i. Local supplier availability (that are not within the PSA); or,</li> <li>ii. Social procurement – preference to use Aboriginal business or Disability Enterprise.</li> </ul> <p>If no relevant WALGA PSA is available, then a relevant State Government CUA may be used.</p>
<b>Priority 4:</b>	<p><b>Tender Exempt - WA State Government Common Use Arrangement (CUA)</b></p> <p>Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier must be approved by the CEO, or an officer authorised by the CEO.</p> <p>If no relevant CUA is available, then a Tender Exempt [F&amp;G Reg.11(2)] arrangement may be used.</p>
<b>Priority 5:</b>	<p><b>Other Tender Exempt arrangement [F&amp;G Reg. 11(2)]</b></p> <p>Regardless of whether or not the Purchasing Value will exceed the tender threshold, the Shire will investigate and seek quotations from tender exempt suppliers, and will specifically ensure that wherever possible quotations are obtained from a WA Disability Enterprise and / or an Aboriginal Owned Business that is capable of providing the required supply.</p>
<b>Priority 6:</b>	<p><b>Other Suppliers</b></p> <p>Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with relevant Purchasing Value Threshold and Purchasing Practice specified in the table below.</p>

## (2) Purchasing Practice Purchasing Value Thresholds

The Purchasing Value, assessed in accordance with clause 1.4.1, determines the Purchasing Practice to be applied to the Shire's purchasing activities.

<b>Purchase Value Threshold</b> (ex GST)	<b>Purchasing Practice</b>
Up to \$2,000 (ex GST)	<p>Obtain at least one (1) verbal or written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p>The purchasing decision is to be evidenced in accordance with the Shire's Record Keeping Plan.</p>
From \$2,001 and up to	Obtain at least one (1) written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).



<b>Purchase Value Threshold</b> (ex GST)	<b>Purchasing Practice</b>
\$5,000 (ex GST)	The quotation is to be attached to the requisition and the purchasing decision is to be evidenced in accordance with the Shire's Record Keeping Plan.
From \$5,001 and up to \$20,000 (ex GST)	<p>Seek at least two (2) written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p>If purchasing from a WALGA PSA, CUA or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained.</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• Value for Money criteria, not necessarily the lowest price.</li> </ul> <p>The purchasing decision is to be evidenced using the Brief Evaluation Report Template and attached to the requisition for retention in accordance with the Shire's Record Keeping Plan.</p>
From \$20,001 and up to \$50,000 (ex GST)	<p>Seek at least three (3) written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p>If purchasing from a WALGA PSA, CUA or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained.</p> <p>The purchasing decision is to be based upon assessment of the suppliers' responses to:</p> <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• Value for Money criteria, not necessarily the lowest quote.</li> </ul> <p>The purchasing decision is to be evidenced using the Brief Evaluation Report Template and retained on the relevant RFQ File in accordance with the Shire's Record Keeping Plan.</p>
From \$50,001 and up to \$250,000 (ex GST)	<p>Seek at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a detailed written specification for the goods, services or works required; and</li> <li>• pre-determined selection criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be evidenced using the Evaluation Report template retained on the relevant RFQ File in accordance with the Shire's Record Keeping Plan.</p>

Purchase Value Threshold (ex GST)	Purchasing Practice
Over \$250,000 (ex GST)	<p><b>Tender Exempt</b> arrangements (i.e. WALGA PSA, CUA or other tender exemption under <i>F&amp;G Reg.11(2)</i>) require at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p><u>OR</u></p> <p><b>Public Tender</b> undertaken in accordance with the <i>Local Government Act 1995</i> and relevant Shire Policy and procedures.</p> <p>The Tender Exempt or Public Tender purchasing decision is to be based on the suppliers response to:</p> <ul style="list-style-type: none"> <li>• A detailed specification; and</li> <li>• Pre-determined selection criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The purchasing decision is to be evidenced using the Evaluation Report template and retained on the relevant RFQ/RFT File in accordance with the Shire's Record Keeping Plan.</p>
Emergency Purchases (Within Budget)  Refer to Clause 1.4.3	<p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>If there is no existing Panel or contract, then clause 1.4.2(1) Supplier Order of Priority will apply wherever practicable.</p> <p>However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p> <p>The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.</p>
Emergency Purchases (No budget allocation available)  Refer for Clause 1.4.3	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the <i>Local Government Act 1995</i>, the Shire President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>
LGIS Services	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of</p>

Purchase Value Threshold (ex GST)	Purchasing Practice
Section 9.58(6)(b) Local Government Act	LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy.  Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.

### 1.4.3 Other Purchasing Exemptions

In addition to the regulatory Tender exemptions for purchasing as set out in Regulation 11(2) of the of the Functions and General Regulations, the following are further exemptions where the Shire is not required to undertake a competitive purchasing process;

- (a) Advance / Prior Payment of Services (for example: accommodation, travel services, entertainment, conferences, seminars, training courses);
- (b) Annual Memberships / Subscriptions;
- (c) Annual Service / Software licensing and Maintenance / Support Fees;
- (d) Employment of temporary staff through temporary personnel service agencies (CEO approval required for any contract exceeding or extended beyond three (3) months);
- (e) Insurance excess;
- (f) Motor vehicle licensing and registration;
- (g) Postage;
- (h) Pre-employment medicals and staff medical services (for example: Annual flu immunisation program)
- (i) Purchases from Original Equipment Manufacture (OEM's) and where warranty provisions may be voided;
- (j) Talents acts for community events;
- (k) Purchasing as required and determined by the CEO or Director providing the approval is provided in writing prior to the purchase and attached to the requisition.

### 1.4.4 Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

- (a) A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; OR
- (b) A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a); OR

- (c) A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

#### **1.4.5 Inviting Tenders Though Not Required to do so**

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures [F&G Reg. 13].

#### **1.4.6 Expressions of Interest**

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process [F&G Reg. 21] where the required supply evidences one or more of the following criteria:

- (a) Unable to sufficiently scope or specify the requirement;
- (b) There is significant variability for how the requirement may be met;
- (c) There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- (d) Subject to a creative element; or
- (e) Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

#### **1.4.7 Unique Nature of Supply (Sole Supplier)**

An arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier may only be approved where the:

- (a) purchasing value is estimated to be over \$5,000; and
- (b) purchasing requirement has been documented in a detailed specification; and
- (c) specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- (d) market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations / tenders cannot be sourced through more than one potential supplier.

An arrangement of this nature will only be approved for a period not exceeding three (3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to evidence that only one potential supplier still genuinely exists.

#### 1.4.8 Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

#### 1.4.9 Contract Renewals, Extensions and Variations

Where a contract has been entered into as the result of a publicly invited tender process, then *Functions and General Regulation 21A* applies.

For any other contract, the contract must not be varied unless

- (a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- (b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

## 2. Sustainable Procurement

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will apply Sustainable Procurement criteria as part of the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes.

Sustainable Procurement can be demonstrated as being internally focused (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focused (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders will include a request for Suppliers to provide information regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

### 2.1 Local Economic Benefit

The Shire promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located within its District first, and secondly, those permanently located within its broader region. As much as practicable, the Shire will:

- (a) consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents;
- (b) consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- (c) ensure that procurement plans, and analysis is undertaken prior to develop Requests to understand local business capability and local content availability where components of goods or services may be sourced from within the District for inclusion in selection criteria;

- (d) explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- (e) avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid;
- (f) consider the adoption of Key Performance Indicators (KPIs) within contractual documentation that require successful Contractors to increase the number of employees from the District first; and
- (g) provide adequate and consistent information to local suppliers.

To this extent, a weighted qualitative criterion will be included in the selection criteria for Requests for Quotation and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

The Shire has adopted a Regional Price Preference Policy, which will be applied when undertaking all purchasing activities over \$10,000.

## 2.2 Socially Sustainable Procurement

The Shire will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

### (1) Aboriginal Businesses

*Functions and General Regulation 11(2)(h)* provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is \$250,000 or less, or worth \$250,000 or less.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in *F&G Reg. 11(2)(h)*) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Aboriginal Business for any amount up to and including \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

### (2) Australian Disability Enterprises

*Functions and General Regulation 11(2)(i)* provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.



If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

### **2.3 Environmentally Sustainable Procurement**

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

Qualitative weighted selection criteria will be used in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers which:

- (a) demonstrate policies and practices that have been implemented by the business as part of its operations;
- (b) generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- (c) encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

## **3. Panels of Pre-qualified Suppliers**

### **3.1 Objectives**

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- (a) there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- (b) the Panel will streamline and will improve procurement processes; and
- (c) the Shire has the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

### **3.2 Establishing and Managing a Panel**

If the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO/ Director.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

### 3.3 Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- (a) obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- (b) purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- (c) develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- (a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- (b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under *Functions and General Regulation 24AD(5)(f)* when establishing the Panel.
  - i. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.
  - ii. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract.
  - iii. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in clause 1.4.2(2) of this Policy.
  - iv. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

### 3.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

### 3.5 Communications with Panel Members

The Shire will ensure clear, consistent and regular communication with Panel Members.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be made through eQuotes - VendorPanel.

## 4. Purchasing Policy Non-Compliance

The Purchasing Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision-making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with legislation, this Purchasing Policy or the Codes of Conduct, is identified it must be reported to the Chief Executive officer or the Manager Governance, Strategy & Risk.

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- (a) an opportunity for additional training to be provided;
- (b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or
- (c) where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.

## 5. Record Keeping

All Local Government purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transfer of records to the Shire relevant to the performance of the contract.

Document Control Box							
<b>Document Responsibilities:</b>							
<b>Owner:</b>	Senior Procurement & Risk Officer			<b>Owner Business Unit:</b>	Corporate Services		
<b>Reviewer:</b>	Manager Governance, Strategy & Risk			<b>Decision Maker:</b>	Council		
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	<a href="#">s.3.57 Tenders for providing goods and Services - Local Government Act 1995</a> <a href="#">Reg 11A - Purchasing policies for local governments - Local Government (Functions and General) Regulations 1996</a> <a href="#">Part 4A - Regional Price Preference - Local Government (Functions and General) Regulations 1996</a>						
<b>Industry:</b>	<a href="#">Department of Local Government, Sporting and Cultural Industries Guideline No.11 – Use of Corporate Credit Cards</a>						
<b>Organisational:</b>							
<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	3 Yearly	<b>Next Due:</b>	6/2025	<b>Records Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Synopsis:</b>					
1.	15 March 2007	OMC Initial Adoption					
2.	28 May 2020	Min C/0520/014 review and conversion to new format.					
3.							



## Purchasing Policy

To Be Retired

27 Weld Street  
PO Box 44, Broome, WA 6725

Phone: (08) 9191 3456  
Fax: (08) 9191 3455

[shire@broome.wa.gov.au](mailto:shire@broome.wa.gov.au)  
[www.broome.wa.gov.au](http://www.broome.wa.gov.au)

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## 1. Purchasing

The Shire of Broome (the “Shire”) is committed to delivering the objectives, principles and practices outlined in this Policy, when purchasing goods, services or works to achieve the Shire’s strategic and operational objectives.

This policy complies with the Local Government (Functions and General) Regulations 1996 (The Regulations).

### 1.1 OBJECTIVES

The Shire’s purchasing activities will achieve:

- The attainment of best value for money;
- Sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- Consistent, efficient and accountable processes and decision-making;
- Fair and equitable competitive processes that engage potential suppliers impartially, honestly and consistently;
- Probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Compliance with the Local Government Act 1995, Local Government (Functions and General) Regulations 1996, as well as any relevant legislation, Codes of Practice, Standards and the Shire’s Policies and procedures;
- Efficiencies (time and resources) for the Shire of Broome
- The identification and management of risks within the Shire’s Risk Management framework;
- The creation and maintenance of records to evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire’s Record Keeping Plan;
- Confidentiality protocols that protect commercial-in-confidence information and only release information where appropriately approved.

### 1.2 ETHICS & INTEGRITY

The Shire’s Code of Conduct applies when undertaking purchasing activities and decision making. Elected Members and employees must observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

Refer to the Shire’s Statement of Business Ethics for further details.

### 1.3 VALUE FOR MONEY

Value for Money is achieved through the critical assessment of price, risk, timeliness, environmental, social, economic and qualitative factors to determine the most advantageous supply outcome that contributes to the Shire achieving its strategic and operational objectives.

The Shire will apply value for money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.



### 1.3.1 Assessing Value for Money

Assessment of value for money will consider:

- All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, training, maintenance and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, tenderers resources available, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- Financial viability and capacity to supply without the risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- A strong element of competition by seeking a sufficient number of competitive quotations wherever practicable and consistent with this Policy;
- The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy; and
- Providing opportunities for businesses within the Shire's boundaries to quote wherever possible.

## 1.4 PURCHASING THRESHOLDS AND PRACTICES

The Shire must comply with all requirements, including purchasing thresholds and processes, as prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

### 1.4.1. Policy Purchasing Value Definition

Purchasing value for a specified category of goods, services or works is to be determined upon the following considerations:

- Exclusive of Goods and Services Tax (GST); and
- Where a contract is in place, the actual or expected value of expenditure over the full contract period, including all options to extend specific to a particular category of goods, services or works. OR
- Where there is no existing contract arrangement, the Purchasing Value will be the estimated total expenditure for a category of goods, services or works over a minimum three-year period. This period may be extended to a maximum of five years only where the supply category has a high risk of change i.e. to technology, specification, availability or the Shire's requirements (Regulation 12).

The calculated estimated Purchasing Value will be used to determine the applicable threshold and purchasing practice to be undertaken.



### 1.4.2. Purchasing from Existing Contracts

The Shire will ensure that any goods, services or works required that are within the scope of an existing contract will be purchased under that contract.

### 1.4.3. Table of Purchasing Thresholds and Practices

This table prescribes Purchasing Value Thresholds and the applicable purchasing practices which apply to the Shire's purchasing activities.

Purchase Value Threshold (exc GST)	Purchasing Practice Required
Up to \$2,000 (exc GST)	<p><i>Request</i></p> <p>Consult at to whether an existing Term Contract or Pre-Qualified Supplier Panel exists and use as prescribed.</p> <p>If no Contract or Panel exists seek at least one (1) verbal or written quotation from a suitable supplier:</p> <ul style="list-style-type: none"> <li>a Local Supplier (direct or via VendorPanel Marketplace);</li> </ul> <p><i>Evaluate</i></p> <p>The rationale for the procurement decision is to be documented within the requisition.</p>
From \$2,001 and up to \$5,000 (exc GST)	<p><i>Request</i></p> <p>Consult at to whether an existing Term Contract or Pre-Qualified Supplier Panel exists and use as prescribed.</p> <p>If no Contract or Panel exists seek at least one (1) written quotation from a suitable supplier:</p> <ul style="list-style-type: none"> <li>a Local Supplier (direct or via VendorPanel Marketplace) ;</li> </ul> <p><i>Evaluate</i></p> <p>The rationale for the procurement decision is to be documented within the requisition.</p>
\$5,001 and up to \$20,000 (exc GST)	<p><i>Request</i></p> <p>Consult at to whether an existing Term Contract or Pre-Qualified Supplier Panel exists and use as prescribed.</p> <p>If no Contract or Panel exists seek at least two (2) written quotations from suitable suppliers:</p> <ul style="list-style-type: none"> <li>a Local Supplier (direct or via VendorPanel Marketplace);</li> <li>a prequalified supplier on the WALGA Preferred Supplier Program (via eQuotes)</li> <li>a WA Disability Enterprise;</li> <li>an Aboriginal Owned Business.</li> </ul> <p><i>Evaluate</i></p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	<p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>a brief outline of the specified requirement for the goods; services or works required; and</li> <li>Value for Money criteria, not necessarily the lowest quote.</li> </ul> <p>The procurement decision is to be represented using the Brief Evaluation Report Template and attached to the requisition.</p>
\$20,001 and up to \$50,000 (exc GST)	<p><i>Request</i></p> <p>Consult at to whether an existing Term Contract or Pre-Qualified Supplier Panel exists and use as prescribed.</p> <p>If no Contract or Panel exists seek at least three (3) written quotations from suppliers by invitation under a formal Request for Quotation:</p> <ul style="list-style-type: none"> <li>a Local Supplier (direct or via VendorPanel Marketplace);</li> <li>a prequalified supplier on the WALGA Preferred Supplier Program (via eQuotes)</li> <li>a WA Disability Enterprise;</li> <li>an Aboriginal Owned Business.</li> </ul> <p><i>Evaluate</i></p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>a detailed written specification for the goods, services or works required and</li> <li>pre-determined evaluation criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be represented using the Brief Evaluation Report template and attached to the requisition.</p> <p><i>Contract</i></p> <p>Where the procurement is considered high risk, Procurement Team advice is to be sought to establish if a formal contract process is required.</p> <p>Contracts entered into are to be managed in accordance with procedure and through the Shire's electronic contract management software.</p>
\$50,001 and up to \$250,000 (exc GST)	<p><i>Plan</i></p> <p>A procurement plan is to be documented in accordance with procedure.</p> <p><i>Request</i></p> <p>Consult at to whether an existing Term Contract or Pre-Qualified Supplier Panel exists and use as prescribed.</p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	<p>If no Contract or Panel exists seek at least three (3) written quotations from suppliers by invitation under a formal Request for Quotation.</p> <ul style="list-style-type: none"> <li>• a Local Supplier (direct or via VendorPanel Marketplace);</li> <li>• a prequalified supplier on the WALGA Preferred Supplier Program (via eQuotes)</li> <li>• a WA Disability Enterprise;</li> <li>• an Aboriginal Owned Business.</li> </ul> <p><i>Evaluate</i></p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a detailed written specification for the goods, services or works required and</li> <li>• pre-determined evaluation criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be represented using the Evaluation Report template and attached to the requisition.</p> <p><i>Contract</i></p> <p>Where the procurement is considered high risk, Procurement Team advice is to be sought to establish if a formal contract process is required.</p> <p>Contracts entered into are to be managed in accordance with procedure and through the Shire's electronic contract management software.</p>
Over \$250,000 (exc GST)	<p><i>Plan</i></p> <p>The procurement plan is to be documented in accordance with procedure.</p> <p><i>Request</i></p> <p>Consult at to whether an existing Term Contract or Pre-Qualified Supplier Panel exists and use as prescribed.</p> <p>If no Contract or Panel exists:</p> <ul style="list-style-type: none"> <li>• Seek at least three (3) written quotations from suppliers included in the relevant WALGA Preferred Supplier Arrangement and / or another tender exempt arrangement; OR</li> <li>• Conduct a Public Request for Tender process in accordance with the Local Government Act 1995 and relevant Shire/Town/City Policy requirements.</li> </ul> <p><i>Evaluate</i></p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	<p>The purchasing decision is to be based upon the suppliers response to:</p> <ul style="list-style-type: none"> <li>a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and</li> <li>pre-determined evaluation criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be represented using the Evaluation Report template.</p> <p><i>Contract</i></p> <p>Contracts entered into are to be managed in accordance with procedure and through the Shire's electronic contract management software.</p>
Emergency Purchases (Not Included in Budget)	<p>Only applicable where, authorised in advance by the Shire President in accordance with s.6.8 of the <i>Local Government Act 1995</i> and reported to the next available Council Meeting.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply should be obtained from the Panel suppliers.</p> <p>If however, no member of the Panel of Pre-qualified Suppliers or a suitable supplier from WALGA Preferred Supplier Arrangement is available, then the supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent that it is reasonable in context of the emergency requirements, with due consideration of best and sustainable consideration.</p>

#### 1.4.4. Public Tender Exemptions

An exemption from the requirement to publicly invite tenders may apply when the purchase is:

- obtained from a pre-qualified supplier under the WALGA Preferred Supplier Arrangement or other suppliers that are accessible under another tender exempt arrangement.
- from a pre-qualified supplier under a Panel established by the Shire;
- to be supplied by or obtained through the government of the State (CUA's) or the Commonwealth or any of its agencies;
- from a Regional Local Government or another Local Government;
- acquired from an Australian Disability Enterprise and represents Value for Money;
- the purchase is authorised under auction by Council under delegated authority;
- within 6 months of no tender being accepted;



- where the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- the purchase is covered by any of the other exclusions under Regulation 11 of the Regulations.

#### **1.4.5. Other Purchasing Exemptions**

In addition to the regulatory Tender exemptions for purchasing as set out in Regulation 11.2 of the Regulations and section 1.4.4 of this Policy, the following are further exemptions where the Shire is not required to undertake a competitive purchasing process and only where the total value of the purchase does not exceed \$250,000 (exc of GST) over 3 (three) years;

- Services of WALGA and LGIS;
- Advance / Prior Payment of Services (for example: accommodation, travel services, entertainment, conferences, seminars, Memberships, Subscriptions, training courses);
- Advertising – Newspaper (for example: Tenders in The West Australian, Broome Advertiser);
- Advertising – State Government Gazette (for example: Local Laws, Planning Notices);
- Annual Memberships / Subscriptions;
- Annual Service / Software annual licencing and Maintenance / Support Fees;
- Reimbursements (TAFE, training course fees, accommodation / meal costs, telephone and internet);
- Employment of temporary staff through temporary personnel service agencies (CEO approval required for any contract exceeding or extended beyond three (3) months) ;
- Motor vehicle licensing and registration;
- Postage;
- Insurance excess;
- Talent acts for community events;
- Pre-employment medicals and staff medical services (eg. annual flu immunisation program);
- Provision of utility services (where only sole provider);
- Purchases from Original Equipment Manufacturer (OEMs) and where warranty provisions may be voided; and
- Purchasing as required and determined by the CEO and Directors providing that the approval is provided in writing prior to the purchase and the details are recorded against the requisition.

#### **1.4.6. Inviting Tenders Under the Tender Threshold**

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 threshold.

This decision will be made after considering:

- Whether the purchasing requirement can be met through the WALGA Preferred Supplier Program or any other tender exemption arrangement; and
- Any value for money benefits, timeliness, risks; and
- Compliance requirements.



A decision to invite Tenders, though not required to do so, may occur where an assessment has been undertaken and it is considered that there is benefit from conducting a publicly accountable and more rigorous process. In such cases, the Shire/Town/City's tendering procedures must be followed in full.

#### **1.4.7. Other Procurement Processes**

##### **1.4.7.1 Expressions of Interest**

Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value or contains significant complexity of project delivery that may solicit responses from a considerable range of industry providers.

In these cases, the Shire may consider conducting an EOI process, preliminary to any Request for Tender process, where the purchasing requirement is:

- Unable to be sufficiently scoped or specified;
- Open to multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- Subject to a creative element; or
- To establish a procurement methodology that allows for an assessment of a significant number of tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes are conducted as a public process and similar rules to a Request for Tender apply. However, the EOI should not seek price information from respondents, seeking qualitative and other non-price information only. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

##### **1.4.7.2 Request for Proposal**

As an alternative to a Request for Tender, the Shire may consider conducting a Request for Proposal where the requirements are less known, or less prescriptive and detailed. In this situation, the Request for Proposal would still be conducted under the same rules as for a Request for Tender but would seek responses from the market that are outcomes based or that outline solutions to meet the requirements of the Shire.

#### **1.4.8. Emergency Purchases**

An emergency purchase is defined as an unanticipated purchase which is required in response to an emergency situation as provided for in the Act. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

#### **1.4.9. Sole Source of Supply**

A sole source of supply arrangement may only be approved where the:



- purchasing value is estimated to be over \$5,000; and
- purchasing requirement has been documented in a detailed specification; and
- specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- market testing process and outcomes of supplier assessments have been documented, inclusive of a rationale for why the supply is determined as unique and cannot be sourced through more than one supplier.

A sole source of supply arrangement will only be approved for a period not exceeding three (3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists.

#### **1.4.10. Anti-Avoidance**

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, avoiding a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

Utilising rolling contract extensions at the end of a contract term without properly testing the market or using a Tender exempt arrangement, will not be adopted as this would place this Local Government in breach of the Regulations (Regulation 12).

The Shire will conduct regular periodic analysis of purchasing activities within supply categories and aggregating expenditure values in order to identify purchasing activities which can be more appropriately undertaken within the Purchasing Threshold practices detailed in clause 1.4.3 above.

#### **1.4.11. Contract Variations**

##### **1.4.11.1 Pre-contract variations**

Pre-contract variations are permitted pursuant to Regulation 20. If after a Tender has been publicly advertised and a preferred tenderer has been chosen, but before the Shire and tenderer have entered into a contract, a minor variation may be made by the Shire. A minor variation will not alter the nature of the goods or services, nor will it materially alter the specification provided for by the initial Tender.

In the event the chosen tenderer is unable or unwilling to enter into a contract that contains a minor variation, or if the tenderer and the Shire are unable to agree on any other variation to be included in the contract as a result of the minor variation, then that tenderer ceases to be the preferred tenderer. The Shire may then choose the tenderer who submitted the next most advantageous submission.

A minor variation must be authorised by the Chief Executive Officer prior to the commencement of any negotiation in accordance with the relevant delegation.



#### 1.4.11.2 Post-contract variations

As per section 21A of the Regulations, if the Shire has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless —

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

## 2. Sustainable Procurement

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will embrace Sustainable Procurement by applying the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes. Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

It is recommended that Requests for Quotation and Tenders will include a request for information from Suppliers regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

### 2.1. LOCAL ECONOMIC BENEFIT

The Shire encourages the development of competitive local businesses within its boundary first, and second within its broader region. As much as practicable, the Shire will:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting may be included in the evaluation criteria for quotes and Tenders where suppliers are located within the Shire of Broome, a regional price preference may be applied as detailed within the Shire's Regional Price Preference Policy.



## 2.2. PURCHASING FROM DISABILITY ENTERPRISES

An Australian Disability Enterprise may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, where a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and Tenders to provide advantages to Australian Disability Enterprises, in instances where not directly contracted.

## 2.3. PURCHASING FROM ENVIRONMENTALLY SUSTAINABLE BUSINESSES

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives. A qualitative weighting may be used in the evaluation of quotes and tenders to provide advantages to suppliers which:

- demonstrate policies and practices that have been implemented by the business as part of its operations;
- generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

# 3. Panels of Pre-qualified Suppliers

## 3.1. OBJECTIVES

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish a Panel and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

## 3.2. ESTABLISHING AND MANAGING A PANEL

If the Shire decides that a Panel is to be created, it will establish the Panel in accordance with the Regulations.



Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the Panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

### 3.3. DISTRIBUTING WORK AMONGST PANEL MEMBERS

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified Panel will be awarded on the basis of value for money in every instance; or
- work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel,





the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

### 3.4. PURCHASING FROM THE PANEL

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be made through VendorPanel (or other nominated electronic quotation facility).

## 4. Purchasing Policy Non-Compliance

The Purchasing Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire of Broome's policies and procedures.

If non-compliance with legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive officer or the Manager of Governance, Strategy & Risk.

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- (a) an opportunity for additional training to be provided;
- (b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or
- (c) where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.



## 5. Record Keeping

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the State Records Act 2000 and the Shire's Record Keeping Plan. This includes those with organisations involved in a tender or quotation process, including suppliers.

## 6. Adoption of this Policy

Document Control Box							
Document Responsibilities:							
Owner:	Senior Procurement & Risk Officer		Owner Business Unit:	Corporate Services			
Reviewer:	Manager Governance, Strategy & Risk		Decision Maker:	Council			
Compliance Requirements:							
Legislation:	<a href="#">Local Government Act 1995 - s3.57 - Tenders for providing goods or services and s5.41 - Functions of CEO</a> <a href="#">Local Government (Functions and General) Regulations 1996 Part 4A - Regional Price Preference</a>						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Med	Review Frequency:	biennial	Next Due:	5/2022	Records Ref:	
Version #	Decision Reference:		Synopsis:				
1.	15 March 2007		OMC Initial Adoption				
2.	28 March 2020		Min C/0520/014 Review and conversion to new format				

**9.4.4 MONTHLY PAYMENT LISTING MAY 2022**

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

**SUMMARY:**

This report recommends that Council receives the list of payments made under delegated authority, as per the attachment to this report, for May 2022.

**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 May 2022.

**CONSULTATION**

Nil.

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

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
  - (a) *the payee's name;*
  - (b) *the amount of the payment; and*
  - (c) *the date of the payment; and*
  - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
  - (a) *for each account which requires council authorisation in that month —*
    - (i) *the payee's name; and*
    - (ii) *the amount of the payment; and*

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

## POLICY IMPLICATIONS

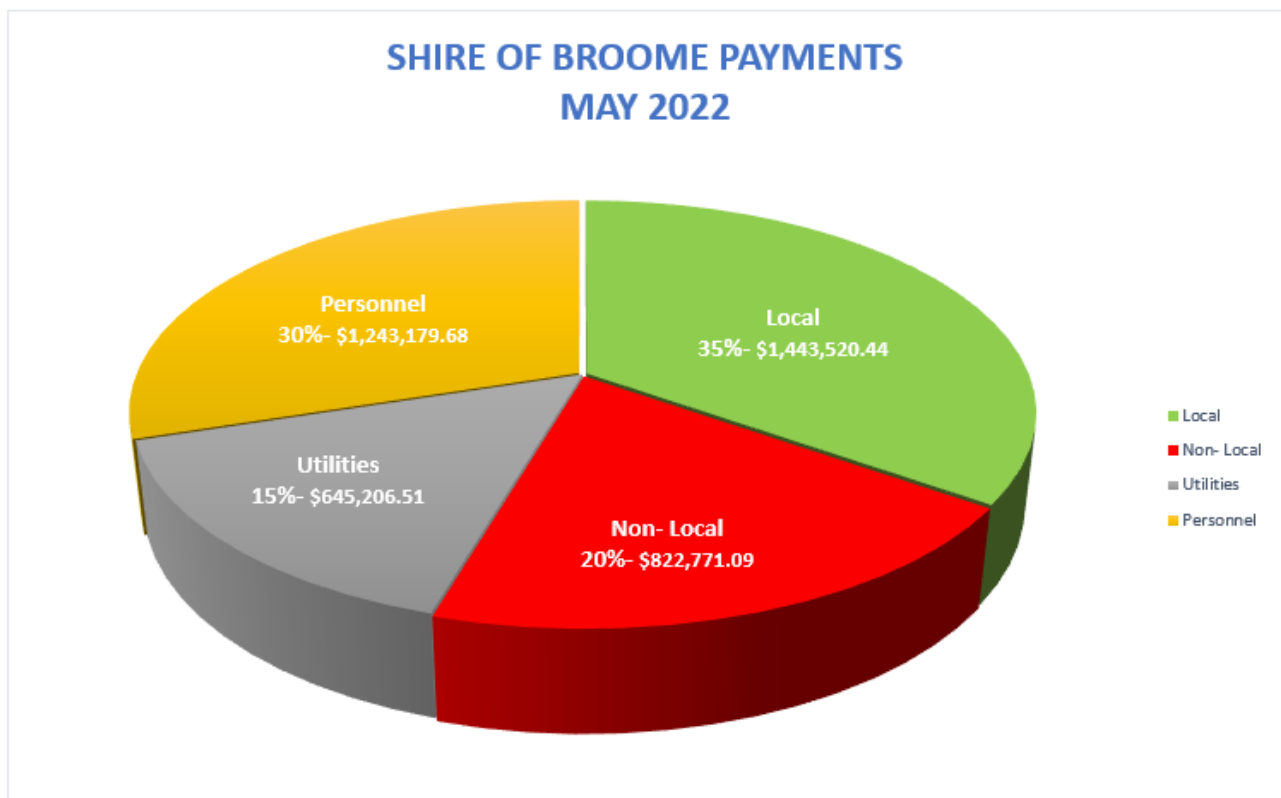
Nil.

## FINANCIAL IMPLICATIONS

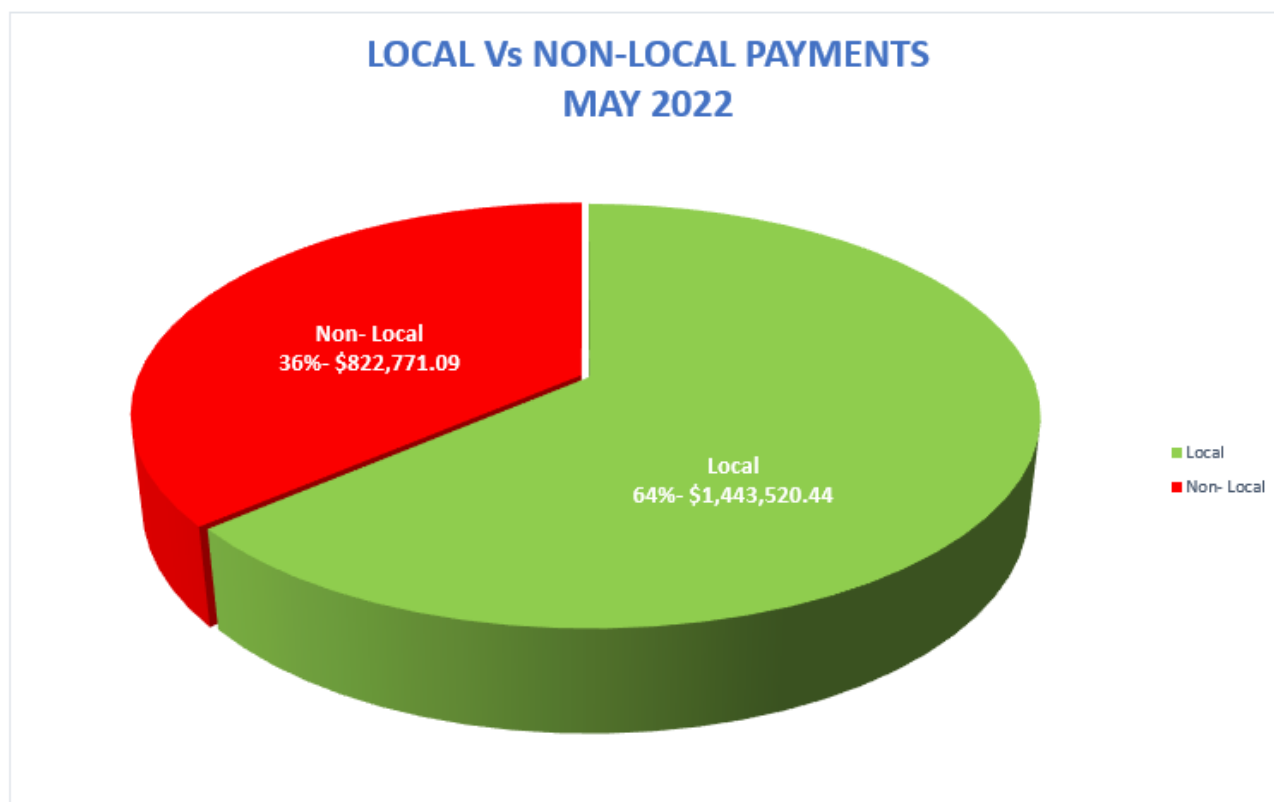
List of payments made in accordance with budget and delegated authority. The graph below displays the percentage comparison of total spend for May 2022.

For the month of May 2022:

- Local spend accounted for \$1,443,520.44 (35%) of total payments
- Non-local payments were \$822,771.09 (20%)
- Personnel payments totalled \$1,243,179.68 (30%); and
- Utility payments totalled \$645,206.51 (15%).



The graph below shows the percentage of local spend in comparison to non-local and recoupable spend for May 2022 after \$1,243,179.68 in personnel payments, \$645,206.51 in utilities and other non-local sole suppliers were excluded.



### YEAR TO DATE CREDITOR PAYMENTS

The below table summarises the total payments made to creditors year to date:

Month	Cheques	EFT Payments	Direct Debit	Credit Card	Trust	Payroll	Total Creditors
Jul-21	\$ 10,506.30	\$ 5,896,317.44	\$ 160,306.41	\$ 6,007.73	\$ -	\$ 1,696,691.00	\$ 7,769,828.88
Aug-21	\$ 10,506.30	\$ 2,713,492.40	\$ 183,695.00	\$ -	\$ -	\$ 941,363.60	\$ 3,849,057.30
Sep-21	\$ 6,195.68	\$ 3,935,210.23	\$ 178,688.21	\$ 12,730.32	\$ -	\$ 1,226,205.36	\$ 5,359,029.80
Oct-21	\$ 1,483.11	\$ 2,768,258.68	\$ 160,949.53	\$ 12,730.32	\$ -	\$ 1,205,740.99	\$ 4,149,162.63
Nov-21	\$ 200.00	\$ 3,488,512.00	\$ 155,301.97	\$ 14,493.76	\$ -	\$ 1,138,889.36	\$ 4,797,397.09
Dec-21	\$ 1,535.45	\$ 2,440,244.32	\$ 641,503.06	\$ 15,913.03	\$ -	\$ 1,670,146.75	\$ 4,769,342.61
Jan-22	\$ 400.00	\$ 1,082,912.81	\$ 174,182.24	\$ 7,624.83	\$ -	\$ 1,110,862.41	\$ 2,375,982.29
Feb-22	\$ 2,864.42	\$ 1,160,790.14	\$ 165,950.64	\$ 2,081.14	\$ -	\$ 827,368.62	\$ 2,159,054.96
Mar-22	\$ 1,740.70	\$ 2,388,130.73	\$ 159,320.20	\$ 5,550.57	\$ -	\$ 1,642,368.34	\$ 4,197,110.54
Apr-22	\$ 751.61	\$ 2,456,550.66	\$ 167,430.04	\$ -	\$ -	\$ 1,117,627.13	\$ 3,742,359.44
May-22	\$ 5,453.74	\$ 2,672,361.29	\$ 233,683.01	\$ -	\$ -	\$ 1,243,179.68	\$ 4,154,677.72
<b>TOTAL</b>	<b>41,637.31</b>	<b>31,002,780.70</b>	<b>2,381,010.31</b>	<b>77,131.70</b>	<b>-</b>	<b>13,820,443.24</b>	<b>47,323,003.26</b>

### 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 CORPORATE PLAN OBJECTIVES**

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

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

*13.2 Improve real and perceived value for money from rates*

## **VOTING REQUIREMENTS**

*Simple Majority*

### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0622/061**

**Moved: Cr N Wevers**

**Seconded: Cr P Taylor**

**That Council:**

- 1. Receives the list of payments made from the Municipal and Trust Accounts in May 2022 totalling in \$4,154,677.72 (Attachment 1) per the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996 covering:**
  - a) EFT Vouchers 65453 - 65783 totalling \$3,915,540.97.**
  - b) Municipal Cheque Vouchers 57736 - 57743 totalling \$5,453.74.**
  - c) Trust Cheque Vouchers 0000 – 0000 totalling \$0.00; and**
  - d) Credit Card Payments and Municipal Direct Debits 30772.1 – 30898.9 totalling \$233,683.01.**
- 2. Notes the local spend of \$1,443,520.44. included in the amount above, equating to 64%. of total payments excluding personnel, utility and other external sole supplier costs**

**CARRIED UNANIMOUSLY 6/0**

## **Attachments**

- 1. Monthly Payment Listing May 2022**



**Item 9.4.4 - MONTHLY PAYMENT LISTING MAY 2022**

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, TRUST, DIRECT DEBITS & CREDIT CARDS - MAY 2022						
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - MAY 2022						
EFT	Date	Name	Description	Amount	DEL AUTH	Local Spend
EFT65453	01/05/2022	WATER CORPORATION	Water Use and Service Charge Account	\$ 31,543.72	MFS	
EFT65454	02/05/2022	BRUCE JOSEPH RUDEFORTH JNR	Monthly Councillor Sitting Fee and Allowances	\$ 1,747.75	MFS	\$ 1,747.75
EFT65455	02/05/2022	CHRISTOPHER RALPH MITCHELL	Monthly Councillor Sitting Fee and Allowances	\$ 1,747.75	MFS	\$ 1,747.75
EFT65456	02/05/2022	DESIREE MAGDOLNA MALE	Monthly Councillor Sitting Fee and Allowances	\$ 2,737.67	MFS	\$ 2,737.67
EFT65457	02/05/2022	ELSTA REGINA FOY	Monthly Councillor Sitting Fee and Allowances	\$ 1,747.75	MFS	\$ 1,747.75
EFT65458	02/05/2022	HAROLD NORMAN TRACEY	Monthly Councillor Sitting Fee and Allowances	\$ 6,202.16	MFS	\$ 6,202.16
EFT65459	02/05/2022	NIK WEVERS	Monthly Councillor Sitting Fee and Allowances	\$ 1,747.75	MFS	\$ 1,747.75
EFT65460	02/05/2022	PETER JOHN TAYLOR	Monthly Councillor Sitting Fee and Allowances	\$ 1,747.75	MFS	\$ 1,747.75
EFT65461	02/05/2022	PHILLIP FRANCIS MATSUMOTO	Monthly Councillor Sitting Fee and Allowances	\$ 1,747.75	MFS	\$ 1,747.75
EFT65462	04/05/2022	A2K TECHNOLOGIES PTY LTD	Support & License Maintenance- IT	\$ 4,609.00	MFS	
EFT65463	04/05/2022	ABLE ELECTRICAL (WA) PTY LTD	Upgrade Oval Infrastructure (RFT21-05)- BRAC	\$ 9,702.00	MFS	\$ 9,702.00
EFT65464	04/05/2022	ADOBE INC.	Adobe Subscription- Rates	\$ 599.81	MFS	
EFT65465	04/05/2022	ADVANCED ELECTRICAL EQUIPMENT PTY LTD	Electrical Conduit- P&G	\$ 599.69	MFS	
EFT65466	04/05/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Vehicle Maintenance- P&G	\$ 2,537.26	MFS	
EFT65467	04/05/2022	ALLPEST (BROOME PEST CONTROL)	Bi-annual Pest Inspection- Depot	\$ 104.50	MFS	\$ 104.50
EFT65468	04/05/2022	AUSTRALIAN LIBRARY & INFORMATION ASSOCIATION LTD	Programmes & Materials- Library	\$ 40.00	MFS	
EFT65469	04/05/2022	AVERY AIRCONDITIONING PTY LTD	Air Conditioning Maintenance- Kimberley Regional Office 1	\$ 1,604.96	MFS	\$ 1,604.96
EFT65470	04/05/2022	BIDFOOD	Kiosk Stock- BRAC	\$ 975.30	MFS	\$ 975.30
EFT65471	04/05/2022	BROOME BOLT SUPPLIES WA PTY LTD	Fencing Maintenance- Works	\$ 94.05	MFS	\$ 94.05
EFT65472	04/05/2022	BROOME DIESEL & HYDRAULIC SERVICE	Vehicle Maintenance- Works	\$ 1,141.50	MFS	\$ 1,141.50
EFT65473	04/05/2022	CAITLIN OLSON	Netball Umpiring- BRAC	\$ 245.00	MFS	\$ 245.00
EFT65474	04/05/2022	CAPITAL DIVISON	Insurance Repairs- Magabala Books	\$ 11,463.42	MFS	\$ 11,463.42
EFT65475	04/05/2022	COAST & COUNTRY ELECTRICS	Street Light Repairs- Property	\$ 891.97	MFS	\$ 891.97
EFT65476	04/05/2022	CS LEGAL	Debt Collection Fees- Finance	\$ 1,219.50	MFS	
EFT65477	04/05/2022	DENISE GAIL BAINBRIDGE	Netball Umpiring- BRAC	\$ 105.00	MFS	\$ 105.00
EFT65478	04/05/2022	ES2 PTY LTD	Penetration Testing External- IT	\$ 5,500.00	MFS	
EFT65479	04/05/2022	EZESCAN	License Maintenance & Support- IT	\$ 2,494.80	MFS	
EFT65480	04/05/2022	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Vehicle Maintenance- WMF	\$ 960.70	MFS	\$ 960.70
EFT65481	04/05/2022	FIRE & SAFETY SERVICES	Fire Equipment Servicing- Civic Centre	\$ 675.65	MFS	\$ 675.65
EFT65482	04/05/2022	FLOWERS ON SAVILLE STREET	Flowers- Anzac Day Dawn Service	\$ 95.00	MFS	\$ 95.00
EFT65483	04/05/2022	FOOTPRINT CLEANING	Cleaning- Various	\$ 121.00	MFS	\$ 121.00
EFT65484	04/05/2022	FUEL TRANS AUSTRALIA PTY LTD T/A RECHARGE PETROLEUM (BP BROOME CENTRAL)	Fuel & Oil- Depot	\$ 565.40	MFS	\$ 565.40
EFT65485	04/05/2022	GOOD EARTH GARDEN PRODUCTS PTY LTD	Potting Mix- Nursery	\$ 709.50	MFS	
EFT65486	04/05/2022	HARMONY HORTICULTURE	Weed Spraying (RFQ21-53)- P&G	\$ 5,720.00	MFS	\$ 5,720.00
EFT65487	04/05/2022	HARVEY NORMAN AV/IT SUPERSTORE	Earphones, Wired & Wireless- IT	\$ 2,128.00	MFS	\$ 2,128.00
EFT65488	04/05/2022	BROOME		\$ 2,128.00	MFS	
EFT65489	04/05/2022	HERBERT SMITH FREEHILLS	Legal Advice- Property	\$ 376.20	MFS	
EFT65490	04/05/2022	HIT PRODUCTIONS PTY LTD	Tech Levy for the Sapphires- Civic Centre	\$ 1,450.00	MFS	
EFT65491	04/05/2022	HOLDFAST FLUID POWER NW PTY LTD	Hydraulic Hose Repair for the Grader- Works	\$ 141.31	MFS	
EFT65492	04/05/2022	HORIZON POWER (SERVICE WORKS)	Street Light Upgrades- South Broome	\$ 126,053.30	MFS	
EFT65493	04/05/2022	IRONJACK RECYCLING PTY LTD ATF IRONJACK TRUST	Green Waste Grinding (RFT19-03)- WMF	\$ 23,210.44	MFS	
EFT65494	04/05/2022	J BLACKWOOD & SON T/A5 BLACKWOODS	Equipment & Tools- WMF	\$ 3,491.99	MFS	\$ 3,491.99
EFT65495	04/05/2022	KARRATHA ASPHALT (MANNING PAVEMENT SERVICES)	Aggregate for Urban Reseals Renewal Program (RFT 19/06)- Various	\$ 241,146.01	MFS	
EFT65496	04/05/2022	KENNARDS HIRE	Hire Excavator (RFT 20/10)- Drainage	\$ 445.50	MFS	\$ 445.50
EFT65497	04/05/2022	KIMBERLEY FUEL & OIL SERVICES	Air Filters for Compactor- WMF	\$ 1,936.25	MFS	\$ 1,936.25
EFT65498	04/05/2022	KIMBERLEY TREE CARE	Remove Fallen Tree- P&G	\$ 990.00	MFS	\$ 990.00

**Item 9.4.4 - MONTHLY PAYMENT LISTING MAY 2022**

EFT	Date	Name	Description	Amount	DEL AUTH	Local Spend
EFT65498	04/05/2022	KIMBERLEY TRUSS (NORTRUSS (NT PTY LTD)	Chainsaw Chains- Depot	\$ 231.96	MFS	\$ 231.96
EFT65499	04/05/2022	KOMATSU AUSTRALIA PTY LTD	Switch for Loader- WMF	\$ 273.77	MFS	
EFT65500	04/05/2022	KRISTY BECKINGHAM	Netball Umpiring- BRAC	\$ 420.00	MFS	\$ 420.00
EFT65501	04/05/2022	LANDGATE	Certificate of Title- Rates	\$ 108.80	MFS	
EFT65502	04/05/2022	LOCK & LOAD LASER TAG	School Holiday Programs- Civic Centre	\$ 990.00	MFS	\$ 990.00
EFT65503	04/05/2022	MOORE AUSTRALIA AUDIT (WA)	Financial Management Workshop- Rates	\$ 2,860.00	MFS	
EFT65504	04/05/2022	MUDMAP STUDIO	Fusion Artwork Film- Explore Broome App	\$ 3,520.00	MFS	\$ 3,520.00
EFT65505	04/05/2022	NORTHERN RURAL SUPPLIES PTY LTD	Oil- WMF	\$ 2,246.21	MFS	\$ 2,246.21
EFT65506	04/05/2022	OFFICE NATIONAL BROOME	Sit Stand Workstation- Shire Admin	\$ 734.74	MFS	\$ 734.74
EFT65507	04/05/2022	OHM ELECTRONICS	Reset Satellite Receivers- IT	\$ 154.00	MFS	\$ 154.00
EFT65508	04/05/2022	PAATSCH GROUP	Sport and Recreation Plan (RFQ 21-1)- BRAC	\$ 17,509.80	MFS	
EFT65509	04/05/2022	PRINTING IDEAS	Design & Produce Inflatable Banner- BRAC	\$ 386.36	MFS	\$ 386.36
EFT65510	04/05/2022	REBUS RESTROOMS (CAST-TECH GROUP)	Ablutions (RFQ 21-16)- Cemetery	\$ 11,033.00	MFS	
EFT65511	04/05/2022	REDFISH TECHNOLOGIES PTY LTD	AV System Maintenance- IT	\$ 40,943.74	MFS	
EFT65512	04/05/2022	REMOTE MECHANICAL CONTRACTING	Various Vehicle Maintenance- WMF	\$ 12,903.00	MFS	\$ 12,903.00
EFT65513	04/05/2022	RESOLUTE SECURITY SERVICES	Security Charges- Civic Centre	\$ 198.00	MFS	
EFT65514	04/05/2022	ROADLINE CIVIL CONTRACTORS	Traffic Controllers (RFQ 21-41)- Re Seal Programme	\$ 9,781.75	MFS	\$ 9,781.75
EFT65516	04/05/2022	ST JOHN AMBULANCE AUSTRALIA (WA) INC	Organisational Training- People & Culture	\$ 160.00	MFS	
EFT65517	04/05/2022	STREETER & MALE PTY MITRE 10	West Australian Newspapers- Library	\$ 178.20	MFS	\$ 178.20
EFT65518	04/05/2022	SUNDRY CREDITOR- DEBTORS	Refund (1319)- Rangers	\$ 143.00	MFS	
EFT65519	04/05/2022	TNT AUSTRALIA PTY LTD	Freight- Health	\$ 170.48	MFS	
EFT65520	04/05/2022	TOTALLY WORKWEAR	Uniform- Civic Centre	\$ 96.00	MFS	\$ 96.00
EFT65521	04/05/2022	WATERCHOICE (AUST) PTY LTD	Water Filtration System- BRAC	\$ 390.00	MFS	
EFT65522	04/05/2022	WEST COAST ON HOLD (ON HOLD ONLINE)	Phone Messages- Marketing	\$ 77.00	MFS	
EFT65523	04/05/2022	WESTERN DIAGNOSTIC PATHOLOGY	Recruitment Drug & Alcohol Tests- People & Culture	\$ 256.74	MFS	
EFT65524	04/05/2022	WOOLWORTHS GROUP LIMITED	Science & Craft School Holiday Supplies- BRAC	\$ 569.04	MFS	
EFT65525	04/05/2022	WURTH AUSTRALIA PTY LTD	Rugs & Micro Absorber- Workshop	\$ 773.04	MFS	
EFT65526	05/05/2022	AUSTRALIAN TAXATION OFFICE	Payroll S&W	\$ 121,076.00	MFS	
EFT65527	05/05/2022	EASISALARY PTY LTD T/A EASI	Payroll deductions	\$ 14,493.49	MFS	
EFT65528	05/05/2022	SPA SALARY PACKAGING AUSTRALIA	Payroll deductions	\$ 1,780.35	MFS	
EFT65529	05/05/2022	AUSTRALIAN SERVICES UNION - WA BRANCH	Payroll deductions	\$ 543.90	MFS	
EFT65530	05/05/2022	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll deductions	\$ 760.00	MFS	
EFT65531	05/05/2022	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll deductions	\$ 640.00	MFS	
EFT65532	05/05/2022	CHILD SUPPORT AGENCY	Payroll deductions	\$ 472.44	MFS	
EFT65533	05/05/2022	LGRCEU	Payroll deductions	\$ 170.80	MFS	
EFT65534	05/05/2022	BROOME COMMONWEALTH BANK OF AUSTRALIA	Payroll S&W	\$ 359,787.00	MFS	
EFT65535	05/05/2022	STAFF	Payroll S&W	\$ 3,021.30	MFS	
EFT65536	10/05/2022	ALLVOLTS POWER SOLUTIONS PTY LTD	Vehicle Maintenance- P&G	\$ 439.00	MFS	\$ 439.00
EFT65537	10/05/2022	ANDREW AARON WEIR	Refund (A121120)- Rates	\$ 3,189.42	MFS	\$ 3,189.42
EFT65538	10/05/2022	AVERY AIRCONDITIONING PTY LTD	Air Conditioning Maintenance- Civic Centre	\$ 1,441.97	MFS	\$ 1,441.97
EFT65539	10/05/2022	BIDFOOD	Kiosk Stock- BRAC	\$ 1,707.56	MFS	\$ 1,707.56
EFT65540	10/05/2022	BK SIGNS (HALLIDAY ENTERPRISES PTY LTD)	Plant & Equipment Maintenance- BRAC	\$ 88.00	MFS	\$ 88.00
EFT65541	10/05/2022	BOAB UAS PTY LTD	Videography- Air Raid Artwork	\$ 432.50	MFS	\$ 432.50
EFT65542	10/05/2022	BROOME TOYOTA	Car Service- Director	\$ 599.57	MFS	\$ 599.57
EFT65543	10/05/2022	CABLE BEACH ELECTRICAL SERVICE	Lighting & Checks Bedford Park- Anzac Day Service	\$ 132.00	MFS	\$ 132.00
EFT65544	10/05/2022	CHADSON ENGINEERING PTY LTD	Chemicals- BRAC	\$ 296.45	MFS	
EFT65545	10/05/2022	COASTMAC PTY LTD	Vehicle & Plant Renewal (RFQ 21-15)- P&G	\$ 32,750.00	MFS	
EFT65546	10/05/2022	COLES SUPERMARKETS - CHINATOWN, S324	Late Payment Fee- Administration	\$ 16.35	MFS	\$ 16.35
EFT65547	10/05/2022	CUTTING EDGES REPLACEMENT PARTS PTY LTD	Vehicle Maintenance- WMF	\$ 215.60	MFS	
EFT65548	10/05/2022	EVENTPRO SOFTWARE	Licence Maintenance & Support - IT	\$ 1,436.41	MFS	
EFT65549	10/05/2022	FIRE & SAFETY SERVICES	Fire Equipment Servicing- Civic Centre	\$ 624.30	MFS	\$ 624.30
EFT65550	10/05/2022	FOOTPRINT CLEANING	Cleaning- Various	\$ 121.00	MFS	\$ 121.00
EFT65551	10/05/2022	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight- Depot	\$ 447.16	MFS	\$ 447.16
EFT65552	10/05/2022	HOLDFAST FLUID POWER NW PTY LTD	Vehicle Maintenance- P&G	\$ 161.78	MFS	

**Item 9.4.4 - MONTHLY PAYMENT LISTING MAY 2022**

EFT	Date	Name	Description	Amount	DEL AUTH	Local Spend
EFT65553	10/05/2022	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Various	\$ 8.55	MFS	
EFT65554	10/05/2022	ILLION AUSTRALIA PTY LTD	SMS Payment Service- Rates	\$ 984.50	MFS	
EFT65555	10/05/2022	J BLACKWOOD & SON T/AS BLACKWOODS	Jumper Leads - WMF	\$ 1,432.48	MFS	\$ 1,432.48
EFT65556	10/05/2022	KIMBERLEY FUEL & OIL SERVICES	Truck Air Filter- P&G	\$ 128.21	MFS	\$ 128.21
EFT65557	10/05/2022	KIMBERLEY TRUSS (NORTRUSS (NT) PTY LTD)	Rim Sprocket Kit- P&G	\$ 233.71	MFS	\$ 233.71
EFT65558	10/05/2022	KMART AUSTRALIA LIMITED	School Holiday Activities Craft- BRAC	\$ 227.50	MFS	\$ 227.50
EFT65559	10/05/2022	LEAH BERKREY	Anniversary Gift- Councillors	\$ 279.19	MFS	\$ 279.19
EFT65560	10/05/2022	MAGIQ SOFTWARE PTY LTD	Software Fees & Charge- IT	\$ 929.50	MFS	
EFT65561	10/05/2022	NORTH WEST COAST SECURITY	Security Service- Shire Admin	\$ 60.50	MFS	\$ 60.50
EFT65562	10/05/2022	NORTH WEST TRIM & SHADE	Repair Shade Sails- Town Beach	\$ 385.00	MFS	\$ 385.00
EFT65563	10/05/2022	OFFICE NATIONAL BROOME	Stationary Charges- IT	\$ 261.97	MFS	\$ 261.97
EFT65564	10/05/2022	OPTEON PROPERTY GROUP PTY LTD	Land Valuation- McMahon Oval	\$ 5,004.41	MFS	
EFT65565	10/05/2022	PRITCHARD FRANCIS CONSULTING PTY LTD	Structural Testing of the Existing Slab- Surf Club	\$ 8,691.38	MFS	
EFT65566	10/05/2022	REMOTE MECHANICAL CONTRACTING	Vehicle Maintenance- WMF	\$ 2,277.00	MFS	\$ 2,277.00
EFT65567	10/05/2022	ROADLINE CIVIL CONTRACTORS	Traffic Management- Works	\$ 3,154.25	MFS	\$ 3,154.25
EFT65568	10/05/2022	STREETER & MALE PTY MITRE 10	Tools & Equipment- P&G	\$ 252.82	MFS	\$ 252.82
EFT65569	10/05/2022	TAPPED PLUMBING & GAS PTY LTD	Plumbing Works- Cable Beach Toilets	\$ 1,373.90	MFS	\$ 1,373.90
EFT65570	10/05/2022	TERRY PATTERSON BUILDER (DEVERE CORPORATION PTY LTD )	Netball Poles- BRAC	\$ 1,133.00	MFS	\$ 1,133.00
EFT65571	10/05/2022	THEATRE KIMBERLEY INC (WORN ART)	Circus Activity for School Holidays- BRAC	\$ 638.00	MFS	\$ 638.00
EFT65572	10/05/2022	TNT AUSTRALIA PTY LTD	Freight Charges- Health	\$ 57.15	MFS	
EFT65573	10/05/2022	TOTALLY WORKWEAR	Corporate Uniform- People & Culture	\$ 815.40	MFS	\$ 815.40
EFT65574	10/05/2022	TRADELINK PLUMBING SUPPLIES	Reactive Maintenance- Staff Housing	\$ 193.27	MFS	\$ 193.27
EFT65575	10/05/2022	VORGE PTY LTD	Swimming Equipment- BRAC	\$ 1,814.78	MFS	
EFT65576	10/05/2022	WEST AUSTRALIAN NEWSPAPERS	Advertisement Charges- Bi-weekly Shire News	\$ 4,458.00	MFS	
EFT65577	10/05/2022	WOOLWORTHS GROUP LIMITED	School Holiday Activities Supplies- BRAC	\$ 6.95	MFS	
EFT65578	10/05/2022	ZOOM CAPITAL PTY LTD T/A BROOME AND AROUND BUS CHARTERS	Holiday Program Activities- BRAC	\$ 560.00	MFS	\$ 560.00
EFT65579	11/05/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Filter & Service Kit- P&G	\$ 2,788.25	MFS	
EFT65580	11/05/2022	BOAB UAS PTY LTD	Event Videography- Youth Hack	\$ 1,300.00	MFS	\$ 1,300.00
EFT65581	11/05/2022	BROOME DOCTORS PRACTICE PTY LTD	Recruitment Expenses- People & Culture	\$ 72.00	MFS	\$ 72.00
EFT65582	11/05/2022	BROOME SMALL ENGINE SERVICES	Plant Maintenance- P&G	\$ 81.71	MFS	\$ 81.71
EFT65583	11/05/2022	COCA COLA AMATIL (HOLDINGS) LTD	Kiosk Stock- BRAC	\$ 927.95	MFS	
EFT65584	11/05/2022	COLES SUPERMARKETS - CHINATOWN, 5324	Refreshments- Corporate Communication Engagement Strategy	\$ 56.63	MFS	\$ 56.63
EFT65585	11/05/2022	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Various	\$ 16,833.34	MFS	
EFT65586	11/05/2022	LEISURE INSTITUTE OF WA AQUATICS (INC) LIWA	Aquatics Conference- BRAC	\$ 200.00	MFS	
EFT65587	11/05/2022	MAJOR MOTORS PTY LTD	Truck Service- WMF	\$ 2,337.30	MFS	
EFT65588	11/05/2022	T - QUIP	Replacement Parts for Loader- P&G	\$ 2,863.35	MFS	
EFT65589	11/05/2022	VIVA ENERGY AUSTRALIA	Fuel Card Charges- Various	\$ 119.72	MFS	
EFT65590	11/05/2022	WEST AUSTRALIAN NEWSPAPERS	Advertising Bi Weekly Shire News Pages- Marketing	\$ 2,972.00	MFS	
EFT65591	11/05/2022	WOOLWORTHS GROUP LIMITED	Supplies for Youth Event- PCYC	\$ 159.00	MFS	
EFT65592	11/05/2022	WRITING WA	Annual Subscription- Library	\$ 135.00	MFS	
EFT65593	12/05/2022	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Various	\$ 8,060.66	MFS	
EFT65594	13/05/2022	BRONTE MACMILLAN	Relocation Expense- People & Culture	\$ 1,181.22	MFS	\$ 1,181.22
EFT65595	20/05/2022	ABLE ELECTRICAL (WA) PTY LTD	Upgrade Oval Lights (RFT21/05)- BRAC	\$ 634,682.40	MFS	\$ 634,682.40
EFT65596	20/05/2022	ACOR CONSULTANTS (WA) PTY LIMITED	Design Works- Infrastructure	\$ 4,400.00	MFS	\$ 4,400.00
EFT65597	20/05/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Machinery Parts- P&G	\$ 1,109.68	MFS	
EFT65598	20/05/2022	AUSTRALIA POST	Postage Charges- Shire Admin	\$ 1,079.39	MFS	\$ 1,079.39
EFT65599	20/05/2022	AUSTRALIAN LIBRARY & INFORMATION ASSOCIATION LTD	Organisational Training- Library	\$ 430.00	MFS	
EFT65600	20/05/2022	AVERY AIRCONDITIONING PTY LTD	Air Conditioning Maintenance (RFT 20/13)- BOSCCA	\$ 6,185.38	MFS	\$ 6,185.38
EFT65601	20/05/2022	BOAB UAS PTY LTD	Website & Social Media- Cable Beach Upgrade	\$ 595.00	MFS	\$ 595.00
EFT65602	20/05/2022	BOC LIMITED	Equipment & Tools- WMF	\$ 540.31	MFS	
EFT65603	20/05/2022	BOLINDA PUBLISHING PTY LTD	Books- Library	\$ 458.63	MFS	
EFT65604	20/05/2022	BROOME CAMPUS NORTH REGIONAL TAFE	Organisational Training- Workshop	\$ 1,362.90	MFS	\$ 1,362.90

**Item 9.4.4 - MONTHLY PAYMENT LISTING MAY 2022**

EFT	Date	Name	Description	Amount	DEL AUTH	Local Spend
EFT65605	20/05/2022	BROOME CHAMBER OF COMMERCE & INDUSTRY (INC) - BCCI	Sponsorship- Community	\$ 5,500.00	MFS	\$ 5,500.00
EFT65606	20/05/2022	BROOME DIESEL & HYDRAULIC SERVICE	Vehicle Maintenance- Depot	\$ 480.25	MFS	\$ 480.25
EFT65607	20/05/2022	BROOME DOCTORS PRACTICE PTY LTD	Recruitment Expenses- People & Culture	\$ 165.00	MFS	\$ 165.00
EFT65608	20/05/2022	BROOME PLUMBING & GAS	Maintenance of Backflows- BRAC Oval	\$ 4,310.00	MFS	\$ 4,310.00
EFT65609	20/05/2022	BROOME PROGRESSIVE SUPPLIES	Consumables- Depot	\$ 19.34	MFS	\$ 19.34
EFT65610	20/05/2022	BUSINESS SOLUTIONS NORTHWEST (JONAH SANTIAGO)	Finance Consultancy- Chinatown	\$ 1,200.00	MFS	
EFT65611	20/05/2022	CATALYSE RESEARCH & STRATEGY	Survey Fees- Community Development	\$ 15,102.35	MFS	
EFT65612	20/05/2022	CLEMENTSON STREET ACCIDENT REPAIR CENTRE	Vehicle Maintenance- Depot	\$ 500.00	MFS	\$ 500.00
EFT65613	20/05/2022	DEWA'S MOBILE KITCHEN	Catering- Shire Admin	\$ 160.00	MFS	\$ 160.00
EFT65614	20/05/2022	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Loader Repair- Depot	\$ 1,475.35	MFS	\$ 1,475.35
EFT65615	20/05/2022	FIRE & SAFETY SERVICES	Replacement Fire Extinguishers- Depot	\$ 528.00	MFS	\$ 528.00
EFT65616	20/05/2022	FLOORBALL BROOME INC	Sponsorship- Community	\$ 1,000.00	MFS	\$ 1,000.00
EFT65617	20/05/2022	FORPARK AUSTRALIA	Swing- A-Way Rope Basket- P&G	\$ 3,610.86	MFS	
EFT65618	20/05/2022	GRACE REMOVALS GROUP	Relocation Expenses- Finance	\$ 6,650.73	MFS	
EFT65619	20/05/2022	GRILLEX PTY LTD	Bus Stop Seat Replacement- Works	\$ 3,485.90	MFS	
EFT65620	20/05/2022	HARMONY HORTICULTURE	Weed Spraying- Broome North	\$ 1,716.00	MFS	\$ 1,716.00
EFT65621	20/05/2022	HARVEY NORMAN AV/IT SUPERSTORE	Fridge for Seed Bank- Nursery	\$ 1,139.00	MFS	\$ 1,139.00
EFT65622	20/05/2022	HERBERT SMITH FREEHILLS	Professional Fees- Main Roads	\$ 2,077.52	MFS	
EFT65623	20/05/2022	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Various	\$ 97,599.87	MFS	
EFT65624	20/05/2022	INTELLIHR SYSTEMS PTY LTD	License Maintenance & Support- IT	\$ 3,333.00	MFS	
EFT65625	20/05/2022	JAPANESE TRUCK AND BUS SPARES PTY LTD	Vehicle Maintenance- Depot	\$ 1,867.80	MFS	
EFT65626	20/05/2022	KIMBERLEY EYECARE	PPE Glasses- Works	\$ 340.00	MFS	\$ 340.00
EFT65627	20/05/2022	KIMBERLEY FUEL & OIL SERVICES	Vehicle Maintenance- Depot	\$ 139.05	MFS	\$ 139.05
EFT65628	20/05/2022	LAVAN	Legal Advice- Surf Club Building Upgrade	\$ 3,135.00	MFS	
EFT65629	20/05/2022	MAJOR MOTORS PTY LTD	Isuzu Truck (RFQ 21-02)- Depot	\$ 142,478.02	MFS	
EFT65630	20/05/2022	MARKETFORCE	Tender Advertising- Governance	\$ 2,710.39	MFS	
EFT65631	20/05/2022	MCINTOSH & SON	Vehicle Maintenance- Depot	\$ 842.57	MFS	
EFT65632	20/05/2022	MOORE AUSTRALIA AUDIT (WA)	Audit Fees- Finance	\$ 2,530.00	MFS	
EFT65633	20/05/2022	NORTH WEST LOCKSMITHS	Cut & Supply Master Keys- Medland Pavilion	\$ 316.00	MFS	\$ 316.00
EFT65634	20/05/2022	NORTHERN RURAL SUPPLIES PTY LTD	Biopest Spray Oil- WMF	\$ 3,233.08	MFS	\$ 3,233.08
EFT65635	20/05/2022	OFFICE NATIONAL BROOME	Stationery Order- Shire Admin	\$ 52.15	MFS	\$ 52.15
EFT65636	20/05/2022	OPTIC SECURITY GROUP- NORWEST	Storm Damaged Camera's- WMF	\$ 2,354.26	MFS	\$ 2,354.26
EFT65637	20/05/2022	PARALLEL ELECTRICAL SERVICE	Install Lighting- Town Beach Redevelopment	\$ 7,752.80	MFS	\$ 7,752.80
EFT65638	20/05/2022	PLANNING INSTITUTE AUSTRALIA	Planning Institute Australia Congress and Study Tour- Office of the CEO	\$ 3,575.00	MFS	
EFT65639	20/05/2022	PRINTING IDEAS	Adhesive Stickers- Workshop	\$ 275.00	MFS	\$ 275.00
EFT65640	20/05/2022	REMOTE MECHANICAL CONTRACTING	Vehicle Maintenance- Depot	\$ 7,261.65	MFS	\$ 7,261.65
EFT65641	20/05/2022	SECUREPAY PTY LTD	Security for Ticket Sales- Civic Centre	\$ 38.92	MFS	
EFT65642	20/05/2022	SEVEN NETWORK (OPERATIONS) LIMITED	Advertising- Health	\$ 311.46	MFS	
EFT65643	20/05/2022	SOUTHERN CROSS AUSTEROE (SCA)	Radio Advertising- Marketing	\$ 2,541.00	MFS	\$ 2,541.00
EFT65644	20/05/2022	SPORTS MEDICINE AUSTRALIA	Club Development Programs- Community	\$ 1,425.00	MFS	
EFT65645	20/05/2022	STATE LIBRARY OF WA	Freight- Library	\$ 715.31	MFS	
EFT65646	20/05/2022	T - QUIP	Ride on Mower & Fittings & Seat (RFQ21-39)- P&G	\$ 41,804.00	MFS	
EFT65647	20/05/2022	TOTALLY WORKWEAR	Safety Equipment- Depot	\$ 1,100.00	MFS	\$ 1,100.00
EFT65648	20/05/2022	WESTBOOKS	Books- Library	\$ 412.56	MFS	
EFT65649	20/05/2022	SALARY & WAGES	Payroll deductions	\$ 17,777.39	MFS	
EFT65650	20/05/2022	SALARY & WAGES	Payroll deductions	\$ 1,780.35	MFS	
EFT65651	20/05/2022	SALARY & WAGES	Payroll deductions	\$ 595.70	MFS	
EFT65652	20/05/2022	SALARY & WAGES	Payroll deductions	\$ 900.00	MFS	
EFT65653	20/05/2022	SALARY & WAGES	Payroll deductions	\$ 640.00	MFS	
EFT65654	20/05/2022	SALARY & WAGES	Payroll deductions	\$ 472.44	MFS	
EFT65655	20/05/2022	SALARY & WAGES	Payroll deductions	\$ 190.20	MFS	
EFT65656	20/05/2022	SALARY & WAGES	Payroll S&W	\$ 122,436.72	MFS	
EFT65657	20/05/2022	SALARY & WAGES	Payroll S&W	\$ 361,958.59	MFS	
EFT65658	23/05/2022	CHARTER PROPERTY GROUP PTY LTD	Staff Rent- Jun 2022	\$ 3,258.93	MFS	
EFT65659	23/05/2022	FIRST NATIONAL REAL ESTATE BROOME	Staff Rent- Jun 2022	\$ 7,400.42	MFS	\$ 7,400.42

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EFT	Date	Name	Description	Amount	DEL AUTH	Local Spend
EFT65660	23/05/2022	FIRST NATIONAL REAL ESTATE	Staff Rent- Jun 2022	\$ 300.00	MFS	\$ 300.00
EFT65661	23/05/2022	BROOME - COMMERCIAL TRUST	Staff Rent- Jun 2022	\$ 2,400.00	MFS	\$ 2,400.00
EFT65662	23/05/2022	HUTCHINSON REAL ESTATE	Staff Rent- Jun 2022	\$ 1,400.00	MFS	\$ 1,400.00
EFT65663	23/05/2022	JILLIAN MARGARET GREEN	Staff Rent- Jun 2022	\$ 1,520.08	MFS	\$ 1,520.08
EFT65664	23/05/2022	MARY ELIZABETH JANE LAWTON	Staff Rent- Jun 2022	\$ 9,494.63	MFS	\$ 9,494.63
EFT65665	23/05/2022	PRD NATIONWIDE	Staff Rent- Jun 2022	\$ 10,698.86	MFS	\$ 10,698.86
EFT65666	24/05/2022	RAY WHITE BROOME (STAFF RENTAL PAYMENTS)	Internet Subscriptions- Library	\$ 490.60	MFS	
EFT65667	24/05/2022	ACURIX NETWORKS PTY LTD	Air Conditioning Maintenance (RFT 20/13)- Various	\$ 3,995.02	MFS	\$ 3,995.02
EFT65668	24/05/2022	AVERY AIRCONDITIONING PTY LTD	Plants- P&G	\$ 852.24	MFS	\$ 150.83
EFT65669	24/05/2022	BENARA NURSERIES	Printer Copies- Shire Admin	\$ 458.95	MFS	\$ 458.95
EFT65670	24/05/2022	BEST IT & BUSINESS SOLUTIONS PTY LTD	Kiosk Stock- BRAC	\$ 98.65	MFS	\$ 3,471.22
EFT65671	24/05/2022	BIDFOOD	Books- Library	\$ 3,471.22	MFS	\$ 164.30
EFT65672	24/05/2022	BOLINDA PUBLISHING PTY LTD	Various Tools- WMF	\$ 164.30	MFS	\$ 974.94
EFT65673	24/05/2022	BROOME BOLT SUPPLIES WA PTY LTD	Vehicle Maintenance- Depot	\$ 974.94	MFS	\$ 2,225.34
EFT65674	24/05/2022	BROOME DIESEL & HYDRAULIC SERVICE	Vehicle Service- P&G	\$ 2,225.34	MFS	\$ 660.00
EFT65675	24/05/2022	BROOME MOTORS	Kiosk Stock- BRAC	\$ 5,900.75	MFS	\$ 5,900.75
EFT65676	24/05/2022	BROOME PROGRESSIVE SUPPLIES	Abandoned Vehicle Towing- Rangers	\$ 21,038.05	MFS	\$ 21,038.05
EFT65677	24/05/2022	BROOME TOWING & SALVAGE	Monthly Boarding & Vets Costs- Rangers	\$ 1,558.60	MFS	\$ 1,558.60
EFT65678	24/05/2022	BROOME VETERINARY HOSPITAL	Pindan Material- Cable Beach Amphitheatre	\$ 1,555.00	MFS	\$ 1,555.00
EFT65679	24/05/2022	BROOMECRETE	Makita Battery- Depot	\$ 35,035.94	MFS	\$ 35,035.94
EFT65680	24/05/2022	BUNNINGS BROOME	Cable Beach Tyre Service Pty Ltd ( Tyre Replacement for Tipper- Works	\$ 1,865.95	MFS	\$ 1,865.95
EFT65681	24/05/2022	CABLE BEACH TYRE SERVICE PTY LTD ( GOODYEAR AUTOCARE BROOME )	Flood Damage Insurance Repairs- Magabala Books	\$ 2,850.00	MFS	
EFT65682	24/05/2022	GOODYEAR AUTOCARE PTY LTD	Freight Charges- Nursery	\$ 3,300.00	MFS	
EFT65683	24/05/2022	CAPITAL DIVISON	Membership- People & Culture	\$ 470.14	MFS	
EFT65684	24/05/2022	CENTURION TRANSPORT	Instalment Presenters Fee Strings- Civic Centre	\$ 354.12	MFS	
EFT65685	24/05/2022	CHAMBER OF COMMERCE & INDUSTRY OF WA	Vehicle Maintenance- Depot	\$ 4,542.00	MFS	\$ 4,542.00
EFT65686	24/05/2022	CIRCUITWEST INC	Software- Advertising	\$ 407.38	MFS	\$ 407.38
EFT65687	24/05/2022	CJD EQUIPMENT PTY LTD	Lighting Maintenance- Haynes Oval	\$ 350,702.26	MFS	\$ 350,702.26
EFT65688	24/05/2022	COLES SUPERMARKETS - CHINATOWN, S324	Kiosk Consumables- Civic Centre	\$ 1,397.00	MFS	
EFT65689	24/05/2022	COLIN WILKINSON DEVELOPMENTS PTY LTD	Building Construction (RFT21-06)- BSLSC Redevelopment	\$ 24.24	MFS	
EFT65690	24/05/2022	CONTATORE ENGINEERING	Hydraulic Cylinders- WMF	\$ 1,737.32	MFS	
EFT65691	24/05/2022	DIRECTCOMMS PTY LTD	Reservation Service- Library	\$ 32,252.00	MFS	
EFT65692	24/05/2022	DMD SHELIVING DIRECT	Collapsible Crates- P&G	\$ 4,949.73	MFS	\$ 4,949.73
EFT65693	24/05/2022	EQUAL ACCESS GROUP PTY LTD T/A: EQUAL ACCESS	Building Audits (RFQ21-09)- Various	\$ 84.34	MFS	\$ 84.34
EFT65694	24/05/2022	EQUAL ACCESS	Field Air Conditioning & Auto Electrical Pty Ltd	\$ 46,462.82	MFS	\$ 46,462.82
EFT65695	24/05/2022	FIRE & SAFETY SERVICES	Water Cart Maintenance- P&G	\$ 198.00	MFS	
EFT65696	24/05/2022	FOOTPRINT CLEANING	Test of Fire Indicator Panel- Visitor Centre	\$ 2,860.00	MFS	\$ 2,860.00
EFT65697	24/05/2022	GO GO MEDIA	Cleaning Services (RFT-17/02)- Various	\$ 843.75	MFS	
EFT65698	24/05/2022	GOOLARRI MEDIA ENTERPRISES PTY LTD	Radio Services- BRAC	\$ 1,000.00	MFS	\$ 1,000.00
EFT65699	24/05/2022	GOOLARRI MEDIA ENTERPRISES PTY LTD	Podcasts- Governance	\$ 433.75	MFS	
EFT65700	24/05/2022	HARBY ENTERPRISES PTY LTD T/A HARBY STUDIOS	Power Bi Pro License- IT	\$ 283,582.87	MFS	
EFT65701	24/05/2022	HERBERT SMITH FREEHILLS	Aggregate (RFT 19/06)- Anne St	\$ 422.40	MFS	\$ 422.40
EFT65702	24/05/2022	J BLACKWOOD & SON T/AS	Organisational Training Catering- People & Culture	\$ 4,322.65	MFS	\$ 4,322.65
EFT65703	24/05/2022	BLACKWOODS	Excavator Hire for Drainage Works- Works	\$ 516.00	MFS	\$ 516.00
EFT65704	24/05/2022	JACKY CHENG	PPE Uniform (RFT20-11)- WMF	\$ 108.13	MFS	\$ 108.13
EFT65705	24/05/2022	JASCO CONSULTING PTY LTD	Artist for Youth Week Program- Library	\$ 12,100.00	MFS	
EFT65706	24/05/2022	KARRATHA ASPHALT (MANNING PAVEMENT SERVICES)	Power Bi Pro License- IT	\$ 3,534.20	MFS	\$ 3,534.20
EFT65707	24/05/2022	KAZUE DOKI (LIME LEAF CAFE)	Software Support & Maintenance- IT	\$ 7,979.52	MFS	
EFT65708	24/05/2022	KENNARDS HIRE	Water Park Chemicals- Town Beach	\$ 1,358.50	MFS	\$ 1,358.50
EFT65709	24/05/2022	KIMBERLEY GOLD PURE DRINKING WATER	Security Services (RFT 20-07)- Various		MFS	
EFT65710	24/05/2022	KIMBERLEY TRUSS (NORTRUSS (NT PTY LTD)	Drinking Water- WMF		MFS	
EFT65711	24/05/2022	LEISURE MANAGEMENT SERVICES (LINKS MODULAR SOLUTIONS)	PPE- Parks and Gardens		MFS	
EFT65712	24/05/2022	POOL WISDOM	Software Support & Maintenance- IT		MFS	
EFT65713	24/05/2022	RESOLUTE SECURITY SERVICES	Water Park Chemicals- Town Beach		MFS	
EFT65714	24/05/2022	ROADLINE CIVIL CONTRACTORS	Updating of Generic Traffic Management Plan- Infrastructure		MFS	

EFT	Date	Name	Description	Amount	DEL AUTH	Local Spend
EFT65713	24/05/2022	SEVEN NETWORK (OPERATIONS) LIMITED	Advertisement- Health	\$ 44.49	MFS	
EFT65714	24/05/2022	TNT AUSTRALIA PTY LTD	Freight Charges- Health	\$ 386.83	MFS	
EFT65715	24/05/2022	WEST AUSTRALIAN NEWSPAPERS	Advertising- Shire News Pages	\$ 3,958.00	MFS	
EFT65716	24/05/2022	YOGAMON (MONIQUE ELLIS)	Yoga Classes- BRAC	\$ 675.00	MFS	\$ 675.00
					MFS	\$ 3,630.00
EFT65717	26/05/2022	BROOME CHAMBER OF COMMERCE & INDUSTRY (INC) - BCCI	Women's Leadership Forum- People & Culture	\$ 3,630.00		
EFT65718	26/05/2022	BROOME CLEANAWAY	Kerbside Refuse Collection (RFT 14/01)- Various	\$ 28,134.10	MFS	\$ 28,134.10
EFT65719	26/05/2022	BROOME PROGRESSIVE SUPPLIES	Consumables- Shire Admin	\$ 34.82	MFS	\$ 34.82
EFT65720	26/05/2022	CITY OF FREMANTLE	Contribution for Library Craft Project- Library	\$ 150.00	MFS	
EFT65721	26/05/2022	COGGO PTY LTD	Fitness Classes- BRAC	\$ 720.00	MFS	\$ 720.00
EFT65722	26/05/2022	COLES SUPERMARKETS - CHINATOWN, 5324	Catering- Office of the CEO	\$ 60.39	MFS	\$ 60.39
EFT65723	26/05/2022	MCMULLEN NOLAN GROUP PTY LTD (MNG)	Lawrence Rd Survey- Infrastructure	\$ 1,485.00	MFS	
EFT65724	26/05/2022	SCOPE TRAINING & CONSULTANCY	Training Workshop- Management	\$ 15,050.00	MFS	
EFT65725	26/05/2022	THREAT PROTECT	Alarm Monitoring- Civic Centre	\$ 918.50	MFS	
EFT65726	26/05/2022	TOLL PRIORITY	Freight- Workshop	\$ 2,704.75	MFS	\$ 2,704.75
EFT65727	26/05/2022	TOTALLY WORKWEAR	Uniforms - People & Culture	\$ 1,028.40	MFS	\$ 1,028.40
					MFS	
EFT65728	30/05/2022	ADVANCED ELECTRICAL EQUIPMENT PTY LTD	Electrical Maintenance- Shire Admin	\$ 187.00		
EFT65729	30/05/2022	AVERY AIRCONDITIONING PTY LTD	Air Conditioner Maintenance- Library	\$ 330.00	MFS	\$ 330.00
EFT65730	30/05/2022	BEACHWHEELS AUSTRALIA PTY LTD	Wheelchair- BRAC	\$ 5,246.62	MFS	
EFT65731	30/05/2022	BENT LOGIC	Membership Tags- BRAC	\$ 1,705.00	MFS	
					MFS	\$ 98.18
EFT65732	30/05/2022	BEST IT & BUSINESS SOLUTIONS PTY LTD	Printer Copies- Shire Admin	\$ 98.18		
EFT65733	30/05/2022	BIDFOOD	Stock For Kiosk- BRAC	\$ 328.80	MFS	\$ 328.80
EFT65734	30/05/2022	BROOME CLARK POOLS & SPAS	Pool Equipment- BRAC	\$ 111.47	MFS	\$ 111.47
EFT65735	30/05/2022	BROOME CLEANAWAY	Bin Replacement (RFT 14/01)- Shire Admin	\$ 14,159.57	MFS	\$ 14,159.57
EFT65736	30/05/2022	BROOME CRETE	Sand Bedding- Works	\$ 3,168.00	MFS	\$ 3,168.00
EFT65737	30/05/2022	BUNNINGS BROOME	Various Materials- Nursery	\$ 211.36	MFS	\$ 211.36
					MFS	\$ 234.00
EFT65738	30/05/2022	CABLE BEACH TYRE SERVICE PTY LTD (GOODYEAR AUTOCARE BROOME)	Vehicle Maintenance- Depot	\$ 234.00		
EFT65739	30/05/2022	COASTAL FIRE & ELECTRICAL SAFETY	Group Fitness Instructor- BRAC	\$ 66.00	MFS	\$ 66.00
					MFS	
EFT65740	30/05/2022	COCA COLA AMATIL (HOLDINGS) LTD	Stock for Kiosk- BRAC	\$ 87.69		
EFT65741	30/05/2022	CORSIGN WA PTY LTD	Street Name Signs- Works	\$ 10,749.20	MFS	
EFT65742	30/05/2022	FAT BIKE CHAMPIONSHIPS INC.	Grant Funding for Fat Bikes- Community	\$ 5,000.00	MFS	
					MFS	\$ 476.20
EFT65743	30/05/2022	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Starter Motor for Water Cart- P&G	\$ 476.20		
EFT65744	30/05/2022	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight- Parks and Gardens	\$ 121.03	MFS	\$ 121.03
					MFS	\$ 43.05
EFT65745	30/05/2022	GLASS CO KIMBERLEY (FORMALLY KIMBERLEY GLASS SERVICE)	Building Maintenance- Kimberley Regional Office 1	\$ 43.05		
EFT65746	30/05/2022	HARMONY HORTICULTURE	Weed Spaying (RFQ21-53)- Wattle Drive	\$ 11,836.00	MFS	\$ 11,836.00
EFT65747	30/05/2022	HIT PRODUCTIONS PTY LTD	Performance Fee for The Sapphires- Civic Centre	\$ 5,500.00	MFS	
					MFS	
EFT65748	30/05/2022	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Various	\$ 3,168.88		
EFT65749	30/05/2022	IANNELLO DESIGN	Sanctuary Road Caravan Park Brochure- Community	\$ 1,386.00	MFS	
EFT65750	30/05/2022	INDUSTRIAL AUTOMATION GROUP	Tennis Court Lighting- BRAC	\$ 5,500.00	MFS	
					MFS	\$ 604.81
EFT65751	30/05/2022	J BLACKWOOD & SON T/AS BLACKWOODS	PPE Uniform- P&G	\$ 604.81		
EFT65752	30/05/2022	KIMBERLEY BOOKSHOP	Books- Library	\$ 154.78	MFS	\$ 154.78
EFT65753	30/05/2022	KIMBERLEY FUEL & OIL SERVICES	Material Purchase- Depot	\$ 86.67	MFS	\$ 86.67
					MFS	
EFT65754	30/05/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Fundamentals E-Learning- Governance	\$ 110.00		
EFT65755	30/05/2022	M P ROGERS & ASSOCIATES PTY LTD	Streeters Jetty Reconstruction Consultancy (RFQ 20-73)- Infrastructure	\$ 3,626.57	MFS	
EFT65756	30/05/2022	MARKETFORCE	Bush Fire Notice- Broome Advertiser	\$ 255.20	MFS	
					MFS	\$ 12,041.70
EFT65757	30/05/2022	MCCORRY BROWN EARTHMOVING PTY LTD	Footpath Maintenance (RFT 21/01)- Various	\$ 12,041.70		
EFT65758	30/05/2022	MCINTOSH & SON	Vehicle Maintenance- Depot	\$ 110.00	MFS	
EFT65759	30/05/2022	MCKENO BLOCKS & PAVERS	Tactiles for the Pram Ramps- Cemetery	\$ 374.00	MFS	\$ 374.00
					MFS	
EFT65760	30/05/2022	MCMULLEN NOLAN GROUP PTY LTD (MNG)	Quarterly Landfill Surveying (RFT 20/02)- Buckleys Rd WMF	\$ 4,290.00		
EFT65761	30/05/2022	MOORE AUSTRALIA AUDIT (WA)	Auditing Fees- Engineering	\$ 2,805.00	MFS	
EFT65762	30/05/2022	NORTH WEST COAST SECURITY	Security Services Cash Runs- Shire Admin	\$ 60.50	MFS	\$ 60.50
					MFS	\$ 1,457.28
EFT65763	30/05/2022	NORTHERN RURAL SUPPLIES PTY LTD	Roundup Ultramax- WMF	\$ 1,457.28		

EFT	Date	Name	Description	Amount	DEL AUTH	Local Spend
EFT65764	30/05/2022	NUTRIEN AG SOLUTIONS	Fuel Tank- P&G	\$ 797.39	MFS	\$ 797.39
EFT65765	30/05/2022	OFFICE NATIONAL BROOME	Equipment Supplies- IT	\$ 1,305.37	MFS	\$ 1,305.37
EFT65766	30/05/2022	PILA GROUP PTY LTD	Point Posts- BRAC	\$ 2,898.50	MFS	
EFT65767	30/05/2022	POOL WISDOM	Pool Chemicals- BRAC	\$ 1,347.98	MFS	\$ 1,347.98
EFT65768	30/05/2022	PRINTING IDEAS	Signage- BRAC	\$ 286.00	MFS	\$ 286.00
EFT65769	30/05/2022	REGIONAL DEVELOPMENT AUSTRALIA KIMBERLEY	Platform Subscription- Development	\$ 2,200.00	MFS	\$ 2,200.00
EFT65770	30/05/2022	RESOLUTE SECURITY SERVICES	Security Services (RFT 20-07)- Various	\$ 8,955.21	MFS	
EFT65771	30/05/2022	SCOPE TRAINING & CONSULTANCY	Travel & Accommodation for Consultant- People & Culture	\$ 2,602.75		
EFT65772	30/05/2022	SEAT ADVISOR PTY LTD	Ticket Sales Commission- Civic Centre	\$ 133.71	MFS	
EFT65773	30/05/2022	SECUREX SECURITY PTY LTD	Service Call- Library	\$ 402.00	MFS	
EFT65774	30/05/2022	SLATER & GARTRELL SPORTS	Badminton Equipment- BRAC	\$ 790.90	MFS	
EFT65775	30/05/2022	SPACETOCO PTY LTD	License Maintenance & Support- IT	\$ 165.00	MFS	
EFT65776	30/05/2022	STREETEER & MALE PTY MITRE 10	Tools & Equipment- P&G	\$ 464.34	MFS	\$ 464.34
EFT65777	30/05/2022	SUNDRY CREDITOR A - SECURITY INCENTIVE SCHEME	Security Scheme Incentive- Community	\$ 124.50	MFS	\$ 124.50
EFT65778	30/05/2022	TALIS CONSULTANTS	Concept Design Allocation (RFQ21-27)- RRRP	\$ 68,163.75	MFS	
EFT65779	30/05/2022	TAPPED PLUMBING & GAS PTY LTD	Repair Leaking Toilet- Civic Centre	\$ 437.80	MFS	\$ 437.80
EFT65780	30/05/2022	THINK WATER BROOME	Reticulation- Depot	\$ 6,983.32	MFS	\$ 6,983.32
EFT65781	30/05/2022	TOTALLY WORKWEAR	Gloves and Safety Vest- Depot	\$ 177.60	MFS	\$ 177.60
EFT65782	30/05/2022	WESTERN DIAGNOSTIC PATHOLOGY	Pre Employment Medical- People & Culture	\$ 352.61		
EFT65783	30/05/2022	WOOLWORTHS GROUP LIMITED	Kiosk Consumables- BRAC	\$ 18.30	MFS	
MUNICIPAL ELECTRONIC FUNDS TRANSFER TOTAL:				\$ 3,915,540.97		\$ 1,441,826.76

MUNICIPAL CHEQUES - MAY 2022						
DD#	Date	Name	Description	Amount	Del Auth	Local Spend
57736	04/05/2022	LICENSING	Shire of Broome Plates- Shire Admin	\$ 400.00	MFS	
57737	19/05/2022	DEPARTMENT OF TRANSPORT - LICENSING	Shire of Broome Plates- Shire Admin	\$ 200.00	MFS	
57738	19/05/2022	CASH	Petty Cash- Administration	\$ 521.62	MFS	\$ 521.62
57739	20/05/2022	SHIRE OF BROOME (ADMIN PETTY CASH)	Library- Petty Cash	\$ 325.22	MFS	\$ 325.22
57740	24/05/2022	SEEK LIMITED	Recruitment Advertising- People & Culture	\$ 3,454.00	MFS	
57741	31/05/2022	DEPARTMENT OF TRANSPORT (REGISTRATION)	Infringement (1TVT375)- Workshop	\$ 100.00	MFS	
57742	31/05/2022	DEPARTMENT OF TRANSPORT - LICENSING	Retention & Storage of District Number Plates- Workshop	\$ 175.00	MFS	
57743	31/05/2022	FINES ENFORCEMENT REGISTRY	Infringement (1HIS016)- Workshop	\$ 277.90	MFS	
MUNICIPAL ELECTRONIC FUNDS TRANSFER TOTAL:				\$ 5,453.74		\$ 846.84

TRUST CHEQUES - MAY 2022						
DD#	Date	Name	Description	Amount	Del Auth	Local Spend
TRUST CHEQUES TOTAL:				\$ -		\$ -

MUNICIPAL DIRECT DEBIT/CREDIT CARD PAYMENTS - MAY 2022						
DD#	Date	Name	Description	Amount	Del Auth	Local Spend
DD30772.1	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 44,031.78	MFS	
DD30772.10	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 870.75	MFS	
DD30772.11	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 319.15	MFS	
DD30772.12	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 300.13	MFS	
DD30772.13	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 2,194.40	MFS	
DD30772.14	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 270.79	MFS	
DD30772.15	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 717.57	MFS	
DD30772.16	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 522.74	MFS	
DD30772.17	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 669.92	MFS	
DD30772.18	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 791.15	MFS	
DD30772.19	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 321.92	MFS	
DD30772.2	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 550.00	MFS	
DD30772.20	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 888.96	MFS	
DD30772.21	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 298.75	MFS	
DD30772.22	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 413.26	MFS	
DD30772.23	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 2,360.71	MFS	
DD30772.24	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 329.57	MFS	



Item 9.4.4 - MONTHLY PAYMENT LISTING MAY 2022

EFT	Date	Name	Description	Amount	DEL AUTH	Local Spend
DD30772.25	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 397.80	MFS	
DD30772.26	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 5,951.58	MFS	
DD30772.27	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 2,795.42	MFS	
DD30772.28	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 735.35	MFS	
DD30772.29	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 669.38	MFS	
DD30772.3	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 734.99	MFS	
DD30772.30	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 483.85	MFS	
DD30772.31	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 836.33	MFS	
DD30772.4	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 2,279.27	MFS	
DD30772.5	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 603.96	MFS	
DD30772.6	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 1,081.30	MFS	
DD30772.7	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 1,853.82	MFS	
DD30772.8	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 738.70	MFS	
DD30772.9	03/05/2022	SUPERANNUATION	Superannuation contributions	\$ 1,202.90	MFS	
DD30805.1	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 45,646.81	MFS	
DD30805.10	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 1,202.90	MFS	
DD30805.11	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 949.23	MFS	
DD30805.12	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 300.13	MFS	
DD30805.13	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 317.34	MFS	
DD30805.14	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 2,401.01	MFS	
DD30805.15	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 270.79	MFS	
DD30805.16	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 717.57	MFS	
DD30805.17	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 311.41	MFS	
DD30805.18	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 362.60	MFS	
DD30805.19	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 791.15	MFS	
DD30805.2	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 550.00	MFS	
DD30805.20	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 321.92	MFS	
DD30805.21	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 888.96	MFS	
DD30805.22	17/05/2022	SALARY & WAGES	Payroll S&W	\$ 494.54	MFS	
DD30805.23	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 2,127.70	MFS	
DD30805.24	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 413.26	MFS	
DD30805.25	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 296.34	MFS	
DD30805.26	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 107.51	MFS	
DD30805.27	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 397.80	MFS	
DD30805.28	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 5,973.69	MFS	
DD30805.29	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 2,855.76	MFS	
DD30805.3	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 738.39	MFS	
DD30805.30	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 735.35	MFS	
DD30805.31	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 669.38	MFS	
DD30805.32	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 483.85	MFS	
DD30805.33	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 841.93	MFS	
DD30805.4	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 2,674.88	MFS	
DD30805.5	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 603.96	MFS	
DD30805.6	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 1,082.98	MFS	
DD30805.7	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 1,974.04	MFS	
DD30805.8	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 343.58	MFS	
DD30805.9	17/05/2022	SUPERANNUATION	Superannuation contributions	\$ 395.12	MFS	
DD30898.1	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 45,864.86	MFS	
DD30898.10	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 949.40	MFS	
DD30898.11	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 325.58	MFS	
DD30898.12	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 300.10	MFS	
DD30898.13	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 2,214.09	MFS	
DD30898.14	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 265.27	MFS	
DD30898.15	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 718.12	MFS	
DD30898.16	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 364.20	MFS	
DD30898.17	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 299.12	MFS	
DD30898.18	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 321.92	MFS	
DD30898.19	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 847.27	MFS	
DD30898.2	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 550.00	MFS	
DD30898.20	31/05/2022	SALARY & WAGES	Payroll S&W	\$ 842.19	MFS	
DD30898.21	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 426.63	MFS	
DD30898.22	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 715.10	MFS	
DD30898.23	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 2,257.82	MFS	
DD30898.24	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 35.70	MFS	
DD30898.25	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 5,905.99	MFS	
DD30898.26	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 3,508.77	MFS	
DD30898.27	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 737.06	MFS	
DD30898.28	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 669.38	MFS	
DD30898.29	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 483.79	MFS	
DD30898.3	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 809.63	MFS	
DD30898.30	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 785.92	MFS	
DD30898.4	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 3,368.61	MFS	
DD30898.5	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 568.75	MFS	

EFT	Date	Name	Description	Amount	DEL AUTH	Local Spend
DD30898.6	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 1,083.61	MFS	
DD30898.7	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 2,064.61	MFS	
DD30898.8	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 738.68	MFS	
DD30898.9	31/05/2022	SUPERANNUATION	Superannuation contributions	\$ 1,202.76	MFS	
<b>MUNICIPAL DIRECT DEBIT/CREDIT CARD TOTAL:</b>				<b>\$ 233,683.01</b>		<b>\$ -</b>

MUNICIPAL ELECTRONIC TRANSFER TOTAL	\$ 3,915,540.97	\$ 1,442,673.60
MUNICIPAL CHEQUES TOTAL	\$ 5,453.74	\$ 846.84
TRUST CHEQUE TOTAL	\$ -	\$ -
MUNICIPAL DIRECT DEBIT/ CREDIT CARD TOTAL	\$ 233,683.01	\$ -
TOTAL PAYMENTS MAY 2022	\$ 4,154,677.72	\$ 1,443,520.44

Key for Delegation of Authority:

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

**9.4.5 MONTHLY STATEMENT OF FINANCIAL ACTIVITY REPORT - MAY 2022**

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

**SUMMARY:**

Council is required by legislation to consider and adopt the Monthly Statement of Financial Activity Report for the period ended 31 May 2022, 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 2021/22 Annual Budget was adopted at the Ordinary Meeting of Council on 24 June 2021. The following are key indicators supporting the year to-date budget position with respect to the Annual Forecast Budget:

Budget Year elapsed	92%
Total Rates Raised Revenue	100% (of which 96% has been collected)
Total Other Operating Revenue	82%
Total Operating Expenditure	83%
Total Capital Revenue	46%
Total Capital Expenditure	54%
Total Sale of Assets Revenue	22%

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 2021/22 Annual Budget presented at the Ordinary Meeting of Council on 24 June 2021, Council adopted a balanced budget to 30 June 2022.

## **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 (CEO) has implemented internal control measures such as regular Council and management reporting and the quarterly Finance and Costing Review (FACR) process to monitor financial performance against budget estimates. Materiality reporting thresholds have been established at half the adopted Council levels, which equate to \$5,000 for operating budget line items and \$10,000 for capital items, to alert management prior to there being irreversible impacts.

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

controls are set in place to provide daily, weekly and monthly checks to ensure that the integrity of the data provided is reasonably assured.

## **STRATEGIC CORPORATE PLAN OBJECTIVES**

**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 Twelve – A well informed and engaged community:**

12.1 Provide the community with relevant, timely information and effective engagement

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

13.1 Plan effectively for short and long term financial sustainability

13.2 Improve real and perceived value for money from rates

**Outcome Fourteen – Excellence in organisational performance and service delivery:**

14.3 Monitor and continuously improve performance levels.

## **VOTING REQUIREMENTS**

*Simple Majority*

### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0622/062**

**Moved: Cr B Rudeforth**

**Seconded: Cr N Wevers**

***That Council adopts the Monthly Financial Activity Statement Report for the period ended 31 May 2022 as attached.***

**CARRIED UNANIMOUSLY 6/0**

## **Attachments**

1. Monthly Statement of Activity May 2022

**SHIRE OF BROOME**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 31 May 2022**

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

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## Shire of Broome

### Compilation Report

For the Period Ended 31 May 2022

### Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

### Overview

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.  
No matters of significance are noted.

### Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 May 2022 of \$6,907,228.

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

### Preparation

Prepared by: S Santoro

Reviewed by: E French

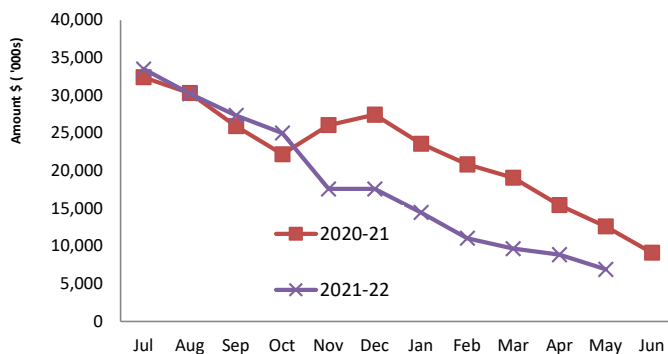
Date prepared: 10/06/2022

### Shire of Broome

#### Monthly Summary Information

For the Period Ended 31 May 2022

Liquidity Over the Year (Refer Note 3)



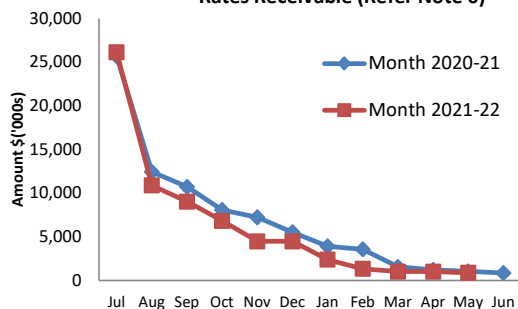
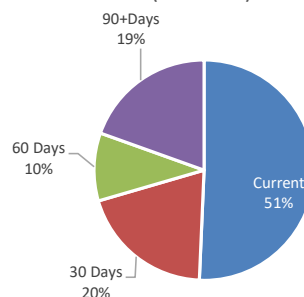
#### Cash and Cash Equivalents as at period end

Unrestricted	\$ 9,706,257
Restricted	\$ 30,858,840
	<u>\$ 40,565,097</u>

#### Receivables

Rates	\$ 924,715
Other	\$ 667,109
	<u>\$ 1,591,824</u>

Rates Receivable (Refer Note 6)

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

#### Comments

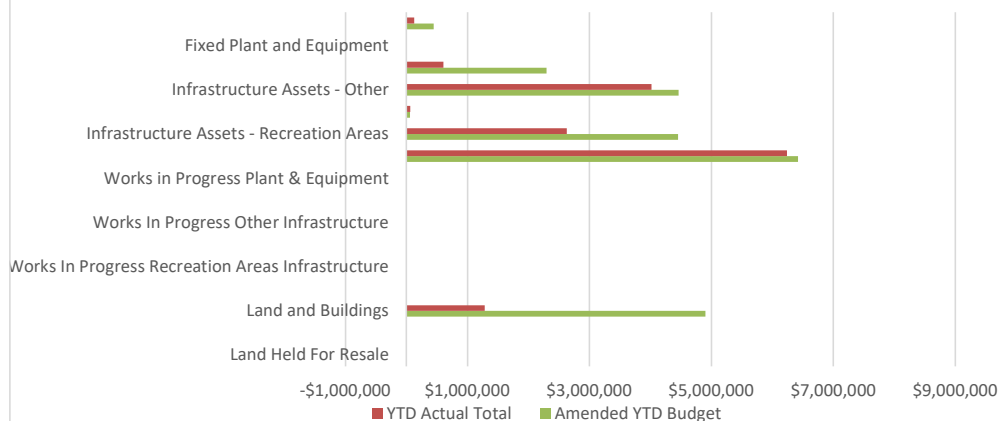
1. Liquidity refers to the Shire of Broome's ability to meet its financial obligations within the current year. Liquidity increased at the start of the financial year by \$24.417M due mainly to the issuance of rates. Liquidity is a combination of unrestricted cash, Current Debtors (including Rates), 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 \$23.9M with total outstanding rates YTD at \$0.92M.

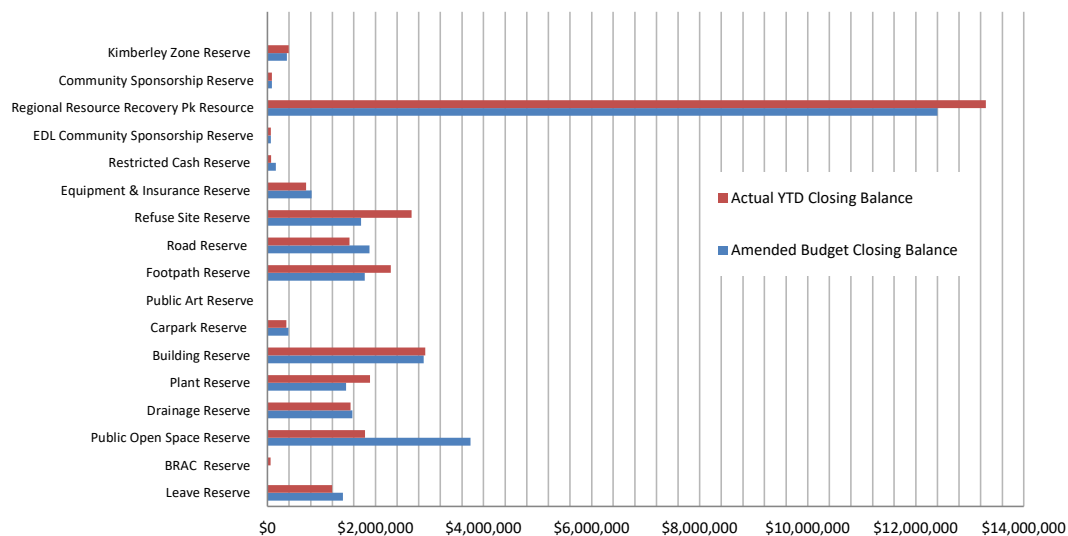
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**Shire of Broome**  
**Monthly Summary Information**  
For the Period Ended 31 May 2022

**Capital Expenditure Program YTD (Refer Note 12)**



**Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)**



**Comments**

\*Amended Budget Closing balance is the forecast of the closing balance after all budgeted transfers to and from reserve have been performed. At this time there have been no transactions to or from reserve other than to recognise interest earned on reserve investments. All interest earned on Reserve investments is recorded on reserve at the end of each month.

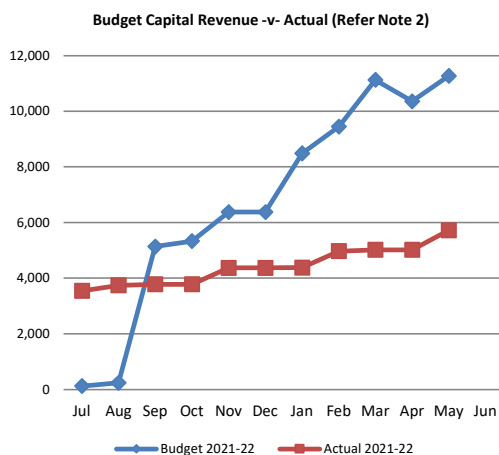
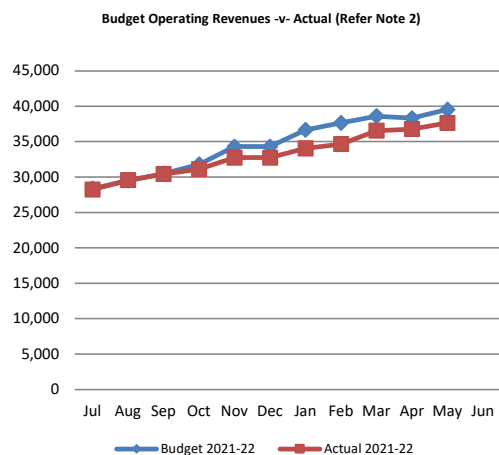
This information is to be read in conjunction with the accompanying Financial Statements and notes.

## Shire of Broome

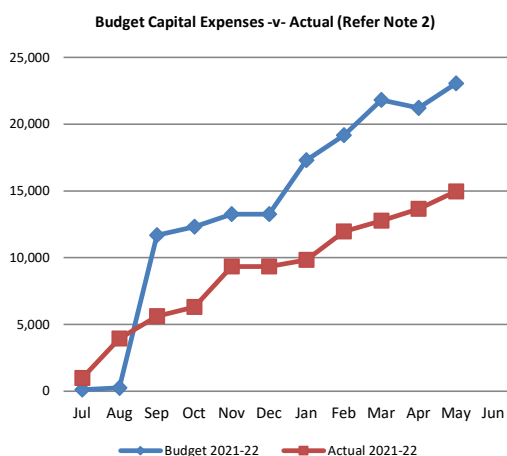
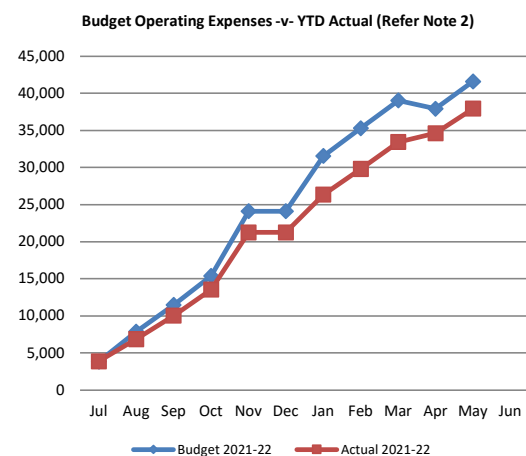
### Monthly Summary Information

For the Period Ended 31 May 2022

#### 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 31 May 2022**

	Note	Amended Annual Budget (a)	Amended YTD Budget (b)	YTD Actual (c)	%	Var. \$ (c)-(b)	Var. % (c)-(b)/(b)	Var.
<b>Operating Revenues</b>		\$	\$	\$		\$	%	
Governance		184,440	178,840	181,348		2,508	1.40%	
General Purpose Funding - Rates	9	24,312,494	24,278,329	24,309,805		31,476	0.13%	
General Purpose Funding - Other		822,334	822,334	2,094,859		1,272,525	154.75%	▲
Law, Order and Public Safety		120,861	110,770	107,071		(3,699)	(3.34%)	
Health		184,731	176,170	167,231		(8,939)	(5.07%)	
Education and Welfare		25,000	25,000	25,000		0	0.00%	
Housing		2,027,236	1,858,307	510,318		(1,347,989)	(72.54%)	▼
Community Amenities		6,674,577	6,344,627	5,874,667		(469,960)	(7.41%)	
Recreation and Culture		1,570,902	1,440,478	1,359,967		(80,511)	(5.59%)	
Transport		1,120,732	1,050,338	672,019		(378,319)	(36.02%)	▼
Economic Services		963,071	891,555	382,359		(509,196)	(57.11%)	▼
Other Property and Services		2,675,397	2,366,139	1,982,052		(384,087)	(16.23%)	▼
Total Operating Revenue		40,681,775	39,542,887	37,666,696	82%	(1,876,191)		
<b>Operating Expense</b>								
Governance		(2,364,933)	(2,113,904)	(1,924,274)		189,630	8.97%	
General Purpose Funding		(339,348)	(311,069)	(335,466)		(24,397)	(7.84%)	
Law, Order and Public Safety		(1,135,435)	(1,038,136)	(1,344,508)		(306,372)	(29.51%)	▼
Health		(806,634)	(739,442)	(675,383)		64,059	8.66%	
Education and Welfare		(440,295)	(399,985)	(290,188)		109,797	27.45%	▲
Housing		(2,252,459)	(2,065,248)	(862,174)		1,203,074	58.25%	▲
Community Amenities		(10,553,226)	(9,648,094)	(8,740,673)		907,421	9.41%	
Recreation and Culture		(13,977,026)	(12,765,624)	(11,434,008)		1,331,616	10.43%	▲
Transport		(11,103,225)	(10,178,465)	(8,367,280)		1,811,185	17.79%	▲
Economic Services		(2,145,498)	(1,882,395)	(1,907,051)		(24,656)	(1.31%)	
Other Property and Services		(469,946)	(467,072)	(2,066,454)		(1,599,382)	(342.43%)	▼
Total Operating Expenditure		(45,588,025)	(41,609,434)	(37,947,459)	83%	3,661,975		
<b>Funding Balance Adjustments</b>								
Add back Depreciation		12,629,134	11,576,730	12,118,625		541,895	(4.68%)	
Adjust (Profit)/Loss on Asset Disposal	8	69,567	95,495	24,510		(70,985)	74.33%	
Adjust Revaluation, Provisions and Accruals		0	0	0		0		
<b>Net Cash from Operations</b>		7,792,451	9,605,678	11,862,372		2,256,694		
<b>Capital Revenues</b>								
<b>Grants, Subsidies and Contributions</b>		12,070,216	10,570,599	5,527,683		(5,042,916)	47.71%	▲
Governance		0	0	0		0		
General Purpose Funding		0	0	0		0		
Rates		0	0	0		0		
Other General Purpose Funding		0	0	0		0		
Law, Order and Public Safety		5,000	2,500	0		(2,500)	100.00%	
Health		0	0	0		0		
Education and Welfare		0	0	0		0		
Housing		0	0	0		0		
Community Amenities		37,333	34,221	57,837		23,616	(69.01%)	
Recreation and Culture		8,475,977	7,386,263	3,341,908		(4,044,355)	54.76%	
Transport		3,151,471	2,780,556	1,977,938		(802,618)	28.87%	
Economic Services		400,435	367,059	150,000		(217,059)	59.13%	
Other Property and Services		0	0	0		0		
Proceeds from Disposal of Assets	8	875,000	705,815	195,746	22%	(510,069)	72.27%	▼
Total Capital Revenues		12,945,216	11,276,414	5,723,429	46%	(5,552,985)		

**SHIRE OF BROOME**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 May 2022**

	Note	Amended Annual Budget (a)	Amended YTD Budget (b)	YTD Actual (c)	%	Var. \$ (c)-(b)	Var. % (c)-(b)/(b)	Var.
<b>Capital Expenses</b>								
Land Held for Resale	12	0	0	0		0		
Land Under Control (Crown Land)	12	0	0	0		0		
Land and Buildings	12	(5,648,450)	(4,903,037)	(1,283,798)		3,619,239	73.82%	▲
Infrastructure Assets - Roads & Footpaths	12	(7,705,448)	(6,421,175)	(6,239,398)		181,777	2.83%	
Infrastructure Assets - Recreation Areas	12	(5,555,029)	(4,453,904)	(2,628,046)		1,825,858	40.99%	▲
Infrastructure Assets - Drainage	12	(74,320)	(57,553)	(63,575)		(6,022)	(10.46%)	
Infrastructure Assets - Other	12	(5,037,998)	(4,461,836)	(4,015,962)		445,874	9.99%	
Mobile Plant and Equipment	12	(2,861,000)	(2,297,989)	(607,904)		1,690,085	73.55%	▲
Fixed Plant and Equipment	12	0	0	0		0		
Furniture and Equipment	12	(611,590)	(448,668)	(128,679)		319,989	71.32%	▲
Total Capital Expenditure		(27,493,835)	(23,044,162)	(14,967,362)	54%	8,076,800		
<b>Net Cash from Capital Activities</b>		<b>(14,548,619)</b>	<b>(11,767,748)</b>	<b>(9,243,933)</b>		<b>2,523,815</b>		
<b>Financing</b>								
Proceeds from New Debentures		2,490,746	633,182	0		(633,182)	100.00%	▲
Proceeds from Advances		0	0	0		0		
Self-Supporting Loan Principal		93,483	46,577	0		(46,577)	100.00%	▲
Transfer from Reserves	7	5,266,554	4,108,324	0		(4,108,324)	100.00%	▲
Advances to Community Groups		0	0	0		0		
Repayment of Debentures	10	(936,275)	(435,709)	(426,692)		9,017	2.07%	
Repayment of Self Supporting Loan		(75,389)	(37,562)	0		37,562	100.00%	▲
Asset Rehab Liability		(450,158)	(225,079)	(111,342)		113,737	50.53%	▲
Transfer to Reserves	7	(5,180,865)	(3,064,513)	(12,623)		3,051,890	99.59%	▲
<b>Net Cash from Financing Activities</b>		<b>1,208,096</b>	<b>1,025,220</b>	<b>(550,657)</b>		<b>(1,575,877)</b>		
<b>Net Operations, Capital and Financing</b>		<b>(5,548,072)</b>	<b>(1,136,850)</b>	<b>2,067,782</b>		<b>3,204,632</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>4,839,446</b>	<b>4,839,446</b>	<b>4,839,446</b>		<b>0</b>		
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(708,626)</b>	<b>3,702,596</b>	<b>6,907,228</b>		<b>3,204,632</b>		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.

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

**SHIRE OF BROOME**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 May 2022**

	Note	Amended Annual Budget (a)	Amended YTD Budget (b)	YTD Actual (c)	%	Var. \$ (c)-(b)	Var. % (c)-(b)/(b)	Var.
<b>Operating Revenues</b>		\$	\$	\$		\$	%	
Rates	9	23,902,635	23,902,635	23,902,635		0	0.00%	
Operating Grants, Subsidies and Contributions		2,758,887	2,648,606	3,422,770		774,164	29.23%	▲
Fees and Charges		12,258,051	11,515,930	9,324,977		(2,190,953)	(19.03%)	▼
Service Charges		0	0	0		0		
Interest Earnings		387,850	278,230	299,697		21,467	7.72%	
Other Revenue		1,199,975	1,100,184	694,252		(405,932)	(36.90%)	▼
Profit on Disposal of Assets	8	174,377	97,302	22,366		(74,936)	(77.01%)	▼
Total Operating Revenue		40,681,775	39,542,887	37,666,697	82%	(1,876,190)		
<b>Operating Expense</b>								
Employee Costs		(15,532,185)	(14,239,780)	(14,331,052)		(91,272)	0.64%	
Materials and Contracts		(12,123,505)	(10,953,310)	(6,910,464)		4,042,846	(36.91%)	
Utility Charges		(2,144,443)	(1,965,821)	(2,077,267)		(111,446)	5.67%	
Depreciation on Non-Current Assets		(12,629,134)	(11,576,730)	(12,118,625)		(541,895)	4.68%	
Interest Expenses		(122,689)	(62,459)	(61,286)		1,173	(1.88%)	
Insurance Expenses		(746,307)	(746,242)	(720,985)		25,257	(3.38%)	
Other Expenditure		(2,045,818)	(1,872,295)	(1,680,904)		191,391	(10.22%)	
Loss on Disposal of Assets	8	(243,944)	(192,797)	(46,877)		145,920	(75.69%)	
Total Operating Expenditure		(45,588,025)	(41,609,434)	(37,947,460)	83%	3,661,974		
<b>Funding Balance Adjustments</b>								
Add back Depreciation		12,629,134	11,576,730	12,118,625		541,895	4.68%	
Adjust (Profit)/Loss on Asset Disposal	8	69,567	95,495	24,510		(70,985)	(74.33%)	▼
Adjust Revaluation, Provisions and Accruals		0	0	0		0		
<b>Net Cash from Operations</b>		7,792,451	9,605,678	11,862,372		2,256,694		
<b>Capital Revenues</b>								
Grants, Subsidies and Contributions		12,070,216	10,570,599	5,527,683		(5,042,916)	(47.71%)	▼
Proceeds from Disposal of Assets		875,000	705,815	195,746	22%	(510,069)	(72.27%)	▼
Total Capital Revenues		12,945,216	11,276,414	5,723,429	46%	(5,552,985)		
<b>Capital Expenses</b>								
Land Held for Resale	12	0	0	0		0		
Land Under Control (Crown Land)	12	0	0	0		0		
Land and Buildings	12	(5,648,450)	(4,903,037)	(1,283,798)		3,619,239	(73.82%)	
Infrastructure Assets - Roads & Footpaths	12	(7,705,448)	(6,421,175)	(6,239,398)		181,777	(2.83%)	
Infrastructure Assets - Recreation Areas	12	(5,555,029)	(4,453,904)	(2,628,046)		1,825,858	(40.99%)	
Infrastructure Assets - Drainage	12	(74,320)	(57,553)	(63,575)		(6,022)	10.46%	▲
Infrastructure Assets - Other	12	(5,037,998)	(4,461,836)	(4,015,962)		445,874	(9.99%)	
Fixed Plant and Equipment	12	0	0	0		0		
Furniture and Equipment	12	(611,590)	(448,668)	(128,679)		319,989	(71.32%)	
Total Capital Expenditure		(27,493,835)	(23,044,162)	(14,967,362)	54%	8,076,800		
<b>Net Cash from Capital Activities</b>		(14,548,619)	(11,767,748)	(9,243,933)		2,523,815		
<b>Financing</b>								
Proceeds from New Debentures		2,490,746	633,182	0		(633,182)	(100.00%)	▼
Proceeds from Advances		0	0	0		0		
Self-Supporting Loan Principal		93,483	46,577	0		(46,577)	(100.00%)	▼
Transfer from Reserves	7	5,266,554	4,108,324	0		(4,108,324)	(100.00%)	▼
Advances to Community Groups		0	0	0		0		
Repayment of Debentures	10	(936,275)	(435,709)	(426,692)		9,017	(2.07%)	
Repayment of Self Supporting Loan		(75,389)	(37,562)	0		37,562	(100.00%)	
Asset Rehab Liability		(450,158)	(225,079)	(111,342)		113,737	(50.53%)	
Transfer to Reserves	7	(5,180,865)	(3,064,513)	(12,623)		3,051,890	(99.59%)	
<b>Net Cash from Financing Activities</b>		1,208,096	1,025,220	(550,657)		(1,575,877)		
<b>Net Operations, Capital and Financing</b>		(5,548,072)	(1,136,850)	2,067,782		3,204,632		
<b>Opening Funding Surplus(Deficit)</b>	3	4,839,446	4,839,446	4,839,446		0		
<b>Closing Funding Surplus(Deficit)</b>	3	(708,626)	3,702,596	6,907,228		3,204,632		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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



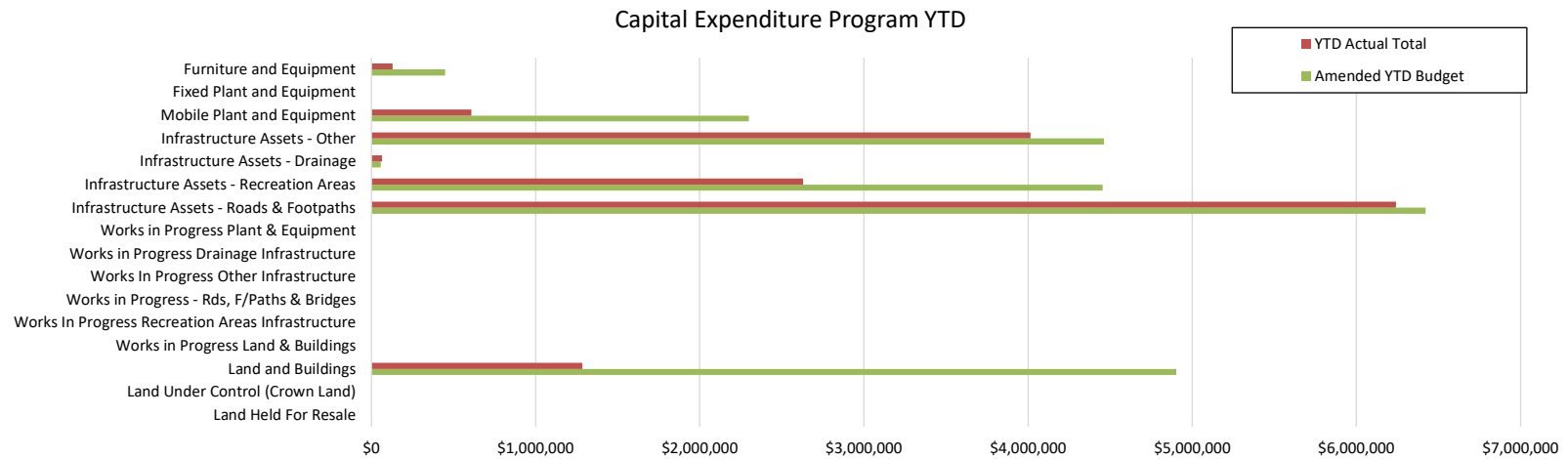
**SHIRE OF BROOME**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 31 May 2022

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	1,053,640	230,158	1,283,798	4,903,037	5,648,450	(3,619,239)
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	5,304,418	934,980	6,239,398	6,421,175	7,705,448	(181,777)
Infrastructure Assets - Recreation Areas	12	2,565,525	62,521	2,628,046	4,453,904	5,555,029	(1,825,858)
Infrastructure Assets - Drainage	12	0	63,575	63,575	57,553	74,320	6,022
Infrastructure Assets - Other	12	3,932,208	83,754	4,015,962	4,461,836	5,037,998	(445,874)
Mobile Plant and Equipment	12	3,966	603,938	607,904	2,297,989	2,861,000	(1,690,085)
Fixed Plant and Equipment	12	0	0	0	0	0	0
Furniture and Equipment	12	128,679	0	128,679	448,668	611,590	(319,989)
Capital Expenditure Totals		12,988,436	1,978,926	14,967,362	23,044,162	27,493,835	(8,076,800)

**Funded By:**

Capital Grants and Contributions	5,527,683	10,570,599	12,070,216	5,042,916
Borrowings	0	633,182	2,490,746	(633,182)
Other (Disposals & C/Fwd)	195,746	705,815	875,000	(510,069)
Total Own Source Funding - Cash Backed Reserves	0	4,108,324	(5,266,554)	(4,108,324)
Own Source Funding - Operations	9,243,933	7,026,242	17,324,427	2,217,691
Capital Funding Total	14,967,362	23,044,162	27,493,835	(8,076,800)

**SHIRE OF BROOME**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
**For the Period Ended 31 May 2022**



**SHIRE OF BROOME**  
**STATEMENT OF BUDGET AMENDMENTS**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 May 2022**

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget (a)
<b>Operating Revenues</b>	\$	\$	\$
Governance	12,620	171,820	184,440
General Purpose Funding - Rates	24,314,912	(2,418)	24,312,494
General Purpose Funding - Other	822,334	0	822,334
Law, Order and Public Safety	120,861	0	120,861
Health	194,731	(10,000)	184,731
Education and Welfare	25,000	0	25,000
Housing	2,031,236	(4,000)	2,027,236
Community Amenities	6,627,788	46,789	6,674,577
Recreation and Culture	1,498,143	72,759	1,570,902
Transport	600,070	520,662	1,120,732
Economic Services	911,027	52,044	963,071
Other Property and Services	2,475,280	200,117	2,675,397
<b>Total Operating Revenue</b>	<b>39,634,002</b>	<b>1,047,773</b>	<b>40,681,775</b>
<b>Operating Expense</b>			
Governance	(2,240,459)	(124,474)	(2,364,933)
General Purpose Funding	(339,348)	0	(339,348)
Law, Order and Public Safety	(1,116,235)	(19,200)	(1,135,435)
Health	(806,634)	0	(806,634)
Education and Welfare	(424,795)	(15,500)	(440,295)
Housing	(2,247,459)	(5,000)	(2,252,459)
Community Amenities	(10,780,752)	227,526	(10,553,226)
Recreation and Culture	(13,995,567)	18,541	(13,977,026)
Transport	(11,233,425)	130,200	(11,103,225)
Economic Services	(2,210,496)	64,998	(2,145,498)
Other Property and Services	(241,123)	(228,823)	(469,946)
<b>Total Operating Expenditure</b>	<b>(45,636,293)</b>	<b>48,268</b>	<b>(45,588,025)</b>
<b>Funding Balance Adjustments</b>			
Add back Depreciation	12,629,134	0	12,629,134
Adjust (Profit)/Loss on Asset Disposal	65,387	4,180	69,567
Adjust Provisions and Accruals	0	0	0
<b>Net Cash from Operations</b>	<b>6,692,230</b>	<b>1,100,221</b>	<b>7,792,451</b>
<b>Capital Revenues</b>			
Grants, Subsidies and Contributions	8,226,226	3,843,990	12,070,216
Proceeds from Disposal of Assets	694,000	181,000	875,000
Proceeds from Sale of Investments	0		0
<b>Total Capital Revenues</b>	<b>8,920,226</b>	<b>4,024,990</b>	<b>12,945,216</b>

**SHIRE OF BROOME**  
**STATEMENT OF BUDGET AMENDMENTS**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 May 2022**

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget (a)
<b>Capital Expenses</b>			
Land Held for Resale	0	0	0
Land Under Control (Crown Land)	0	0	0
Land and Buildings	(4,661,693)	(986,757)	(5,648,450)
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	(6,222,370)	(1,483,078)	(7,705,448)
Infrastructure Assets - Recreation Areas	(4,904,135)	(650,894)	(5,555,029)
Infrastructure Assets - Drainage	(150,560)	76,240	(74,320)
Infrastructure Assets - Other	(3,993,002)	(1,044,996)	(5,037,998)
Mobile Plant and Equipment	(2,188,500)	(672,500)	(2,861,000)
Fixed Plant and Equipment	0	0	0
Furniture and Equipment	(588,125)	(23,465)	(611,590)
<b>Total Capital Expenditure</b>	<b>(22,708,385)</b>	<b>(4,785,450)</b>	<b>(27,493,834)</b>
<b>Net Cash from Capital Activities</b>	<b>(13,788,159)</b>	<b>(760,460)</b>	<b>(14,548,618)</b>
<b>Financing</b>			
Proceeds from New Debentures	2,100,000	390,746	2,490,746
Proceeds from Advances	0	0	0
Self-Supporting Loan Principal	93,483	0	93,483
Transfer from Reserves	3,562,505	1,704,049	5,266,554
Purchase of Investments	0	0	0
Advances to Community Groups	0	0	0
Repayment of Debentures	(936,275)	0	(936,275)
Repayment of Self Supporting Loan	(75,389)	0	(75,389)
Asset Rehab Liability	(700,158)	250,000	(450,158)
Transfer to Reserves	(2,441,206)	(2,739,659)	(5,180,865)
<b>Net Cash from Financing Activities</b>	<b>1,602,960</b>	<b>(394,864)</b>	<b>1,208,096</b>
<b>Net Operations, Capital and Financing</b>	<b>(5,492,969)</b>	<b>(55,103)</b>	<b>(5,548,072)</b>
<b>Opening Funding Surplus(Deficit)</b>	<b>5,492,969</b>	<b>(653,523)</b>	<b>4,839,446</b>
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>(708,626)</b>	<b>(708,626)</b>

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 May 2022

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	2,508	1.40%			
General Purpose Funding - Rates	31,476	0.13%			
General Purpose Funding - Other	1,272,525	154.75%	▲	Timing	FAGS 5th payment received
Law, Order and Public Safety	(3,699)	(3.34%)			
Health	(8,939)	(5.07%)			
Education and Welfare	0	0.00%			
Housing	(1,347,989)	(72.54%)	▼	Permanent	Lower level of staff leasing through Shire.
Community Amenities	(469,960)	(7.41%)			
Recreation and Culture	(80,511)	(5.59%)			
Transport	(378,319)	(36.02%)	▼	Timing	Funds to be received for Wandrra Claim.
Economic Services	(509,196)	(57.11%)	▼	Timing	BVC & Roebuck CP monthly recoup amount - annual reconciliation at year end. Building fees higher due to higher value applications.
Other Property and Services	(384,087)	(16.23%)	▼	Timing	LGIS insurance contribution not yet received. Income for leased property is under review.
<b>Operating Expense</b>					
Governance	189,630	8.97%			
General Purpose Funding	(24,397)	(7.84%)			
Law, Order and Public Safety	(306,372)	(29.51%)	▼	Timing	DRFAWA, confirmed February flooding event
Health	64,059	8.66%			
Education and Welfare	109,797	27.45%	▲	Permanent	Community Services positions vacant.
Housing	1,203,074	58.25%	▲	Permanent	Lower level of staff leasing through Shire.
Community Amenities	907,421	9.41%			
Recreation and Culture	1,331,616	10.43%	▲	Permanent /Timing	Resources for parks & ovals maintenance being allocated to Chinatown streetscaping works.
Transport	1,811,185	17.79%	▲	Permanent /Timing	Resources for urban road maintenance allocated to Town Beach Carpark.
Economic Services	(24,656)	(1.31%)			
Other Property and Services	(1,599,382)	(342.43%)	▼	Timing	ABC Allocation Journals processed YTD higher than budget as LGIS insurance contribution not yet received. IT Licence fees paid ahead of budget.
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(5,042,916)	47.71%	▲	Timing	20/21 Grant recognition of income as contract liability in current year - Chinatown, Town Beach Jetty & LRCI projects.
Proceeds from Disposal of Assets	(510,069)	72.27%	▼	Timing	Assets disposed of at various time throughout year.
<b>Capital Expenses</b>					
Land Held for Resale	0				
Land Under Control (Crown Land)	0				
Land and Buildings	3,619,239	73.82%	▲	Timing	Surf Club Tender being evaluated. Regional Resource Recovery Park not yet commenced.
Works in Progress Land & Buildings	0				
Works In Progress Recreation Areas	0				
Infrastructure	0				
Works in Progress - Rds, F/Paths & Bridges	0				
Works In Progress Other	0				
Infrastructure	0				
Works in Progress Drainage	0				
Infrastructure	0				
Works in Progress - Plant & Equipment	0				
Infrastructure Assets - Roads & Footpaths	181,777	2.83%			

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 May 2022

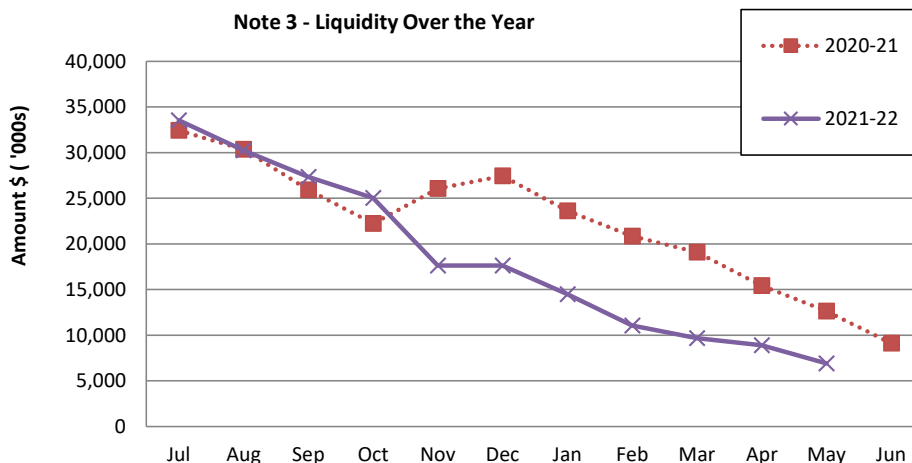
**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Infrastructure Assets - Recreation Areas	1,825,858	40.99%	▲	Timing	New skate park development in progress, Cable Beach design, youth bike track, BRAC oval renewals in progress,
Infrastructure Assets - Drainage	(6,022)	(10.46%)			
Infrastructure Assets - Other	445,874	9.99%			
Mobile Plant and Equipment	1,690,085	73.55%	▲	Timing	Assets to be received by the end of the financial year
Fixed Plant and Equipment	0				
Furniture and Equipment	319,989	(8.37%)	▲	Timing	Carryover project Altus Payroll - due to commence April
<b>Financing</b>					
Proceeds from New Debentures	(633,182)	100.00%	▲	Timing	Carryover Loans Chinatown Contingency & Surf Club not yet drawn down.
Proceeds from Advances	0				
Self-Supporting Loan Principal	(46,577)	100.00%	▲	Timing	Golf Club self supporting loan.
Transfer from Reserves	(4,108,324)	100.00%	▲	Timing	Reserve Transfers completed at EOFY.
Advances to Community Groups	0				
Loan Principal	9,017	2.07%			
Repayment of Self Supporting Loan	37,562	100.00%	▲	Timing	Golf Club self supporting loan.
Transfer to Reserves	3,051,890	99.59%	▲	Timing	Reserve Transfers completed at EOFY.

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2022**

**Note 3: NET CURRENT FUNDING POSITION**

Positive=Surplus (Negative=Deficit)				
	Note	YTD 31 May 2022	30 Jun 2021	YTD 31 May 2021
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	9,706,257	6,137,536	2,584,526
Cash Restricted	4	30,858,840	30,846,264	32,107,102
Receivables - Rates	6	924,715	839,535	1,028,299
Receivables - Rates Other		(38,706)	(72,471)	4,683
Receivables - Debtors	6	709,323	2,089,103	2,183,771
Receivables - Other		1,094	665,842	245,031
Sundry Provisions & Accruals		99,482	325,530	90,826
Inventories		61,693	65,150	71,711
		42,322,698	40,896,489	38,315,949
<b>Less: Current Liabilities</b>				
Payables		(4,935,814)	(12,414,578)	(6,910,301)
Provisions		(1,311,473)	(1,564,678)	(1,323,187)
		(6,247,287)	(13,979,256)	(8,233,488)
Less: Cash Reserves	7	(30,858,887)	(30,846,264)	(32,107,102)
Rounding and Timing Adjustment		1,690,703		
<b>Net Current Funding Position</b>		<b>6,907,228</b>	<b>(3,929,031)</b>	<b>(2,024,641)</b>

**Comments - Net Current Funding Position**

The budget was adopted at the OMC 25 June 2021. 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 31 May 2022**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Bank Account	0.15%	5,315,946			5,315,946	CommBank	At Call
Business Online Saver	0.40%	33,918			33,918	CommBank	At Call
BRAC Bank Account	0.10%	41,661			41,661	CommBank	At Call
BPAY Bank Account	0.00%	0			0	CommBank	At Call
Reserve Bank Account	0.40%		285,492		285,492	CommBank	At Call
Trust Bank Account	0.00%			224,828	224,828	CommBank	At Call
ESCROW - Trust	0.00%		3,373,348		3,373,348	Perpetual	At Call
Cash On Hand	Nil	4,200			4,200	N/A	On Hand
<b>(b) Term Deposits</b>							
					0		
Term Deposit	0.54%	0	27,200,000		27,200,000	Bankwest	23-Jun-22
Term Deposit	0.60%	1,500,000			1,500,000	Bankwest	27-Jun-22
Term Deposit	0.53%	3,000,000			3,000,000	Bankwest	23-Jun-22
Term Deposit	0.00%				0		
<b>Total</b>		9,895,725	30,858,840*	224,828†	40,979,393		
<b>Adjustments</b>							
Payment Timing Adjustments**		189,468					
<b>Total</b>		9,706,257	30,858,839.88				

**Comments/Notes - Investments**

\*Note - The total of Restricted Cash balances to the reserves on Note 7.

\*\*NOTE - Payment Timing adjustments indicate payments that have been recorded on the ledger but have yet to be paid out of the bank. The bank accounts are reconciled monthly to ensure no discrepancies occur.

†Note - A discrepancy between Trust balance and the balance of Note 11 is a result of money in transit, either as a refund or a payment, or an unrepresented cheque.

SHIRE OF BROOME

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 May 2022

**Note 5: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
		<b>Budget Adoption</b>			\$	\$	\$	\$
		<b>Permanent Changes</b>						0
111989		Opening surplus adjustment	OMC 16/12/21 ARC	Opening Surplus			(653,522)	(653,522)
		Budgeted EOY Surplus/(Deficit)	OMC 16/12/21 ARC	Capital Expenditure			(350,830)	(1,004,352)
		x						(1,004,352)
		<b>General Purpose Funding</b>						(1,004,352)
0030105		Rates Broome - Op Inc - Rates	OMC 18/11/21 - FACR1	Operating Income		133,335		(871,017)
0030146		Interest - Rates Instalments - Op Inc - Rates	OMC 18/11/21 - FACR1	Operating Income		50,000		(821,017)
32480		Rates Enquiry Fees - Op Inc - Rates	OMC 24/02/22 - FACR 2	Operating Income		24,000		(797,017)
30105		Rates Broome - Op Inc - Rates	OMC 28/04/22 - FACR 3	Operating Income		70,602		(726,415)
30147		Rates Admin Instalment Charge - Op Inc - Rates	OMC 28/04/22 - FACR 3	Operating Income			(11,506)	(737,921)
30201		Rates Non Payment Int - Op Inc - Rates	OMC 28/04/22 - FACR 3	Operating Income		10,000		(727,921)
32480		Rates Enquiry Fees - Op Inc - Rates	OMC 28/04/22 - FACR 3	Operating Income		15,000		(712,921)
32492		Back Rates - Op Inc - Rates	OMC 28/04/22 - FACR 3	Operating Income			(293,849)	(1,006,770)
								(1,006,770)
		<b>Governance</b>						(1,006,770)
22129		Kimberley Zone - Zone & RCG Meeting Expenses - Op Exp	OMC 29/7/21 KRG	Operating Expenditure			(10,000)	(1,016,770)
22134		Kimberley Zone - Annual Financial Audit - Op Exp	OMC 29/7/21 KRG	Operating Expenditure			(5,000)	(1,021,770)
22136		Kimberley Zone - IT Support - Op Exp	OMC 29/7/21 KRG	Operating Expenditure			(1,500)	(1,023,270)
22137		Kimberley Zone - Sundry Expenses - Op Exp	OMC 29/7/21 KRG	Operating Expenditure			(1,000)	(1,024,270)
22143		Kimberley Zone - Savannah Way Membership - Op Exp	OMC 29/7/21 KRG	Operating Expenditure			(5,000)	(1,029,270)
22181		Kimberley Zone - Executive Consultancy - Op Exp	OMC 29/7/21 KRG	Operating Expenditure			(147,320)	(1,176,590)
23013		Kimberley Zone - Reimbursement Zone & RCG Meetings Expenses - Op Inc	OMC 29/7/21 KRG	Operating Income		3,000		(1,173,590)
23021		Kimberley Zone - Members Contribution Secretariat Costs - Op Inc	OMC 29/7/21 KRG	Operating Income		164,320		(1,009,270)
23536		Kimberley Zone - Interest on Reserve - Op Inc.	OMC 29/7/21 KRG	Operating Income		2,500		(1,006,770)
22183		Kimberley Zone - Consultancy - Op Exp	KRG 2/9/21	Operating Expenditure			(40,000)	(1,046,770)
23598		Transfer From Kimberley Zone Reserve - Cap Inc - Kimberley Zone	KRG 2/9/21	Capital Income		40,000		(1,006,770)
24040		Election Expenses Op Exp - Members	OMC 18/11/21	Operating Expenditure			0	(1,006,770)
0023450		Consultants - Op Exp - Other Governance	OMC 16/12/21 - Carryovers	Operating Expenditure			(28,674)	(1,035,444)
23450		Consultants - Op Exp - Other Governance	OMC 24/02/22 - FACR 2	Operating Expenditure		50,000		(985,444)
23015		Executive Travel & Accom - Op Exp - Other Governance	OMC 24/02/22 - FACR 2	Operating Expenditure		10,000		(975,444)
23050		Grant Op - Youth Coordinating Committee Op Inc. - Other Governance	OMC 24/02/22 - FACR 2	Operating Income			(5,000)	(980,444)
23053		Community Grant Op Inc. - Other Governance	OMC 24/02/22 - FACR 2	Operating Income		10,000		(970,444)
23017		Special Event/Milestone Celebration - Op Exp - Other Governance	OMC 24/02/22 - FACR 2	Operating Expenditure			(10,000)	(980,444)
22124		Contribution to Kimberley Zone Secretariat	OMC 24/02/22 - FACR 2	Operating Expenditure		13,920		(966,524)
24060		Broome Shire Council Allowances Members Op Exp - Members	OMC 24/02/22 - FACR 2	Operating Expenditure		11,600		(954,924)
22200		Audit Fees Op Exp - Other Governance	OMC 24/02/22 - FACR 2	Operating Expenditure			(84,000)	(1,038,924)
22110		Refreshments & Receptions - Op Exp - Other Governance	OMC 24/02/22 - FACR 2	Operating Expenditure		5,000		(1,033,924)
24010		Conferences Travel & Accom Op Exp - Members	OMC 24/02/22 - FACR 2	Operating Expenditure		20,000		(1,013,924)
24040		Election Expenses Op Exp - Members	OMC 24/02/22 - FACR 2	Operating Expenditure		9,000		(1,004,924)
22174		Sundry In Kind Donations Op Exp - Other Governance	OMC 24/02/22 - FACR 2	Operating Expenditure		46,500		(958,424)

SHIRE OF BROOME

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 May 2022

**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
22230		Legal Exps Op Exp - Other Governance	OMC 28/04/22 - FACR 3	Operating Expenditure		20,000		(938,424)
22125		WARCA (WA Regional Capitals Alliance) - Op Exp - Other Governance	OMC 28/04/22 - FACR 3	Operating Expenditure		5,000		(933,424)
24020		Shire President & CEO Special Travel - Op Exp - Members	OMC 28/04/22 - FACR 3	Operating Expenditure		5,000		(928,424)
22290		Sister City Relations/Japanese Youth Ambassador - Op Exp - Other Governance	OMC 28/04/22 - FACR 3	Operating Expenditure		5,000		(923,424)
23040		Youth Development Programme & Working Group - Op Exp - Other Governance	OMC 28/04/22 - FACR 3	Operating Expenditure		3,000		(920,424)
23050		Grant Op - Youth Coordinating Committee Op Inc. - Other Governance	OMC 28/04/22 - FACR 3	Operating Income			(3,000)	(923,424)
23453		Review of Strategies Relating to the Community Strategic Plan - Op Exp - Other Gov	OMC 28/04/22 - FACR 3	Operating Expenditure			(10,000)	(933,424)
22174		Sundry In Kind Donations Op Exp - Other Governance	OMC 28/04/22 - FACR 3	Operating Expenditure		14,000		(919,424)
								(1,701,824)
		<b>Education and Welfare</b>						(1,701,824)
82617		Community Development Strategy - Op Exp - Community Services	OMC 26/8/21	Operating Expenditure			(25,000)	(1,726,824)
82670		Grant Income - Comm Services	OMC 16/12/21 - Carryovers	Operating Income		25,000		(1,701,824)
82675		Grants For Community Programs - Op Inc - Community Services	OMC 16/12/21 ARC	Operating Income			(20,000)	(1,721,824)
82670		Grant Income - Comm Services	OMC 28/04/22 - FACR 3	Operating Income			(5,000)	(1,726,824)
82613		Advertising Promotion & Printing - Op Exp - Community Services	OMC 28/04/22 - FACR 3	Operating Expenditure		4,500		(1,722,324)
82617		Community Development Strategy - Op Exp - Community Services	OMC 28/04/22 - FACR 3	Operating Expenditure		5,000		(1,717,324)
								(1,717,324)
		<b>Housing</b>						(1,717,324)
96101		Staff Housing - Reactive Maint - Op Exp	OMC 24/02/22 - FACR 2	Operating Expenditure			(10,000)	(1,727,324)
96200		1/17 Honeyeater Loop - Rent & Recoup Income - Op Inc	OMC 28/04/22 - FACR 3	Operating Income		7,000		(1,720,324)
96201		8/83 Walcott Street - Rent & Recoup Income - Op Inc	OMC 28/04/22 - FACR 3	Operating Income			(13,000)	(1,733,324)
96202		8/6 Ibis Way - Rent & Recoup Income - Op Inc	OMC 28/04/22 - FACR 3	Operating Income		10,000		(1,723,324)
96203		11/6 Ibis Way - Rent & Recoup Income - Op Inc	OMC 28/04/22 - FACR 3	Operating Income		3,000		(1,720,324)
96204		2/50 Tanami Drive - Rent & Recoup Income - Op Inc	OMC 28/04/22 - FACR 3	Operating Income			(7,000)	(1,727,324)
145561		Lot 1002 Shelduck Way - Rent & Recoup Income - Op Inc	OMC 28/04/22 - FACR 3	Operating Income			(4,000)	(1,731,324)
145690		Non Recoverable Op Expenses Staff Housing	OMC 28/04/22 - FACR 3	Operating Expenditure		5,000		(1,726,324)
								(1,726,324)
		<b>Community Amenities</b>						(1,726,324)
101995		Transfer from Regional Resource Recovery Reserve - Cap Inc - Reg Res Recov	OMC 28/10/21	Capital Income		330,000		(1,396,324)
101896		Building New Const - Cap Exp - Regional Resource Recovery Park	OMC 28/10/21	Capital Expenditure			(330,000)	(1,726,324)
0105546	105550	Project - Broome Townsite Coastal Hazard Risk Mgt & Adaptation Plan Consult -Op	OMC 18/11/21 - FACR1	Operating Expenditure			(50,000)	(1,776,324)
0107030	107030	Broome Cemetery - P&G Maint	OMC 18/11/21 - FACR1	Operating Expenditure		6,000		(1,770,324)
0107030	107030	Broome Cemetery - P&G Maint	OMC 18/11/21 - FACR1	Operating Expenditure		10,000		(1,760,324)
0108001		New Refuse Site Exp - Op Exp - Regional Resource Recovery Park	OMC 18/11/21 - FACR1	Operating Expenditure			(150,500)	(1,910,824)
101995		Transfer from Regional Resource Recovery Reserve - Cap Inc - Reg Res Recov	OMC 18/11/21 - FACR1	Capital Income		150,500		(1,760,324)
0107035		General CCTV & Wireless Network Maint - Op Exp - Other Comm Amen	OMC 18/11/21 - FACR1	Operating Expenditure		3,500		(1,756,824)
0104482		Headworks Contribution - Non Op Inc - Urban Stormwater Drainage	OMC 18/11/21 - FACR1	Capital Income		37,333		(1,719,491)
0105400		Development Grants Rec'd - Op Inc - Protection of Environment	OMC 18/11/21 - FACR1	Operating Income		25,000		(1,694,491)
0104270	104299	Short St-Paspaley Carnarvon Street New Drainage Const - Cap Exp	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(14,830)	(1,709,321)
0107550	107550	Japanese Cemetery New Infra by P & G - Cap Exp	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(2,718)	(1,712,039)
107568		Transfer From POS Reserve - Other Comm Amenities	OMC 16/12/21 - Carryovers	Capital Income		0	(8,010)	(1,720,049)
0106030	106055	Planning General Project Consult - Op Exp Town Planning/Reg Dev	OMC 16/12/21 - Carryovers	Operating Expenditure		0	(5,000)	(1,725,049)

SHIRE OF BROOME

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 May 2022

**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
0101050		Contaminated Site Remediation	OMC 16/12/21 - Carryovers	Operating Expenditure		0	(569,474)	(2,294,523)
1052510		Transfer From Refuse Site Reserve - Sanitation Other	OMC 16/12/21 - Carryovers	Capital Income		569,474	0	(1,725,049)
0107060	107061	Broome Roadwise - Road Safety Project	OMC 16/12/21 - Carryovers	Operating Expenditure		0	(5,000)	(1,730,049)
0106194		Proceeds From Sale Of Assets - Development Services	OMC 16/12/21 - Carryovers	Capital Income		13,000	0	(1,717,049)
106159		Profit on Asset Sale - Dev Serv	OMC 16/12/21 - Carryovers	Operating Income	1,789	0	0	(1,717,049)
0104800	104920	Broome Townsite Drains Renewal - Cap Infra Exp - Urb Stwater	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(50,000)	(1,767,049)
107035		General CCTV & Wireless Network Maint - Op Exp - Other Comm Amen	OMC 24/02/22 - FACR 2	Operating Expenditure		10,000		(1,757,049)
106410		Planning Fees (GST Free) - Op Inc - Town Planning/Regional Devel	OMC 24/02/22 - FACR 2	Operating Income		20,000		(1,737,049)
106421		Rezoning and Structure Plan Fees (Excl GST) - Op Inc - Town Planning	OMC 24/02/22 - FACR 2	Operating Income			(5,000)	(1,742,049)
101022		Kerbside Recycling Collection -Op Exp - San Gen Refuse	OMC 24/02/22 - FACR 2	Operating Expenditure		35,000		(1,707,049)
101550	101552	Mobile Garbage Bin Replacement - Cap Exp - San Gen Refuse	OMC 24/02/22 - FACR 2	Capital Expenditure			(35,000)	(1,742,049)
104800	104920	Broome Townsite Drains Renewal - Cap Infra Exp - Urb Stwater	OMC 24/02/22 - FACR 2	Capital Expenditure			(13,420)	(1,755,469)
107552	107561	Broome Cemetery Renewal by P & G - Cap Exp	OMC 24/02/22 - FACR 2	Capital Expenditure		6,630		(1,748,839)
106038		Legal Expenses - Development Services	OMC 28/04/22 - FACR 3	Operating Expenditure		10,000		(1,738,839)
106030	106055	Planning General Project Consult - Op Exp Town Planning/Reg Dev	OMC 28/04/22 - FACR 3	Operating Expenditure		15,000		(1,723,839)
106410		Planning Fees (GST Free) - Op Inc - Town Planning/Regional Devel	OMC 28/04/22 - FACR 3	Operating Income		15,000		(1,708,839)
106421		Rezoning and Structure Plan Fees (Excl GST) - Op Inc - Town Planning	OMC 28/04/22 - FACR 3	Operating Income			(10,000)	(1,718,839)
101510		Vehicle & Mob Plant Renewal(Replacement)-Cap Exp- Sanit Gen Refuse	OMC 28/04/22 - FACR 3	Capital Expenditure			(20,000)	(1,738,839)
101525		Transfer From Refuse Site Reserve - Sanitation Gen Refuse	OMC 28/04/22 - FACR 3	Capital Income		20,000		(1,718,839)
106184		Vehicle & Mobile Plant Renewal (Replacement) Cap Exp - Dev Services	OMC 28/04/22 - FACR 3	Capital Expenditure			(12,000)	(1,730,839)
1042510		Mobile Plant & Equipment Renewal (Replacement) - Cap Exp - Sanitation Other	OMC 28/04/22 - FACR 3	Capital Expenditure		45,000		(1,685,839)
104270	104299	Short St-Paspaley Carnarvon Street New Drainage Const - Cap Exp	OMC 28/04/22 - FACR 3	Capital Expenditure		54,490		(1,631,349)
104205		Transfer to Restricted Cash Reserve - Cap Exp - Urban Storm Water Drainage	OMC 28/04/22 - FACR 3	Capital Expenditure			(88,098)	(1,719,447)
107029	107029	Japanese Cemetery- P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		4,000		(1,715,447)
107030	107030	Broome Cemetery - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		4,000		(1,711,447)
101020		Kerbside Refuse Collection - Op Exp - Sanitation Gen Refuse	OMC 28/04/22 - FACR 3	Operating Expenditure		150,000		(1,561,447)
101022		Kerbside Recycling Collection -Op Exp - San Gen Refuse	OMC 28/04/22 - FACR 3	Operating Expenditure		47,000		(1,514,447)
101027		Recycling and Education - Op Exp - San Gen Refuse	OMC 28/04/22 - FACR 3	Operating Expenditure		10,000		(1,504,447)
101029		Salary - Waste Co-ordinator - Op Exp -Sanitation Gen Refuse	OMC 28/04/22 - FACR 3	Operating Expenditure		50,000		(1,454,447)
101029		Salary - Waste Co-ordinator - Op Exp -Sanitation Gen Refuse	OMC 28/04/22 - FACR 3	Operating Expenditure		150,000		(1,304,447)
101030	101055	Waste Staff PPE - Op Exp	OMC 28/04/22 - FACR 3	Operating Expenditure			(5,000)	(1,309,447)
101030	101050	Weighbridge Operations - Op Exp - San Gen Refuse	OMC 28/04/22 - FACR 3	Operating Expenditure		75,000		(1,234,447)
101030	101050	Weighbridge Operations - Op Exp - San Gen Refuse	OMC 28/04/22 - FACR 3	Operating Expenditure		150,000		(1,084,447)
101030	101054	WFM Licence and Operations Expense - Sanitation Gen Refuse	OMC 28/04/22 - FACR 3	Operating Expenditure		10,000		(1,074,447)
101038	101041	Staff Meeting Expenses - OpExps - Sanitation Gen Refuse	OMC 28/04/22 - FACR 3	Operating Expenditure		15,000		(1,059,447)
101038	101041	Staff Meeting Expenses - OpExps - Sanitation Gen Refuse	OMC 28/04/22 - FACR 3	Operating Expenditure		30,000		(1,029,447)
101040	101042	Sanitation General Project Consultancy - Op Exp - Sanitation Gen Refuse	OMC 28/04/22 - FACR 3	Operating Expenditure		8,000		(1,021,447)
101524		Asset Rehabilitation Obligation (Cap Exp - Sanitation Gen Refuse)	OMC 28/04/22 - FACR 3	Capital Expenditure		250,000		(771,447)
102010	102010	Rangers - Litter Control Salaries	OMC 28/04/22 - FACR 3	Operating Expenditure		40,000		(731,447)
102010	102011	General Litter Control - CCC Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		60,000		(671,447)
102010	102011	General Litter Control - CCC Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		120,000		(551,447)
101515		Transfer to Refuse Reserve - Cap Exp - Sanitation Gen Refuse	OMC 28/04/22 - FACR 3	Capital Expenditure			(1,160,000)	(1,711,447)

SHIRE OF BROOME

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 May 2022

**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
								(1,711,447)
		<b>Recreation and Culture</b>						(1,711,447)
113403		Grants - Non Op - Cap Inc - Other Rec & Sport	OMC 30/9/21	Capital Income		68,988		(1,642,459)
1181425	1181426	Cable Beach Foreshore Upgrade	OMC 30/9/21	Capital Expenditure			(68,988)	(1,711,447)
1181425	1181426	Cable Beach Foreshore Upgrade	OMC 30/9/21	Capital Expenditure			(18,000)	(1,729,447)
117315	117316	BRAC Building Renewal - Cap Exp - BRAC Dry	SMC 28/10/21	Capital Expenditure		159,848		(1,569,599)
117450	117452	BRAC Oval Upgrade of Infra - Cap Exp	SMC 28/10/21	Capital Expenditure			(159,848)	(1,729,447)
113489		Transfer From POS Reserve - Other Rec & S	SMC 28/10/21	Capital Income		352,176		(1,377,271)
117450	117452	BRAC Oval Upgrade of Infra - Cap Exp	SMC 28/10/21	Capital Expenditure			(352,176)	(1,729,447)
0113704	113705	Consultants - Sport & Recreation - Op Exp	OMC 18/11/21 - FACR1	Operating Expenditure			(10,000)	(1,739,447)
0116282		Triple J Maintenance & Operating Exp - Other Culture	OMC 18/11/21 - FACR1	Operating Expenditure			(3,500)	(1,742,947)
0055382		Broome Golf Club SS Loan Interest & Fees Inc Rec'd - Op Inc - Other Recreation &	OMC 18/11/21 - FACR1	Operating Income			(8,576)	(1,751,523)
0055382		Broome Golf Club SS Loan Interest & Fees Inc Rec'd - Op Inc - Other Recreation &	OMC 18/11/21 - FACR1	Operating Income		8,576		(1,742,947)
0113702		Club Development Officer Programs Exp - Rec Services	OMC 18/11/21 - FACR1	Operating Expenditure			(17,000)	(1,759,947)
0117148		Group Fitness Program - Op Exp - BRAC - Aquatic	OMC 18/11/21 - FACR1	Operating Expenditure			(10,000)	(1,769,947)
0117171		Salary - Op Exp - Holiday Prog Exps - BRAC Dry	OMC 18/11/21 - FACR1	Operating Expenditure		10,000		(1,759,947)
0117252		Floorball BRAC Program - Op Inc - BRAC Dry	OMC 18/11/21 - FACR1	Operating Income		15,000		(1,744,947)
0117260		Creche User Fees Inc. Rec'd	OMC 18/11/21 - FACR1	Operating Income		5,000		(1,739,947)
0117266		Multipurpose Room Hire Inc - BRAC	OMC 18/11/21 - FACR1	Operating Income		10,000		(1,729,947)
0116130		Mobile Plant & Equip New - Cap Exp - Bme Civic Centre	OMC 18/11/21 - FACR1	Capital Expenditure			(8,000)	(1,737,947)
0115292		Books & Binding - Op Exp	OMC 18/11/21 - FACR1	Operating Expenditure			(6,000)	(1,743,947)
1140211		General Operating Exp - Swim Areas & Beach Life Guard	OMC 18/11/21 - FACR1	Operating Expenditure			(6,000)	(1,749,947)
1181425	1181426	Cable Beach Foreshore Upgrade	OMC 18/11/21 - FACR1	Capital Expenditure			(40,000)	(1,789,947)
0116125	116128	Lord McAlpine Bust New Construction	OMC 16/12/21 - Carryovers	Capital Expenditure		0	0	(1,789,947)
0113406		Council Loans Received - Other Rec & Sport	OMC 16/12/21 - Carryovers	Capital Income		0	0	(1,789,947)
0112485		Grant Non Op - State Swim Areas & Beaches	OMC 16/12/21 - Carryovers	Capital Income		0	0	(1,789,947)
0112485		Grant Non Op - State Swim Areas & Beaches	OMC 16/12/21 - Carryovers	Capital Income		0	0	(1,789,947)
1181407		Town Beach Redevelopment - Greenspace Stage 2 - Cap Exp	OMC 16/12/21 - Carryovers	Capital Expenditure		6,470	0	(1,783,477)
0113403		Grants - Non Op - Cap Inc - Other Rec & Sport	OMC 16/12/21 - Carryovers	Capital Income		230,819	0	(1,552,658)
0113403		Grants - Non Op - Cap Inc - Other Rec & Sport	OMC 16/12/21 - Carryovers	Capital Income		180,856	0	(1,371,802)
1181409		Town Beach Development - Jetty Project - Other Infra New - Cap Exp	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(252,755)	(1,624,557)
0113371		Royalties For Regions Loc Govt. Non Op Grant - Op Inc - Other Recreation & Sport	OMC 16/12/21 - Carryovers	Capital Income		0	(0)	(1,624,557)
0113371		Royalties For Regions Loc Govt. Non Op Grant - Op Inc - Other Recreation & Sport	OMC 16/12/21 - Carryovers	Capital Income		1,453,852	0	(170,705)
0113551	113763	Male Oval Renewal Infra - Cap Exp - Parks & Ovals	OMC 16/12/21 - Carryovers	Capital Expenditure		0	0	(170,705)
0113550	113570	Dakas Street Reserve New Infra Const Cap Exp-P&O	OMC 16/12/21 - Carryovers	Capital Expenditure		0	0	(170,705)
0113551	113788	Cygnat Park Infrastructure Renewal - Cap Exp	OMC 16/12/21 - Carryovers	Capital Expenditure		0	0	(170,705)
113989		Transfer From POS Reserve - Parks & Ovals	OMC 16/12/21 - Carryovers	Capital Income		0	0	(170,705)
0117315	117316	BRAC Building Renewal - Cap Exp - BRAC Dry	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(0)	(170,705)
0117450	117452	BRAC Oval Upgrade of Infra - Cap Exp	OMC 16/12/21 - Carryovers	Capital Expenditure		69,141	0	(101,564)
0113316		Grants - non Operating Income for Parks & Oval Const - Cap Inc - Parks & Ovals	OMC 16/12/21 - Carryovers	Capital Income		51,975	0	(49,589)
0113316		Grants - non Operating Income for Parks & Oval Const - Cap Inc - Parks & Ovals	OMC 16/12/21 - Carryovers	Capital Income		394,600	0	345,011
1181420	YBRA001	Youth Bike Recreation Area - New Construction - Cap Exp	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(85,221)	259,790

SHIRE OF BROOME

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 May 2022

**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
0115280		Grant Program Expenses - Op Exp - Library (Income in 115480)	OMC 16/12/21 - Carryovers	Operating Expenditure		4,441	0	264,231
0115480		Grant Program Income - Op Inc - Library (Expense in 115280)	OMC 16/12/21 - Carryovers	Operating Income		0	(5,500)	258,731
0115480		Grant Program Income - Op Inc - Library (Expense in 115280)	OMC 16/12/21 - Carryovers	Operating Income		1,059	0	259,790
0113419		Roadwise Contribution - Op Inc - Parks & Ovals	OMC 16/12/21 - Carryovers	Operating Income		5,000	0	264,790
0113603		Reticulation Control System New Exp - Cap Exp Parks & Ovals	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(23,533)	241,257
0117455	117456	BRAC Ovals Renewal Infra Works - Cap Exp - BRAC Ovals	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(100,647)	140,609
0115461		Library Building Renewal (Inc Plant & Furn) - Cap Exp - Libraries	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(5,291)	135,318
116085		Arts, Culture and Heritage Strategy - Op Exp - Other Culture	OMC 24/02/22 - FACR 2	Operating Expenditure			(50,000)	85,318
1181425	1181426	Cable Beach Foreshore Upgrade	OMC 24/02/22 - FACR 2	Capital Expenditure			(115,892)	(30,574)
113128		Cable Beach - Non Op Grant - Other Recreation & Sport - CAP INC	OMC 24/02/22 - FACR 2	Capital Income		708,000		677,426
111989		Transfer to POS Reserve - Cap Exp - Parks & Ovals	OMC 24/02/22 - FACR 2	Capital Expenditure			(708,000)	(30,574)
117081	117082	General Building & Facility Maint - BRAC Dry - Op Exp	OMC 24/02/22 - FACR 2	Operating Expenditure			(10,000)	(40,574)
117142		Holiday Program Op Exp - BRAC - Dry	OMC 24/02/22 - FACR 2	Operating Expenditure			(5,000)	(45,574)
117272		Holiday Program Enrolment Fees Rec'd	OMC 24/02/22 - FACR 2	Operating Income		10,000		(35,574)
117235		Cost of Goods Sold Goods Kiosk - Op Exp - BRAC - General MUN	OMC 24/02/22 - FACR 2	Operating Expenditure			(10,000)	(45,574)
117336		Cost Of Goods Sold Direct (Consumables) Op Exp - BRAC General	OMC 24/02/22 - FACR 2	Operating Expenditure			(5,000)	(50,574)
117234		Kiosk Sales - Op Inc - BRAC - General	OMC 24/02/22 - FACR 2	Operating Income		16,000		(34,574)
117236		Consumables Sales	OMC 24/02/22 - FACR 2	Operating Income		8,000		(26,574)
1140211		General Operating Exp - Swim Areas & Beach Life Guard	OMC 24/02/22 - FACR 2	Operating Expenditure		100,000		73,426
116470	116471	Broome Civic Centre Building General Maint Exps - Op Exp Bme Civic Centre	OMC 24/02/22 - FACR 2	Operating Expenditure			(10,000)	63,426
116489		Operational Expenses - Broome Civic Centre - Production/Events	OMC 24/02/22 - FACR 2	Operating Expenditure			(20,000)	43,426
116541		Broome Civic Centre Venue Income - Op Income - Bme Civic Centre	OMC 24/02/22 - FACR 2	Operating Income		10,000		53,426
116541		Broome Civic Centre Venue Income - Op Income - Bme Civic Centre	OMC 24/02/22 - FACR 2	Operating Income		25,000		78,426
112485		Grant Non Op - State Swim Areas & Beaches	OMC 24/02/22 - FACR 2	Capital Income		350,000		428,426
113406		Council Loans Received - Other Rec & Sport	OMC 24/02/22 - FACR 2	Capital Income		390,746		819,172
113000	113543	Town Beach Water Park - P&G Maint	OMC 24/02/22 - FACR 2	Operating Expenditure		20,000		839,172
113550	113570	Dakas Street Reserve New Infra Const Cap Exp-P&O	OMC 24/02/22 - FACR 2	Capital Expenditure		87,800		926,972
113989		Transfer From POS Reserve - Parks & Ovals	OMC 24/02/22 - FACR 2	Capital Income			(87,800)	839,172
113551	113788	Cygnat Park Infrastructure Renewal - Cap Exp	OMC 24/02/22 - FACR 2	Capital Expenditure		110,000		949,172
113001	113004	Haynes Oval Pavilion - Operating Expense - Op Exp	OMC 24/02/22 - FACR 2	Operating Expenditure			(5,000)	944,172
117218	117219	Medland Pavilion - Operating Expense - Op Exp	OMC 24/02/22 - FACR 2	Operating Expenditure			(5,000)	939,172
113128		Cable Beach - Non Op Grant - Other Recreation & Sport - CAP INC	OMC 28/04/22 - FACR 3	Capital Income			(297,000)	642,172
111989		Transfer to POS Reserve - Cap Exp - Parks & Ovals	OMC 28/04/22 - FACR 3	Capital Expenditure		297,000		939,172
116184	116198	Sundry Community Events	OMC 28/04/22 - FACR 3	Operating Expenditure		10,000		949,172
1138332		Grant Income & Contributions - Op Inc - Other Culture	OMC 28/04/22 - FACR 3	Operating Income			(15,000)	934,172
113410		Male Oval & Concourse - Op Inc - Parks & Ovals	OMC 28/04/22 - FACR 3	Operating Income			(10,000)	924,172
117004	117056	Salary & Related Program Development Officer Expense	OMC 28/04/22 - FACR 3	Operating Expenditure		5,000		929,172
117148		Group Fitness Program - Op Exp - BRAC - Aquatic	OMC 28/04/22 - FACR 3	Operating Expenditure			(5,000)	924,172
117156		Program Annual Events - Op Exp - BRAC Dry	OMC 28/04/22 - FACR 3	Operating Expenditure		6,000		930,172
117200		Hire of BRAC Staff Inc Rec'd - Op Inc - BRAC General	OMC 28/04/22 - FACR 3	Operating Income		5,000		935,172
117291		BRAC Fields - Electricity Reimb and Other Income - Op Inc	OMC 28/04/22 - FACR 3	Operating Income			(5,000)	930,172
115286		SLWA Travel & Accommodation Op Exp - Library	OMC 28/04/22 - FACR 3	Operating Expenditure		6,300		936,472



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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 May 2022

**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
115380		Grant Op - State SLWA Library Grant	OMC 28/04/22 - FACR 3	Operating Income			(4,800)	931,672
115480		Grant Program Income - Op Inc - Library (Expense in 115280)	OMC 28/04/22 - FACR 3	Operating Income		3,000		934,672
116125	116132	Cape Leveque Tourist Bay and Signage	OMC 28/04/22 - FACR 3	Capital Expenditure		57,000		991,672
1181409		Town Beach Development - Jetty Project - Other Infra New - Cap Exp	OMC 28/04/22 - FACR 3	Capital Expenditure		445,000		1,436,672
111989		Transfer to POS Reserve - Cap Exp - Parks & Ovals	OMC 28/04/22 - FACR 3	Capital Expenditure			(445,000)	991,672
113000	113034	Miller Park - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		2,000		993,672
113000	113037	Bedford Park - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure			(3,000)	990,672
113000	113047	China Town - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		20,000		1,010,672
113000	113075	Sugar Glider Park - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		2,000		1,012,672
113000	113080	Six Season Park - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		7,000		1,019,672
113000	113582	Solway Park - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		5,000		1,024,672
113000	113028	Cygnat Park - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		7,000		1,031,672
113000	113033	Haynes Oval - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure			(20,000)	1,011,672
113000	113039	Streeters Jetty Park - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		3,050		1,014,722
113000	113043	Town Beach - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		5,000		1,019,722
113000	113044	Civic Centre - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		3,000		1,022,722
113000	113051	Weed Eradication Program - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		4,000		1,026,722
113000	113579	Frangipani Park - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		2,000		1,028,722
113000	113583	Herbert St Park - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		5,000		1,033,722
113000	113038	Tolentino Park - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure			(2,000)	1,031,722
113000	113040	Cable Beach - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		8,000		1,039,722
113000	113070	Sunset Park - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		3,000		1,042,722
113005	113010	Weed Control- P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure			(5,000)	1,037,722
113026	113026	Skate Park- P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		3,750		1,041,472
113396	113397	Reticulation Control System - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		4,000		1,045,472
113551	113795	Parks & Gardens Works Renewal Infra - Cap Exp	OMC 28/04/22 - FACR 3	Capital Expenditure		40,000		1,085,472
111989		Transfer to POS Reserve - Cap Exp - Parks & Ovals	OMC 28/04/22 - FACR 3	Capital Expenditure			(40,000)	1,045,472
117000	117070	Grounds Maint Exp by P & G - BRAC	OMC 28/04/22 - FACR 3	Operating Expenditure		3,000		1,048,472
117210	117211	BRAC Ovals - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure			(15,000)	1,033,472
117218	117219	Medland Pavilion - Operating Expense - Op Exp	OMC 28/04/22 - FACR 3	Operating Expenditure			(7,500)	1,025,972
111989		Transfer to POS Reserve - Cap Exp - Parks & Ovals	OMC 28/04/22 - FACR 3	Capital Expenditure			(87,800)	938,172
		<b>Transport</b>						938,172
0122000	121011	Sector 1 Chinatown - Works Maint	OMC 18/11/21 - FACR1	Operating Expenditure			(23,000)	915,172
124010	124010	Parking Control - Salaries	OMC 18/11/21 - FACR1	Operating Expenditure		25,200		940,372
0124600	124612	Town Beach - Carpark and Robinson / Hopton intersection	OMC 18/11/21 - FACR1	Capital Expenditure			(128,056)	812,316
0125000	125045	State Blackspot - Frederick Street off-street carpark Cap (Broome SHS) Exp	OMC 18/11/21 - FACR1	Capital Expenditure			(260,238)	552,078
0125000	125046	State Blackspot - Port Drive Stage 2 -Off Street Carpark (Saint Mary's )Cap Exp	OMC 18/11/21 - FACR1	Capital Expenditure		299,198		851,276
0120305		WALGGC Road Grants Untied Op Grant Rec'd	OMC 18/11/21 - FACR1	Operating Income			(227,806)	623,470
0121762		State Direct MRWA/RRG Rd Maint Op Grant Rec'd	OMC 18/11/21 - FACR1	Operating Income		38,468		661,938
0121785		Regional Bikeways Grant- Non Op Inc - Footpaths	OMC 18/11/21 - FACR1	Capital Income		236,105		898,043
0121767		Grant Non Op - Footpath Construction - Cap Inc	OMC 18/11/21 - FACR1	Capital Income			(236,105)	661,938



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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 May 2022

**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
1254421		Access & Inclusion Improvements New Infra - Cap Exp	OMC 18/11/21 - FACR1	Capital Expenditure		12,000		673,938
0121771		Black Spot State Non Op Grant	OMC 18/11/21 - FACR1	Capital Income		260,238		934,176
0121776		Rds To Recovery Non Op Grant for Urban Rds - Non Op Inc	OMC 18/11/21 - FACR1	Capital Income		150,000		1,084,176
0121100	RU226	Black Spot - Port Drive Refuge Island - Rd Upgrade Cap Exp	OMC 18/11/21 - FACR1	Capital Expenditure			(216,198)	867,978
0121100	RU226	Black Spot - Port Drive Refuge Island - Rd Upgrade Cap Exp	OMC 16/12/21 - Carryovers	Capital Expenditure		390,042	0	1,258,021
0125252		Contribution Non Op - St Marys Carparking	OMC 16/12/21 - Carryovers	Capital Income		0	(400,000)	858,021
0121101	RRU	Urban Reseals Renewal Program - Various (Sealing Contractor) - Cap Ex - Renewal	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(40,430)	817,590
0121771		Black Spot State Non Op Grant	OMC 16/12/21 - Carryovers	Capital Income		0	(50,393)	767,197
0125251		Carparks LRCI Grant & Other LRCI Grants - Cap Inc	OMC 16/12/21 - Carryovers	Capital Income		61,294	0	828,491
0125251		Carparks LRCI Grant & Other LRCI Grants - Cap Inc	OMC 16/12/21 - Carryovers	Capital Income		813,688	0	1,642,179
0124600	124612	Town Beach - Carpark and Robinson / Hopton intersection	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(202,151)	1,440,027
0120306		DRFAWA Natural Disaster Grant - Op Grants	OMC 16/12/21 - Carryovers	Operating Income		700,000	0	2,140,027
0125140	125277	Broome North Footpath New Const - Capex	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(41,853)	2,098,174
125960		Transfer From Footpath Reserve - Footpath Construction	OMC 16/12/21 - Carryovers	Capital Income		53,784	0	2,151,958
0125140	125290	Old Broome Estate Subdivision - Whole Estate - Various Paths	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(11,931)	2,140,027
0125215	125033	Broome Streets General Purpose Street Lighting Upgrades-CapE	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(11,883)	2,128,145
0125225	125232	Street Lighting at Various Locations - Renewal	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(48,020)	2,080,125
1254421		Access & Inclusion Improvements New Infra - Cap Exp	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(30,000)	2,050,125
124910		Parking Fines - Op Inc - Parking Facilities	OMC 24/02/22 - FACR 2	Operating Income		10,000		2,060,125
121501	121587	Lawrence Road Upgrade	OMC 24/02/22 - FACR 2	Capital Expenditure			(10,344)	2,049,781
121501	121586	Williams Road - Upgrade	OMC 24/02/22 - FACR 2	Capital Expenditure		10,344		2,060,125
121501	121587	Lawrence Road Upgrade	OMC 24/02/22 - FACR 2	Capital Expenditure			(150,000)	1,910,125
121501	121586	Williams Road - Upgrade	OMC 24/02/22 - FACR 2	Capital Expenditure		150,000		2,060,125
121550		Statutory Contrib for Crossovers - Op Exp - Crossovers & General	OMC 24/02/22 - FACR 2	Operating Expenditure			(5,000)	2,055,125
121510	121510	Chinatown Landscaping Upgrade of Infra by P & G - Cap	OMC 24/02/22 - FACR 2	Capital Expenditure			(9,403)	2,045,722
125251		Carparks LRCI Grant & Other LRCI Grants - Cap Inc	OMC 28/04/22 - FACR 3	Capital Income			(473,694)	1,572,028
121776		Rds To Recovery Non Op Grant for Urban Rds - Non Op Inc	OMC 28/04/22 - FACR 3	Capital Income			(92,000)	1,480,028
125140	125277	Broome North Footpath New Const - Capex	OMC 28/04/22 - FACR 3	Capital Expenditure		7,000		1,487,028
125950		Transfer to Footpath Reserve	OMC 28/04/22 - FACR 3	Capital Expenditure			(7,000)	1,480,028
125140	125290	Old Broome Estate Subdivision - Whole Estate - Various Paths	OMC 28/04/22 - FACR 3	Capital Expenditure		11,931		1,491,959
125950		Transfer to Footpath Reserve	OMC 28/04/22 - FACR 3	Capital Expenditure			(4,931)	1,487,028
121101	RRU	Urban Reseals Renewal Program - Various (Sealing Contractor) - Cap Ex - Renewal	OMC 28/04/22 - FACR 3	Capital Expenditure		138,000		1,625,028
121950		Transfer to Road Reserve - Cap Exp - Cons Streets Roads Bridges Dep	OMC 28/04/22 - FACR 3	Capital Expenditure			(138,000)	1,487,028
122000	121028	Sector 5 Roebuck Est - Works Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		30,000		1,517,028
122000	121027	Sector 4 Sunset Park - Works Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		13,000		1,530,028
122000	121011	Sector 1 Chinatown - Works Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		15,000		1,545,028
122000	121026	Sector 3 Old Broome - Works Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		20,000		1,565,028
122000	121029	Sector 6 Broome North / Blue Haze - Works Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		10,000		1,575,028
122000	121025	Sector 2 Cable Beach - Works Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		20,000		1,595,028
122000	121030	Sector 7 LIA, HIA and Port - Works Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		30,000		1,625,028
126000	126021	Sector 1 Chinatown- Operating	OMC 28/04/22 - FACR 3	Operating Expenditure		5,000		1,630,028
126000	126123	Sector 6 Bme North / Blue Haze - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure			(10,000)	1,620,028

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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 May 2022

**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
125215	125033	Broome Streets General Purpose Street Lighting Upgrades-CapE	OMC 28/04/22 - FACR 3	Capital Expenditure		47,239		1,667,267
		<b>Economic Services</b>						1,667,267
1367405	1367419	Streeter's Jetty Refurbishment (Chinatown Stage 2) Cap Exp	OMC 29/7/21 Streeters	Capital Expenditure			(100,000)	1,567,267
104270	104299	Short St-Paspaley Carnarvon Street New Drainage Const - Cap Exp	OMC 29/7/21 Streeters	Capital Expenditure		100,000		1,667,267
1367405	1367419	Streeter's Jetty Refurbishment (Chinatown Stage 2) Cap Exp	OMC 29/7/21 Streeters	Capital Expenditure			(310,000)	1,357,267
1367404	1367417	Carnarvon Street North Streetscape Enhancements (Chinatown Stage 2) Cap Exp	OMC 29/7/21 Streeters	Capital Expenditure		0		1,357,267
1367405	1367419	Streeter's Jetty Refurbishment (Chinatown Stage 2) Cap Exp	OMC 29/7/21 Streeters	Capital Expenditure			(196,823)	1,160,444
1181409		Town Beach Development - Jetty Project - Other Infra New - Cap Exp	OMC 29/7/21 Streeters	Capital Expenditure		196,823		1,357,267
0132050	132052	Broome Visitor Centre - Reactive Maint - Op Exp	OMC 18/11/21 - FACR1	Operating Expenditure			(9,500)	1,347,767
0132310	132313	Roebuck Bay CP - Reactive Maint - Op Exp	OMC 18/11/21 - FACR1	Operating Expenditure			(11,500)	1,336,267
1367301		Grants & Contributions Received (Chinatown Revitalisation Stage 2) - Op Inc -	OMC 18/11/21 - FACR1	Operating Income		2,044		1,338,311
1367405	1367419	Streeter's Jetty Refurbishment (Chinatown Stage 2) Cap Exp	OMC 16/12/21 - Carryovers	Capital Expenditure		31,048	0	1,369,358
1367404	1367414	Short Street Streetscape Enhancements (Chinatown Stage 2) - Cap Exp	OMC 16/12/21 - Carryovers	Capital Expenditure		95,051	0	1,464,409
1367502		Loans Received China Town Revitalisation - Cap Inc - Economic Services Special	OMC 16/12/21 - Carryovers	Capital Income		0	0	1,464,409
1367453		Chinatown Revitalisation Stage 2 Loan 198 Principal Exp	OMC 16/12/21 - Carryovers	Capital Expenditure		0	0	1,464,409
1367454		Chinatown Revitalisation Stage 2 Loan 198 Interest & Fee Exp - Op Exp	OMC 16/12/21 - Carryovers	Operating Expenditure		0	0	1,464,409
1367454		Chinatown Revitalisation Stage 2 Loan 198 Interest & Fee Exp - Op Exp	OMC 16/12/21 - Carryovers	Operating Expenditure		0	0	1,464,409
1367405	1367418	Smart Cities Enabling Items - Cap Exp	OMC 16/12/21 - Carryovers	Capital Expenditure		0	0	1,464,409
1367404	1367416	Napier Terrace Streetscape Enhancements (Chinatown Stage 2) - Cap Exp	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(887,944)	576,465
1367404	1367417	Carnarvon Street North Streetscape Enhancements (Chinatown Stage 2) Cap Exp	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(286,000)	290,465
1367404	1367433	Carnarvon Street South Streetscape Enhancements	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(322,096)	(31,630)
1367405	1367420	Chinatown Transit Hub and Pocket Park (Chinatown Stage 2) Cap Exp	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(307,000)	(338,630)
1367405	1367412	Public Art (funded from Reserve) - Other Infra New - Cap Ex	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(378,537)	(717,167)
1367221		Chinatown Poject Mgmt, Feasibility & Design Consultancy - Cap Exp - Economic	OMC 16/12/21 - Carryovers	Capital Expenditure		0	0	(717,167)
1367405	1367421	Visitor Centre Amenities (Chinatown Stage 2) Cap Exp	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(186,000)	(903,167)
1367504		Grants & Contr. Received Non Op - Cap Inc - Economic Services Special Projects	OMC 16/12/21 - Carryovers	Capital Income		150,000	0	(753,167)
1367504		Grants & Contr. Received Non Op - Cap Inc - Economic Services Special Projects	OMC 16/12/21 - Carryovers	Capital Income		250,435	0	(502,732)
0136723		Chinatown Place Activation Initiatives -Op Exp - Economic Services Special Projects	OMC 16/12/21 - Carryovers	Operating Expenditure		0	(24,000)	(526,732)
136723	CT00	Chinatown Activation - Budget Only	OMC 24/02/22 - FACR 2	Operating Expenditure		24,000		(502,732)
132020		Australia's North West Tourism Contribution - Op Exp - Tourism	OMC 24/02/22 - FACR 2	Operating Expenditure		75,000		(427,732)
133410		Stat Fees & Lic - Building Permits	OMC 24/02/22 - FACR 2	Operating Income		20,000		(407,732)
132314		Sanctuary Caravan Park Op Exp - Tourism & Area Promotion	OMC 28/04/22 - FACR 3	Operating Expenditure			(8,000)	(415,732)
1367205		Relieving Staff Exp - Op Exp - Oth Economic Services	OMC 28/04/22 - FACR 3	Operating Expenditure			(27,585)	(443,317)
1367201		Salary - Op Exp - Economic Services	OMC 28/04/22 - FACR 3	Operating Expenditure		27,585		(415,732)
133015		Consultants - Op Exp - Building Control	OMC 28/04/22 - FACR 3	Operating Expenditure		4,000		(411,732)
133410		Stat Fees & Lic - Building Permits	OMC 28/04/22 - FACR 3	Operating Income		30,000		(381,732)
132060		Tourism Development - Op Exp - Tourism & Area Promotion	OMC 28/04/22 - FACR 3	Operating Expenditure		15,000		(366,732)
		<b>Other Property and Services</b>						(366,732)
0142000	142058	Haas St Office - Planned Maint & Minor Works - Op Exp	OMC 18/11/21 - FACR1	Operating Expenditure			(20,000)	(386,732)
0147270	147270	KRO - Operating Expense - Op Exp	OMC 18/11/21 - FACR1	Operating Expenditure			(44,500)	(431,232)

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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 May 2022

**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
0142015		All Employee Centrelink Paid Parental Leave - Op Exp - Gen Admin O'Heads	OMC 18/11/21 - FACR1	Operating Expenditure			(20,000)	(451,232)
0142395		All Employee Paid Parental Leave Reimb - Op Inc - Gen Admin O'Heads	OMC 18/11/21 - FACR1	Operating Income		20,000		(431,232)
0142048		HRM Consultancy - Op Exp	OMC 18/11/21 - FACR1	Operating Expenditure			(30,000)	(461,232)
0142231		Consultants Corp Serv - Op Exp - Corp Gov Support	OMC 18/11/21 - FACR1	Operating Expenditure			(20,000)	(481,232)
0146105		Salary - Op Exp - IT	OMC 18/11/21 - FACR1	Operating Expenditure		30,000		(451,232)
0146111		IT Contract Consultants - Exp	OMC 18/11/21 - FACR1	Operating Expenditure			(30,000)	(481,232)
0142004		Salary - Op Exp - Finance	OMC 18/11/21 - FACR1	Operating Expenditure		20,000		(461,232)
0142193		Relief Staff - Op Exp - Finance - Corp. Gov. & Support	OMC 18/11/21 - FACR1	Operating Expenditure			(20,000)	(481,232)
142392		Reimbursement Insurance No GST - Op Inc - Corp Gov & Supp	OMC 18/11/21 - FACR1	Operating Income		23,000		(458,232)
147355		Transfer From Building Reserve Leased Offices Un Clas	OMC 18/11/21 - FACR1	Capital Income		9,500		(448,732)
0146408		Zanders - Rent & Recoup Income - Op Inc	OMC 18/11/21 - FACR1	Operating Income		135,000		(313,732)
0147463		Far North Community Services Tenancy 5,6,7 - KRO2 - Rent & Recoup Income - Op	OMC 18/11/21 - FACR1	Operating Income			(114,605)	(428,337)
0147463		Far North Community Services Tenancy 5,6,7 - KRO2 - Rent & Recoup Income - Op	OMC 18/11/21 - FACR1	Operating Income			(175,375)	(603,712)
0147483		Dept of Housing Tenancy 11& 10B - KRO1 - Rent & Recoup Income - Op Inc	OMC 18/11/21 - FACR1	Operating Income		96,106		(507,606)
0112483		Town Beach Cafe - Rent & Recoup Income - Op Inc	OMC 18/11/21 - FACR1	Operating Income		1,274		(506,332)
0112483		Town Beach Cafe - Rent & Recoup Income - Op Inc	OMC 18/11/21 - FACR1	Operating Income		37,400		(468,932)
0146120		Equip & H'Ware > \$5000 Cap Exp - IT	OMC 16/12/21 - Carryovers	Capital Expenditure		5,000	0	(463,932)
0146122		Software >\$5000 Cap Exp - IT	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(28,465)	(492,397)
0146166		Transfer From Equip & Ins Reserve - IT Ops - Cap Inc	OMC 16/12/21 - Carryovers	Capital Income		73,926	0	(418,471)
0146555		Transfer From Building Reserve Leased Comm Facilities - Un Clas	OMC 16/12/21 - Carryovers	Capital Income		0	0	(418,471)
0148242	148243	Depot Building Upgrade - Cap Exp - Depot Ops	OMC 16/12/21 - Carryovers	Capital Expenditure		0	0	(418,471)
0148604		Transfer From Building Reserve - Depot	OMC 16/12/21 - Carryovers	Capital Income		0	0	(418,471)
0142232		LGIS Insurance Funded Expenses (Inc In 142393) - Op Exp - Corp Gov	OMC 16/12/21 - Carryovers	Operating Expenditure		0	(26,380)	(444,851)
0148611		Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Works Ops	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(515,000)	(959,851)
0148600		Proceeds from Sale of Assets - Cap Inc - Works Operations	OMC 16/12/21 - Carryovers	Capital Income		113,000	0	(846,851)
0148396		Loss On Sale Of Assets - Op Exp - Works Operations	OMC 16/12/21 - Carryovers	Operating Expenditure	(22,742)	0	0	(846,851)
0148499		Profit On Sale of Assets - Op Inc - Works Operations	OMC 16/12/21 - Carryovers	Operating Income	54,487	0	0	(846,851)
0143601		Proceeds from Sale of Assets - Cap Inc - Parks & Gardens Operations	OMC 16/12/21 - Carryovers	Capital Income		55,000	0	(791,851)
0143518		Profit on Sale of Assets - Op Inc - Parks & Gardens Operations	OMC 16/12/21 - Carryovers	Operating Income	17,533	0	0	(791,851)
0143610		Vehicle & Plant Renewal(Replacement) - Cap Exp - P&G Operations	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(182,000)	(973,851)
0143520		Loss on Sale of Assets - Op Exp - Parks & Gardens Operations	OMC 16/12/21 - Carryovers	Operating Expenditure	(55,247)	0	0	(973,851)
0148395		Transfer from Plant Reserve - Works Ops	OMC 16/12/21 - Carryovers	Capital Income		200,000	0	(773,851)
0141450		Works Private Works Income - Not Prepaid	OMC 16/12/21 - Carryovers	Operating Income		207,250	0	(566,602)
0142558		Shire Office Build Haas St Renewal - Cap Exp - Corp Gov	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(17,928)	(584,529)
0147374		KRO1 Building Renewal - Cap Exp - Office Prop Leased	OMC 16/12/21 - Carryovers	Capital Expenditure		0	(26,187)	(610,716)
142006		Salary - Op Exp - Human Resources	OMC 24/02/22 - FACR 2	Operating Expenditure			(18,000)	(628,716)
142008		Relieving Staff Exp - HR	OMC 24/02/22 - FACR 2	Operating Expenditure		18,000		(610,716)
14296		COVID-19 Emergency Costs - Unclassified General	OMC 24/02/22 - FACR 2	Operating Expenditure			(20,000)	(630,716)
146102		License Maint and Support - IT Exp	OMC 24/02/22 - FACR 2	Operating Expenditure			(80,000)	(710,716)
146109		Software<\$5000 - IT Exp	OMC 24/02/22 - FACR 2	Operating Expenditure		10,000		(700,716)
800		Oils & Lubricants - Op Exp - Depot Operations	OMC 24/02/22 - FACR 2	Operating Expenditure			(5,000)	(705,716)
147270	147272	KRO1 - Reactive Maint - Op Exp	OMC 24/02/22 - FACR 2	Operating Expenditure			(7,500)	(713,216)

SHIRE OF BROOME

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 May 2022

**Note 5: BUDGET AMENDMENTS**

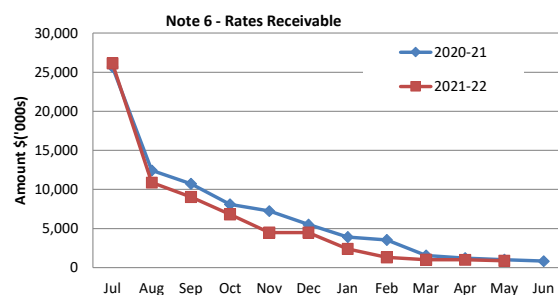
Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
114310	114311	Broome Turf Club Recoupable Expenses (Income in 114401) - Op Exp - Unclassified	OMC 24/02/22 - FACR 2	Operating Expenditure		22,546		(690,670)
114401		Turf Club - Rent & Recoup Income - Op Inc	OMC 24/02/22 - FACR 2	Operating Income			(21,952)	(712,622)
142042		Performance Based Rewards - Gen Admin	OMC 28/04/22 - FACR 3	Operating Expenditure		10,000		(702,622)
142043		Organisational Training - General	OMC 28/04/22 - FACR 3	Operating Expenditure		80,000		(622,622)
142048		HRM Consultancy - Op Exp	OMC 28/04/22 - FACR 3	Operating Expenditure			(20,000)	(642,622)
142232		LGIS Insurance Funded Expenses (Inc in 142393) - Op Exp - Corp Gov	OMC 28/04/22 - FACR 3	Operating Expenditure		20,000		(622,622)
142393		LGIS Insurance Bonus & Funding (Exp in 142232) - Op Inc - Corp Gov	OMC 28/04/22 - FACR 3	Operating Income			(80,000)	(702,622)
142090		Postage & Freight - Op Exp - General Administration O'Heads	OMC 28/04/22 - FACR 3	Operating Expenditure		5,000		(697,622)
146104		Equip Maint & Supplies - IT Exp - OP Exp	OMC 28/04/22 - FACR 3	Operating Expenditure			(8,000)	(705,622)
146110		Minor Assets<\$5000 - IT Exp	OMC 28/04/22 - FACR 3	Operating Expenditure			(20,000)	(725,622)
146111		IT Contract Consultants - Exp	OMC 28/04/22 - FACR 3	Operating Expenditure		50,000		(675,622)
142988		Transfer to Plant Reserve - Cap Exp - Engineering Office	OMC 28/04/22 - FACR 3	Capital Expenditure			(7,000)	(682,622)
143010		Salary - Op Exp - Engineering Office	OMC 28/04/22 - FACR 3	Operating Expenditure		30,000		(652,622)
143038		Consultants Engineering Office	OMC 28/04/22 - FACR 3	Operating Expenditure			(30,000)	(682,622)
148021		Vehicle & Mobile Plant New - Cap Exp - Depot Ops	OMC 28/04/22 - FACR 3	Capital Expenditure		12,500		(670,122)
148603		Transfer From Plant Reserve - Depot Ops	OMC 28/04/22 - FACR 3	Capital Income			(11,500)	(681,622)
143031		Survey Equipment & Maintenance - Op Exp - Engineering Office	OMC 28/04/22 - FACR 3	Operating Expenditure		3,000		(678,622)
800		Oils & Lubricants - Op Exp - Depot Operations	OMC 28/04/22 - FACR 3	Operating Expenditure			(3,000)	(681,622)
145105		Plant Fuel & Oil - Op Exp - Plant Operation	OMC 28/04/22 - FACR 3	Operating Expenditure			(30,000)	(711,622)
148100	148105	Depot - Reactive Maint - Op Exp	OMC 28/04/22 - FACR 3	Operating Expenditure			(9,000)	(720,622)
148279	148279	Apprentice Training - Depot	OMC 28/04/22 - FACR 3	Operating Expenditure		2,000		(718,622)
142000	142054	Shire Office Haas St - P & G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		3,000		(715,622)
142050	142496	Shire Office Barker St - P&G Maint	OMC 28/04/22 - FACR 3	Operating Expenditure		2,000		(713,622)
147103		Survey & Misc Expenses Leased Properties - Op Exp - Unclassified Gen	OMC 28/04/22 - FACR 3	Operating Expenditure		5,000		(708,622)
					(4,180)	15,238,526	(15,947,148)	(708,622)

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2022

**Note 6: RECEIVABLES**

Receivables - Rates Receivable	YTD 31 May 2022	30 Jun 2021
	\$	\$
Opening Arrears Previous Years	839,534	876,141
Levied this year	23,902,635	23,282,829
Less Collections to date	(23,817,454)	(23,319,436)
Equals Current Outstanding	924,715	839,534
<b>Net Rates Collectable</b>	<b>924,715</b>	<b>839,534</b>
% Collected	96.26%	96.52%



**Comments/Notes - Receivables Rates**

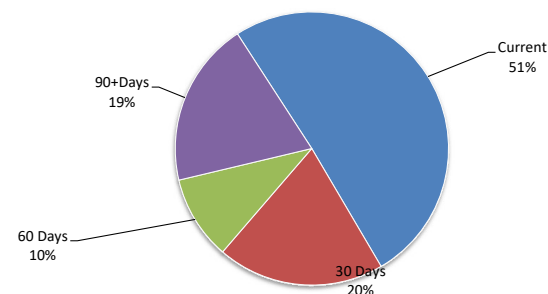
\* NOTE - Rates were raised on 15 July 2021 and are due on 19 August 2021.

\*\*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	(112,803)	394,866	154,141	77,621	152,190
<b>Total Receivables General Outstanding</b>					<b>666,015</b>

Amounts shown above include GST (where applicable)

**Receivables - General**



**Comments/Notes - Receivables General**

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

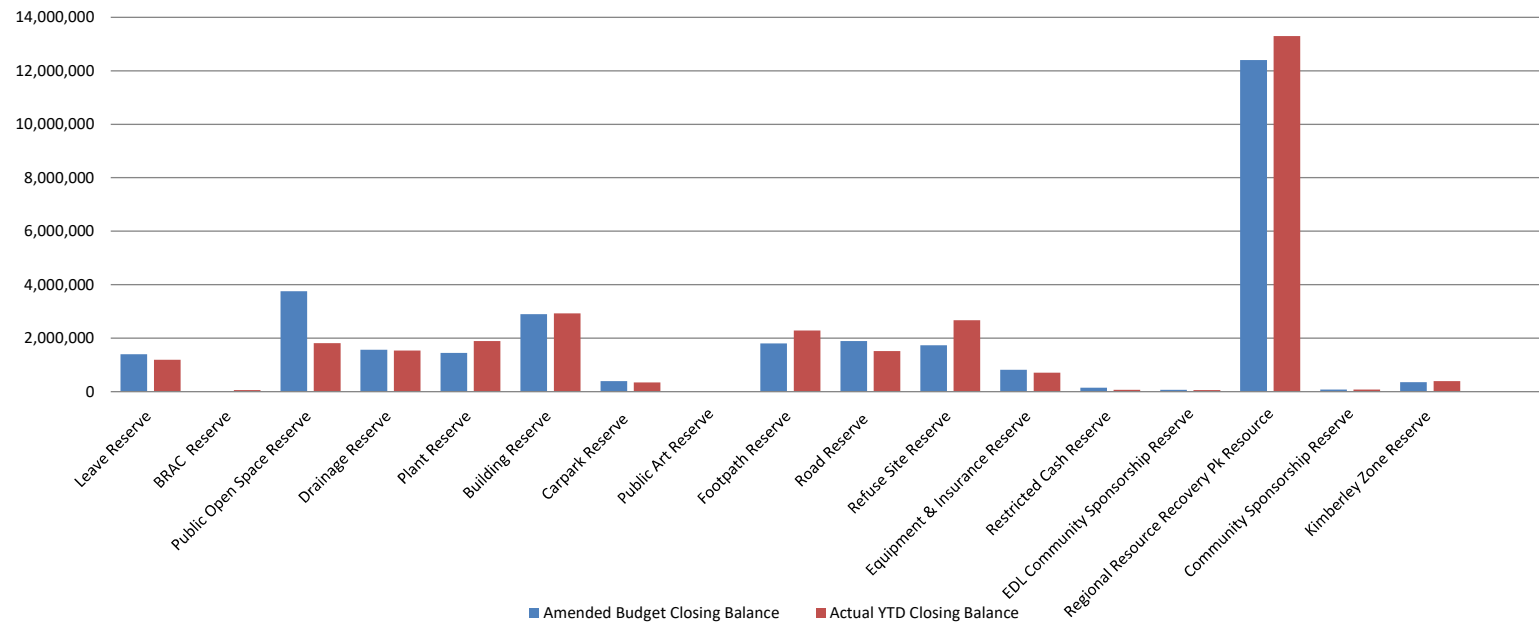
**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2022**

**Note 7: Cash Backed Reserve**

2021-22										
Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	1,197,060	3,256	449	310,595	0	115,646	0		1,395,265	1,197,509
BRAC Reserve	58,504	187	24	0	0	58,000	0		691	58,528
Public Open Space Reserve	1,806,645	8,188	746	2,372,151	(0)	429,166	0		3,757,818	1,807,390
Drainage Reserve	1,538,300	4,434	629	29,174	0	0	0		1,571,908	1,538,930
Plant Reserve	1,895,391	5,410	779	7,000	0	453,000	0		1,454,801	1,896,171
Building Reserve	2,920,961	7,434	1,195	473,982	0	509,356	0		2,893,021	2,922,156
Carpark Reserve	348,224	1,111	143	41,869	(0)	0	0		391,204	348,367
Public Art Reserve	6,211	20	3	0	(0)	0	0		6,231	6,214
Footpath Reserve	2,283,309	5,672	940	11,931	(0)	498,138	0		1,802,774	2,284,249
Road Reserve	1,517,285	4,769	627	368,811	0	0	0		1,890,865	1,517,912
Refuse Site Reserve	2,664,994	6,766	1,102	1,160,000	(0)	2,102,091	0		1,729,669	2,666,096
Equipment & Insurance Reserve	714,651	2,361	294	221,336	(0)	123,926	0		814,422	714,944
Restricted Cash Reserve	65,000	0	0	88,098	0	0	0		153,098	65,000
EDL Community Sponsorship Reserve	62,024	145	26	0	0	0	0		62,169	62,051
Regional Resource Recovery Pk Resource	13,291,670	44,690	5,474	0	(0)	937,232	0		12,399,128	13,297,144
Community Sponsorship Reserve	81,454	0	34	0	(0)	0	0		81,454	81,488
Kimberley Zone Reserve	394,580	3,975	159	(2,500)	(0)	40,000	0		356,055	394,738
					0		0			
	30,846,264	98,418	12,624	5,082,447	(1)	5,266,554	0		30,760,574	30,858,887

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2022

Note 7: Cash Backed Reserve





SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2022

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Annual Budget Profit/(Loss)	YTD Actual Profit/(Loss)	Variance
Cost	Accum Depr	Proceeds	Profit (Loss)				
\$	\$	\$	\$		\$	\$	\$
				<b>P Number Plant and Equipment</b>			
				0 New DCS Toyota Hilux Dual Cab 4x4 Auto (Manager)	0	0	0
				0 P9914 ALL TERRAIN VEHICLE 4WD - BEACH AREA (REPLACES P9911) - Used by CCC and Weed Control	(1,580)	0	0
				0 P11116 Mitsubishi Triton - Health (BM29322)	(1,293)	0	0
				0 P118 Holden Colorado Rangers- (1GND061)	(11,786)	0	0
				0 P16518 Holden Colorado (MRHS)	(1,358)	0	0
				0 P817 Mitsubishi Triton - BRAC Manager (Replaces Toyota Hilux P810) BM29323	(3,405)	0	0
				0 P16212 Trailer - SES Incident Support Trailer (Boxtop) 1TJA451	0	0	0
				0 P5013 Case 590ST Backhoe Loader (Works) BM26051	1,280	0	0
				0 P4614 HINO 3 WAY SIDE TIPPER (1EUV239)	(25,707)	0	0
				0 P84214 HINO 2628 MEDIUM 500 SERIES WATER TRUCK(Works)	(48,064)	0	0
				0 NEW Record not found	1,000	0	0
				0 P1013 Truck Crew Cab Tipper 5T Isuzu FRR 500 (P&Gs) 1EKS727	16,433	0	0
				0 P10518 John Deere Ride on Mower 1585 with Cab - 1GOK099	(8,409)	0	0
				0 P2916 Isuzu D-Max Extra Cab - P&G Spray Ute	1,360	0	0
				0 P9118 Holden Colorado - Parks Supervisor 1GNT026	(10,813)	0	0
				0 P1216 John Deere 5105M Tractor (1GBO512)- P&G	(17,433)	0	0
				0 P9216 Isuzu D-Max Extra Cab (P&Gs) Mowing 2 (1GDI724)	(2,054)	0	0
				0 P17218 Toro Groundmaster 360 4WD Centre Deck Ride on Mower (refer P17214 old unit)	(8,263)	0	0
				0 P6218 Holden Colorado Parks Supervisor 1GNC980	(1,351)	0	0
				0 P3818 Holden Colorado Parks Supervisor - 1GND051	(1,524)	0	0
				0 P2718 Holden Colorado - Parks Mowing Team 2 - 1GNC990	(1,167)	0	0
				0 P2518 Holden Colorado Retic 1	(3,372)	0	0
				0 P6818 Holden Colorado P&G Retic 2 - 1GNS960	(4,192)	0	0
				0 P17714 KOMATSU WHEEL LOADER WA 250PZ-6 (WMF) 1ESM965	78,795	0	0
				0 P15416 Isuzu D-Max Extra Cab - WMF Supervisor	1,421	0	0
				0 P13616 Hino 300 Series 921 XXlong Auto Truck Crew Cab Caged Tipper (CFC) (1GEU286) (Replaced P3611)	(14,184)	0	0
				0 P18118 Holden Colorado Community Clean Up 1GND050 (replaced P1611)	279	0	0
119,990	(57,377)	74,545	11,933	0 P87012 Hino 500 series 2630 Medium Auto Tip Truck 10T (Works) 1DZK 931		11,933	11,933
24,200	(21,200)	2,682	(318)	0 P6510 Trailer Caged Tipper Tandem - P&G's		(318)	(318)
8,910	(3,788)	0	(5,122)	0 115452 BIBLIOTHECA RFID LIBRARY SYSTEMS - Smartserve 200 Tablettop Kiosk		(5,122)	(5,122)
0	0	1,260	1,260	0 P1500 Trailer Dean No 17 Flatbed Tilting (for ride-on mower) BM1679		1,260	1,260
50,872	(8,223)	50,761	8,112	0 P15219 Toyota Prado DSL Wagon GX 2019 - Director Development & Community		8,112	8,112
0	0	1,062	1,062	0 P8703 Trailer Dean No 17 Flatbed Tilting (for ride-on mower) BM11268		1,062	1,062
14,217	(4,268)	1,701	(8,247)	0 P1516 Dean No17 Single Axel Tilt Flat Bed Plant Trailer		(8,247)	(8,247)
31,641	(11,843)	235	(19,563)	0 P15311 Trailer - Variable Message Display (Works) BM13417		(19,563)	(19,563)
31,500	(13,950)	14,850	(2,700)	0 P18218 TORO GROUND MASTER 360 4WD - 1GOD288		(2,700)	(2,700)
93,500	(32,573)	50,000	(10,927)	0 P8812 Truck - Prime Mover Hino 700 series FS2844 (Works) >4.5T 1EAB261		(10,927)	(10,927)
374,830	(153,223)	197,096	(24,511)		(65,387)	(24,511)	(24,511)

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2022

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 \$
<b>RATE TYPE</b>												
<b>Differential General Rate</b>												
<b>Gross Rental Valuations</b>												
GRV - Residential		11.0204	4,942	116,990,601	12,892,832	100,000		12,992,832	13,092,832			13,092,832
GRV - Residential - Vacant		20.1729	187	2,909,900	587,011			587,011	587,011			587,011
GRV - Commercial/Industrial		11.4171	555	55,404,596	6,325,598			6,325,598	6,325,598			6,325,598
GRV - Tourism		14.9349	454	17,635,596	2,633,859			2,633,859	2,633,859			2,633,859
<b>Unimproved Value Valuations</b>												
UV - Rural		0.7763	54	17,509,000	135,922			135,922	135,922			135,922
UV - Mining		11.9883	32	1,135,382	136,113			136,113	136,113			136,113
UV - Commercial Rural		3.2458	21	13,230,120	429,423			429,423	429,423			429,423
<b>Sub-Totals</b>			6,245	224,815,195	23,140,759	100,000	0	23,240,759	23,340,759	0	0	23,340,759
<b>Minimum Payment</b>		<b>Minimum \$</b>										
<b>Gross Rental Valuations</b>												
GRV - Residential		1,220	61	585,654	74,420			74,420	74,420			74,420
GRV - Residential - Vacant		1,220	191	869,842	233,020			233,020	233,020			233,020
GRV - Commercial/Industrial		1,220	23	170,490	28,060			28,060	28,060			28,060
GRV - Tourism		1,220	371	1,599,000	452,620			452,620	452,620			452,620
<b>Unimproved Value Valuations</b>												
UV - Rural		1,220	4	141,300	4,880			4,880	4,880			4,880
UV - Mining		500	25	48,318	12,500			12,500	12,500			12,500
UV - Commercial Rural		1,220	2	13,300	2,440			2,440	2,440			2,440
<b>Sub-Totals</b>			677	3,427,904	807,940	0	0	807,940	807,940	0	0	807,940
<b>Charitable Concessions</b>								24,048,699 (56,151)				24,148,699 (56,151)
<b>Amount from General Rates</b>								23,992,548				24,092,548
<b>Ex-Gratia Rates</b>								0				0
<b>Specified Area Rates</b>								0				0
<b>Totals</b>								23,992,548				24,092,548

**Comments - Rating Information**

NOTE - This note represents the budgeted rating and back rating revenue expected for the 2021/22 financial year. The Statement of Financial Activity (by Reporting Program) examines the reporting program for rates which also includes other items, such as debt recovery and rates instalments charges, which are not represented in this table as they do not form part of ordinary rates modelling.

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2022**

**10. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 30-Jun-21	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
Loan 193 - Civic Centre Redevelopment	506,929		250,986	506,929	255,943	0	9,793	15,067
Loan 197 - Town Beach Redevelopment	1,363,845		43,601	87,554	1,320,244	1,276,291	10,059	22,554
Loan 196 - Chinatown Revitalisation Loan	1,385,090		80,596	161,954	1,304,494	1,223,136	12,302	26,059
Loan 198 - Chinatown Revitalisation Stage 2	1,785,000		51,509	107,655	1,733,491	1,677,345	17,118	24,790
Loan 201- China Town Contingency		1,800,000	0	54,090	0	1,745,911	0	12,692
<b>Self Supporting Loans</b>								
Loan 199 - Broome Golf Club	1,250,000		0	75,389	1,250,000	1,174,611	12,012	17,361
Broome Surf Life Saving Club	0	690,746	0	18,094	0	281,906	0	4,167
	6,290,864	2,490,746	426,692	1,011,665	5,864,172	7,379,200	61,286	122,690

All debenture repayments were financed by general purpose revenue.

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2022**

**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 21	Amount Received	Amount Paid	Closing Balance 31-May-22
	\$	\$	\$	\$
Town Planning Related Bond Deposits	106,562	0	0	106,562
BRB Levy	10,906	111,357	(99,438)	22,825
	117,468	111,357	(99,438)	129,387

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 31 May 2022

Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	YTD 31 May 2022					Strategic Reference / Comment
					Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	
		<b>Governance</b>								
0%	<input type="radio"/>	<b>Governance Total</b>			0	0	0	0	0	
		<b>Law, Order And Public Safety</b>								
19%	<input type="radio"/>	Surf Club Building Upgrade (Inc Plant & Furniture) Cap Exp-Law Ord & PS	0053239		4,210,084	3,859,240	814,204	(3,395,880)	0	
103%	<input checked="" type="radio"/>	Radar Speed Display Signs Cap Exp	0053258	53259	31,980	16,815	32,813	833	0	
		Vehicles & Mob Plant Renewal > \$3000 - Cap Exp - SES/ FESA	0055167		0	0	0	0	0	
No Budget	<input checked="" type="checkbox"/>	Vehicle & Mob Plant Renewal(Replacement) Exp -Cap Exp -Ranger Ops	0052550		0	0	0	78	78	
20%	<input type="radio"/>	<b>Law, Order And Public Safety Total</b>			4,242,064	3,876,055	847,017	(3,394,969)	78	
		<b>Education and Welfare</b>								
0%	<input type="radio"/>	<b>Education and Welfare Total</b>			0	0	0	0	0	
		<b>Housing</b>								
0%	<input type="radio"/>	<b>Housing</b>			0	0	0	0	0	
		<b>Health</b>								
0%	<input type="radio"/>	<b>Health Total</b>			0	0	0	0	0	
		<b>Community Amenities</b>								
0%	<input type="radio"/>	Vehicle & Mob Plant Renewal(Replacement)-Cap Exp- Sanit Gen Refuse	0101510		367,000	183,500	0	(367,000)	0	
99%	<input checked="" type="radio"/>	Mobile Garbage Bin Replacement - Cap Exp - San Gen Refuse	0101550	101552	85,000	77,913	0	(1,246)	83,754	
20%	<input type="radio"/>	Community Recycling Centre - RRP - Cap Exp	101896	101897	778,596	566,213	155,071	(623,525)	0	
0%	<input type="radio"/>	Short St-Paspaley Carnarvon Street New Drainage Const - Cap Exp	0104270	104299	10,900	9,988	0	(10,900)	0	
28%	<input checked="" type="radio"/>	Vehicle & Mobile Plant Renewal (Replacement) Cap Exp - Dev Services	0106184		172,000	86,000	0	(123,278)	48,722	
121%	<input checked="" type="radio"/>	Japanese Cemetery New Infra by P & G - Cap Exp	0107550	107550	127,790	117,139	155,228	27,438	0	
0%	<input type="radio"/>	Broome Cemetery New Infrastructure Cap Exp	0107550	107556	21,336	19,558	0	(21,336)	0	
49%	<input checked="" type="radio"/>	Broome Cemetery Fencing Capx	0107550	107563	310,000	155,000	150,655	(159,345)	0	
		Broome Cemetery Renewal by P & G - Cap Exp	0107552	107561	0	0	0	0	0	
0%	<input type="radio"/>	Mobile Plant & Equipment Renewal (Replacement) - Cap Exp - Sanitation Other	1042510		150,000	75,000	0	(150,000)	0	
		Buckleys Rd Closure Upgrade (was Opex 101302) - Cap Exp - San Gen Refuse	101545	101558	0	0	0	0	0	
100%	<input checked="" type="radio"/>	Broome Townsite Drains Renewal - Cap Infra Exp - Urb Stwater	104800	104920	63,420	47,565	0	155	63,575	
31%	<input type="radio"/>	<b>Community Amenities Total</b>			2,086,042	1,337,876	460,954	(1,429,037)	196,051	
		<b>Recreation And Culture</b>								
13%	<input type="radio"/>	Skatepark New Infrs Const - Cap Exp - Other Rec & Sport	0113027	113029	1,605,165	845,483	216,179	(1,388,986)	0	
0%	<input type="radio"/>	Dakas Street Reserve New Infra Const Cap Exp-P&O	0113550	113570	5,940	5,445	0	(5,940)	0	
0%	<input type="radio"/>	Haynes Oval Reserve Renewal of Infrastructure- Cap Exp	0113551	113762	29,420	14,710	0	(29,420)	0	
99%	<input checked="" type="radio"/>	Male Oval Renewal Infra - Cap Exp - Parks & Ovals	0113551	113763	22,500	20,625	0	(300)	22,200	
0%	<input type="radio"/>	Cygnat Park Infrastructure Renewal - Cap Exp	0113551	113788	8,796	8,063	0	(8,796)	0	
19%	<input type="radio"/>	Parks & Gardens Works Renewal Infra - Cap Exp	0113551	113795	119,763	109,780	0	(97,396)	22,367	
100%	<input checked="" type="radio"/>	Lord McAlpine Bust New Construction	0116125	116128	50,000	45,826	50,000	0	0	
0%	<input type="radio"/>	Cape Leveque Tourist Bay and Signage	0116125	116132	35,000	17,500	0	(35,000)	0	
93%	<input checked="" type="radio"/>	BRAC Building Renewal - Cap Exp - BRAC Dry	0117315	117316	207,165	189,893	0	(14,700)	192,465	
No Budget	<input checked="" type="checkbox"/>	Building New Construction Expense - BRAC Dry - Cap Exp	117300	117365	0	0	609	0	0	
		BRAC IT Improvements (was Computer & Network Equip Over \$3000 Cap Exp - BRAC General)	0117327		22,164	11,082	13,391	(8,773)	0	

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2022

## Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD 31 May 2022		
								Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
182%	●	BRAC - Carpark & Roads New Const by Works - BRAC Dry	0117360	117360	336,564	177,267	612,170	275,606	0	
101%	●	Furniture & Equip - New - BRAC Dry	0117372	117373	15,000	15,000	15,221	221	0	
0%	○	Vehicle & Mobile Plant Renewal (Replacement) -Cap Exp- BRAC General	0117398		45,000	22,500	0	(45,000)	0	
3%	○	BRAC Grid Solar Connection	0117399	117420	231,500	115,750	7,200	(224,300)	0	
80%	●	BRAC Oval Upgrade of Infra - Cap Exp	0117450	117452	1,603,914	1,470,249	1,280,504	(323,410)	0	
6%	○	BRAC Ovals Renewal Infra Works - Cap Exp - BRAC Ovals	0117455	117456	293,336	268,884	0	(275,534)	17,802	
No Budget	☒	Town Beach Redevelopment - Greenspace & Waterpark - Cap Exp	1181405		0	0	930	930	0	
68%	●	Town Beach Redevelopment - Greenspace Stage 2 - Cap Exp	1181407		400,630	367,235	273,683	(126,947)	0	
90%	●	Town Beach Development - Jetty Project - Other Infra New - Cap Exp	1181409		2,221,076	2,035,990	1,991,790	(229,286)	0	
7%	○	Youth Bike Recreation Area - New Construction - Cap Exp	1181420	YBRA001	271,721	249,073	18,943	(252,777)	0	
66%	●	Cable Beach Foreshore Upgrade	1181425	1181426	1,170,311	1,072,786	774,685	(395,626)	0	
50%	○	Mobile Plant & Equip New - Cap Exp - Bme Civic Centre	0116130		8,000	7,326	3,966	(4,034)	0	
0%	○	Library Building Renewal (Inc Plant & Furn) - Cap Exp - Libraries	0115461		5,291	4,840	0	(5,291)	0	
3%	○	Reticulation Control System New Exp - Cap Exp Parks & Ovals	0113603		23,533	21,571	601	(22,932)	0	
No Budget	☒	Sibosado Park Renewal Infra - Cap Exp - Pks & Ovals	0113551	113628	0	0	0	151	151	
63%	●	<b>Recreation And Culture Total</b>			<b>8,731,789</b>	<b>7,089,378</b>	<b>5,259,872</b>	<b>(3,216,932)</b>	<b>254,985</b>	
		<b>Transport</b>								
99%	●	Black Spot - Port Drive Refuge Island - Rd Upgrade Cap Exp	0121100	RU226	304,053	278,707	300,276	(3,777)	0	
95%	●	Urban Reveals Renewal Program - Various (Sealing Contractor) - Cap Ex - Renewal	121101	RRU	584,474	535,766	0	(31,006)	553,468	
56%	●	Williams Road - Upgrade	0121501	121586	0	0	0	0	0	
134%	●	Lawrence Road - Upgrade	0121501	121587	320,688	168,964	178,438	(142,250)	0	
110%	●	Chinatown Landscaping Upgrade of Infra by P & G - Cap	0121510	121510	279,487	256,212	374,180	94,693	0	
7%	○	Car park renewals - Various	0124600	124611	2,867	1,434	0	283	3,150	
1%	○	State Blackspot - Frederick Street off-street carpark Cap (Broome SHS) Exp	0125000	125045	1,146,857	1,051,281	76,117	(1,070,740)	0	
47%	●	State Blackspot - Port Drive Stage 2 -Off Street Carpark (Saint Mary's )Cap Exp	0125000	125046	20,484	18,777	106	(20,378)	0	
15%	○	Footpaths - Various	0125140	125172	212,208	107,754	99,223	(112,985)	0	
132%	●	Conti foreshore Footpath Construction (Before Hamersley Street - New Footpath	0125140	125183	504,551	265,751	75,750	(428,801)	0	
100%	●	Kerr & D'Antoine Street Footpath	0125140	125220	106,816	56,248	140,711	33,895	0	
4%	○	Broome Streets General Purpose Street Lighting Upgrades-CapE	0125215	125033	114,644	105,050	114,594	(50)	0	
86%	●	Various Footbridge Renewals	0125300	125921	89,924	47,347	0	(86,114)	3,810	
0%	○	Various Footpath Renewal - Renewal Construction - Cap Exp	0125300	VARPATH	72,902	42,411	0	(72,629)	273	
86%	●	Access & Inclusion Improvements New Infra - Cap Exp	1254421		34,104	31,262	29,320	(4,784)	0	
No Budget	☒	Bike Tracks New Footpath Const - Infra Cap Exp	125140	125150	0	0	(231)	(231)	0	
99%	●	Broome North Footpath New Const - Capex	125140	125277	34,853	31,944	34,577	(276)	0	
113%	●	Town Beach - Carpark and Robinson / Hopton intersection	0124600	124612	330,207	302,687	0	44,072	374,279	
No Budget	☒	Black Spot - Sanderling, Spoonbill, & Banu - Rd Upgrade Cap Exp	121100	RU225	0	0	118	118	0	
0%	○	Port Drive Street Lighting Const & Imp - Cap Exp	125200	125060	0	0	0	0	0	
0%	○	Old Broome Estate Subdivision - Whole Estate - Various Paths	125140	125290	0	0	0	0	0	
0%	○	Street Lighting at Various Locations - Renewal	125225	125232	48,020	44,011	0	(48,020)	0	
56%	●	<b>Transport Total</b>			<b>4,207,139</b>	<b>3,345,606</b>	<b>1,423,180</b>	<b>(1,848,979)</b>	<b>934,980</b>	
		<b>Economic Services</b>								
0%	○	Detailed Design Chinatown Project Stage 2 - CapEx	1367228		123,420	113,135	0	(123,420)	0	
97%	○	Short Street Streetscape Enhancements (Chinatown Stage 2) - Cap Exp	1367404	1367414	1,704,949	1,562,869	1,650,991	(53,958)	0	
17%	○	Smart Cities Enabling Items - Cap Exp	1367405	1367418	300,000	275,000	50,112	(249,888)	0	
100%	●	Streeter's Jetty Refurbishment (Chinatown Stage 2) Cap Exp	1367405	1367419	821,615	753,137	821,920	305	0	
No Budget	☒	Chinatown Poject Mgmt, Feasibility & Design Consultancy - Cap Exp - Economic Services Special Projects	1367221		0	0	314,515	314,515	0	
99%	●	Napier Terrace Streetscape Enhancements (Chinatown Stage 2) - Cap Exp	1367404	1367416	887,944	813,945	882,673	(5,271)	0	
75%	●	Carnarvon Street North Streetscape Enhancements (Chinatown Stage 2) Cap Exp	1367404	1367417	286,000	262,163	213,388	(72,612)	0	
100%	●	Carnarvon Street South Streetscape Enhancements	1367404	1367433	322,096	295,251	322,096	0	0	
117%	●	Public Art (funded from Reserve) - Other Infra New - Cap Ex	1367405	1367412	378,537	346,984	442,064	63,527	0	
No Budget	☒	Chinatown Public Art - Start of the Pearl Story	1367405	1367423	0	0	61,117	61,117	0	
No Budget	☒	Chinatown Entry Statement - Other Infra New - Cap Ex	1367405	1367415	0	0	0	0	0	
No Budget	☒	Chinatown Public Art - Art Coordination & Contingency	1367405	1367422	0	0	12,440	12,440	0	
No Budget	☒	Chinatown Public Art - The Tram	1367405	1367427	0	0	41,611	41,611	0	
No Budget	☒	Chinatown Public Art - The Japanese in Broome	1367405	1367428	0	0	3,500	3,500	0	
No Budget	☒	Chinatown Public Art - Interpretation Trail	1367405	1367429	0	0	1,636	1,636	0	
No Budget	☒	Chinatown Public Art - Customised Designs Filagree Panels	1367405	1367431	0	0	2,727	2,727	0	

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2022

Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	YTD 31 May 2022					Strategic Reference / Comment
					Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	
0%	○	Chinatown Transit Hub and Pocket Park (Chinatown Stage 2) Cap Exp	1367405	1367420	307,000	281,413	0	(307,000)	0	
0%	○	Visitor Centre Amenities (Chinatown Stage 2) Cap Exp	1367405	1367421	186,000	170,500	0	(186,000)	0	
91%	●	<b>Economic Services Total</b>			<b>5,317,561</b>	<b>4,874,397</b>	<b>4,820,791</b>	<b>(496,770)</b>	<b>0</b>	
		<b>Other Property &amp; Services</b>								
0%	○	Vehicle & Mobile Plant New - Cap Exp - Corp Gov	0142550		45,000	22,500	0	(45,000)	0	
14%	○	Vehicle & Plant Renewal(Replacement) - Cap Exp - P&G Operations	0143610		909,000	833,250	0	(779,618)	129,382	
28%	○	Equip & H'Ware > \$5000 Cap Exp - IT	0146120		269,000	246,576	74,712	(194,288)	0	
25%	○	Software >\$5000 Cap Exp - IT	0146122		73,926	67,760	18,154	(55,772)	0	
8%	○	Building Renewal AMP	0147500		305,200	152,600	0	(280,076)	25,124	
		Vehicle & Mobile Plant New - Cap Exp - Depot Ops	0148021		0	0	0	0	0	
85%	●	Depot Building Upgrade - Cap Exp - Depot Ops	0148242	148243	98,000	89,826	83,758	(14,242)	0	
37%	○	Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Works Ops	0148611		1,165,000	1,067,913	0	(739,244)	425,756	
48%	○	KRO1 Building Renewal - Cap Exp - Office Prop Leased	0147374		26,187	24,002	0	(13,618)	12,569	
0%	○	Shire Office Build Haas St Renewal - Cap Exp - Corp Gov	0142558		17,928	16,423	0	(17,928)	0	
26%	○	<b>Other Property &amp; Services Total</b>			<b>2,909,240</b>	<b>2,520,850</b>	<b>176,625</b>	<b>(2,139,784)</b>	<b>592,831</b>	
54%	●	<b>GRAND TOTAL</b>			<b>27,493,834</b>	<b>23,044,162</b>	<b>12,988,438</b>	<b>(12,526,471)</b>	<b>1,978,925</b>	

20%	○	Land & Buildings - New			778,596	566,213	155,679	(622,917)	0	
21%	○	Land & Buildings - Upgrade			4,308,084	3,949,066	897,962	(3,410,122)	0	
41%	●	Land & Buildings - Renewal			561,770	387,758	0	(331,612)	230,158	
		Works in Progress Land & Buildings			0	0	0	0	0	
23%	○	<b>Land &amp; Buildings - Total</b>			<b>5,648,450</b>	<b>4,903,037</b>	<b>1,053,641</b>	<b>(4,364,651)</b>	<b>230,158</b>	
50%	○	Recreation Areas Infrastructure - New			5,081,214	4,031,842	2,565,525	(2,515,688)	0	
		Recreation Areas Infrastructure - Upgrade			0	0	0	0	0	
13%	○	Recreation Areas Infrastructure - Renewal			473,815	422,062	0	(411,295)	62,520	
		Works In Progress Recreation Areas Infrastructure			0	0	0	0	0	
47%	○	<b>Recreation Areas Infrastructure - Total</b>			<b>5,555,029</b>	<b>4,453,904</b>	<b>2,565,525</b>	<b>(2,926,984)</b>	<b>62,520</b>	
45%	○	Roads, F/Paths & Bridges Infrastructure - New			2,396,437	1,740,284	1,067,743	(1,328,694)	0	
100%	●	Roads, F/Paths & Bridges Infrastructure - Upgrade			4,228,636	3,751,246	4,236,675		0	
87%	○	Roads, F/Paths & Bridges Infrastructure - Renewal			1,080,374	929,645	0	(145,394)	934,980	
		Works in Progress - Rds, F/Paths & Bridges			0	0	0	0	0	
81%	○	<b>Roads, F/Paths &amp; Bridges Infrastructure - Total</b>			<b>7,705,448</b>	<b>6,421,175</b>	<b>5,304,418</b>	<b>(1,466,050)</b>	<b>934,980</b>	
0%	○	Drainage Infrastructure - New			10,900	9,988	0	(10,900)	0	
		Drainage Infrastructure - Upgrade			0	0	0	0	0	
100%	●	Drainage Infrastructure - Renewal			63,420	47,565	0	155	63,575	
		Works in Progress Drainage Infrastructure			0	0	0	0	0	
86%	○	<b>Drainage Infrastructure - Total</b>			<b>74,320</b>	<b>57,553</b>	<b>0</b>	<b>(10,745)</b>	<b>63,575</b>	
80%	○	Other Infrastructure - New			4,790,334	4,234,862	3,817,614	(972,720)	0	
100%	○	Other Infrastructure - Upgrade			114,644	105,050	114,594	(50)	0	
63%	○	Other Infrastructure - Renewal			133,020	121,924	0	(49,266)	83,754	
		Works in Progress Other Infrastructure			0	0	0	0	0	
80%	○	<b>Other Infrastructure - Total</b>			<b>5,037,998</b>	<b>4,461,836</b>	<b>3,932,208</b>	<b>(1,022,035)</b>	<b>83,754</b>	
7%	○	Mobile Plant & Equip New			53,000	29,826	3,966	(49,034)	0	
		Mobile Plant & Equip Upgrade			0	0	0	0	0	
22%	○	Mobile Plant & Equipment Renewal (Replacement)			2,808,000	2,268,163	0	(2,204,062)	603,938	
21%	○	<b>Mobile Plant &amp; Equip - Total</b>			<b>2,861,000</b>	<b>2,297,989</b>	<b>3,966</b>	<b>(2,253,096)</b>	<b>603,938</b>	
		Fixed Plant & Equipment - New			0	0	0	0	0	
		Fixed Plant & Equipment - Upgrade			0	0	0	0	0	
		Fixed Plant & Equipment - Renewal			0	0	0	0	0	
		<b>Fixed Plant &amp; Equipment - Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
0%	○	Furniture & Equipment - New			611,590	448,668	128,679	(482,911)	0	
21%	○	<b>Furniture &amp; Equipment - Total</b>			<b>611,590</b>	<b>448,668</b>	<b>128,679</b>	<b>(482,911)</b>	<b>0</b>	
54%	○	<b>Capital Expenditure Total</b>			<b>27,493,834</b>	<b>23,044,162</b>	<b>12,988,438</b>	<b>(12,526,471)</b>	<b>1,978,925</b>	



**SHIRE OF BROOME**  
**Monthly Statement of Financial Activity**  
**For the Period Ending 31 May 2022**

**Appendix A: SUPPLEMENTARY NOTES TO THE MONTHLY REPORT**

**NOTES TO THIS MONTH'S REPORT**

**OVERVIEW**

For the period ended 31 May 2022, the following are key indicators supporting the year to-date budget position with respect to the Annual Forecast Budget:

Budget Year elapsed	92%
Total Rates Raised Revenue	100% (of which 96% were collected)
Total Other Operating Revenue	82%
Total Operating Expenditure	83%
Total Capital Revenue	46%
Total Capital Expenditure	54%
Total Sale of Assets Revenue	22%

The budget was adopted at the Ordinary Meeting of Council on 24 June 2021. Council adopted a balanced annual budget, which included a net carried forward balance of \$5,492,969 being \$3,916,821 of carry-over projects, plus \$1,576,148 Financial Assistance Grants received in advance.

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 May 2022, the current position stands at \$8.88M.

**Cash**

Total Cash Assets are now \$40.5M being \$2.4M decrease from prior month.

The major collections this month include receipt of:

- \$476K RTR Grant – Quarterly Payment
- \$205K FAGs Grant – Quarterly Payment
- \$177K Rate Various Assessments – 20 Hunter Street & 38 Blackman Street

The major expenditure items this month include payments of:

- \$634K Able Electrical – Oval Light Upgrade BARC (RFT21/05)
- \$350K Colin Wilkinson Development PTY LTD– Broome Life Saving Club
- \$241K Karratha Asphalt- Aggregate for Urban Reseals Renewal Program (RFT 19/06)
- \$126K Horizon Power- Street Light Upgrade

### **Receivables**

Sundry debtors including GST refundable stand at \$710K.

Rates and rubbish debtors stand at \$886K. Annual rates were raised on 15th July 2021 with due date of 19 August 2021. 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 \$161K having a \$7K decrease since the previous month.

### **Cash Liabilities**

These stand at \$584K. This represents our obligation on our outstanding loans in 21/22.

### **Creditors and Payables**

Sundry Creditors are \$2.3M, 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 \$2.5M.

### **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 \$2.5M (Non-current leave provisions are \$193K). Accruals to reflect the year end position have been completed for the 2020-2021 year.

## 10. REPORTS OF COMMITTEES

### 10.1 MINUTES AND RECOMMENDATIONS FROM KIMBERLEY REGIONAL GROUP MEETING HELD ON 19 APRIL 2022

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Executive Assistant to the CEO
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### SUMMARY:

This report presents for Council endorsement the Minutes from the Meeting of the Kimberley Zone of WALGA held on 19 April 2022.

#### BACKGROUND

A copy of the minutes from the Kimberley Zone of WALGA and the minutes of the Kimberley Regional Group (KRG) meeting held 19 April 2022 are attached for Council consideration (Attachment 1).

As a result of a past decision of the group, both the Kimberley Zone and KRG meetings are joined.

It should be remembered that the Kimberley Zone of WALGA is a group established to represent regional issues to the State Council of the Western Australian Local Government Association (WALGA). This group includes the four Kimberley Shires in addition to the Shires of Christmas Island and Cocos Keeling Islands.

The KRG is a group defined through a deed of agreement between the four Kimberley local governments with the Minister for Local Government.

The Shire of Wyndham East Kimberley accepted the Secretariat role for the Kimberley Zone / KRG late in 2021, with the formal transition to the Secretariat underway, noting that it's likely the Shire of Broome will continue to provide some level of support services through to 30 June 2022.

#### COMMENT

The minutes and respective background information are attached to this report and the following comments are made in relation to the resolutions passed by the Group. Additional recommendations have been made where necessary for Council's consideration.

#### Kimberley Zone Meeting Minutes – 19 April 2022

The Kimberley Zone considered the recommendations on Matters for Decision that were contained within the 5 May 2022 WALGA State Council agenda.

	<b>Matters for Decision</b>	<b>WALGA Recommendation</b>	<b>Zone Comment &amp; Zone Recommendation</b>
<b>5.1</b>	Submission to Statutory Review of the Food Act 2008 (05-031-01- 0006 BW)	<ol style="list-style-type: none"> <li>1. That the submission to the Department of Health relating to the Statutory Review of the Food Act 2008 be endorsed.</li> <li>2. Overall, feedback from Local Governments is that the Act is an effective piece of legislation. The enforcement tools of improvement notices and infringements provisions have proved very successful. Some areas for improvement are highlighted in the submission and include emerging industries, access to appropriate expertise, temporary and mobile food businesses, registrations, company structures and powers under the Act.</li> </ol>	SUPPORTED
<b>5.2</b>	Local Government Grant Scheme Funding (05-024-03-0006 VJ)	<p>That WALGA advocates to the Minister for Emergency Services and the Fire and Emergency Services Commissioner for:</p> <ol style="list-style-type: none"> <li>1. An allocation of Local Government Grant Scheme (LGGS) funding to undertake an audit of existing facilities, appliances, vehicles, and major items of equipment for both Local Government Volunteer Bushfire Brigades (BFB) and State Emergency Services (SES).</li> <li>2. Following the completion of the audit, an allocation of funding through the Local Government Grant Scheme (LGGS) to</li> </ol>	<p>SUPPORTED</p> <p>In addition to the real funding app that has emerged in the cost of equipment, the implications under the new workplace laws should also be seen as a trigger for this funding review.</p>

		<p>prepare a Comprehensive Asset Management Plan that:</p> <ul style="list-style-type: none"> <li>a) Aligns with the principles in the Department of Local Government, Sport and Cultural Industries' (DLGSC) Asset Management National Framework and Guidelines, and the Integrated Planning and Reporting Framework.</li> <li>b) Forecasts the emergency response needs of communities across Western Australia over the next 10 years, to estimate the quantum of the facilities, appliances, vehicles, and major items of equipment that will be needed.</li> <li>c) Outlines a 10 year forward plan of modifications, replacements and additions required.</li> <li>d) Investigates the extent to which future BFB facilities can be co-located with other emergency services facilities.</li> </ul> <p>3. The establishment of a Working Group involving WALGA, the Department of Fire and Emergency Services (DFES) and LGIS to oversee the preparation of the Comprehensive Asset Management Plan.</p>	
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		<ol style="list-style-type: none"> <li>4. Support for the Comprehensive Asset Management Plan to be reviewed every five years.</li> <li>5. Support for an increase in Local Government Grant Scheme (LGGS) funding to support the unsuccessful capital grants funding applications by Local Governments to the 2020-21 LGGS Capital Grants Committee.</li> </ol>	
<b>5.3</b>	Draft Active Travel to School Roadmap (05-001-03-0051 SDS)	<ol style="list-style-type: none"> <li>1. Endorses the Draft Active Travel to School Roadmap, subject to amending Urban Environment Initiative No 1 to "Consult local governments to identify sub-regional school transport challenges and amend existing planning guidelines and develop new guidelines where gaps exist"; and</li> <li>2. Works with the Department of Transport to finalise the Roadmap and encourage Local Government participation in the initiatives identified where these offer solutions to the local issues encountered in each area.</li> </ol>	<p>SUPPORTED</p> <p>Note: this is a Perth based item</p>

## Matters for Noting:

- 6.1 Draft National Plan to End Violence Against Women and Children (05-086-03-0004 VB)
- 6.2 Feedback on Community Disaster Relief Strategy Discussion Paper (05-024-02-0067 VJ)
- 6.3 2021 CoastWA Local Government Survey (06-085-01-0002 LS)
- 6.4 Update on draft WA Public Libraries Strategy 2022-2026 (05-012-03-0001 SM)
- 6.5 Local Emergency Management Arrangements (LEMA) Review Project (05-024-03-0040 SR)
- 6.6 Comment on Draft Health Promotion Strategic Framework 2022-2026 (05-031-03-0005 BW)

- 6.7 Wooroloo Bushfire Independent Review Final Report (05-024-03-0011 CM)
- 6.8 2022-23 Federal Budget Update (05-088-03-0002 DT)
- 6.9 Local Government Emergency Management Survey Results (05-024-03-0042 CM)

#### Organisational Reports:

- 7.1.1 Report on Key Activities, Commercial and Communications Unit (01 006-03-0017 CH)
- 7.1.2 Report on Key Activities, Governance and Organisational Services (01 006-03-0007 TB)
- 7.1.3 Report on Key Activities, Infrastructure (05-001-02-0003 ID)
- 7.1.4 Report on Key Activities, Strategy, Policy and Planning Unit (01-006-03-0017 NM)
- 7.2 Policy Forum Report (01-006-03-0007)
- 7.3 Policy Team Reports
  - 7.3.1 Environment and Waste Policy Team Report
  - 7.3.2 Governance and Organisational Services Policy Team Report
  - 7.3.3 Infrastructure Policy Team Report
  - 7.3.4 People and Place Policy Team Report

#### WALGA President's Report:

The following matters were covered in the WALGA President's Report:

- COVID-19 – Update
- Special Electors' Meetings: WALGA has received feedback from numerous Local Governments regarding Special Electors Meetings which are being requested by pro-choice vaccination groups in the community and WALGA has provided responses to approximately 50 separate enquiries in the first quarter of 2022.
- State Road Funds to Local Government Agreement looking at options and strategies that WALGA has the opportunity to put before the State Government regarding an agreement to provide funding to Local Governments from vehicle licence fee revenue. The current five-year agreement expires in June 2023.
- Local Government Legislative Reform WALGA will provide regular updates to State Council and the sector more broadly as the legislative reform process progresses.
- 2022 Local Government Honours Program - nomination forms and further information can be found on the WALGA website. Nominations will close at 5:00pm on Friday, 24 June.
- Australian Local Government Association (ALGA) - WALGA is working alongside ALGA and other state and territory Local Government Associations on a Federal Election campaign with the theme "Don't leave local communities behind". The campaign highlights five key areas and 17 opportunities for Federal Members and Candidates to work with Local Governments.

#### 8.2 WALGA Zone Status Report

Following the submission of resolutions from the Kimberley Zone, WALGA provided responses in the Zone Status Report April 2022.

The Kimberley Regional Group noted summaries provided for each of the resolutions submitted to WALGA.

#### **Kimberley Regional Group Meeting Minutes – 19 April 2022**

The following items from the Kimberley Regional Group Meeting held 19 April 2022 should be noted by Council:



### **9.1 Proposal to have WALGA Administer the Kimberley Zone and KRG**

The Kimberley Regional Group have previously engaged a consultant to coordinate the administration of the WALGA Kimberley Zone meetings and all matters relating to the KRG including administration and executive functions including research and advice.

The KRG resolved to transfer the WALGA Kimberley Zone matters and administrative aspects of KRG meetings to WALGA as this is a free member service.

### **9.2 Acknowledgement of Noel Mason, Former CEO Shire of Halls Creek**

The Kimberley Regional Group welcomed the new Shire of Halls Creek CEO, Mr Phillip Cassell and acknowledged the contribution of Mr Noel Mason in his time in the role.

### **9.3 Federal Budget Overview**

The Federal Treasurer handed down the budget on 29 March 2022 with two major projects being funded in the Kimberley being:

- \$400m to upgrade the Tanami from Halls Creek to the Border with a further \$110m to finish the upgrades from the border to Alice Springs.
- \$244m to upgrade and refurbish a range of facilities at RAAF Base Curtin, including communications capabilities, roads, hangars for aircraft, security, workshops and electrical services.

The KRG noted the Federal Budget Overview provided.

### **9.4 Operational Plan and Budget – Projects 2022-23**

It is a requirement under the Kimberley Regional Group MOU for an Operational Plan and budget, including a list of projects, be presented prior to the end of the financial year.

In order to develop the budget, the KRG need to identify projects where external grant funding will be sought and, the costs identified for administering the functions of the KRG.

Two projects have been identified for the period being the:

- Workforce needs analysis, which has been approved as an outsourced project; and
- Housing Needs Analysis which will benefit from the release of Census Data in June 2022 and the outcomes of the of the Workforce needs analysis. Costing for this project has not been undertaken, and is contingent upon the degree that inhouse projects will be utilised going forward.

These two projects are strongly related with the housing of employees a major issue in the Kimberley.

The KRG approved the projects as listed.

### **9.5 Infrastructure Prospectus**

The Kimberley Regional Group developed the Infrastructure Prospectus in response to the COVID-19 pandemic. This item provided the 2022-23 update for approval which was endorsed.

### **9.6 2022 National General Assembly of Local Governments Motion**

The Shire of Derby West Kimberley has the opportunity to progress (on behalf of the Kimberley Region) an important disaster recovery motion at the June 2022 National General Assembly of Local Governments in Canberra. This report provided background and was endorsed by the KRG.

### **9.7 Underground Power**

The opportunity to increase the amount of underground power lines in the Kimberley has been seen as a desirable outcome for some time and this item referred this matter to WALGA for further consideration.

The KRG resolved that WALGA enter into discussions with Horizon Power in relation to programs and funding to transition overhead wires to underground power.

### **CONSULTATION**

WALGA  
Kimberley Development Commission  
Kimberley Regional Development Australia  
Department of Local Government Sport and Cultural Industries

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

### **POLICY IMPLICATIONS**

Nil.

### **FINANCIAL IMPLICATIONS**

Nil.

The 2021-22 Annual Budget endorsed by the KRG included an annual member contribution of \$41,060, again reduced from previous years. Funding has been endorsed by Council in its 2021/22 Annual Budget.

### **RISK**

Nil.

### **STRATEGIC ASPIRATIONS**

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

***Outcome Seven – Safe, well connected, affordable transport options:***

7.1 Provide safe and efficient roads and parking.

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

**Outcome Nine – A strong, diverse and inclusive economy where all can participate:**

9.5 Grow the size and depth of Broome's labour market with improved access to training and development opportunities.

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

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

11.1 Strengthen leadership, advocacy and governance capabilities.

## **VOTING REQUIREMENTS**

*Simple Majority*

### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0622/063**

**Moved: Cr C Mitchell**

**Seconded: Cr N Wevers**

***That Council receives and endorses the resolutions of the Kimberley Zone and the Kimberley Regional Group as attached in the Kimberley Zone and Kimberley Regional Group Joint Meeting Minutes 19 April 2022 en bloc.***

**CARRIED UNANIMOUSLY 6/0**

## **Attachments**

1. Kimberley Zone and Kimberley Regional Group Joint Meeting Minutes 19 April 2022



**KIMBERLEY ZONE &  
KIMBERLEY REGIONAL GROUP  
JOINT MEETING**

**UNCONFIRMED  
MINUTES**

**19 APRIL 2022**

Commencing at  
**1:00PM**

**VIDEO CONFERENCE**

**KIMBERLEY ZONE AND  
KIMBERLEY REGIONAL GROUP JOINT MEETING  
TUESDAY 19 APRIL 2022  
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**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS****2. RECORD OF ATTENDANCE / APOLOGIES****ATTENDANCE:**

Cr Chris Mitchell	Shire of Broome
Cr Harold Tracey	Shire of Broome
Sam Mastrolembro	Shire of Broome
Amanda Dexter	Shire of Derby West Kimberley
Cr Geoff Haerewa	Shire of Derby West Kimberley
Cr David Menzel	Shire of Wyndham East Kimberley
Vernon Lawrence	Shire of Wyndham East Kimberley
Nick Kearns	Shire of Wyndham East Kimberley
Phillip Cassell	Shire of Halls Creek
Cr Malcolm Edwards	Shire of Halls Creek
Debra Goostrey	Zone Executive - ATEA

**APOLOGIES:**

Cr Tony Chafer	Shire of Wyndham East Kimberley
Cr Jeanette Young	Shire of Cocos (Keeling) Islands
Cr Hua (Helen) Liu	Shire of Cocos (Keeling) Islands
Kelli Small	Shire of Cocos (Keeling) Islands
Phill Cassel	Shire of Halls Creek
Chris Loessl	Shire of Halls Creek
Cr Peter McCumstie	Shire of Derby/West Kimberley
Natasha Maher	Australia's North West Tourism
Tim Bray	Kimberley Development Commission

**3. Declarations Of Interest**

Nil

**4. CONFIRMATION OF MINUTES**

**KIMBERLEY ZONE & KIMBERLEY REGIONAL GROUP RESOLUTION:**

**Minute No. KRG/0224/001**

**Moved: Cr G Haerewa**

**Seconded: Shire of Broome**

***That the Minutes of the Kimberley Regional Group held on 15 February 2022, as published and circulated, be confirmed as a true and accurate record of that meeting.***

**5. BUSINESS ARISING FROM PREVIOUS MEETING**

**6. PRESENTATIONS FROM REPRESENTATIVES**

Mr Dickie Bedford – Executive Director, Aanja.

**7. REPORTS FROM REPRESENTATIVES**

**7.1 RDA KIMBERLEY**

Janine Hatch, Executive Officer

**7.2 KIMBERLEY DEVELOPMENT COMMISSION**

Chuck Berger, Chief Executive Officer

**7.3 DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES**

Kristina Dickman, Regional Manager Kimberley

**7.4 WALGA**

Tim Lane, Manager Strategy and Association Governance  
Bec Waddington Policy Officer Community



UNCONFIRMED MINUTES – Kimberley Regional Group 19 April 2022

**8. REPORTS FROM KIMBERLEY COUNTRY ZONE****8.1 WALGA STATE COUNCIL AGENDA AND PRESIDENT'S REPORT**

**LOCATION/ADDRESS:** Nil  
**APPLICANT:** Nil  
**FILE:** KRG01  
**AUTHOR:** Zone Executive  
**CONTRIBUTOR/S:** Nil  
**RESPONSIBLE OFFICER:** CEO SHIRE OF WYNDHAM EAST KIMBERLEY  
**DISCLOSURE OF INTEREST:** Nil

**SUMMARY:**

To consider the recommendations on Matters for Decisions that will be considered at the WALGA State Council meeting held 5 May 2021.

**COMMENT**

The next WALGA State Council meeting will be held 4<sup>th</sup> May 2022. The following matters for decision will be considered.

	<b>Matters for Decision</b>	<b>WALGA Recommendation</b>	<b>Zone Comment &amp; Recommendation</b>
5.1		<p>That the submission to the Department of Health relating to the Statutory Review of the Food Act 2008 be endorsed.</p> <p>Overall, feedback from Local Governments is that the Act is an effective piece of legislation. The enforcement tools of improvement notices and infringements provisions have proved very successful. Some areas for improvement are highlighted in the submission and include emerging industries, access to appropriate expertise, temporary and mobile food businesses, registrations, company structures and powers under the Act.</p>	SUPPORTED
5.2	Local Government Grant Scheme Funding (05-024-03-0006 VJ)	<p>That WALGA advocates to the Minister for Emergency Services and the Fire and Emergency Services Commissioner for:</p> <ol style="list-style-type: none"> <li>1. An allocation of Local Government Grant Scheme (LGGS) funding to undertake an audit of existing facilities, appliances, vehicles, and major items of equipment for both Local Government Volunteer Bushfire Brigades (BFB) and State Emergency Services (SES).</li> <li>2. Following the completion of the audit, an allocation of funding through the Local Government Grant Scheme (LGGS) to</li> </ol>	<p>SUPPORTED</p> <p>In addition to the real funding gap that has emerged in the cost of equipment, the implications under the new workplace laws should also be seen as a trigger for this funding review.</p>

UNCONFIRMED MINUTES – Kimberley Regional Group 19 April 2022

		<p>prepare a Comprehensive Asset Management Plan that:</p> <ol style="list-style-type: none"> <li>Aligns with the principles in the Department of Local Government, Sport and Cultural Industries' (DLGSC) Asset Management National Framework and Guidelines, and the Integrated Planning and Reporting Framework.</li> <li>Forecasts the emergency response needs of communities across Western Australia over the next 10 years, to estimate the quantum of the facilities, appliances, vehicles, and major items of equipment that will be needed.</li> <li>Outlines a 10 year forward plan of modifications, replacements and additions required.</li> <li>Investigates the extent to which future BFB facilities can be co-located with other emergency services facilities.</li> </ol> <ol style="list-style-type: none"> <li>The establishment of a Working Group involving WALGA, the Department of Fire and Emergency Services (DFES) and LGIS to oversee the preparation of the Comprehensive Asset Management Plan.</li> <li>Support for the Comprehensive Asset Management Plan to be reviewed every five years.</li> <li>Support for an increase in Local Government Grant Scheme (LGGS) funding to support the unsuccessful capital grants funding applications by Local Governments to the 2020 21 LGGS Capital Grants Committee.</li> </ol>	
5.3	Draft Active Travel to School Roadmap (05-001-03-0051 SDS)	<ol style="list-style-type: none"> <li>Endorses the Draft Active Travel to School Roadmap, subject to amending Urban Environment Initiative No 1 to "Consult local governments to identify sub-regional school transport challenges and amend existing planning guidelines and develop new guidelines where gaps exist"; and</li> <li>Works with the Department of Transport to finalise the Roadmap and encourage Local Government participation in the initiatives identified where these offer solutions to the local issues encountered in each area.</li> </ol>	Supported Note: this is a Perth based item
5.4			

UNCONFIRMED MINUTES – Kimberley Regional Group 19 April 2022

Matters for Noting:

- 6.1 Draft National Plan to End Violence Against Women and Children (05 086-03-0004 VB)
- 6.2 Feedback on Community Disaster Resilience Strategy Discussion Paper (05-024-02-0067 VJ)
- 6.3 2021 CoastWA Local Government Survey (06-085-01-0002 LS)
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- 6.5 Local Emergency Management Arrangements (LEMA) Review Project (05-024-03-0040 SR)
- 6.6 Comment on Draft Health Promotion Strategic Framework 2022-2026 (05-031-03-0005 BW)
- 6.7 Wooroloo Bushfire Independent Review Final Report (05-024-03-0011 CM)
- 6.8 2022-23 Federal Budget Update (05-088-03-0002 DT)
- 6.9 Local Government Emergency Management Survey Results (05-024-03-0042 CM)

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Organisational Reports

- 7.1.1 Report on Key Activities, Commercial and Communications Unit (01 006-03-0017)
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  - 7.3.4 People and Place Policy Team Report

### **WALGA State President's Report**

(Summary below, report attached)

- COVID-19 Update
- Special Electors' Meetings: WALGA has received feedback from numerous Local Governments regarding Special Electors Meetings which are being requested by pro-choice vaccination groups in the community and WALGA has provided responses to approximately 50 separate enquiries in the first quarter of 2022.
- State Road Funds to Local Government Agreement looking at options and strategies that WALGA has the opportunity to put before the State Government regarding an agreement to provide funding to Local Governments from vehicle licence fee revenue. The current five-year agreement expires in June 2023.
- Local Government Legislative Reform WALGA will provide regular updates to State Council and the sector more broadly as the legislative reform process progresses.
- 2022 Local Government Honours Program - nomination forms and further information can be found on the WALGA website. Nominations will close at 5:00pm on Friday, 24 June.

UNCONFIRMED MINUTES – Kimberley Regional Group 19 April 2022

- Australian Local Government Association (ALGA) - WALGA is working alongside ALGA and other state and territory Local Government Associations on a Federal Election campaign with the theme "Don't leave local communities behind". The campaign highlights five key areas and 17 opportunities for Federal Members and Candidates to work with Local Governments.

## CONSULTATION

Nil.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

## FINANCIAL IMPLICATIONS

Nil.

## STRATEGIC IMPLICATIONS

**Governance Goal – A collaborative group demonstrating strong regional governance:**

Effective governance protocols and systems for business efficiency and improved services through collaboration

**Economy Goal – A sustainable and diverse economy:**

Sustainable Local Government revenue

## VOTING REQUIREMENTS

*Simple Majority*

### **KIMBERLEY ZONE & KIMBERLEY REGIONAL GROUP RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. KRG/0224/002**

**Moved: G Haerewa**

**Seconded: M Edwards**

***That the Kimberley Regional Group:***

- 1. Notes the State Council Agenda Items as circulated.***
- 2. Notes the report from the WALGA President as circulated.***
- 3. Supports the recommendations in the Matters for Decision contained within the State Council Agenda.***

## Attachments

1. WALGA State Council Agenda 5 May 2021 (under separate cover).
2. WALGA President's Report May 2021.

UNCONFIRMED MINUTES – Kimberley Regional Group 19 April 2022



## President's Report

### May 2022

This is my first report as your President, I consider it a privilege to undertake this leadership role and will endeavour to represent you and the Local Government sector with consideration and courage at all times. I welcome all contact and communication, to be fully informed is critical to effective leadership.

#### COVID-19 – Update

Since the last State Council meeting, COVID-19 has taken hold across WA and there have been frequent changes to the level of restrictions in place. WALGA has sought to keep the sector across developments as they occur through frequent COVID-19 updates and a number of very well attended webinars.

#### Special Electors Meetings

WALGA has received feedback from numerous Local Governments regarding Special Electors Meetings which are being requested by pro-choice vaccination groups in the community and we have provided responses to approximately 50 separate enquiries in the first quarter of 2022.

WALGA is aware of 14 Local Governments who have had or been requested to hold Special Electors Meetings. These meetings are being conducted with approximately 350 to 400 people attending (mostly outdoors) and some Local Governments have expressed concern for the safety of their staff and Elected Members attending these meetings.

In 2020, as part of the Government's response to COVID-19, the previous Minister for Local Government made a Ministerial Order under the *Local Government Amendment (COVID-19 Response) Act 2020* that Local Governments could not hold Special Electors Meetings under sections 5.27 and 5.28 of the *Local Government Act 1995* due to the public health risk they presented.

I wrote to Minister Carey requesting that he consider reinstating this order as a priority, or alternatively, allow for Electors Meetings to be held electronically. In making the request, I was clear that Local Governments are not seeking to stifle community debate or involvement on important issues.

The Minister has [responded](#) advising that he is considering the potential for Electors Meetings to be held electronically, as well as looking to make other changes relating to Electors Meetings as part of his legislative reform package.

#### State Road Funds to Local Government Agreement

UNCONFIRMED MINUTES – Kimberley Regional Group 19 April 2022

I have been focussing attention on options and strategies that WALGA has the opportunity to put before the State Government regarding an agreement to provide funding to Local Governments from vehicle licence fee revenue. The current five-year agreement expires in June 2023. I am actively supported by Cr Rich, Cr Pavlovich and Cr Sadler in this work.

The State Government has made it clear that it wants to see clearly demonstrable social outcomes from road investment, including use of recycled materials, Aboriginal employment and improved safety. I know that Local Governments are heavily dependent on State road funding and am very aware that as a whole, our sector's performance in committing to regionally significant projects and delivering them on time has been inconsistent.

I firmly believe that we will need to commit to doing things differently if we are to secure a new agreement with critical funding. Perhaps the most challenging conversations will be within our sector to agree what we are prepared to change to ensure the continuation of this agreement.

### **Local Government Legislative Reform**

At a meeting in early April, the Minister for Local Government confirmed that WALGA will be key members on the working group tasked with the detailed design of the new legislation.

A schedule of meetings for the working group has been developed and WALGA will be represented by our CEO Nick Sloan, Tony Brown and senior members of the Governance and Organisational Services team.

We will provide regular updates to State Council and the sector more broadly as the legislative reform process progresses.

### **2022 Local Government Honours Program**

The Local Government Honours Program affords significant public recognition and celebration of the outstanding achievements and lasting contributions made by Elected Members and employees to their respective Councils, the Local Government sector and the wider community.

Nominations for this year's Program are now open. Following a thorough review of the Program last year, two new awards have been added, alongside four existing awards:

1. Local Government Medal
2. Life Membership
3. Eminent Service Award
4. Merit Award (*new for 2022*)
5. Local Government Distinguished Officer Award
6. Young Achievers Award (*new for 2022*)

The new Merit Award has combined two previous awards (Merit and Long & Loyal Service) and is intended to recognise notable contributions to WALGA, Local Government and/or the Local Government sector. The Young Achievers Award is open only to Elected Members and employees aged 35 years or younger, recognising notable commitment and demonstrated potential for professional success.

Nomination forms and further information can be found on the WALGA website. Nominations will close at 5:00pm on Friday, 24 June.

UNCONFIRMED MINUTES – Kimberley Regional Group 19 April 2022

### **Australian Local Government Association (ALGA)**

WALGA is working alongside ALGA and other state and territory Local Government Associations on a Federal Election campaign with the theme *"Don't leave local communities behind"*. The campaign highlights five key areas and 17 opportunities for Federal Members and Candidates to work with Local Governments. Each week, WALGA is sending members and candidates letters, and producing social media posts and media statements to highlight the five areas in a Western Australian context. We have also invited Federal Members to host webinars for the sector.

Can I encourage you to consider attending the National General Assembly in Canberra this June. Western Australia generally has a strong contingent attend and this year we have quite a few motions coming from WA Councils. It has a great program, plus WALGA hosts a breakfast for our attendees with WA Federal members of Parliament. If you have never been take a peek at the [program](#).

Easter is just around the corner, may you and all your loved ones stay safe and take the opportunity to enjoy life. Remember to call me if you need, good or bad, on 0428 958 305.

**Cr Karen Chappel JP**

**WALGA President**

### **President's Contacts**

The President's contacts since 2 March and scheduled before 4 May are as follows:

#### **State Government Relations**

- Minister for Housing; Lands; Homelessness; Local Government, Hon John Carey MLA
- Minister for Emergency Services; Innovation and ICT; Medical Research; Volunteering, Hon Stephen Dawson MLC
- Minister for Disability Services; Fisheries; Seniors and Ageing; Small Business, Hon Don Punch MLA
- Minister for Police; Road Safety; Defence Industry; Veterans Issues, Hon Paul Papalia MLA
- State Road Funds to Local Government Advisory Committee
  - Delegate Workshop
  - Meeting
- Roundtable on General Practitioner tendering for Regional/Rural Local Government areas – Hosted by the Minister for Local Government, Hon John Carey, MLA
- Public Accounts Committee - Hearing Student Transport Services submission
- Webinar - Development Assessment Panel Regulations reform - Department of Planning, Lands and Heritage

#### **Zone Meetings**

- Murchison Country Zone Meeting
- Northern Country Zone Meeting
- South Metropolitan Zone Meeting



UNCONFIRMED MINUTES – Kimberley Regional Group 19 April 2022

**Local Government Relations**

- State Council Meeting
  - Special State Council Meeting
  - Strategic Forum
  - Finance and Services Committee Meeting
- LGIS
  - Board induction
  - Board Meeting
- ALGA
  - Board Meeting – Canberra
  - NGA Sub-Committee Meeting
- Department Local Government; Sport Cultural Industries Director General, Lanie Chopping, Deputy Director General, Erin Gauntlett, Executive Director Local Government, Tim Fraser and WALGA Deputy President, Cr Paul Kelly
- Regional Capitals Alliance WA Meeting
- Shire of Ashburton Chief Executive Officer, Kenn Donohoe and Director Infrastructure Services, Matthew Fanning
- Local Government Convention (LGC22) Committee meetings x 2
- WALGA Webinar - WA Federal Member Budget
- Webinar - National Reconciliation Week

**Conferences, Workshops, Public Relations**

- 2022 WA Women's Hall of Fame Induction Ceremony
- Institute of Public Works Engineering Australasia Gala Dinner
- Chamber of Commerce and Industry WA Business Breakfast
- Mining Communities Policy Forum

**8.2 WALGA ZONE STATUS REPORT**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Zone Executive
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	CEO SHIRE OF WYNDHAM EAST KIMBERLEY
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

This Status Report provides an update on the WALGA response to relevant Kimberley Zone Resolutions.

**BACKGROUND**Previous Considerations**COMMENT**

Following the submission of resolutions from the Kimberley Zone, WALGA has provided responses in the attached Zone Status Report April 2022 (attached). The following summary is provided for each of the resolutions submitted to WALGA, noting that Item 9.8 is acknowledged by WALGA but not included in their report.

*Kimberley Zone Item 11.1 20 April 2021 Disaster relief and recovery funding arrangements*

**KIMBERLEY REGIONAL GROUP RESOLUTION:**

**(REPORT RECOMMENDATION) Minute No. KRG/0421/007**

**Moved: Cr D Menzel Seconded: Cr M Edwards**

**That the Kimberley Zone:**

- 1. Express dissatisfaction with current disaster relief and recovery funding arrangements and call for urgent action from the State Government to investigate and address these shortcomings.**
- 2. Seek WALGA advocacy to support the motion.**

**WALGA Response**

WALGA has endorsed advocacy positions seeking improvements to disaster relief and recovery funding including assessment periods, eligibility of certain costs and improving resilience of reconstructed infrastructure. Regular meetings with DFES and Main Roads officers are on-going. Detailed evidence of examples where the process is not effective have been collected and continue to be. Timelines for decision-making and an escalation process would seem to be an important addition to the process.

Note: The KRG met with the Hon Stephen Dawson MLC to discuss the roll out of the disaster relief funding arrangements in WA.

**ITEM 8.2 WALGA ZONE STATUS REPORT**

Kimberley Zone Item 9.8 29 June 2021 Rating of Aboriginal Land

<b>KIMBERLEY REGIONAL GROUP RESOLUTION:</b>	
<b>(REPORT RECOMMENDATION)</b>	<b>Minute No. KRG/0621/010</b>
<b>Moved: Cr G Haerewa</b>	<b>Seconded: Cr M Edwards</b>
<b>That the Kimberley Regional Group writes to WALGA to:</b>	
<b>1. Highlight the emerging issue of the rating process on Aboriginal lands, and</b>	
<b>2. Request that WALGA write to the State Government to seek clarification about how land uses on Aboriginal Lands should be treated across a range of contexts and tenures.</b>	
<b>CARRIED UNANIMOUSLY 4/0</b>	

**WALGA Response**

The issue of Rating Exemptions is one of the main areas of WALGA's advocacy in respect to Local Government Act amendments. The rating exemptions that are of concern for the sector relate to the following:

- Rating of Charitable Purpose properties
- Department of Housing: Leasing to Charitable Organisations
- Government Trading Entities
- State Agreement Act projects
- State Owned Unallocated Crown Land

On this basis, the Local Government sector supports an independent review of all rating exemptions to enhance equity among ratepayers in the community.

The State Government has been advised of the WALGA position and a copy of the WALGA Rating Review Advocacy item is attached.

**CONSULTATION**

Nil.

**STATUTORY ENVIRONMENT**

**Local Government Act 1995**

**FINANCIAL IMPLICATIONS**

Nil.

**STRATEGIC IMPLICATIONS**

**Governance Goal – A collaborative group demonstrating strong regional governance:**

Effective governance protocols and systems for business efficiency and improved services through collaboration

Recognition of Kimberley Local Government issues and opportunities

**ITEM 8.2 WALGA ZONE STATUS REPORT**

**Built Environment Goal – Improved and secure transport, communications, community and essential services:**

Improved regional arterial road network, ports and airports

**Economy Goal – A sustainable and diverse economy:**

Sustainable Local Government revenue

Improved regional infrastructure

**VOTING REQUIREMENTS**

*Simple Majority*

**KIMBERLEY ZONE & KIMBERLEY REGIONAL GROUP RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. KRG/0224/003**

**Moved: Cr Chris Mitchell**

**Seconded: Cr D Menzel**

*That the Kimberley Zone notes the WALGA Zone Status Report April 2022.*

**Attachments**

There are no attachments for this report.

**8.3 VEHICLES BEING DRIVEN ON UNSEALED ROADS CLOSED DUE TO WET CONDITIONS**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Zone Executive
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	CEO SHIRE OF WYNDHAM EAST KIMBERLEY
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

This Status Report provides an update on the WALGA response to relevant Kimberley Zone Resolutions.

**BACKGROUND**Previous Considerations

Nil

**COMMENT**

Local Governments in the Gascoyne Country Zone have identified significant costs and risks arising from motorists ignoring road closures or being unaware of road closures, driving on and damaging wet roads. The Zone has resolved to seek that WALGA investigate:

1. Technologies available to physically close roads remotely (using booms, gates or some other approach); and
2. The practices, legislation, regulations and penalties currently available to effectively enforce road closures.

The Infrastructure Policy Team is seeking advice from WALGA Zones with large, remote unsealed road networks regarding the significance of damage from vehicles being operated on closed, wet roads. This will assist to inform decisions about the scope and priority of addressing this matter.

Specifically:

1. Have Shires estimated the frequency of and costs incurred to repair damage to roads caused by vehicles being driven on them while closed due to wet conditions?
2. Are Shires aware of situations where offenders have been successfully prosecuted (under the Road Traffic (Administration) Act 2008 or Local Laws) and the extent to which these cases have been effective in deterring others?
3. Have Shires identified any practices that are more effective in increasing compliance with road closures during wet conditions?

Other general advice or suggestions relating to this matter will be appreciated.

**ITEM 8.3 VEHICLES BEING DRIVEN ON UNSEALED ROADS CLOSED DUE TO WET CONDITIONS**

The information was circulated to member Shires on the 25 February 2022, with no advice received to date. It is noted that flooding events and potential damage by vehicle access when the road is closed may occur concurrently and not be costed separately.

**REPORT RECOMMENDATION**

**Moved: Cr G Haerewa**

**Seconded: Cr Malcolm Edwards**

That the Kimberley Zone:

1. Acknowledges the request by WALGA for feedback on damage on closed roads.
2. Informs WALGA that vehicle damage for roads closed due to saturation and flooding events:
  - a. are not recorded separately.
  - b. is a component of annual damage to road infrastructure.
  - c. damage to unsealed roads servicing remote communities is complex as alternative access to food and fuel supplies during wet season closures may only be through plane or helicopters freight services, in at significant expense.
3. Provides feedback to WALGA that vehicle damage from commercial operations are the key issue in the Kimberley.

**KIMBERLEY ZONE & KIMBERLEY REGIONAL GROUP RESOLUTION:**

**Minute No. KRG/0224/004**

**Moved: Cr G Haerewa**

**Seconded: Cr Malcolm Edwards**

**That the Kimberley Zone:**

1. Acknowledges the request by WALGA for feedback on damage on closed roads.
2. Informs WALGA that vehicle damage for roads closed due to saturation and flooding events:
  - a. are not recorded separately.
  - b. is a component of annual damage to road infrastructure.
  - c. damage to unsealed roads servicing remote communities is complex as alternative access to food and fuel supplies during wet season closures may only be through plane or helicopters freight services, in at significant expense.
3. Provides feedback to WALGA that vehicle damage from commercial operations are the key issue in the Kimberley, noting that unsealed road infrastructure is not fit-for-purpose for commercial operations in the Kimberley region.

## 9. REPORTS FROM KIMBERLEY REGIONAL GROUP

### 9.1 PROPOSAL TO HAVE WALGA ADMINISTER THE KIMBERLEY ZONE AND KRG

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Zone Executive
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	CEO SHIRE OF WYNDHAM EAST KIMBERLEY
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### SUMMARY:

The Kimberley Regional Group currently engages a consultant to coordinate the administration of the WALGA Kimberley Zone meetings and all matters relating to the KRG including administration and executive functions including research and advice. It is proposed to transfer the WALGA Kimberley Zone matters and administrative aspects of KRG meetings to WALGA as this is a free member service.

#### BACKGROUND

##### Previous Considerations

Nil.

#### COMMENT

The Kimberley Regional Group was established in 2010 and engaged an officer to focus on matters of importance in the Kimberley. In 2018 this role was outsourced and is currently out for expressions of interest.

WALGA has offered to provide the Kimberley Country Zone with Executive Support including:

- A dedicated Zone Executive Officer as the principal point of contact for all Zone business;
- Liaison with the President and Executive as required;
- Preparation of agendas and minutes of all meetings;
- Organisation of meeting logistics, in relation to meeting room bookings and set-up;
- Preparation of correspondence and action items;
- Arrangement of guest speakers for Zone meetings; and,
- Organisation of any other meetings or deputations including Ministerial appointments.

WALGA's Governance & Organisational Services Team will provide the service and one dedicated senior officer will be assigned to the Zone. This will assist with continuity, relationship and stakeholder management, and follow up of any issues.

ITEM 9.1 PROPOSAL TO HAVE WALGA ADMINISTER THE KIMBERLEY ZONE AND KRG



WALGA currently provides this service to the following twelve (seven country, five metropolitan) WALGA Zones:

- Gascoyne Country
- Central Metropolitan
- Great Eastern Country
- East Metropolitan
- Central Country
- Peel Country
- South Metropolitan
- South East Metropolitan
- Pilbara Country
- North Metropolitan
- South West Country
- Great Southern Zone (Commencing May 2022)

WALGA can undertake the services outlined above at no cost to the Zone, as this function aligns with their Corporate Strategy. The Kimberley Shires will benefit through the release of current funds for the outsourced administration tasks and reduction in duplication.

#### **CONSULTATION**

Nil.

#### **STATUTORY ENVIRONMENT**

***Local Government Act 1995***

#### **FINANCIAL IMPLICATIONS**

Nil.

#### **STRATEGIC IMPLICATIONS**

**Governance Goal – A collaborative group demonstrating strong regional governance:**

Effective governance protocols and systems for business efficiency and improved services through collaboration

Recognition of Kimberley Local Government issues and opportunities

Alignment and integration of regional and local priorities for member Councils.

#### **VOTING REQUIREMENTS**

*Simple Majority*

**ITEM 9.1 PROPOSAL TO HAVE WALGA ADMINISTER THE KIMBERLEY ZONE AND KRG**

**KIMBERLEY ZONE & KIMBERLEY REGIONAL GROUP RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. KRG/0224/005**

**Moved: Cr C Mitchell**

**Seconded: Cr G Haerewa**

1. That the Kimberley Regional Group accepts the offer by WALGA to provide the Kimberley Country Zone with Executive Support including:
  - a. A dedicated Zone Executive Officer as the principal point of contact for all Zone business;
  - b. Liaison with the President and Executive as required;
  - c. Preparation of agendas and minutes of all meetings;
  - d. Organisation of meeting logistics, in relation to meeting room bookings and set-up;
  - e. Preparation of correspondence and action items;
  - f. Arrangement of guest speakers for Zone meetings; and,
  - g. Organisation of any other meetings or deputations including Ministerial appointments.

**Attachments**

Nil

**9.2 ACKNOWLEDGEMENT OF NOEL MASON, FORMER CEO SHIRE OF HALLS CREEK**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Zone Executive
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	CEO SHIRE OF WYNDHAM EAST KIMBERLEY
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

The Kimberley Regional Group is pleased to welcome the new Shire of Halls Creek CEO, Mr Phillip Cassell and acknowledges the contribution of Mr Noel Mason in his time in that role.

**BACKGROUND**Previous Considerations

Nil.

**COMMENT**

Mr Phillip Cassell has been appointed by the Shire of Halls Creek as the new Chief Executive. Mr Cassell's previous role was as the senior contracts administrator at Cassowary Coast Regional Council.

Mr Cassell has a strong background in road works as well as significant academic qualifications including a Masters in Business Law, and Diplomas in Accounting, Civil Construction Management and Civil Engineering.

Mr Cassell replaced Mr Noel Mason, who resigned in February 2022.

The KRG acknowledges the significant progress made during Mr Mason's three year tenure including the initial funding for the Tanami Road upgrades, the re-establishment of Shire road workcrews for creation of training and employment opportunities in the Shire, the support for Olabud Doogethu which includes the introduction of Evening Youth Engagement Officers and engagement programs as part of a Justice Reinvestment Program which have provided the foundation of other programs implemented throughout the Kimberley and beyond.

**CONSULTATION**

Nil.

**STATUTORY ENVIRONMENT****Local Government Act 1995**

ITEM 9.2 ACKNOWLEDGEMENT OF NOEL MASON, FORMER CEO SHIRE OF HALLS CREEK

## **FINANCIAL IMPLICATIONS**

Nil.

## **STRATEGIC IMPLICATIONS**

### **Governance Goal – A collaborative group demonstrating strong regional governance:**

Effective governance protocols and systems for business efficiency and improved services through collaboration

Secure funding for regional initiatives

Recognition of Kimberley Local Government issues and opportunities

Alignment and integration of regional and local priorities for member Councils.

### **Natural Environment Goal – Responsible management of the environment:**

Integrated waste management

### **Built Environment Goal – Improved and secure transport, communications, community and essential services:**

Liveable towns supporting regional communities

Improved regional arterial road network, ports and airports

Adequate land supply

High standard of infrastructure planning

Reliable and adequate power and communications.

### **Community Goal – A vibrant community based on equity, inclusion and opportunity for all:**

Innovative and joined up approach to housing development, ownership and design through community participation

Improved Kimberley regional outcomes in health

Improved Kimberley regional outcomes in education

Greater participation in the community and workforce

Better alcohol management across the Kimberley.

### **Economy Goal – A sustainable and diverse economy:**

Generational advantage that captures the wealth for the region

Improved outcomes in employment

## **ITEM 9.2 ACKNOWLEDGEMENT OF NOEL MASON, FORMER CEO SHIRE OF HALLS CREEK**

Improved regional infrastructure

**VOTING REQUIREMENTS**

*Simple Majority*

**KIMBERLEY ZONE & KIMBERLEY REGIONAL GROUP RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. KRG/0224/006**

**Moved: Cr D Menzel**

**Seconded: Cr C Mitchell**

*That the Kimberley Regional Group:*

1. Notes the appointment of Mr Phillip Cassell as CEO of the Shire of Halls Creek;  
and
2. Acknowledges the contribution of Mr Noel Mason, former CEO Shire of Halls Creek and instructs the secretariate to write a letter of acknowledgement of the contribution made by Mr Mason.

**Attachments**

1. Nil

ITEM 9.2 ACKNOWLEDGEMENT OF NOEL MASON, FORMER CEO SHIRE OF HALLS CREEK

**9.3 FEDERAL BUDGET OVERVIEW**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Zone Executive
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	CEO SHIRE OF WYNDHAM EAST KIMBERLEY
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

The Federal Budget was handed down on Tuesday 29 March 2022 with two major projects in the Kimberley

**BACKGROUND**Previous Considerations

Nil.

**COMMENT**

The Federal Treasurer handed down the budget on the 29th March 2022 with two major projects being funded in the Kimberley being:

- \$400m to upgrade the Tanami from Halls Creek to the Border with a further \$110m to finish the upgrades from the border to Alice Springs.
- \$244m to upgrade and refurbish a range of facilities at RAAF Base Curtin, including communications capabilities, roads, hangars for aircraft, security, workshops and electrical services.

Both projects are subject to further works including an updated business plan for the Tanami Road.

Other matters of interest include:

Page 119: The Government will provide an additional \$50.0 million over 2 years from 2022-23 through Round 6 of the Safer Communities Fund. Grant funding will be available for local government and community organisation initiatives that address crime and anti-social behaviour.

P144: The Government will provide \$501.7 million over 3 years from 2022-23 to extend the Local Roads and Community Infrastructure Program to support local councils to maintain and deliver social infrastructure, improve road safety and bolster the resilience of the local road network.

The Australian Local Government Association Federal Budget analysis is provided as an attachment.

**ITEM 9.3 FEDERAL BUDGET OVERVIEW**

## CONSULTATION

Nil.

## STATUTORY ENVIRONMENT

**Local Government Act 1995**

## FINANCIAL IMPLICATIONS

Nil.

## STRATEGIC IMPLICATIONS

**Governance Goal – A collaborative group demonstrating strong regional governance:**

Secure funding for regional initiatives

Recognition of Kimberley Local Government issues and opportunities

Alignment and integration of regional and local priorities for member Councils.

**Built Environment Goal – Improved and secure transport, communications, community and essential services:**

Liveable towns supporting regional communities

Improved regional arterial road network, ports and airports

High standard of infrastructure planning

**Economy Goal – A sustainable and diverse economy:**

Improved regional infrastructure

## VOTING REQUIREMENTS

*Simple Majority*

### **KIMBERLEY ZONE & KIMBERLEY REGIONAL GROUP RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. KRG/0224/007**

**Moved: Cr C Mitchell**

**Seconded: Cr M Edwards**

*That the Kimberley Regional Group notes the Federal Budget overview.*

## Attachments

ALGA Federal Government Budget Analysis

**ITEM 9.3 FEDERAL BUDGET OVERVIEW**



## Fact Sheet 1 – Financial Assistance Grants

- The 2022-23 Budget maintains the system of payments to support local government, through Financial Assistance Grants.
- In 2022-23 the Australian Government will provide **\$2.8b** in Financial Assistance Grants funding. This includes **\$2.1b** which will be brought forward from the 2022-23 estimate and paid to State and Territory Governments in 2021-22
- The Financial Assistance Grants as a proportion of Commonwealth Tax Revenue in 2022-23 is therefore estimated to be **0.55%**. In 2021-22 – this was 0.6%
- Financial Assistance Grants continue to comprise two components: general purpose assistance grants; and untied local roads grants.

Table 1 - Overview of Financial Assistance Grants 2022-23

Table 1: Financial Assistance Grants 2022-23 \$M	
General Purpose Component	487.9
Local Road Component	216.5
<b>Total Financial Assistance Grants</b>	<b>704.4</b>

\*Note \$2.1 b will be brought forward into the 2021-22 financial year (BP3 P97)





Table 2 Financial Assistance Grants for the period 2021-22 to 2025-26.

Table 2: Total Financial Assistance Grants to local government 2022-23 to 2025-26				
	2022-23	2023-24	2024-25	2025-26
	\$m	\$m	\$m	\$m
General Purpose Component	487.9	2,027.6	2,111.3	2,195.4
Local Road Component	216.5	899.7	936.9	974.2
<i>Total financial assistance grants</i>	704.4	2,927.3	3,048.2	3,169.5

Note a bring forward payment of \$2.1B from 2022-23 will be provided in 2021-22. (BP3 P97)

Table 3 Financial Assistance Grants by jurisdiction – 2022-23

Table 3: Financial Assistance Grants by jurisdiction 2022-23									
	NSW \$m	VIC \$m	QLD \$m	WA \$m	SA \$m	TAS \$m	ACT \$m	NT \$m	TOTAL \$m
General Purpose Component	154.9	125.9	99.3	51	33.7	10.3	8.2	4.7	487.9
Local Road Component	62.8	44.6	40.6	33.1	11.9	11.5	6.9	5.1	216.5
<b>TOTAL</b>	217.7	170.6	139.9	84.1	45.6	21.8	15.1	9.8	704.4

Note a bring forward payment of \$2.1B from 2022-23 will be provided in 2021-22. (BP3 P97)



## Fact Sheet 2 - Transport - A local government perspective

### Commonwealth funding for Local Roads in 2022-23:

Roads to Recovery \$m	\$491
Identified Local Road Grants \$m	\$216.5**
Local Roads and Community Infrastructure Program \$m	\$649.3
Black Spots \$m	\$129
Bridges Renewal \$m	\$131.1

Total road funding allocation for local governments, by State/Territory in 2022-23 is set out in the table below:

State/Territory	Roads to Recovery \$m	Bridges Renewal \$m	Identified Local Roads Grants \$m	Local Roads and Community Infrastructure \$m	Black Spots \$m	TOTAL \$m
New South Wales	\$136.2	\$47.5	\$62.8	\$184.5	\$35.5	\$466.5
Victoria	\$101.2	\$35.4	\$44.6	\$136.3	\$35.4	\$352.9
Queensland	\$101.4	\$26.0	\$40.6	\$131.5	\$26.7	\$326.2
Western Australia	\$70.5	\$12.7	\$33.1	\$91.7	\$14.2	\$222.2
South Australia	\$44.6	\$6.2	\$11.9	\$57.3	\$9.0	\$129.0
Tasmania	\$16.3	\$1.9	\$11.5	\$20.2	\$3.9	\$53.8
Australian Capital Territory	\$8.0	\$1.2	\$6.9	\$10.3	\$2.4	\$28.8
Northern Territory	\$12.8	\$0.2	\$5.1	\$17.5	\$1.9	\$37.5
<b>Total:</b>	<b>\$491.0</b>	<b>\$131.1</b>	<b>\$216.5</b>	<b>\$649.3</b>	<b>\$129.0</b>	<b>\$1,616.9</b>

\* Note: South Australia also received \$40m over two years from 2021-22 to continue supplementary local roads funding

Sum of the components above may not add to the total due to rounding,

\*\*also note that \$2.1B of Financial Assistance Grant funding has been bought forward to 2021-22.

ALGA 2022-23 Federal Budget Analysis (29<sup>th</sup> March 2022)



### Fact Sheet 3: 2022-23 Budget Overview

#### 1. General overview and economic outlook:

- Deficit of 1.6% of GDP by 2025-26
- Working towards 4% unemployment
- Wages growth 3%
- 3.5% econ growth in 2022-23

#### 2. Budget Priorities:

- Living relief for Australians
- Supporting small business
- Investing in roads, & infrastructure
- Flood relief and response

#### 3. Key initiatives and savings measures:

- Temporary cut to fuel excise
- Continued funding of the Local Roads and Community Infrastructure Fund
- Bring forward FA Grants of \$2.1B into 2021-22
- \$37.9B regions & infrastructure



#### 4. ALGA Board Priorities and Federal Budget initiatives

ALGA Board Priorities	Coalition Budget 2022-23 Measures
Financial Assistance Grants	<p>In 2022-23 the Australian Government will provide <b>\$2.804B</b> [\$2.652B in 2021-22] in Financial Assistance Grants funding. This includes <b>\$2.1B</b> [\$1.3B in 2021-22] which will be brought forward from the 2022-23 estimate and paid to States and Territory Governments in 2021-22. The remainder is <b>\$704.4M</b> in 2022-23 [\$1.3B in 2021-22]. (BP3 P97)</p> <p><b>Cash injection of \$2.1B provided in this financial year</b></p> <p>Commonwealth estimated taxation revenue (on accruals basis) for 2022-23 is <b>\$508.4</b> (Budget Paper 1, Statement 4 Revenue Table 4.1 P112).</p> <p>The Financial Assistance Grants as a proportion of Commonwealth Tax Revenue in 2022-23 is therefore estimated to be <b>0.55 %</b>. In 2021-22 it was 0.6% partly due to lower revenue.</p>
Local Roads and Community Infrastructure Program	<p>An additional \$501.7M over 3 years in 2022-23 Budget - BP2 P144, BP3 P65</p> <p>2022-2023 – additional \$0.3M 2023-2024 – \$250.7M 2024 –2025 - \$250.7M</p> <p><b>Total expenditure of this program is now \$3b.</b></p>
Local Roads Investment Program	<p>Heavy Vehicle Safety and Productivity Program BP3 P59</p> <p>2022-2023 - \$67.2M 2023-2024 - \$101.6M 2024-2025 - \$69.3M 2025 –2026 - \$69.3</p>



ALGA Board Priorities	Coalition Budget 2022-23 Measures
Roads to Recovery	BP3 P61 2022-2023 - \$490.9M [\$499.5M in 2021-22] 2023-2024 - \$485.3 2024-2025 - \$499.5M 2025-2026 - \$499.5M
Black Spot Program	BP3 P57 2022-2023 - \$128.9M [\$137M in 2021-22] 2023-2024 - \$121.1M 2024-2025 - \$121.1M 2025-2026 - \$110M
South Australia Road Funding	\$20m per year over two years from 2021-22 No additional funding provided in 2022-23
Disaster Mitigation Program	\$20.9M Total (BP3 P72) – Disaster Risk Reduction \$50M (BP3 P73) – Coastal and Estuaries Risk Mitigation \$10.5M (BP3 P76) Regional Drought Resilience Planning  \$150M (BP3 P74) for NSW and Qld only – post disaster resilience measures Flood Recovery and Resilience Package, split 50/50  (BP2 P60-63) \$150M– 2022-23 Emergency Response Fund for post disaster resilience measures for Nthn Rivers Region of NSW \$31.2M over 2 years for mental health of residents in flood affected areas NSW and Qld \$3B over forward estimates to accommodate additional C'wealth expenditure on floods response in NSW and Qld Jointly fund an estimated \$2B in support measures including to councils.  NSW and Qld Flood Relief and mitigation, various measures – see further information in BP2 P60-63  [\$41.6M (BP3 P90) – DRFA – expense estimates \$2,468.7M (BP3 P91) – DRFA – cash estimates]
Stronger Regional Digital Connectivity Package	Government response to Regional Telecomm Review BP2 P134 - Includes expanding mobile coverage in regional Australia (\$811.8M over 5 years)



ALGA Board Priorities	Coalition Budget 2022-23 Measures
Circular Economy	\$84.6M (BP3 P84 and BP2 P51) – Recycling Infrastructure various Includes \$60.4 million for plastic recycling through the Recycling Modernisation Fund
Local Government Climate Response Partnership Fund	See Disaster Mitigation Funding above

#### 5. Other measures of interest for local governments in the Coalition Federal Budget:

- Temporary reduction in fuel excise BP2 P15
- Future Drought Fund - \$84.5M over 4 years BP2 P53
- Great Barrier Reef leadership and stewardship- \$1B over 9 years BP2 P56
- Women's Safety – BP2 P66
- Boosting Participation and Building Australia's workforce \$153.5M over 5 years BP2 P74
- Investing in Skills apprenticeships BP2 P76
- Supporting rural health \$224.4M over 4 years BP2 P98
- Preventative Health - \$30.1M includes community health/physical activity BP2 P107
- Safer Communities Fund Round 6 – an additional \$50M over 2 years from 2022-23 – available for local governments to apply BP2 P119
- Community Development Grants – nominated projects \$67.7M over 3 years BP 2 P130
- COVID 19 - additional arts sector support BP2 P131
- COVID 19 - additional aviation support BP2 P132
- Infrastructure Investment – priority regional infrastructure - \$1.5B over 10 years - various projects
- Regional Accelerator Program - \$2B over 5 years – drive economic growth in regional areas
- Stronger Communities Program \$29.2 M over 2 years – small projects. BP2 P152
- Supporting regionalisation – new childcare centres, employment opportunities \$67.7M over 8 years BP2 P152
- Digital Economy Strategy – includes Office of Future Transport Technology BP2 P157



- Disaster Support – NFP – various BP2 P158
- \$31.8M in 2022-23 to commence establishment of 35 regional/local voice bodies across Australia (BP2 P161) –
- Affordable Housing and Home Ownership – increase to 50 000 places/year BP2 P170
- Funding for remote indigenous housing – NT only \$223.8M in 2022-23 (BP3 P54)

**Population Assumptions used in the Budget (BP3 P113)****Table A.1: Population by state, at 31 December**

million	NSW	VIC	QLD	WA	SA	TAS	ACT	NT	Total(a)	Australia
2021	8.199	6.664	5.256	2.696	1.781	0.544	0.434	0.248	25.821	25.826
2022	8.242	6.727	5.330	2.730	1.798	0.549	0.437	0.250	26.063	26.068
2023	8.322	6.835	5.405	2.767	1.814	0.554	0.441	0.252	26.389	26.394
2024	8.415	6.960	5.477	2.803	1.828	0.558	0.447	0.253	26.742	26.747
2025	8.511	7.088	5.551	2.839	1.844	0.562	0.453	0.255	27.104	27.109

(a) 'Total' is the sum of the states and territories shown, and excludes Jervis Bay Territory, Christmas Island, the Cocos (Keeling) Islands and Norfolk Island.

**Table A.2: Population by state, at 30 June**

million	NSW	VIC	QLD	WA	SA	TAS	ACT	NT	Total(a)	Australia
2020-21	8.189	6.649	5.221	2.682	1.773	0.541	0.432	0.246	25.735	25.739
2021-22	8.209	6.679	5.290	2.711	1.789	0.547	0.435	0.249	25.908	25.913
2022-23	8.276	6.775	5.370	2.749	1.807	0.552	0.439	0.251	26.219	26.223
2023-24	8.367	6.896	5.440	2.785	1.821	0.556	0.443	0.252	26.560	26.565
2024-25	8.463	7.024	5.514	2.821	1.836	0.560	0.450	0.254	26.923	26.928
2025-26	8.559	7.152	5.588	2.857	1.852	0.565	0.456	0.256	27.284	27.289

(a) 'Total' is the sum of the states and territories shown, and excludes Jervis Bay Territory, Christmas Island, the Cocos (Keeling) Islands and Norfolk Island.

**Net interstate migration (BP3 P115)**



**Table A.5: Net overseas migration, for years ending 30 June**

	2020-21(a)	2021-22	2022-23	2023-24	2024-25	2025-26
Net overseas migration, Australia	-89,900	41,000	180,000	213,000	235,000	235,000

(a) Outcome for 2020-21 from ABS National, state and territory population, September 2021.

**Net Overseas Migration (BP3 P115)****Table A.6: Net interstate migration by state, for years ending 30 June**

	NSW	VIC	QLD	WA	SA	TAS	ACT	NT
2020-21	-16,700	-18,300	30,900	4,600	700	0	900	-2,200
2021-22	-40,600	-17,300	41,000	7,600	4,500	2,800	900	1,100
2022-23	-30,200	-5,000	30,000	3,200	100	1,700	700	-400
2023-24	-20,000	6,900	19,200	-1,200	-4,200	700	500	-1,800
2024-25	-20,200	6,400	19,400	-1,200	-4,100	800	600	-1,700
2025-26	-20,200	5,900	19,600	-1,200	-4,000	900	600	-1,600

**9.4 OPERATIONAL PLAN AND BUDGET – PROJECTS 2022-23**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Zone Executive
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	CEO SHIRE OF WYNDHAM EAST KIMBERLEY
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

It is a requirement under the Kimberley Regional Group MOU for a Operational Plan and budget, including a list of projects, be presented prior to the end of the financial year.

**BACKGROUND**Previous Considerations

Nil

**COMMENT**

Item 10.7 of the Kimberley Regional Group Memorandum of Understanding (MOU) requires that an Operational Plan and budget for each financial year must be submitted to the Board for approval no later than one month prior to the commencement of the financial year to which the Operational Plan and budget applies. Once approved by the Board, the Operational Plan and budget will be submitted by the Host CEO or their delegate to each of the Participants for approval.

In order to develop the budget, proposed projects need to be identified, including those where external grant funding will be sought and, the costs identified for administering the functions of the KRG.

Two projects have been previously identified for the period being the:

- Workforce needs analysis, which has been approved as an outsourced project; and
- Housing Needs Analysis which will benefit from the release of Census Data in June 2022 and the outcomes of the of the Workforce needs analysis. Costing for this project has not been undertaken, and is contingent upon the degree that inhouse projects will be utilised going forward.

These two projects are strongly related with the housing of employees a major issue in the Kimberley.

The operation cost of the Kimberley Regional Group will be available when the RFQ process concludes.

**9.4 OPERATIONAL PLAN AND BUDGET – PROJECTS 2022-23**

It is anticipated that for the 2022-23 period, that identified project and administrative costs can be covered within the current reserves of the KRG with membership funding levels unchanged from the 2021-2022 financial year.

## CONSULTATION

Nil

## STATUTORY ENVIRONMENT

**Local Government Act 1995**

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

**Governance Goal – A collaborative group demonstrating strong regional governance:**

Secure funding for regional initiatives

Recognition of Kimberley Local Government issues and opportunities

Alignment and integration of regional and local priorities for member Councils.

## VOTING REQUIREMENTS

*Simple Majority*

### **KIMBERLEY ZONE & KIMBERLEY REGIONAL GROUP RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. KRG/0224/008**

**Moved: Cr C Mitchell**

**Seconded: Cr G Haerewa**

*That the Kimberley Regional Group:*

1. Approves the projects as listed;
2. Notes the advice that, for 2022-23 period, that identified costs can be covered within the current reserves of the KRG and membership fees unchanged from the 2021-2022 financial year; and
3. Defers formal budget decisions until the outcomes of the KRG consultant procurement process are concluded.

## Attachments

Nil

### **9.4 OPERATIONAL PLAN AND BUDGET – PROJECTS 2022-23**

**9.5 INFRASTRUCTURE PROSPECTUS**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Zone Executive
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	CEO SHIRE OF WYNDHAM EAST KIMBERLEY
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

The Kimberley Regional Group developed the Infrastructure Prospectus in response to the COVID-19 pandemic. This item provides the 2022-23 update for approval.

**BACKGROUND**Previous Considerations

Nil.

**COMMENT**

In August 2020 it was agreed to development an advocacy document which focused on infrastructure investment as part of the COVID-19 recovery strategy.

Given the scale and diversity of possible projects, the concepts were workshopped with the following criteria being applied to create a short list of projects for consideration:

1. Deliver local jobs and business opportunities during project construction and over the longer term.
2. Projects should be "shovel ready" (or where a high priority project that requires planning/business case development), deliverable within a 3 year period.
3. Leverage existing projects or deliver investment growth.
4. Facilitate resilience.
5. Are related to local government (such as LG project coordination, use of LG land etc) and/or are State Government or Traditional Owner Projects.

Over time the detail of projects is updated and amended to ensure that the Infrastructure Prospectus remains current and relevant to the needs of the region.

In 2022, several projects have been replaced with the following new entries:

- Wyndham Community Boating Facility.
- Sanctuary Road Caravan Park (key worker housing) Project, Broome.

The updating of the Infrastructure Prospectus is an ongoing however this review has been comprehensive and therefore should remain current for some time.

**ITEM 9.5 2022 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENTS MOTION**

## **CONSULTATION**

Nil.

## **STATUTORY ENVIRONMENT**

### **Local Government Act 1995**

## **FINANCIAL IMPLICATIONS**

Nil.

## **STRATEGIC IMPLICATIONS**

### **Governance Goal – A collaborative group demonstrating strong regional governance:**

Effective governance protocols and systems for business efficiency and improved services through collaboration

Secure funding for regional initiatives

Recognition of Kimberley Local Government issues and opportunities

Alignment and integration of regional and local priorities for member Councils.

### **Natural Environment Goal – Responsible management of the environment:**

Integrated waste management

### **Built Environment Goal – Improved and secure transport, communications, community and essential services:**

Liveable towns supporting regional communities

Improved regional arterial road network, ports and airports

Adequate land supply

High standard of infrastructure planning

Reliable and adequate power and communications.

### **Community Goal – A vibrant community based on equity, inclusion and opportunity for all:**

Innovative and joined up approach to housing development, ownership and design through community participation

Improved Kimberley regional outcomes in health

Improved Kimberley regional outcomes in education

#### **ITEM 9.5 2022 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENTS MOTION**

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Greater participation in the community and workforce

Better alcohol management across the Kimberley.

**Economy Goal – A sustainable and diverse economy:**

Generational advantage that captures the wealth for the region

Improved outcomes in employment

Improved regional infrastructure

**VOTING REQUIREMENTS**

*Simple Majority*

**KIMBERLEY ZONE & KIMBERLEY REGIONAL GROUP RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. KRG/0224/009**

**Moved: Cr C Mitchell**

**Seconded: Cr D Menzel**

*That the Kimberley Regional Group endorses the Kimberley Investment Prospectus.*

**Attachments**

1. Kimberley Investment Prospectus 2022-23 (under Separate Cover)

**9.6 2022 National General Assembly of Local Governments Motion**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Zone Executive
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

The Shire of Derby West Kimberley has the opportunity to progress (on behalf of the Kimberley Region) an important disaster recovery motion at the June 2022 National General Assembly of Local Governments in Canberra. This report provides background and seeks support for the motion from the KRG.

**BACKGROUND**Previous Considerations

Nil

**COMMENT**

For a number of years the Kimberley Regional Group has been advocating for a more streamlined system of approval for disaster relief funding.

The current Disaster Relief Funding Arrangements (WA) were introduced with an intent of betterment to overcome repetitive damage to the same infrastructure which, over the longer term, will provide significant cost savings.

The 2022 National General Assembly of Local Governments will be held in Canberra at the National Convention Centre, from 19– 22 June. Convened annually by the Australian Local Government Association, the National General Assembly of Local Government is the peak annual event for Australian Local Governments, attracting in excess of 800 Mayors, Presidents, and Councillors each year. This event provides a unique opportunity for Local Government representatives to engage directly with the Federal Government, to develop national policy, and to influence the future direction of our districts and their respective communities.

The Shire of Derby West Kimberley has the opportunity to progress (on behalf of the Kimberley Region) an important disaster recovery motion at the June 2022 National General Assembly of Local Governments in Canberra. The proposed position and motion is as follows:

**ITEM 9.5 2022 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENTS MOTION**

## DISASTER RECOVERY FUNDING ARRANGEMENTS

### Motion

*This National General Assembly calls on the Australian Government to:*

- 1. Commit to ensuring that building back resilient public infrastructure is a core element of disaster recovery funding arrangements at Commonwealth and jurisdiction level.*
- 2. Provide clear guidance on appropriate standards for resilience for public infrastructure to support decisions regarding additional investment.*
- 3. Commit to providing up-front funding to Local Governments that will enable counter disaster operations and reconstruction of essential public assets to proceed without financial impediments.*

Attached is the item provided by the Shire of Derby West Kimberley which has the unanimous support of the that Council.

## CONSULTATION

Nil

## STATUTORY ENVIRONMENT

**Local Government Act 1995**

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

**Built Environment Goal – Improved and secure transport, communications, community and essential services:**

Liveable towns supporting regional communities

High standard of infrastructure planning

**Economy Goal – A sustainable and diverse economy:**

Improved regional infrastructure

## VOTING REQUIREMENTS

*Simple Majority*

ITEM 9.5 2022 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENTS MOTION



**KIMBERLEY ZONE & KIMBERLEY REGIONAL GROUP RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. KRG/0224/010**

**Moved: Cr G Haerewa**

**Seconded: Cr M Edwards**

*That the Kimberley Regional Group endorses the motion proposed by the Shire of Derby West Kimberley to lodge the following motion for the convention's consideration.*

This National General Assembly calls on the Australian Government to:

- a) Commit to ensuring that building back resilient public infrastructure is a core element of disaster recovery funding arrangements at Commonwealth and jurisdiction level;
- b) Provide clear guidance on appropriate standards for resilience for public infrastructure to support decisions regarding additional investment; and
- c) Commit to providing up-front funding to Local Governments that will enable counter disaster operations and reconstruction of essential public assets to proceed without financial impediments.

**Attachments**

SWEK 2022 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENTS MOTION

ITEM 9.5 2022 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENTS MOTION

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## 6.2 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION - MOTION

**File Number:** 4065

**Author:** Neil Hartley, Director - Strategic Business

**Responsible Officer:** Amanda Dexter, Chief Executive Officer

**Authority/Discretion:** Advocacy

### SUMMARY

The Shire has the opportunity to progress (on behalf of the Kimberley Region) an important disaster recovery motion at the June 2022 National General Assembly of Local Governments in Canberra.

This report promotes that Council should take advantage of the opportunity to gain national exposure of the issue, which has specific relevance to the Kimberley Region.

### DISCLOSURE OF ANY INTEREST

Nil.

### BACKGROUND

Convened annually by the Australian Local Government Association, the National General Assembly of Local Government is the peak annual event for Australian Local Governments, attracting in excess of 800 Mayors, Presidents, and Councillors each year. This event provides a unique opportunity for Local Government representatives to engage directly with the Federal Government, to develop national policy, and to influence the future direction of our districts and their respective communities.

The theme for the 2022 NGA is *Partners in Progress*. The 2022 National General Assembly of Local Governments will be held in Canberra at the National Convention Centre, from 19– 22 June.

The proposed position and motion is as follows:

#### **DISASTER RECOVERY FUNDING ARRANGEMENTS**

##### **Motion**

*This National General Assembly calls on the Australian Government to:*

- 1. Commit to ensuring that building back resilient public infrastructure is a core element of disaster recovery funding arrangements at Commonwealth and jurisdiction level.*
- 2. Provide clear guidance on appropriate standards for resilience for public infrastructure to support decisions regarding additional investment.*
- 3. Commit to providing up-front funding to Local Governments that will enable counter disaster operations and reconstruction of essential public assets to proceed without financial impediments.*

**National Objective**

*Local Governments are at the forefront of preparing for and recovering from disasters. The destruction of essential public infrastructure during natural disasters has a significant negative impact on the resilience and recovery of communities, particularly when people remain isolated for an extended period and are unable to access services or support.*

*More resilient public infrastructure will support communities recovering more quickly and reduce the financial impact of disasters on all tiers of Government.*

**Summary of Key Arguments**

- 97% of Commonwealth disaster funding is spent on recovery with only 3% allocated to preparation and mitigation; yet investment in mitigation saves tens of dollars in post-disaster recovery expenditure.
- Many local governments experience the same infrastructure being destroyed or damaged by repeated events, particularly flooding.
- In many instances modest investments such as increasing the diameter of culverts, installing scour protection to bridge embankments and redesigning floodway crossings will significantly reduce the likelihood that subsequent flooding will destroy the infrastructure.
- Several inquiries have concluded that the current disaster recovery funding arrangements are systematically biased against betterment and in favour of rebuilding to the pre-disaster standard<sup>1</sup>. There have been some changes since this conclusion was reached and now the approach to responding to the need to build back more resilient essential public infrastructure varies across the jurisdictions, despite operating under consistent Commonwealth Disaster Recovery Funding Arrangements (DRFA).
- The current reimbursement arrangements, with payments taking several months in some situations place local governments under serious cash-flow pressure in order to continue to pay contractors undertaking reconstruction work. There are situations where work has had to be slowed in order to maintain adequate cash-flow.

**STATUTORY ENVIRONMENT**

**Local Government Act S 2.7 (Role of council)** outlines that the Council governs the local government's affairs, and is responsible for the performance of the local government's functions. It is also charged with overseeing the allocation of the local government's finances and resources; and determine the local government's policies.

<sup>1</sup> Productivity Commission 2014 Natural Disaster Funding Arrangements p101 ([Volume 1 - Natural Disaster Funding Arrangements \(pc.gov.au\)](https://www.pc.gov.au/research/other/inquiries/completed/disasters/funding/volume1)) Accessed 15 March 2022

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#### **POLICY IMPLICATIONS**

**C1 Elected Member and Chief Executive Officer Attendance at Events and Functions**, meets the requirements of Section 5.90A of the Local Government Act, by establishing guidelines for appropriate disclosure and management of acceptance of invitations to events or functions, or other hospitality occasions, where Elected Members and the Chief Executive Officer are invited free of charge, whether as part of their official duties as Shire representatives or not.

**C3 Caretaker (Electoral Period)**, establishes protocols for the purpose of avoiding actual and perceived advantage or disadvantage to a candidate in a Government Election (Federal, State, or Local).

**C8 Public Statements by Councillors and CEO**, provides clarity as to the roles and responsibilities of the President, the Deputy President, Councillors, and the Chief Executive Officer when speaking publically/issuing public statements.

#### **FINANCIAL IMPLICATIONS**

There will be costs associated with conference registrations, travel, accommodation, etc. The Shire has historically had attendance at the National General Assembly of Local Governments and the current budget provides the capacity to meet these costs.

#### **CONSULTATION**

No community consultation is considered to be required.

#### **COMMENT**

Many local governments take advantage of attendance at the National General Assembly to press home the point on specific issues of state and national significance. This particular issue has national significance, but also has a direct relevance to the local governments and their communities in the Kimberley Region.

#### **VOTING REQUIREMENT**

Simple majority

#### **ATTACHMENTS**

Nil

**RESOLUTION 19/22**

**Moved:** Cr Andrew Twaddle

**Seconded:** Cr Linda Evans

**That Council:**

1. Endorses attendance at the 2022 National General Assembly of Local Governments (Canberra, 19– 22 June) of the Shire President and Chief Executive Officer; and

2. Supports the lodging of the following motion for the convention's consideration:

*This National General Assembly calls on the Australian Government to:*

- a) Commit to ensuring that building back resilient public infrastructure is a core element of disaster recovery funding arrangements at Commonwealth and jurisdiction level;*
- b) Provide clear guidance on appropriate standards for resilience for public infrastructure to support decisions regarding additional investment; and*
- c) Commit to providing up-front funding to Local Governments that will enable counter disaster operations and reconstruction of essential public assets to proceed without financial impediments.*

**In Favour:** Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie

**Against:** Nil

**CARRIED 9/0**

**9.7 UNDERGROUND POWER**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Zone Executive
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	CEO SHIRE OF WYNDHAM EAST KIMBERLEY
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

The opportunity to increase the amount of underground power lines in the Kimberley has been seen as a desirable outcome for some time and this item refers this matter to WALGA for further consideration.

**BACKGROUND**Previous Considerations

Nil

**COMMENT**

The need for underground power in the Kimberley has been considered by the KRG over time to both improve safety and the aesthetic for communities.

The State Underground Power Program (the Program) was an initiative that replaces overhead power lines in established areas with underground power infrastructure. The Program is a partnership between the Government of Western Australia, Western Power and local governments. Funding for projects is shared between program partners. The objectives of the Program are to

- improve reliability and security of electricity supply for consumers;
- enhance streetscapes and visual amenity;
- reduce street tree maintenance costs for local governments;
- improve street lighting and community safety; and
- reduce maintenance costs for Western Power.

The Program was established in 1996 to improve the reliability of electricity supply, after a severe storm in 1994 caused major disruptions in Perth and southern parts of Western Australia. Western Power later reported that 80 per cent of the power failures could be attributed to trees and branches falling on power lines. The most recent funding round was in January 2017. This project appears to have been limited to the SW interconnected network. Pilbara appears to be the only project to have occurred in the north west.

**ITEM 9.7 UNDERGROUND POWER**

Horizon Power has been approached previously by the KRG about available plans or funding for an undergrounding program however feedback is that the matter is best progressed through WALGA as it has implications out side of this region. On that basis this item has been prepared with the intention to seek the support of the KRG to refer this matter to WALGA for further consideration and discussion.

## **CONSULTATION**

Nil

## **STATUTORY ENVIRONMENT**

**Local Government Act 1995**

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

**Built Environment Goal – Improved and secure transport, communications, community and essential services:**

Liveable towns supporting regional communities

High standard of infrastructure planning

**Economy Goal – A sustainable and diverse economy:**

Improved regional infrastructure

## **VOTING REQUIREMENTS**

*Simple Majority*

### **KIMBERLEY ZONE & KIMBERLEY REGIONAL GROUP RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. KRG/0224/011**

**Moved: Cr C Mitchell**

**Seconded: Cr M Edwards**

*That the Kimberley Regional Group requests that WALGA enter into discussions with Horizon Power in relation to programs and funding to transition overhead wires to underground power.*

## **Attachments**

Nil

**ITEM 9.7 UNDERGROUND POWER**

**9.8 BUSINESS PLAN PROGRESS REPORT**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	KRG01
<b>AUTHOR:</b>	Zone Executive
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	CEO SHIRE OF WYNDHAM EAST KIMBERLEY
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

The Strategic Community Plan and Business Plan for the period 2020-2024 was adopted in June 2021. This report provides an update on progress towards the achievement of the Business Plan which has a four year horizon.

**BACKGROUND**Previous Considerations

Nil.

**COMMENT**

The Strategic Community Plan and Business Plan for the period 2021-2025 was adopted in June 2021. The summary report attached provides an update on progress towards the achievement of the Business Plan in this period.

Key matters addressed in the Business Plan include:

- Coordination of the KRG delegation to Perth in February 2022 meeting, to discuss critical matters with the following Ministers:
  - Hon Tony Buti MLA, Minister for Aboriginal Affairs; Racing and Gaming Citizenship and Multicultural Interests
  - Hon Sue Ellery MLC, Minister for Education and Training
  - Hon Simone McGurk, Minister for Child Protection; Women's Interests; Prevention of Family and Domestic Violence; Community Services
  - Hon Bill Johnston MLA, Minister for Mines and Petroleum; Energy; Corrective Services; Industrial Relations.
  - Hon John Carey, Minister for Housing; Lands; Homelessness; Local Government.
- Follow up letters to Ministers summarising discussions.
- Media support including press releases, media engagement and briefing notes.
- Liaison with ongoing projects including the Kerbside Wastes Collection contract, DAMA, alternative energy in the Kimberley.
- Support for the transition of the Secretariate to the Shire of Wyndham East Kimberley.

**ITEM 9.7 BUSINESS PLAN PROGRESS REPORT**



- Noting the transition to a new consultant, the update of key documents including the Infrastructure Prospectus and the Annual Performance Report.
- Ongoing liaison with key stakeholders in the lead up to the Federal Budget.

The attached report provides the linkages to the Strategic Community Plan and Business Plan for the period 2020-2024.

## **CONSULTATION**

Nil.

## **STATUTORY ENVIRONMENT**

### **Local Government Act 1995**

## **FINANCIAL IMPLICATIONS**

Nil.

## **STRATEGIC IMPLICATIONS**

### **Governance Goal – A collaborative group demonstrating strong regional governance:**

Effective governance protocols and systems for business efficiency and improved services through collaboration

Secure funding for regional initiatives

Recognition of Kimberley Local Government issues and opportunities

Alignment and integration of regional and local priorities for member Councils.

### **Natural Environment Goal – Responsible management of the environment:**

Integrated waste management

### **Built Environment Goal – Improved and secure transport, communications, community and essential services:**

Liveable towns supporting regional communities

Improved regional arterial road network, ports and airports

Adequate land supply

High standard of infrastructure planning

Reliable and adequate power and communications.

## **ITEM 9.7 BUSINESS PLAN PROGRESS REPORT**

**Community Goal – A vibrant community based on equity, inclusion and opportunity for all:**

Innovative and joined up approach to housing development, ownership and design through community participation

Improved Kimberley regional outcomes in health

Improved Kimberley regional outcomes in education

Greater participation in the community and workforce

Better alcohol management across the Kimberley.

**Economy Goal – A sustainable and diverse economy:**

Generational advantage that captures the wealth for the region

Improved outcomes in employment

Improved regional infrastructure

**VOTING REQUIREMENTS**

*Simple Majority*

**KIMBERLEY ZONE & KIMBERLEY REGIONAL GROUP RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. KRG/0224/012**

**Moved: Cr D Menzel**

**Seconded: Cr G Haerewa**

*That the Kimberley Regional Group notes the Business Plan Update as attached.*

**Attachments**

1. Business Plan Update April 2022

## ACTIVITY AGAINST THE BUSINESS PLAN

NOTE: Only matters in the Business Plan responded to this period are reported.

## Our People

Goal 1: A vibrant community based on equity, inclusion and opportunity for all.

Goal 1: A vibrant community based on equity, inclusion and opportunity for all.					
OUTCOME		STRATEGY	ACTIONS		
1.1	Substance abuse and associated harm is reduced.	1.1.2	Advocate for fit for purpose and consistent alcohol management systems in the Kimberley.	1.1.2.1	Meet with relevant Ministers to discuss next steps to reduce alcohol related harm.
				1.1.2.2	Meet with State Government officers to discuss next steps to reduce alcohol related harm.
ACTION: Meeting with the Minister for Racing and Gaming, follow up letters, media coordination					
1.2	Kimberley regional health outcomes improve.	1.2.1	Advocate for key health equipment, such as dialysis machines, to be available throughout the Kimberley.	1.2.1.1	Correspond and meet with relevant Ministers to discuss timeframes in relation to budget items and election promises.
ACTION: Coordination of Meetings with the Ministers: for Racing and Gaming (re Alcohol); Housing; Family and Domestic Violence and follow up letters.					
1.3	Crime is reduced both across the region and by location	1.3.2	Advocate for improved management of youth anti-social behaviour including funding for diversion programs.	1.3.2.1	Monitor funding allocated or committed to the provision of diversion programs across the Kimberley.
ACTION: Coordination of Meetings with the Ministers for: Police; Racing and Gaming; Housing; Family and Domestic Violence; Corrections and follow up letters.					
1.5	School attendance improves with a higher number of students graduating year 12.	1.5.1	Advocate for fit for purpose education facilities and pedagogy to improve school attendance and outcomes.	1.5.1.1.	Develop and advocacy document to support the provision of fit-for-purpose education facilities and pedagogy.
		1.5.2	Advocate for enhanced post school employment pathways.	1.5.2.1	Develop an advocacy document (in conjunction with 1.5.1.1) to support the provision of enhanced post school employment pathways.

ACTION: Coordination of Meetings with the Ministers for: Education, Child Protection and follow up letters.		
1.6 Fit for purpose housing is available to meet individual and community needs.	1.6.1 Advocate for appropriate housing typology, location and volume to meet the changing needs of the community.	1.6.1.1 Monitor housing availability and affordability. 1.6.1.2 Advocate for improved housing affordability and availability when stock levels fall below market expectations.
ACTION: Coordination of Meetings with the Ministers for: Housing; Community Services and follow up letters. Housing briefing paper prepared and circulated to support the meeting.		

## Our Place

## Goal 2.

Our region will become a leader in creating a sense of place and liveability whilst preserving history, culture and our unique environment.

OUTCOME	STRATEGY	ACTIONS
2.1 Our towns provide a variety of public spaces that welcome local residents and visitors with shaded spaces and safe access.	2.1.1 Advocate for funding to support master planning and urban renewal.	2.1.1.1 Ensure the Infrastructure Prospectus remains up to date. 2.1.1.2 Advocate to relevant Ministers in relation to the Infrastructure Prospectus.
ACTION: Infrastructure Prospectus updated in cooperation with member Shires, including the replacement of some existing projects due to a higher priority or funding received.		
2.3 We have liveability attractors including sufficient and fit for purpose recreation areas, aquatic facilities, libraries, sporting facilities and a variety of leisure experiences.	2.3.1 Advocate for funding for liveability attractors.	2.3.1.1 Ensure the Infrastructure Prospectus remains up to date.
ACTION: As per Action for 2.1		

2.5 A reduced ecological footprint for the region (cont).	2.5.4 Advocate for affordable and reliable energy with a lower carbon footprint.	2.5.4.1 Develop an advocacy paper on energy with that will deliver affordable and reliable energy with a lower carbon footprint.
ACTION: Information sought and received from Horizon Power to inform the report.		

## Our Prosperity

## Goal 3.

The potential of the Kimberley as a strong and diversified economy is realised with benefits retained in the region and the opportunity to participate available to all.

OUTCOME	STRATEGY	ACTIONS
3.1 The Kimberley region is prosperous with a diversified and sustainable economy.	3.1.1 Advocate for the infrastructure required to attract and retain business and projects in the region.	3.1.1.1 Monitor the Kimberley Infrastructure Prospectus and update annually. 3.1.1.2 Advocate for agreed infrastructure to attract and retain business and projects in the Kimberley.
ACTION: The advocacy for the funding of the Tanami Road to be sealed from Halls Creek to Alice Springs was achieved with the Federal Budget 2022 announcement. Coordination of media etc.		
3.2 Local businesses and jobs are enhanced through opportunity created through private and government investment.	3.2.2 Advocate for local jobs creation in all new projects to reduce reliance on a FIFO workforce.	3.2.2.1 Promote opportunities and benefits in the Kimberley for the use of a local workforce. 3.2.2.2 Monitor and identify current and potential barriers to a local workforce and advocate mitigation of those issues.
ACTION: Liaised with the Regional Development Australia - Pilbara and the East Kimberley Chamber of Commerce and Industry on the approval of the Designated Area Migration Agreements (DAMA) for which they will be the Designated Area Representative (DAR) including the release of the Workforce Study RFQ.		
3.5 Our infrastructure is protected from known and	3.5.1 Advocate for improved protection and recovery from natural and other disasters.	3.5.1.1 Advocate for appropriate processes and timeframes for state responses to disasters including funding for recovery projects.

potential threats.	3.5.2 Advocate for improved Protection from global threats.	3.5.2.1 Monitor global threats and provide and intermittent report on any increased threat.  3.5.2.2 Advocate on the vulnerability of the north of the State to hostile actions towards key infrastructure.
<p>ACTION: Coordination of a meeting with the Minister for Emergency Services in relation to delays and red tape associated with DRFWA.</p> <p>Attended the North West Defence Force Alliance meeting on 5 April.</p>		

## Our Performance

### Goal 4

As a collective, we will support the delivery of excellence in governance and service delivery that is relevant and of value.

Outcomes		Strategy		Action	
4.1	Shire resources are maximised.	4.1.1	Facilitate shared tendering and contracting where regional benefit can be achieved.	4.1.1.1	Identify projects where shared tendering and contracting processes will be mutually beneficial.
<p>ACTION: Ongoing support for the Kerbside tender contract review including the extension of contract arrangements.</p>					

## 9.9 CONSULTANT REPORT

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	KRG01
AUTHOR:	Zone Executive
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	CEO SHIRE OF WYNDHAM EAST KIMBERLEY
DISCLOSURE OF INTEREST:	Nil

### SUMMARY:

This report provides an overview of the activity undertaken by the consultant to support the activities of the WALGA Kimberley Country Zone (Zone) and the Kimberley Regional Group (KRG).

## BACKGROUND

### Previous Considerations

Nil.

## COMMENT

The key focus areas for this period were the:

- Coordination and follow up of the delegation to Perth to meet with relevant State Ministers.
- The Coordination of the Zone/KRG meeting in Perth and follow up.
- Liaison in relation to the transition of the Secretariate to the SWEK and supporting the process for ensuring administrative and executive continuity for the Zone and KRG including ensuring that upcoming governance requirements are in process.
- Media liaison including briefing note preparation.
- Liaison with the Federal Government in relation to the Regions of Growth.

The full report has been attached.

## CONSULTATION

Nil

## STATUTORY ENVIRONMENT

### *Local Government Act 1995*

## FINANCIAL IMPLICATIONS

Nil

ITEM 9.9 CONSULTANT REPORT APRIL 2022

## STRATEGIC IMPLICATIONS

**Governance Goal – A collaborative group demonstrating strong regional governance:**

Alignment and integration of regional and local priorities for member Councils.

## VOTING REQUIREMENTS

*Simple Majority*

### **KIMBERLEY ZONE & KIMBERLEY REGIONAL GROUP RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. KRG/0224/013**

**Moved: Cr David Menzel**

**Seconded: Cr Chris Mitchell**

*That the Kimberley Regional Group:*

- a) notes the Consultant Report provided by ATEA Consulting; and*
- b) express their thanks and gratitude to Debra Goostrey and ATEA Consulting for the excellent service they have provided to the Kimberley Zone and Kimberley Regional Group.*

## **Attachments**

Consultant Report April 2022.



## Consultant Report April 2022

Summary of Activities since Previous Report (to 6 April 2021) not covered in the Business Plan Report.



This period included the February KRG meeting in Perth and the associated Ministerial meetings. The volume and sensitivity of the meetings meant that the logistics took considerable time. Initial briefing papers and meeting summaries were also prepared.

The close out of existing works and ensuring that the transition to the new host shire and the new consultant is efficient has also been a priority. This includes "getting ahead" to ensure that requirements under the MOU for documents such as the Annual Performance Report are well progressed or completed prior to the finalisation of the ATEA Consulting Contract, as well as deferred procurement is advanced. Current projects are also being finalised to reduce handover complexities.

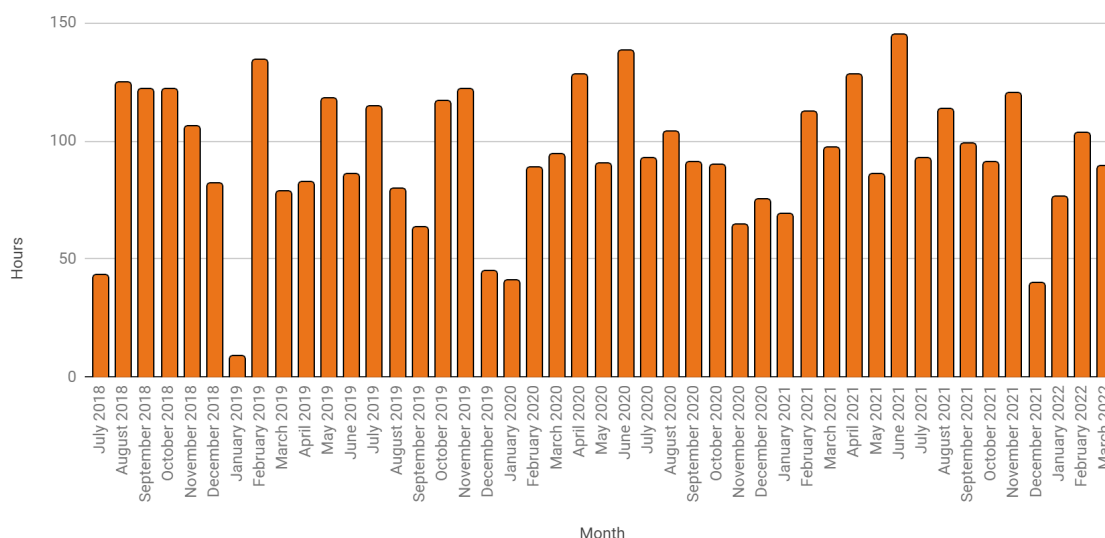
Engagement was also undertaken in the lead up to the Federal budget which saw the Tanami Road funding announcement of \$400m and the Curtin Airbase funding of \$242m for upgrades.

As this will be my last report, noting the imminent procurement process for the KRG consultant, I wanted to take this opportunity to thank all of the staff at the Shires over the years and the incredibly dedicated councillors who have given their time so generously to the greater good of all.

### Summary of Hours

The wet season was similar to many previous years with a significant dip over the December/January period, followed by a more active period in the lead up to the February Zone KRG meeting.

### Rolling Contract Hours



ATTACHMENT 1 – CONSULTANT REPORT APRIL 2022

**10. CORRESPONDENCE**

CORRESPONDENCE OUT	
To	Subject
Hon Bill Johnston MLA	Thank you and summary of discussions at the meeting.
Hon Simone McGurk MLA	Thank you and summary of discussions at the meeting.
Hon Sue Ellery MLC	Thank you and summary of discussions at the meeting.
Hon Tony Butil MLA	Thank you and summary of discussions at the meeting.
Hon Tony Butil MLA	Thank you and summary of discussions at the meeting.
Hon Stephen Dawson MLC	Thank you and summary of discussions at the meeting.
Hon John Carey MLA	Thank you and summary of discussions at the meeting.

**Attachments**

1. Correspondence Out



15 March 2022

Hon Tony Buti MLA  
Minister for Aboriginal Affairs; Racing and Gaming  
Citizenship and Multicultural Interests  
5th Floor, Dumas House  
2 Havelock Street  
WEST PERTH WA 6005

By email: Minister.Buti@dpc.wa.gov.au

Dear Minister

**Re Meeting Discussion Follow-up**

On behalf of member Shires, I want to thank you for making the time on Monday 15 February 2022 to discuss matters relating to the spiralling antisocial behaviour in the Kimberley and the implementation of the Banned Drinkers Register.

As you are aware, the Kimberley Regional Group (KRG) is an alliance of the four Shires of the Kimberley, being the Shire of Broome, the Shire of Derby West Kimberley, the Shire of Halls Creek and the Shire of Wyndham East Kimberley. Collaboratively the group seeks to support outcomes for the region through improved social, economic and cultural outcomes.

We have provided below our key comments and our takeaway messages from the meeting.

**KRG Key Comments:**

1. The KRG has deep concern that there are less people on the Banned Drinkers Register (BDR) than prior to the trial as Licensees in the East Kimberley can no longer upload persons banned from their establishment and the timeframes for Prohibition Orders and Barring Notices are excessive.
2. The KRG queried whether the State Emergency Act could be used to bring the improvement of pathways forward, noting that some of the alcohol restrictions fit within that mandate.
3. There appears to be a gap in the current service provision and limited options for people to get help in some locations.
4. With a fully functional BDR the level of violence would be reduced with an example provided that the over fifty Domestic Violence presentations at Derby Hospital could be halved and there would be less children on the street as they would not be afraid to go home.
5. The secondary supply of alcohol - the sly grogging market - has become more profitable due to mandates and ID requirements with a carton increasing from \$150 to \$200.
6. The BDR could be a conduit to services, with non-attendance resulting in no release from BDR.

.../2.

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**ATTACHMENT - CORRESPONDENCE**



Key Takeaway Messages.

1. This is a trial so that we can consider new approaches prior to legislative reform. Pathways for placing problem drinkers onto the Banned Drinkers Register will be considered by the Minister after the finalisation of the interim report by the University of Western Australia. That report is due in March 2022.
2. We are trying to work out what is policy and what is legislation within this process.
3. A Ministerial committee is looking into the integrated issue across agencies and we will ensure you are consulted through Ms Divina D'Anna MLA.

We seek to continue this dialogue on these critical matters and will seek a follow up meeting in the week commencing 20 June 2022 when we next meet in Perth.

Your sincerely

A handwritten signature in blue ink, reading "David Menzel".

Cr David Menzel  
Chair  
Kimberley Regional Group



Kimberley Regional Group and Kimberley Zone  
PO Box 44, Broome 6725 | (08) 9191 3456 | 0439380266

ATTACHMENT - CORRESPONDENCE



15 March 2022

Hon John Carey  
Minister for Housing; Lands;  
Homelessness; Local Government  
7th Floor, Dumas House  
2 Havelock Street  
WEST PERTH WA 6005

By email: Minister.Carey@dpc.wa.gov.au

Dear Minister

**Re Meeting Discussion Follow-up**

On behalf of member Shires, I want to thank you for making the time on the 3<sup>rd</sup> February 2022 to discuss the current and long term housing crisis in the Kimberley.

As you are aware, the Kimberley Regional Group (KRG) is an alliance of the four Shires of the Kimberley, being the Shire of Broome, the Shire of Derby West Kimberley, the Shire of Halls Creek and the Shire of Wyndham East Kimberley. Collaboratively the group seeks to support outcomes for the region through improved social, economic and cultural outcomes.

We have provided below our key comments and our takeaway messages from the meeting. We also requested in the meeting that you consider supporting proposals to improve the pathways for inclusion onto the Banned Drinkers Register during Cabinet discussions as this is a vital tool for improving the lives of young people by making homes safer, reducing their presence on the streets at night and increasing school attendance.

**KRG Key Comments:**

1. There is a significant issue – to the point of crisis – in the private rental market, both availability and affordability. The same situation exists for home buyers.
2. Land availability varies between the Shires with some towns having no current options for expansion with others constrained by the priorities of DevelopmentWA.
3. Building costs have gone up significantly with a set of steel frames rising from \$23,000 to \$40,000. Historically, increased materials costs rarely contract after a boom period.
4. Social housing is at crisis level with overcrowding and third world conditions in some locations which is a driver in the current record youth anti-social behaviour and poor schooling outcomes.
5. There have been four housing Ministers in five years and there has been no action to address the issues. For example, there is an MOU with the Department of Housing for McMahon Estate (Broome) which has not been progressed. This is important as it will decrease the intensity of nearby social housing.
6. We need clarification on how much is being spent in the Kimberley to address the housing crisis. The group queried the ratio of new housing coming on line and the demolition of uninhabitable stock. Note: the Minister stated now public housing was being demolished.
7. High employment private investment, such as Seafarms, Sorby Hills and the Cotton Gin are at risk if there is no housing in Kununurra. Starting point is 150 homes required with more to follow but services and capacity are currently missing.
8. It is essential that head contractors use local content to support the region.

.../2.

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PO Box 44, Broome 6725 | (08) 9191 3456 | 0439380266

**ATTACHMENT - CORRESPONDENCE**



2

Key Takeaway Messages.

1. The government is not specifically allocating funding at this stage as we look at the factors such as whether it is spent by the Government on public housing or it is spent on community housing where they can get matching funds or through programs such as the NW Aboriginal Housing Fund.
2. A surplus land register being developed with the intent of finding lazy land or surplus land that can be used to deliver to address housing affordability/availability. LG may be interested in participating.
3. Only two percent of WACHS housing sits within housing.
4. \$60m in SHERP grants – across the Kimberley for community housing to tackle aging stock and the government can commit to purchasing GROW housing to support get projects started.
5. We need meat on the bone, \$522m set aside for 2 or 3 years to work on the best approach when the boom ends.
9. Modular is seen as a pathway for affordable housing with two constructed in Albany. The KRG representatives noted the on the ground experiences in the north is previous attempts are deteriorating rapidly and the approach is not suitable due to the conditions.
10. There will be big projects in the Kimberley but that cannot be released until after it has been through the Cabinet process.

We seek to continue this dialogue on these critical matters and will seek a follow up meeting in the week commencing 20 June 2022 when we next meet in Perth.

Your sincerely

A handwritten signature in black ink, appearing to read "David Menzel".

Cr David Menzel  
Chair  
Kimberley Regional Group



Kimberley Regional Group and Kimberley Zone  
PO Box 44, Broome 6725 | (08) 9191 3456 | 0439380266

ATTACHMENT - CORRESPONDENCE



15 March 2022

Hon Sue Ellery MLC  
Minister for Education and Training  
Leader in the Legislative Council  
12th Floor, Dumas House  
2 Havelock Street  
WEST PERTH WA 6005

By email: Minister.Ellery@dpc.wa.gov.au

Dear Minister

**Re Meeting Discussion Follow-up**

On behalf of member Shires, I want to thank you for making the time on Friday 18 February 2022 to discuss a range of matters relating to the poor school attendance rates across the Kimberley and complex issues that underpin this situation.

As you are aware, the Kimberley Regional Group (KRG) is an alliance of the four Shires of the Kimberley, being the Shire of Broome, the Shire of Derby West Kimberley, the Shire of Halls Creek and the Shire of Wyndham East Kimberley. Collaboratively the group seeks to support outcomes for the region through improved social, economic and cultural outcomes.

We have provided below our key comments and our takeaway messages from the meeting. We also requested in the meeting that you consider supporting proposals to improve the pathways for inclusion onto the Banned Drinkers Register during Cabinet discussions as this is a vital tool for improving the lives of young people by making homes safer, reducing their presence on the streets at night and increasing school attendance.

**KRG Key Comments:**

1. We need to get rid of the notion that school is optional. In Halls Creek attendance of 10 – 20 percent in some years is unacceptable. Young people are not graduating Year 12 and many leave school unable to read or write.
2. Target 120 is good but should be expanded and we also need diversity of approaches with strong local ownership.
3. There is a lot of money spent on engagement programs but we need to look at what is being taught and how it is delivered when considering attendance. Maybe more focus on cultural training – in Halls Creek the program started with an intent of six but had sixteen participants. Making education relevant is essential - there are currently 16 recruits in the Cert III in Civil Construction.
4. We need much greater transparency of what is happening in our schools and enforcement of laws around school attendance.
5. Across the Kimberley we are seeing those that can afford it sending their children to boarding school or families leaving town altogether. This leaves the disrupters and the dwindling group of students remaining feel unsafe. Schools did not create the issue with violence but they have a role in stopping it.

.../2.

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**ATTACHMENT - CORRESPONDENCE**





2

6. Indigenous run hostels could ensure young people are fed, have uniforms and supported study facilities.
7. Consideration should be given to alternative sites for education and alternative learning centres, one in the East and one in West Kimberley for disruptive students. Consider alternatives, even if controversial such as full language immersion.

Key Takeaway Messages.

1. The police are at the end of the line, the two agencies in between are Education and Child Protection.
2. Working on a package across government of a nuanced range of strategies to help tackle the issues, and we invite you to forward any ideas through.
3. One of the complexities is that government Departments do not always work together – we are now making that a priority.
4. The Minister queried what Shires, who sit outside of the education system, can do and suggested ranger programs and volunteer programs.
5. The investment in the science lab in Halls Creek was to bring that school into line with other schools.

We seek to continue this dialogue on these critical matters and will seek a follow up meeting in the week commencing 20 June 2022 when we next meet in Perth.

Your sincerely

A handwritten signature in black ink, reading "David Menzel".

Cr David Menzel  
Chair  
Kimberley Regional Group



Kimberley Regional Group and Kimberley Zone  
PO Box 44, Broome 6725 | (08) 9191 3456 | 0439380266

ATTACHMENT - CORRESPONDENCE





15 March 2022

Hon Bill Johnston MLA  
Minister for Mines and Petroleum; Energy;  
Corrective Services; Industrial Relations  
9th Floor, Dumas House  
2 Havelock Street  
WEST PERTH WA 6005

Hon Simone McGurk  
Minister for Child Protection; Women's Interests;  
Prevention of Family and Domestic Violence;  
Community Services  
8th Floor, Dumas House  
2 Havelock Street  
WEST PERTH WA 6005

By email: Minister.McGurk@dpc.wa.gov.au

By email: Minister.Johnston@dpc.wa.gov.au

#### Re Meeting Discussion Follow-up

On behalf of member Shires, I want to thank you for making the time on the 16<sup>th</sup> February 2022 to discuss the spiralling antisocial and criminal behaviour, rising domestic violence and the neglect of children in the Kimberley.

As you are aware, the Kimberley Regional Group (KRG) is an alliance of the four Shires of the Kimberley, being the Shire of Broome, the Shire of Derby West Kimberley, the Shire of Halls Creek and the Shire of Wyndham East Kimberley. Collaboratively the group seeks to support outcomes for the region through improved social, economic and cultural outcomes.

We have provided below our key comments and our takeaway messages from the meeting. We also requested in the meeting that you consider supporting proposals to improve the pathways for inclusion onto the Banned Drinkers Register during Cabinet discussions as this is a vital tool for improving the lives of young people by making homes safer, reducing their presence on the streets at night and increasing school attendance.

#### KRG Key Comments:

1. Youth crime and anti-social behaviour is at record levels in the Kimberley and there needs to be a stronger commitment to alternative pathways, including on country facilities.
2. Children are wandering the streets at night, too afraid to go home, this is unacceptable and we urgently need safe places for those children to be taken. Children will go there voluntarily if it is structured correctly such as the Derby suggestion for a shelter with couches etc.
3. The interaction of government agencies with families and children needs to improve if better outcomes are to be achieved.
4. Local governments want to be more involved with decision making as we are at the front line when things go wrong.

.../2.

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PO Box 44, Broome 6725 | (08) 9191 3456 | 0439380266

#### ATTACHMENT - CORRESPONDENCE



2

Key Takeaway Messages.

1. There are legislative barriers to picking up children from the streets if they are doing nothing wrong, which would impact on the concept of safe houses.
2. A range of programs are being put into place to support young people and families and reduce the level of dysfunction we are seeing
3. On country facilities and safe houses may have a role in the future however this needs further investigation.
4. A juvenile justice facility is not being planned for the Kimberley at this time.

We seek to continue this dialogue on these critical matters and will seek a follow up meeting in the week commencing 20 June 2022 when we next meet in Perth.

Your sincerely

A handwritten signature in blue ink, appearing to read "David Menzel".

Cr David Menzel  
Chair  
Kimberley Regional Group



Kimberley Regional Group and Kimberley Zone  
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ATTACHMENT - CORRESPONDENCE



15 March 2022

Hon Paul Papalia MLA  
Minister for Police; Road Safety;  
Defence Industry; Veterans Issues  
10th Floor, Dumas House  
2 Havelock Street  
WEST PERTH WA 6005

By email: Minister.Papalia@dpc.wa.gov.au

#### Re Meeting Discussion Follow-up

On behalf of member Shires, I want to thank you for making the time on 28 January 2022 to discuss the spiralling antisocial and criminal behaviour in the Kimberley and other matters.

As you are aware, the Kimberley Regional Group (KRG) is an alliance of the four Shires of the Kimberley, being the Shire of Broome, the Shire of Derby West Kimberley, the Shire of Halls Creek and the Shire of Wyndham East Kimberley. Collaboratively the group seeks to support outcomes for the region through improved social, economic and cultural outcomes.

We have provided below our key comments and our takeaway messages from the meeting. We also requested in the meeting that you consider supporting proposals to improve the pathways for inclusion onto the Banned Drinkers Register during Cabinet discussions as this is a vital tool for improving the lives of young people by making homes safer, reducing their presence on the streets at night and increasing school attendance.

#### KRG Key Comments:

1. There is major concern about the spiralling anti-social and criminal activity in Kimberley. This is causing fear for individuals and problems for businesses that cannot attract staff.
2. There is frustration with the disconnect between what is happening in the Kimberley and the understanding of Ministers. Social media is adding to the dysfunction.
3. A minority group of youths have become criminals, the larger group must be stopped from anti-social behaviour as they roam the streets in packs of 30-50 children and youths.
4. There is a need for pathways for the Police to efficiently add people to the Banned Drinkers Register. The consideration of prohibition of all but light strength alcohol is not supported as it will negatively impact on the Kimberley and boost sly grogging.
5. We would like to better understand what the master plan is for the Kimberley and be involved in the solutions, including having a place at the discussion table. This is already happening at a local level and we need to elevate this discussion to Ministers.
6. We need a category below Banksia Hill and have on country diversion and safe houses.
7. There is growing concern in relation to vigilantly action.
8. People are frustrated that the phone diverts to Perth where they don't know the streets.
9. The Police are not being criticised in the Kimberley – most believe they are trying but overworked.
10. We need better boarder management for returning residents and seasonal workers, particularly for the mustering season, but going forward tourism and harvesting. We need to broaden the skilled worker list.
11. The use of Shire or regional boarders as a COVID-19 management strategy is not supported.

.../2.

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ATTACHMENT - CORRESPONDENCE



2

Key Takeaway Messages.

1. Some of these matters, including the Kimberley Youth Justice Strategy, are not in my portfolio but I am aware of the issues.
2. The police are working hard and the rate of sanctions is high. Serge policing, such as Operation Heat Shield has been used to get an outcome. Looking at research and intelligence capacity to get a better outcome.
3. Target 120 is working well with MG Corp delivering wrap around services.
4. There are more youth in Banksia than there have been for some years but we are trying to break the pipeline with the young people through the use of sanctions. We are dealing with the minority who are repeat offenders, noting that three years is a long sentence.
5. The KJJS is funding night patrols and other smaller things have been initiated and funded. What is taking the time is the co-design to provide a longer term solution.
6. Minister McTiernan is coordinating a group that is working on a range of responses and other Ministers are focused on it. Feedback by Shires is appreciated.
7. We have some of the best investigators in the world, can we solve the problem of where the alcohol is coming from as it is not coming from the pub.
8. The government is aware of the border control issues.

We seek to continue this dialogue on these critical matters and will seek a follow up meeting in the week commencing 20 June 2022 when we next meet in Perth.

Your sincerely

A handwritten signature in blue ink, reading "David Menzel".

Cr David Menzel  
Chair  
Kimberley Regional Group



Kimberley Regional Group and Kimberley Zone  
PO Box 44, Broome 6725 | (08) 9191 3456 | 0439380266

ATTACHMENT - CORRESPONDENCE



15 March 2022

Hon Bill Johnston MLA  
Minister for Mines and Petroleum; Energy;  
Corrective Services; Industrial Relations  
9th Floor, Dumas House  
2 Havelock Street  
WEST PERTH WA 6005

Hon Simone McGurk  
Minister for Child Protection; Women's Interests;  
Prevention of Family and Domestic Violence;  
Community Services  
8th Floor, Dumas House  
2 Havelock Street  
WEST PERTH WA 6005

By email: Minister.McGurk@dpc.wa.gov.au

By email: Minister.Johnston@dpc.wa.gov.au

#### Re Meeting Discussion Follow-up

On behalf of member Shires, I want to thank you for making the time on the 16<sup>th</sup> February 2022 to discuss the spiralling antisocial and criminal behaviour, rising domestic violence and the neglect of children in the Kimberley.

As you are aware, the Kimberley Regional Group (KRG) is an alliance of the four Shires of the Kimberley, being the Shire of Broome, the Shire of Derby West Kimberley, the Shire of Halls Creek and the Shire of Wyndham East Kimberley. Collaboratively the group seeks to support outcomes for the region through improved social, economic and cultural outcomes.

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#### KRG Key Comments:

1. Youth crime and anti-social behaviour is at record levels in the Kimberley and there needs to be a stronger commitment to alternative pathways, including on country facilities.
2. Children are wandering the streets at night, too afraid to go home, this is unacceptable and we urgently need safe places for those children to be taken. Children will go there voluntarily if it is structured correctly such as the Derby suggestion for a shelter with couches etc.
3. The interaction of government agencies with families and children needs to improve if better outcomes are to be achieved.
4. Local governments want to be more involved with decision making as we are at the front line when things go wrong.

.../2.

Kimberley Regional Group and Kimberley Zone  
PO Box 44, Broome 6725 | (08) 9191 3456 | 0439380266

#### ATTACHMENT - CORRESPONDENCE



2

Key Takeaway Messages.

1. There are legislative barriers to picking up children from the streets if they are doing nothing wrong, which would impact on the concept of safe houses.
2. A range of programs are being put into place to support young people and families and reduce the level of dysfunction we are seeing
3. On country facilities and safe houses may have a role in the future however this needs further investigation.
4. A juvenile justice facility is not being planned for the Kimberley at this time.

We seek to continue this dialogue on these critical matters and will seek a follow up meeting in the week commencing 20 June 2022 when we next meet in Perth.

Your sincerely

A handwritten signature in cursive script, reading "David Menzel".

Cr David Menzel  
Chair  
Kimberley Regional Group



Kimberley Regional Group and Kimberley Zone  
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ATTACHMENT - CORRESPONDENCE

<b>11. GENERAL BUSINESS</b>
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<b>KIMBERLEY ZONE &amp; KIMBERLEY REGIONAL GROUP RESOLUTION:</b>
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Minute No. KRG/0224/014

Moved: Cr David Menzel

Seconded: Cr G Haerewa

*That the Kimberley Regional Group prepare a letter to the Minister for Corrective Services, the Hon Bill Johnston, in relation to the location of the new Kimberley Prison.*

<b>12. Matters Behind Closed Doors</b>
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<b>13. Meeting Closure at 15:10</b>
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## 10.2 MINUTES AND RECOMMENDATIONS FROM LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 8 JUNE 2022

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	EMS02
AUTHOR:	Executive Support Officer - Development Services
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Development Services
DISCLOSURE OF INTEREST:	Nil

### SUMMARY:

This report presents for Council endorsement the minutes from the Local Emergency Management Committee held on 08 June 2022.

### BACKGROUND

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

#### LEMC meeting on 8 June 2022

The minutes of the LEMC meeting held on 8 June 2022 are included as **Attachment 1** of this report.

At the meeting, the LEMC discussed the following:

#### Item 5.1 Local Emergency Management Committee (LEMC) Document Updates

Members were reminded to send any changes/additions to the LEMC Secretariat for the following documents:

- Resource Register
- Incident Report (none to report)
- Training Schedule

The Contact list was sent with the Agenda for Committee members to review and to provide updates as required.

#### Item 5.2 Status Report



The 2022 Status Report was discussed – there are currently no items outstanding on the Status Report.

#### Item 5.3 Updated Broome Local Emergency Welfare Plan – April 2022

The updated Broome Local Emergency Welfare Plan was circulated. No major changes had occurred except the revision of some Covid-19 restrictions in line with Government guidelines.

#### 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.

### **CONSULTATION**

Local Emergency Management Committee members.

### **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.

##### Section 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.

### **POLICY IMPLICATIONS**

Nil.

### **FINANCIAL IMPLICATIONS**

Nil.

## **RISK**

Nil.

## **STRATEGIC ASPIRATIONS**

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

**Outcome Five - Responsible management of natural resources:**

5.2 Manage and conserve the natural environment, lands and water.

**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 Twelve – A well informed and engaged community:**

12.1 Provide the community with relevant, timely information and effective engagement.

## **VOTING REQUIREMENTS**

*Simple Majority*

### **COUNCIL RESOLUTION:**

**(RECOMMENDATION)**

**Minute No. C/0622/064**

**Moved: Cr C Mitchell**

**Seconded: Cr B Rudeforth**

***That Council receives the minutes of the Local Emergency Management Committee meeting held on 8 June 2022.***

**CARRIED UNANIMOUSLY 6/0**

## **Attachments**

1. Minutes and Recommendations from Local Emergency Management Committee Meeting held on 8 June 2022



# UNCONFIRMED MINUTES

OF THE

LOCAL EMERGENCY MANAGEMENT  
COMMITTEE

**8 JUNE 2022**

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

Signed:

**SHIRE OF BROOME**  
**LOCAL EMERGENCY MANAGEMENT COMMITTEE**  
**WEDNESDAY 8 JUNE 2022**  
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**MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE OF THE SHIRE  
OF BROOME,  
HELD IN THE FUNCTION ROOM, CORNER WELD AND HAAS STREETS, BROOME, ON  
WEDNESDAY 8 JUNE 2022, COMMENCING AT 10:00AM.**

<b>1. OFFICIAL OPENING</b>
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The Chairman welcomed Members and Officers and declared the meeting open at 10:00am.

<b>2. ATTENDANCE AND APOLOGIES</b>
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**ATTENDANCE**

<b>Members:</b>	Cr Chris Mitchell	Chairperson
	Matt Reimer	Department of Fire and Emergency Services
	Peter Carstairs	Department of Biodiversity, Conservation and Attractions
	Ivan Davie	Town of Broome Community Representative
	Trevor Fish	12 Mile Community Representative
	Dave Serafini	Main Roads Western Australia
<b>Via Teams:</b>	Daniel Hayes	Bureau of Meteorology
	Allan Davies	Main Roads Western Australia
	Chris Channing	Broome International Airport
	Willem Schoombie	NORFORCE
	Rebecca Hodge	Broome Regional Prison
	Paul Beard	Water Corporation
<b>Apologies:</b>	Narelle Laurie	Services Australia
	Megan Spence	Department of Communities
	Brett McPharlin	Horizon Power
	Natasha Hegarty	Kimberley Aboriginal Medical Services
	David Duncan	Kimberley Port Authority
	Daren Hutchins	Department of Transport
<b>Leave of Absence:</b>	David Keating	Horizon Power
	Claire Hayes	Royal Flying Doctor Service
	Martin Glynn	WAPOL – Bidyadanga
	Deanne Hayward	Services Australia
	Deborah Gould	Department of Communities
	Ben Bexley	Broome International Airport
<b>Officers:</b>	Keith Williams	Shire of Broome
	Nil	
<b>Officers:</b>	Sarah Owen	Executive Support Officer Development and Community

### 3. CONFIRMATION OF MINUTES

3.1 The minutes of the LEMC were distributed and taken as read.

**RECOMMENDATION:**

That the Minutes of the Local Emergency Management Committee held on 9 March 2022, as published and circulated, be confirmed as a true and accurate record of that meeting.

### 4. CORRESPONDENCE IN / OUT

#### 4.1 CORRESPONDENCE

**Correspondence in:**

Results of WALGA's 2021 Local Government Emergency Management Survey – 04/03/2022 – WALGA (**sent with minutes**)

AWARE 2022-23 Grant Program Open – Friday 29 April 2022 – 02/05/2022 – DFES

### 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 that any updates are sent to the secretariat to ensure an accurate list is maintained. Please also provide updates for the Christmas period to ensure an accurate list in the event of an emergency.

**Attachments**

1. Resource Register 2022
2. Incident Report 2022
3. Training Schedule 2022

#### 5.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) STATUS REPORT

The 2022 Status Report is attached to track the progress of actions arising from each meeting.

**Attachments**

1. LEMC Status Report 2022

### 5.3 UPDATED BROOME LOCAL EMERGENCY WELFARE PLAN - APRIL 2022

The revised Broome Local Emergency Welfare Plan (LEWP) – April 2022 is attached. Megan Spence will be able to answer any questions you may have on it at the meeting.

**Action: PDF of the welfare plan to be sent to members – included with minutes**

#### Attachments

1. Attachment 1

### 5.4 UPDATES FROM LEMC MEMBERS

Members were given the opportunity to provide an update at the meeting.

**Matt Reimer – DFES** – introduction, replacing Helen Kent in the District Emergency Management Advisor position.

**Peter Carstairs – DBCA** – bush fire preparedness underway, breaks being put in and upgraded. Burn planned in coming days for 12 Mile.

**Allan Davies - MRWA** – introduction, replacing Gary Bradshaw.

**Daniel Hayes - BOM** – de-staffing later in the year, some works to the station occurring.

Dept. Communities – scaling down COVID response, returning to usual positions in the office.

**Paul Beard – Water Corporation** – fire mitigation team are in town this week, looking at fire breaks and strategic breaks at Crab Creek Road and through the bore field. BN Waste Water Treatment Plant works being carried out at the moment with lots of contractors on site. Pipeline throughout town underway - focus on safety.

**Brett McPharlin - Horizon Power** – building power line out to Roebuck Roadhouse commencing around September.

**Dave Duncan - KPA** – continue to build on the cruise industry – strict processes in relation to COVID positive cases arriving back in Broome. Safety survey has been completed with various operators further to the Horizontal Falls incident. Training has been occurring in oil spills field, major exercise likely to happen in the region in 2023.

**Chris Channing - BIA** – Airport is very busy – more east coast flights each week.

<b>6. REPORTS OF OFFICERS</b>
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Nil.

<b>7. MEETING CLOSURE</b>
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The chair closed the meeting at 10:26am.

<b>11. NOTICES OF MOTION WITH NOTICE</b>
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Nil.

<b>12. NOTICE OF MOTION WITHOUT NOTICE</b>
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Nil.



**13. BUSINESS OF AN URGENT NATURE**

Nil.

**14. MEETING CLOSED TO PUBLIC**

**COUNCIL RESOLUTION:**

***Minute No. C/0622/065***

***Moved: Cr N Wevers***

***Seconded: Cr C Mitchell***

***That the meeting be closed to the public at 5:59pm.***

***CARRIED UNANIMOUSLY 6/0***

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

#### **14.1 RFT 22/03 - SUPPLY AND APPLICATION OF BITUMEN SEALING WORKS**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	RFT22/03
<b>AUTHOR:</b>	Asset Officer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Infrastructure
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### **SUMMARY:**

This report considers the submissions received for Request for Tender RFT 22/03 Supply and Application of Bitumen Sealing Works and seeks Council's adoption of the recommendation contained within the attached confidential Evaluation Report.

#### **VOTING REQUIREMENTS**

*Simple Majority*

#### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0622/066**

**Moved: Cr N Wevers**

**Seconded: Cr P Taylor**

**That Council:**

- 1. Note the recommendation in the Evaluation Report for RFT 22/03 Supply and Application of Bituminous Sealing Works as presented in Attachment 1;**
- 2. Accepts the Tender provided by Manning Pavement (T/A) Bitumen Sealing Services as the most advantageous Respondent from which to form a Contract, after final contract negotiations for RFT 22/03 Supply and Application of Bituminous Sealing Works on a schedule of rates basis.**
- 3. Authorises the Chief Executive Officer to negotiate and sign the contract documentation following final contract negotiations and the appropriate financial due diligence, and negotiate contract variations during the works/project if necessary;**
- 4. If a Contract cannot be executed, authorises negotiations to commence with the second preferred tenderer.**

**CARRIED UNANIMOUSLY 6/0**

**COUNCIL RESOLUTION:*****Minute No. C/0622/067******Moved: Cr N Wevers******Seconded: Cr B Rudeforth******That the Meeting again be open to the public at 6:01pm.******CARRIED UNANIMOUSLY 6/0***

***The Council chambers were opened and it was noted that one member of the public returned to the Chambers.***

***The resolution passed behind closed doors was read allowed by the Presiding Member.***

**15. MEETING CLOSURE**

There being no further business the Chairperson declared the meeting closed at 6:02pm.