



# AGENDA

FOR THE

ORDINARY MEETING OF COUNCIL

**27 APRIL 2023**

# NOTICE OF MEETING

Dear Council Member,

The next Ordinary Meeting of Council will be held on Thursday, 27 April 2023 in the Council Chambers, Corner Weld and Haas Streets, Broome, commencing at 5:00PM.

Regards,



S MASTROLEMBO  
**Chief Executive Officer**

20/04/2023

## Our Mission

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

### DISCLAIMER

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Councillor Attendance Register										
Councillor		Cr H Tracey	Cr D Male	Cr E Foy	Cr P Matsumoto	Cr C Mitchell	Cr B Rudeforth	Cr P Taylor	Cr N Wevers	Vacant Seat
2022	24 February			LOA	A					
2022	31 March						LOA			
2022	28 April			A						
2022	26 May			LOA	A					
2022	30 June		A	A						
2022	28 July									
2022	25 August									
2022	29 September									
2022	27 October							LOA		
2022	17 November	E					A			
2022	15 December			LOA						
2023	23 February				LOA			A		
2023	30 March						E		A	

- LOA (Leave of Absence)
- A (Apologies)
- E (Attended Electronically)
- NA (Non-Attendance)
- R (Resignation)

## 2.25. Disqualification for failure to attend meetings

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

**SHIRE OF BROOME**  
**ORDINARY MEETING OF COUNCIL**  
**THURSDAY 27 APRIL 2023**  
**INDEX – AGENDA**

1.	OFFICIAL OPENING .....	6
2.	ATTENDANCE AND APOLOGIES .....	6
3.	ANNOUNCEMENTS BY PRESIDENT.....	6
4.	DECLARATIONS OF INTEREST.....	6
5.	PUBLIC QUESTION TIME.....	6
6.	APPLICATIONS FOR LEAVE OF ABSENCE.....	6
7.	CONFIRMATION OF MINUTES .....	6
8.	PRESENTATIONS / PETITIONS / DEPUTATIONS.....	6
9.	REPORTS FROM OFFICERS .....	7
9.1	PEOPLE.....	7
9.1.1	REQUEST TO ENDORSE DRAFT ARTS AND CULTURE STRATEGY FOR PUBLIC COMMENT .....	7
9.1.2	MEMORANDUM OF UNDERSTANDING BETWEEN THE SHIRE OF BROOME AND NYAMBA BURU YAWURU LTD.....	105
9.2	PLACE .....	115
9.3	PROSPERITY .....	116
9.4	PERFORMANCE .....	117
9.4.1	NOTICE OF INTENTION TO IMPOSE 2023/2024 DIFFERENTIAL RATES .....	117
9.4.2	2021/22 ANNUAL REPORT.....	138
9.4.3	COUNCIL POLICY REVIEWS - VARIOUS .....	237
9.4.4	COUNCIL COMMITTEES AND WORKING GROUPS - APPOINTMENTS.....	310
9.4.5	MEMBERSHIP AND SIZE OF THE COUNCIL .....	322
9.4.6	ELECTED MEMBER RESIGNATION.....	325
9.4.7	MONTHLY PAYMENT LISTING MARCH 2023.....	329
9.4.8	MONTHLY STATEMENT OF FINANCIAL ACTIVITY REPORT - MARCH 2023 .....	342
10.	REPORTS OF COMMITTEES.....	381
10.1	MINUTES AND RECOMMENDATIONS FROM AUDIT AND RISK COMMITTEE	

	MEETING HELD ON 20 APRIL 2023.....	381
	10.1.1 ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22 .....	389
	10.1.2 3RD QUARTER FINANCE AND COSTING REVIEW 2022-23 .....	390
	10.2 MINUTES AND RECOMMENDATIONS FROM LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 15 MARCH 2023 .....	480
	10.2.1 WEST KIMBERLEY FLOOD EVENT.....	482
	10.3 MINUTES AND RECOMMENDATIONS FROM BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 15 MARCH 2023.....	502
11.	NOTICES OF MOTION WITH NOTICE .....	513
12.	NOTICES OF MOTION WITHOUT NOTICE.....	513
13.	BUSINESS OF AN URGENT NATURE .....	513
14.	MEETING CLOSED TO PUBLIC.....	514
	14.1 RFT 23/01 - BROOME RECREATION AND AQUATIC CENTRE REDEVELOPMENT ARCHITECTURAL SERVICES .....	514
15.	MEETING CLOSURE .....	515

**1. OFFICIAL OPENING****2. ATTENDANCE AND APOLOGIES****3. ANNOUNCEMENTS BY PRESIDENT****4. DECLARATIONS OF INTEREST****5. PUBLIC QUESTION TIME****6. APPLICATIONS FOR LEAVE OF ABSENCE****7. CONFIRMATION OF MINUTES**RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on 30 March 2023, as published and circulated, be confirmed as a true and accurate record of that meeting.

RECOMMENDATION:

That the Minutes of the Special Meeting of Council held on 31 March 2023, as published and circulated, be confirmed as a true and accurate record of that meeting.

**8. PRESENTATIONS / PETITIONS / DEPUTATIONS**

There are no reports in this section.

## 9. REPORTS FROM OFFICERS

### 9.1 PEOPLE

#### 9.1.1 REQUEST TO ENDORSE DRAFT ARTS AND CULTURE STRATEGY FOR PUBLIC COMMENT

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	CEN04
<b>AUTHOR:</b>	Place Activation and Engagement Coordinator
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### **SUMMARY:**

This report provides Council with background on the Shire's development of an Arts and Culture Strategy. The report includes an overview and update of the consultation and engagement process. It is recommended that Council endorse the draft strategy and call for public submissions before final adoption.

## **BACKGROUND**

### Previous Considerations

The Shire commenced work on the development of an Arts and Culture Strategy in 2018. Information and background on all previous Council considerations are available in the Council minutes listed below:

SMC 3 November 2020	Item 6.2.1
OMC 10 December 2020	Item 11.11.1
OMC 28 October 2021	Item 5.4.1
OMC 24 February 2022	Item 9.1.1

In early 2022 Shire officers conducted a Request for Quotation (RFQ) process for the development on an Arts and Culture Strategy. Element Advisory were appointed as the successful consultants for this project in April 2022.

### Arts, Culture and Heritage Community Reference Group

To support the development of the Arts and Culture Strategy, officers recommended that the Arts, Culture and Heritage Reference Group (ACHRG) be reconvened.

At the OMC on 24 February 2022 Council was asked to endorse the Terms of Reference for this group (**Attachment 1**). The Council resolution was as follows:

**COUNCIL RESOLUTION:**  
**(REPORT RECOMMENDATION)**  
**Moved: Cr C Mitchell**  
**That Council:**

**Minute No. C/0222/001**  
**Seconded: Cr B Rudeforth**

1. **Endorses the revised Arts, Culture and Heritage Community Reference Group Terms of Reference TOR) (Attachment 3); and**
2. **Notes the following stakeholders as members of the Arts, Culture and Heritage Community Reference Group as per the TOR:**
  - **Kimberley Arts Network**
  - **Theatre Kimberley**
  - **Magabala Books**
  - **Shinju Matsuri**
  - **Marrugeku**
  - **Goolarri Media**
  - **Nagula Jarndu**
  - **Broome Historical Society**
3. **Appoints the following additional stakeholders as members to the Arts, Culture and Heritage Community Reference Group:**
  - **Regional Arts WA**
  - **Nyamba Buru Yawuru**
4. **Appoints the following Community Representatives as members of the Arts, Culture and Heritage Community Reference Group:**
  - **Community Representative 1 - Tonchi McIntosh**
  - **Community Representative 2 - Sarah Keenan**
  - **Community Representative 3 - Elisabeth Lucke**
5. **Requests the Chief Executive Officer formally invite all community members that submitted an Expression of Interest for the Arts, Culture and Heritage Community Reference Group to future community workshops planned throughout the consultation phase of the development of strategy and any further networking and engagement opportunities.**

**CARRIED UNANIMOUSLY 6/0**

Following that resolution, an item was presented to the March 2022 OMC requesting a change of appointment of the ACHRG Chairperson. Council resolved:

**COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Moved: Cr P Taylor**

**Minute No. C/0322/002**

**Seconded: Cr C Mitchell**

**That Council appoints Cr N Wevers as Chairperson of the Arts, Culture and Heritage Community Reference Group to replace Cr D Male.**

**CARRIED UNANIMOUSLY 7/0**

Cr Wevers has since resigned, and a new Chairperson is to be appointed at the OMC on 27 April 2023.

**Engagement Plan**

Following the engagement of Element Advisory Shire officers worked with the consultant to develop an Engagement Plan. The engagement level was identified as 'involve'. Consultation highlights include:

- Significant ACHRG engagement
- Several targeted workshops and meeting with stakeholders
- An industry night at the Gimme Club in partnership with Goolarri Media

- Engagement within the remote Aboriginal communities of Bidyadanga, Beagle Bay, Lombadina, Djarindjin and Ardyaloon

The consultation led to determining key sector strengths, barriers and opportunities which has informed the creation of the strategy. The full consultation report is attached **(Attachment 2)**.

## COMMENT

On 14 December 2022, a draft strategy was circulated to the ACHRG for detailed review, with feedback requested by 23 January 2023. Feedback was broadly positive. Common themes were:

1. The need for increased Aboriginal recognition throughout.
2. An increase in how the sector was recognised, valued, and celebrated throughout.
3. That actions should be more measurable.
4. That the strategy was too detailed and long, and that some sections need to be ordered to make for improved ease of reading.

It is worth noting that the elected community representatives provided minimal feedback on the draft strategy. At this point, one community representative had resigned their position, one had not engaged in any meetings, and another had minimally engaged.

All feedback was collated by Element Advisory and presented to officers. Officers met with the Chief Executive Officer (CEO) to discuss the feedback and add any additional comments on behalf of the Shire.

On 6 February 2023, the ACHRG met to workshop the feedback and co-design solutions to some of the key themes. The workshop included interactive discussion on:

- The vision statement
- Priorities section
- Introduction and context sections
- Actions
- The structure of the document

Element Advisory then prepared another draft. This draft was circulated to the Shire's Executive team as well as those with responsibility for the Broome Civic Centre, Library and Broome Recreation and Aquatic Centre (BRAC). A detailed workshop was held with key officers, reviewing each of the actions and requesting specific changes. These changes were included in the final draft of the strategy.

On 28 February and 1 March 2023, the Shire President, Cr Foy, Cr Matsumoto, CEO and Shire officers visited the Aboriginal communities of Beagle Bay, Lombadina, Djarindjin and Ardyaloon. On 8 March, the CEO and the Place Activation and Engagement Coordinator visited Bidyadanga. After being presented with the emerging strategy, the feedback from the communities was constructive and positive, with three key themes:

1. Better incorporate advocacy actions regarding the development or improvement of remote community arts spaces and galleries.
2. Include advocacy activity for the Kimberley Centre for Art, Culture and Story to act as a Hub, directing visitors to remote community artists and arts centres.
3. Clearly show the need for grant-writing and fundraising training to be provided to remote community artists and arts workers.

These changes were included in a final draft of the strategy which was circulated to the ACHRG on 17 March 2023.

On 30 March 2023, the ACHRG met to recommend that Council endorse the Draft Arts and Culture Strategy for the purposes of seeking public comment over a four-week period. The group carried the recommendation by general consensus, subject to several revisions:

**REVISED RECOMMENDATION:**

*That the Arts, Culture and Heritage Community Reference Group:*

*Recommends that Council endorse the Draft Arts and Culture Strategy 2023 – 2028 for the purposes of seeking public comment over a 4-week period subject to;*

- 1. Amendments to Actions 1.6, 4.3, 4.7 and 5.12 as discussed;*
- 2. Replacement of photo on Page 53;*
- 3. Adding captions to all photos that are currently to be confirmed;*
- 4. Voting the future inclusion of the Shire President's foreword;*
- 5. The Shire investments updated on Page 22.*

**CARRIED BY GENERAL CONSENSUS**

These revisions were made to the Final Draft Arts and Culture Strategy 2023 – 2028 (**Attachment 3**). The revisions included amendments such as replacing the word 'support' with 'advocate for' in one action item, an inclusion of a reference to the Federal Arts Policy, and spelling error corrections.

Next steps

Council is requested to consider endorsement of the draft document for a four-week public comment period.

Officers are proposing to utilise the following methods to promote the Final Draft Arts and Culture Strategy to receive comments from the community:

- Social media (Facebook and Instagram)
- Shire website (Press Release)
- Newspaper (Broome Advertiser)
- Newsletter
- Targeted mail outs to the Arts and Culture industry
- 1 x Arts Industry information session

Once the public comment period is completed, the Shire CEO, officers and the ACHRG will meet with Element Advisory to discuss the feedback received. Further edits will be made to the document before endorsement is sought from the ACHRG.

Subject to timing restraints, the Final Arts and Culture Strategy 2023 - 2028 will be presented at the June or July 2023 OMC, with a recommendation for Council to adopt the strategy.

**CONSULTATION**

See attached consultation report (**Attachment 2**).

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Public Art Policy



## FINANCIAL IMPLICATIONS

While the Arts and Culture Strategy has been developed to be implemented within current Shire resources, it is recommended that additional financial support is considered to deliver certain elements of the action plan.

Element Advisory were appointed as consultants to develop the Arts and Culture Strategy and Action Plan at a cost of \$53,035.00 (excluding GST).

## RISK

### Community dissatisfaction with strategy

#### Medium reputational risk

As the arts sector rejected the draft Arts Strategy released for public comment in 2020, there is a risk that this will be the case again. However, this risk has been mitigated by significantly improved engagement with the arts sector, the wider community, and remote Aboriginal communities. Further risk mitigation will come in the form of proactive engagement with the arts sector throughout the public comment period.

## STRATEGIC ASPIRATIONS

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

### **Outcome 4 - An inclusive community that celebrates culture, equality and diversity**

**Objective** 4.1 Grow knowledge, appreciation and involvement in local art, culture and heritage.

**Objective** 4.2 Align services to meet diverse community needs.

## VOTING REQUIREMENTS

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council:*

1. *Endorses the Draft Arts and Culture Strategy 2023 – 2028 for release for a four (4) week public comment period;*
2. *Requests the Chief Executive Officer provide a report to the Arts, Culture and Heritage Community Reference Group on the submissions received through the public consultation period and seek final endorsement of the Arts and Culture Strategy and Action Plan 2023 – 2028;*
3. *Requests the Chief Executive Officer presents the final Arts and Culture Strategy and Action Plan 2023 – 2028 for Council consideration of adoption; and*
4. *Appoint a new Arts, Culture and Heritage Reference Group Chairperson.*

## Attachments

1. Arts Culture and Heritage Community Reference Group Terms of Reference
2. Arts and Culture Strategy Consultation Report

3. Final Draft Arts and Culture Strategy 2023 – 2028



## Arts, Culture and Heritage Community Reference Group Terms of Reference

## Arts, Culture and Heritage Community Reference Group Terms of Reference

### 1.0 Members

<b>Chairperson</b>	Councillor of the Shire of Broome
<b>Secretariat</b>	Shire of Broome
<b>Deputy Chairperson</b>	Shire Councillor
<b>Representative from Kimberley Arts Network</b>	One (1) Member
<b>Representative from Theatre Kimberley</b>	One (1) Member
<b>Representative of the Magabala Books</b>	One (1) Member
<b>Representative from Shinju Matsuri</b>	One (1) Member
<b>Representative from Marrugeku</b>	One (1) Member
<b>Representative from Goolarri Media</b>	One (1) Member
<b>Representative from Nagula Jarndu</b>	One (1) Member
<b>Representative from Broome Historical Society</b>	One (1) Member
<b>Community Representatives</b>	Three (3) Member
<b>Proxies</b>	Each member may delegate a proxy to attend in their place providing it is done in writing to the Chairperson prior to the meeting.
<b>Meeting Schedule</b>	As required
<b>Meeting Location</b>	Shire of Broome Administration Building
<b>Quorum</b>	Five members (including one Shire of Broome Councillor)
<b>Delegated Authority</b>	Nil

### 2.0 Name

The name of the group is **Arts, Culture and Heritage Community Reference Group**.

### 3.0 District / Control Area

Local Government boundaries of the Shire of Broome.

### 4.0 Vision / Purpose

The purpose of the Arts, Culture and Heritage Community Reference Group is as follows:

Arts, Culture and Heritage Reference Group  
Terms of Reference

- Provide input and feedback into the development of the Arts, Culture and Heritage Strategy
- Ensure the community and key stakeholders are appropriately engaged in the development of the Arts, Culture and Heritage Strategy
- Act as a conduit between the Shire of Broome, Council and the community

#### **5.0 Establishment**

Expressions of Interest process will commence pending Council endorsement at the OMC 28 October 2021.

#### **6.0 Membership**

Council will appoint members to the Group in accordance with the terms of reference.

Staff will be invited to participate in the Group by the Chief Executive Officer as required.

Council will appoint one elected member as a delegate and one elected member as a deputy to the Group.

#### **7.0 Delegated Authority**

The Group has no delegated authority.

#### **8. Committee**

##### **8.1 Chairperson**

A Councillor of the Shire of Broome will be the Chairperson. The role of Chairperson is to be vacated following biannual Council elections in October and reappointed by Council.

##### **8.2 Secretariat**

This role is to be fulfilled by Shire Officers.

##### **8.3 Standing Ex-Officio Members**

Chief Executive Officer, Manager Community Engagement and Projects or their delegate. Members of the Project Working Group will also be invited to attend the meetings as required.

#### **9.0 Meetings**

##### **9.1 Group Meetings**

The Chairperson will call meetings as required.

##### **9.2 Quorum**

Quorum shall be five (5) members including one Shire of Broome Councillor.

##### **9.3 Voting**

Voting shall be by consensus or by a show of hands as directed by the Chairperson.

Arts, Culture and Heritage Reference Group  
Terms of Reference

#### 9.4 Minutes of Meetings

The person presiding is to ensure that Notes of the Meeting are kept of the meetings proceedings.

The Meeting Minutes may be confirmed by a majority of members at the following meeting. Minutes of the meeting are to be submitted for inclusion in the Councillor Information Bulletin.

Recommendations requiring Council action arising from the Meeting Minutes shall be presented to Council at the next OMC or the earliest available Council meeting if it is not possible to present the Minutes to the next OMC.

#### 9.5 Members Interests to be Disclosed

Members are required to disclose their financial interests and complete a Declaration form where relevant, using the principles detailed in the Local Government Act Section 5.65-5.71 with respect to disclosure of financial, indirect financial, or proximity interests.

Declarations under Section 5.65 – 5.71 require members to be excluded from participation in the discussions subject to the declaration.

Impartiality interests means:

- (a) means an interest that could, or could reasonable be perceived to, adversely affect the impartiality of the persons having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association.

A member who has an impartiality interest in any matter to be discussed at a meeting must disclose the nature of the interest to the Presiding Member in writing prior to the meeting or at the meeting immediately before the matter is discussed.

Document Control Box							
Document Responsibilities:							
Owner:	Manager Community Engagement & Projects		Owner Business Unit:	Office of the CEO			
Reviewer:	Manager Community Engagement & Projects		Decision Maker:	Council			
Compliance Requirements:							
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Industry:							
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Document Management:							
Risk Rating:	Low	Review Frequency:	Biennial	Next Due:	9/2023	Records Ref:	
Version #	Decision Reference:		Synopsis:				
1.	28 October 2021		Reactivation and adoption of TOR's				
2.							

Arts, Culture and Heritage Reference Group  
Terms of Reference



# Shire of Broome Arts and Culture Strategy Consultation Report

March 2023

DRAFT

The Shire of Broome acknowledges the Yawuru people as the native title holders of the lands and waters in and around Rubibi (the town of Broome) together with all native title holders throughout the Shire.

We pay respect to the Elders, past, present and emerging, of the Yawuru people and extend that respect to all Aboriginal Australians living within the Shire of Broome.

Document ID: /Volumes/Graphics/2021/21-510 - Shire of Broome Arts and Culture Strategy RFQ/01 InDesign Report/01 Draft/00 InDesign/21-510 Shire of Broome Arts and Culture Strategy Consultation Report D2 220831 Folder/21-510 Shire of Broome Arts and Culture Strategy Consultation Report D3 220915.indd

Issue	Date	Status	Prepared by	Approved by	Graphics	File
1	17.08.22	Draft	Tegan Patrucco	Kate Parker	SA	D1
2	31.08.22	Draft	Tegan Patrucco	Kate Parker	SA	D2
3	15.09.22	Draft	Tegan Patrucco	Kate Parker	MS	D3
4	19.09.22	Draft	Tegan Patrucco	Kate Parker	MS	D4
5	24.03.23	Draft	Tegan Patrucco	Kate Parker	MS	D5

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# Contents

<b>Consultation Activities</b>	<b>4</b>
<b>What We Heard</b>	<b>8</b>
Strengths	10
Barriers	11
Opportunities	12
Key Survey Findings	13
Vision for the future	14





## Consultation Activities

*From May 2022 - March 2023, element and the Shire of Broome conducted a comprehensive consultation process.*

The following is a summary of the consultation activities completed, the number of people and organisations reached throughout the consultation process, and the consultation findings.

The consultation findings are a summary of what we heard, grouped into common themes and sentiments. These findings will be used in the development of the Arts and Culture Strategy and Action Plan.



Shire of Broome Arts and Culture Strategy Consultation Report



### Elected Member Engagement

Regular engagement with Shire of Broome council is planned into the project. Consultation to date is as follows:

- Council workshop: Tuesday 10 May 2022
- Council workshop: Tuesday 24 May 2022
- Council workshop: Tuesday 12 July 2022
- Council workshop: Tuesday 7 March 2023



### Arts, Culture and Heritage Reference Group Engagement

The Shire of Broome created the Arts, Culture and Heritage Reference Group (ACHRG) for the purpose of providing feedback and input into the development of the Shire's Arts and Culture Strategy. The ACHRG included three individual community members, as well as representatives from the following organisations:

- Broome Historical Society
- Goolarri Media
- Kimberley Arts Network
- Magabala Books
- Marrugeku
- Nagula Jarndu
- Nyamba Buru Yawuru
- Regional Arts WA
- Shinju Matsuri
- Theatre Kimberley

The ACHRG is a vital element of the Strategy consultation and development process, and was engaged with in the following formats to date:

- 2 x formal ACHRG meetings:
  - 9 May 2022
  - 10 August 2022
- 7 x workshop sessions with the ACHRG:
  - 25 May 2022
  - 20 July 2022
  - 19 September 2022
  - 14 November 2022
  - 12 December 2022
  - 6 February 2023
  - 16 March 2023



### Workshops: Targeted and Public In-Person Workshops

- Artists and Creatives x 2
- Youth Advisory Council
- Businesses and Commerce
  - WAITOC
  - Broome Chamber of Commerce
  - Australia's North West

Shire of Broome Arts and Culture Strategy Consultation Report



### Meetings: One to One and Group Meetings with Key Stakeholders

- Nyamba Buru Yawuru
- Theatre Kimberley
- Regional Arts WA (Hub Coordinator, CEO and Network Coordinator)
- Goolarri Media
- St Mary's High School
- Broome Senior High School
- Broome Historical Society
- Broome Fringe Festival
- Kimberley Arts Network
- Magabala Books
- Marrugeku
- Broome Circle
- Broome Chinese Community Inc
- Screenwest
- North Regional TAFE
- Saltwater Music Festival



### Remote Communities

On the 18<sup>th</sup> and 19<sup>th</sup> July, Councillor Nik Wevers, Gwen Knox (Regional Arts WA Hub Coordinator) and Michaela Nutt (Shire of Broome Place Activation and Engagement Coordinator) visited four remote Aboriginal communities on the Dampier Peninsula: Beagle Bay, Ardyaloon, Lombadina and Djarindjin. Bidyadanga was visited on 15<sup>th</sup> August by Councillor Nik Wevers, Sam Mastrolembro (Shire of Broome Chief Executive Officer), Gwen Knox, and Michaela Nutt.

On 28 February and 1 March, the Shire President, Cr Foy, Cr Matsumoto, the CEO and Shire Officers visited the Aboriginal communities of Beagle Bay, Lombadina, Djarindjin and Ardyaloon and on 8 March, the CEO and the Place Activation & Engagement Coordinator visited Bidyadanga, to present back the emerging strategy and identify how the communities' key strengths, challenges and opportunities had been considered within the strategy.



### Industry Night

On 20<sup>th</sup> July, the Shire in partnership with Goolarri Media and Regional Arts WA hosted an Industry Consultation Night, open to anyone involved or interested in the arts and culture sector in Broome.

Attended by 36 people representing a diverse range of artforms, organisations and interest areas, the consultation activities centred around four key discussion boards, covering:

- Mapping of the current arts and cultural activity, organisations, individuals, and assets in the shire
- Identifying and discussing the character of the arts and culture sector in Broome
- Identifying sector priorities for the Strategy
- Discussing the roles of individuals, organisations, private sector, local, State and Federal Government in driving or supporting Strategy goals

# Shire of Broome Arts and Culture Strategy Consultation Report



## Survey

A public online survey hosted by Survey Monkey was open for submissions from July 15<sup>th</sup> and closed on August 22<sup>nd</sup>. The survey was promoted on the Shire's website and social media pages, and sent to existing Shire contact lists. The ACHRG were encouraged to circulate the survey link to their local networks.

The survey received 47 responses, 22 identifying as part of the arts and cultural community and 25 as general community.



## Pop-up Engagement Board

A pop-up engagement board designed for interaction with passers-by and the general public was created, asking participants 'What is your big idea for arts and culture in Broome?'

The pop-up engagement board was utilised at the STRUT fashion event at Town Beach, capturing the thoughts of attendees.



*We consulted with...*

**14** Arts and Cultural Organisations

**25** General Community Members

**6** Young People

**41** Individual Artists/Artworkers

**3** Education Providers

**28** Remote Aboriginal Community Members

**2** Community Organisations

**22** Additional Anonymous Survey Responses



## What We Heard

The following consultation findings have been grouped under common themes or categories, and include feedback that was strongly represented across the scope of consultation activities. The consultation findings will be used in the development of the Strategy's priorities, themes and actions.



## Shire of Broome Arts and Culture Strategy Consultation Report

## What is working well for arts and culture in the Shire of Broome?

## What is special and unique about the local arts and culture sector?



Shire of Broome Arts and Culture Strategy Consultation Report

## Strengths

Community and Audience	Physical Environment	Diverse Community	Strength of Organisations	Place, Culture and Stories	Collaboration	Diverse Artforms
<ul style="list-style-type: none"> <li>The shire's community is engaged with and supportive of the arts and culture sector</li> <li>The shire's significant tourist and visitor numbers create captive audiences and participants for arts and cultural activities</li> <li>Tourists and visitors are genuinely interested in the authentic culture and heritage of the region</li> </ul>	<ul style="list-style-type: none"> <li>The region's natural environment is an important creative muse</li> <li>The shire's natural environment is the context and framing for all local arts and cultural activity</li> <li>The small size of Broome brings an intimacy and immediateness to the arts and cultural community</li> <li>The dry season weather creates and expands options and opportunities for arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>The community is highly multicultural, with a rich multicultural history</li> <li>Broome is a 'cultural melting pot'</li> <li>Diverse cultural identities are strong within the community and expressed through arts and cultural activities</li> <li>The unique lifestyle of Broome attracts interesting people</li> </ul>	<ul style="list-style-type: none"> <li>The shire is home to high-quality, nationally and internationally regarded arts and cultural organisations</li> <li>Local arts and cultural organisations have demonstrated longevity and strength</li> <li>The experience and skills of the people working in the local arts and culture sector is a significant asset for the shire</li> <li>The shire has a strong, resilient local community</li> <li>Arts and cultural organisations in the shire are driving initiatives and projects that capture Broome's history and unique community</li> </ul>	<ul style="list-style-type: none"> <li>Local communities have strong cultural foundations, leadership and traditions</li> <li>First Nations culture in the region is rich with history and stories</li> <li>The community's connection to country is strong and valuable</li> <li>The global connections of the diverse multicultural community are an important asset</li> <li>The region has a wealth of untold stories that could be explored through the arts</li> </ul>	<ul style="list-style-type: none"> <li>The local arts and culture sector has a strong sense of community which contributes to partnerships and skills - and resource-sharing</li> <li>Local artists and organisations have developed creative solutions to facing a lack of infrastructure and resources</li> <li>The shire's isolation creates self-sufficiency and uniqueness in the local arts and culture sector</li> <li>The local arts and cultural community is open to sharing, genuine creativity, and new ideas and people</li> <li>There is a strong local community of talented and experienced artists and arts workers with extensive external networks</li> </ul>	<ul style="list-style-type: none"> <li>The shire stands out for having strong representation of a diverse range of artforms, and a range of organisations that excel in their specialist artform</li> </ul>



## Shire of Broome Arts and Culture Strategy Consultation Report

## Barriers

Location and Cost	Lack of Arts Infrastructure	Valuing and Recognition	Funding	Capacity-building	Accessibility
<ul style="list-style-type: none"> <li>The shire's isolation and community size creates distance from industry peers and the wider WA arts and culture market</li> <li>The area can be expensive to visit, with accommodation hard to find during dry season – this creates a significant barrier for visiting artists and touring productions</li> <li>The shire's population is seasonal, expanding significantly over dry season and creating a high turnover of residents</li> <li>The isolation and uniqueness of the community can be a barrier for State and national funding body understanding</li> <li>Climate change and increased flooding are a growing concern for the arts and cultural community</li> <li>It is expensive for local arts and culture organisations to operate and tour within the region</li> </ul>	<ul style="list-style-type: none"> <li>There is no large performance space that suits the artforms Broome is well-known for (dance, circus, music)</li> <li>Available performance spaces are not fit-for-purpose for many arts activities</li> <li>Rehearsal and workshop space is often shared with sports and recreation</li> <li>There is no permanent fine arts exhibition or storage space</li> <li>Affordable arts and culture organisation office space is difficult to find and lacking longevity</li> </ul>	<ul style="list-style-type: none"> <li>Lack of communication and collaboration between the Shire, private sector, sector organisations and the arts and culture sector</li> <li>The social, cultural, economic and health benefits created by the local arts and culture sector are not recognised or understood outside of the sector</li> <li>The national and international successes of local artists and arts organisations are not celebrated locally</li> <li>Desire for improved partnership between the Shire and local arts and culture organisations</li> <li>Need for Shire advocacy to State and Federal Government on behalf of the local arts and culture sector</li> </ul>	<ul style="list-style-type: none"> <li>Arts and culture organisational funding is scarce and highly competitive</li> <li>The cost of delivering arts and cultural projects in the remote region is significantly higher than in metro areas, and continues to increase</li> <li>The local arts and culture sector is limited by a lack of funding investment locally, regionally and nationally</li> <li>Local arts and culture organisations are competing with each other for funding opportunities</li> <li>The sector's heavy reliance on grant funding can dictate the direction and content of programs, projects and artworks as criteria and funding body requirements are met</li> </ul>	<ul style="list-style-type: none"> <li>There is a lack of local arts training opportunities and programs resulting in a shortage of skilled young people in the local sector</li> <li>The area has a small pool of skilled arts workers, particularly in production and administration</li> <li>Volunteer, staff and artist burn out is common across the local arts and culture sector, with people often performing multiple roles</li> <li>Young people leave the area to access greater arts and culture work opportunities</li> <li>Employment opportunities in the local arts and culture sector are often casual, short-term or seasonal contracts, creating a lack of financial security and sustainability. This is further exacerbated by the area's remoteness</li> </ul>	<ul style="list-style-type: none"> <li>Successful and popular local arts classes are over-subscribed and have waiting lists</li> <li>The cost of classes and performances can be a barrier to participation for community members</li> <li>Emerging musicians under 18 years old cannot access performance opportunities in pubs</li> <li>Primary – high school aged community members rely on being driven to arts and cultural participation opportunities due to lack of public transport</li> </ul>

Shire of Broome Arts and Culture Strategy Consultation Report

## Opportunities

Tourism and the Arts and Culture Sector	New Industries	Shared Resources	A Shared Vision
<ul style="list-style-type: none"> <li>There is an existing and growing tourism market in the region with the opportunity to more strategically connect income-generating opportunities for local artists and arts organisations</li> <li>Increased partnerships between the Broome Chamber of Commerce, private sector tourism operators, tourism sector bodies, and the local arts and culture sector have the potential to be mutually beneficial</li> <li>The increasing tourist demand for, and State Government focus on, cultural tourism can be leveraged in the shire</li> <li>There is a demand for a central arts and cultural centre to generate audiences for cultural tourism and art. The proposed Kimberley Centre for Art, Culture and Story has the potential to fill this gap</li> </ul>	<ul style="list-style-type: none"> <li>There is the opportunity to build upon existing digital, film and youth development activities in the shire to become a leader in film, television, radio and digital arts</li> <li>Gaming and virtual reality youth engagement and career pathways could be supported and developed in the shire</li> </ul>	<ul style="list-style-type: none"> <li>There is potential for shared solutions to common problems or barriers across the local arts and culture sector – e.g. shared office spaces, equipment, staff, storage</li> <li>Co-ordinated marketing, online resources, and databases could create greater connection to and accessibility for the wider community</li> <li>Training and professional development opportunities may be more viable through identification of shared needs and splitting costs</li> </ul>	<ul style="list-style-type: none"> <li>The Shire's Arts and Culture Strategy is an opportunity to develop a shared vision for the local arts and culture sector, with clear roles and pathways</li> <li>Increased strategic collaboration amongst the local arts and culture sector has the potential to create opportunities for State and national advocacy and funding</li> </ul>

Shire of Broome Arts and Culture Strategy Consultation Report



## Key Survey Findings

*Words that describe the arts and culture offer in Broome:*

- Community-driven
- Locally-created
- Diverse
- Unique
- Resourceful

*Arts and culture is important in Broome for...*

- Contributing to community health and wellbeing
- Celebrating cultural diversity
- Youth development
- Developing community cohesion
- Encouraging civic pride
- Telling the stories of the area
- Education

On a scale from 1-10, how well do you feel the development of arts and cultural organisations and artists is supported in Broome?

Average  
**4/10**

How satisfied are you with the opportunities to actively participate or engage in arts and culture activities in Broome?

Average  
**5.5/10**

How greatly do you perceive independent artists/arts organisations to be contributing to arts and culture in Broome?

Average  
**8/10**

What do you believe should be the Shire's priorities for arts and culture in Broome?

- Enabling financial support for arts and cultural events and projects
- Supporting the strategic goals and activities of local arts and cultural organisations
- Advocating for State and Federal Government investment in Broome arts and culture
- Enabling financial support for arts and cultural organisations
- Providing access to arts skills and professional development opportunities
- Facilitating partnerships between the arts and cultural sector and other industries

Shire of Broome Arts and Culture Strategy Consultation Report



### Vision for the future

*What is the vision for arts and culture in the shire in five years' time?*



### Arts and Culture Organisations

- The Broome area is nationally and internationally recognised as an arts and cultural hotspot
- The local arts and cultural sector's social impact and economic contribution to the shire is measured, recognised, and valued
- First Nations art and culture is supported, promoted, and treasured as a unique cultural asset
- Fit-for-purpose performance and exhibition spaces allow local arts and culture to reach their full potential within their community
- The Shire understands and supports the strategic goals of local arts and cultural organisations through collaboration, resources and promotion

### Individual Artists

- Independent artist careers are sustainable in the region through consistent paid opportunities
- Artists have access to professional development opportunities without needing to leave the region
- Artists are supported in their practice with the infrastructure and in-kind resources required to reach the potential of their artistic impact in their community
- Artists have the opportunity to collaborate with a range of artists, organisations, and government bodies

Shire of Broome Arts and Culture Strategy Consultation Report



### Remote Communities

- Artists in remote communities are equipped with arts business information and resources regarding copyright, contracts, and re-sale royalties
- Emerging and contemporary Aboriginal artists are supported in creative professional development
- Connections with the wider arts and culture sector are fostered through residencies and skill-sharing opportunities
- Artists and arts organisations in remote communities are supported to seek funding through project and grant application advice
- Remote communities are connected with opportunities for arts and cultural income generation through cultural tourism and artwork sales



### Young People

- Opportunities to participate in arts workshops are accessible for local young people in cost, location and capacity
- Young musicians are provided with performance opportunities in age-appropriate venues
- Local young people are supported to access visible arts and culture career pathways
- There are more ongoing, regular arts activities for young people to do outside of school





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# Contents

Acknowledgment of Country .....	1
---------------------------------	---

Shire President Foreword .....	2
--------------------------------	---

Executive Summary .....	5
-------------------------	---

Vision .....	5
--------------	---

Introduction.....	6
-------------------	---

Strategy on a Page.....	7
-------------------------	---

Arts, Culture and Heritage Reference Group .....	8
--------------------------------------------------	---

Section 1: Context.....	10
-------------------------	----

Consultation Summary .....	11
----------------------------	----

Aboriginal Culture .....	12
--------------------------	----

Culture .....	14
---------------	----

Heritage.....	15
---------------	----

Arts.....	16
-----------	----

Cultural Infrastructure .....	17
-------------------------------	----

Strategy and Policy context .....	20
-----------------------------------	----

The Shire's Investment in Arts and Culture.....	22
-------------------------------------------------	----

Section 2: Strategy and Action Plan .....	23
-------------------------------------------	----

Strategy .....	24
----------------	----

Vision .....	25
--------------	----

What does this vision look like in our community? .....	26
---------------------------------------------------------	----

Priorities and Actions.....	27
-----------------------------	----



*Gudirr Gudirr* by Vernon Ah Kee, Dalisa Pigram and Marrugeku. Photographer Emma Paine.





## Acknowledgment of Country

The Shire of Broome acknowledges the Yawuru people as the native title holders of the lands and waters in and around Rubibi (the town of Broome) together with all native title holders throughout the Shire.

We pay respect to the Elders, past, present, and emerging, of the Yawuru people and extend that respect to all Aboriginal Australians living within the shire of Broome.

The Shire acknowledges the immense and vital contribution Aboriginal people make to the arts and culture sector of the shire of Broome, and deeply respects the ongoing and dynamic expression of Aboriginal culture through arts and culture.

Shire of Broome Arts and Culture Strategy and Action Plan



## Shire President Foreword

The Shire of Broome has long proven that remoteness is no barrier to enjoying a strong arts and culture scene. Our attractive location and climate have lured many artists to travel across Australia and the globe to perform or gain inspiration.

Broome also punches above its weight for community organisations and individuals who create and inspire art and demonstrate that there is more to our beautiful part of the world than its natural beauty.

While many goods and skills can be in short supply in Broome, we are rich in painters, film makers, photographers, traditional carvers, sculptures, textile printers, storytellers, dancers, and more. Whether their local links trace back tens of thousands of years; from the diverse diaspora of the pearling heyday or more recently from other parts, their creativity brings joy and gives voice to our identity.

Like mining, tourism and pearls, our arts and cultural services make a considerable contribution to the development and wellbeing of the Shire of Broome community by bringing us together and tackling social exclusion, encouraging active and healthy lifestyles, engendering a sense of civic pride, and boosting the local economy.

I encourage all Shire of Broome residents to celebrate and value arts and cultural activities across the shire and to join with Council in fulfilling our Arts and Culture Strategy and Action Plan, which will play a key role in realising the Shire's vision of creating a vibrant future for everyone.

*Desiree Male*

**Shire of Broome President**











Shire of Broome Arts and Culture Strategy and Action Plan

Shire of  
**Broome**  
A future, for everyone

CinefestOZ Sweet As screening cast and crew.

4



Shire of Broome Arts and Culture Strategy and Action Plan

## Executive Summary

**‘Strong cultural foundations, history and culture are central to the world-class standard of arts in Broome... Broome arts and culture is rooted in a strong connection to place.’**

### Consultation participant

The shire of Broome is home to a rich multicultural and diverse community, shaped by the lands, seas and skies cared for by First Nations people since time immemorial.

The shire's distinctive landscape and weather, remoteness, and the cultural depth of the history and community gives rise to an incredibly vibrant arts and culture sector, recognised nationally and internationally for its strength and uniqueness across multiple artforms. The shire of Broome is known for producing compelling, high-quality and innovative artworks, grounded in the rich cultural context of the region.

### Priorities

Celebrate cultural diversity	Strengthen collaboration and advocacy	Build sector sustainability	Increase engagement and accessibility	Develop creative spaces
------------------------------	---------------------------------------	-----------------------------	---------------------------------------	-------------------------

The arts and culture sector is a key economic, tourism and community contributor and a major industry within the region. The Shire of Broome respects the immense value and impact of the sector on the liveability, economy, and health and wellbeing of our community.

In recognition of the importance of arts, culture and heritage to the region, the Shire of Broome has developed an Arts and Culture Strategy and Action Plan. The Strategy determines the sector's needs and long-term ambitions, and how they can be supported and enhanced by Shire investment and action to reach their full potential for impact. Through the Strategy and Action Plan, the Shire seeks to contribute to a thriving arts and culture sector, supported to reach its full potential for impact.

The Shire of Broome is proud to share and promote the stories and world-class creativity of our region and strengthen the capacity of the local arts and culture sector.

Working in partnership with the local sector and the community, this document develops a strategic pathway for how the Shire's arts and cultural resources can most effectively be used to strengthen and support local arts and culture and reflect the significant value of the sector.

## Vision

Looking five years into the future, the shire of Broome is...

*A place where diverse arts, culture and heritage create a vibrant future for everyone.*

Charlie's Swim by Edith Wright and Charmaine Ledden-Lewis, Magabala Books 2022.

# Introduction

Throughout this document, the terms 'Shire' and 'shire' have been used with the following distinction:



**Shire** refers to the Local Government Authority the Shire of Broome as an organisation and administrative body



**shire** refers to the physical area that the shire of Broome encompasses

The Arts and Culture Strategy and Action Plan document is presented in two parts:

## Section One: Context

Part one of the document provides the contextual setting for the Strategy and Action Plan, establishing what is meant by arts, culture and heritage for the purposes of this document and providing a snapshot of the vast and diverse arts and cultural sector in the shire of Broome. A summary of the consultation completed for this document is included, and the current arts and cultural infrastructure within the shire are outlined, including identification of opportunities for improved or expanded use of this infrastructure.

Part one summarises the alignment of the Arts and Culture Strategy and Action Plan with existing Shire strategies, policies and plans and the Shire's broad goals and priorities. Alignment with the Federal Government's National Cultural Policy is also included. The Shire's support of arts and cultural activity 2020 – 2023 is included in summarised form.

## Section Two: Strategy and Action Plan

Part two includes the vision, priorities and outcomes developed from consultation with the Reference Group, local arts and culture sector, and general community. An overarching vision for arts and culture in the shire leads into five priority areas which address the key consultation themes. Eight desired outcomes for the shire's arts and cultural future are identified, linking back to the vision.

Part two includes the Action Plan to accompany the Strategy, with a comprehensive list of actions organised under the five priority areas. Short, medium and long-term timeframes have been determined for the listed actions, reflecting a staged approach to ambitious goals and consideration of the Shire's staff resources. Potential partnerships for each action have also been included to ensure the Shire's investment in arts and cultural activity is aligned with the local sector and impact is maximised.

## Addendums:

**Consultation Report:** a comprehensive consultation report details the engagement activities undertaken prior to development of this document, and the key findings from the consultation process.

**Shire Strategic Alignment:** relevant goals, priorities and actions from existing Shire documents have been collated into one document to easily demonstrate the broader strategic relevance and impact of the Arts and Culture Strategy and Action Plan.





# Strategy on a Page

## Vision

*The shire of Broome is a place where diverse arts, culture and heritage create a vibrant future for everyone*



## Priorities

Celebrate cultural diversity	Strengthen collaboration and advocacy	Build sector sustainability	Increase engagement and accessibility	Develop creative spaces
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## Actions

Advocate	Facilitate	Fund	Partner	Provide	Regulate
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## Outcomes



Shire of Broome Arts and Culture Strategy and Action Plan

## Arts, Culture and Heritage Reference Group

The Shire formed an Arts, Culture and Heritage Reference Group (ACHRG) for the purpose of developing the Strategy and Action Plan with ongoing comprehensive engagement with, and feedback from, key local arts and culture sector organisations.

The below ten organisations participated in the Arts, Culture and Heritage Reference Group and provided a wealth of knowledge, feedback and insight during the development of this document:

**Nyamba Buru Yawuru (This is the place of Yawuru)**

**Magabala Books**

**Marrugeku**

**Theatre Kimberley**

**Regional Arts WA**

**Nagula Jarndu**

**Shinju Matsuri**

**Broome Historical Society**

**Kimberley Arts Network**

**Goolarri Media Enterprises**



Kimono Tubes in Portrait. Photo by Chris Maher.





Shire of Broome Arts and Culture Strategy and Action Plan



## Section 1: Context

Floating Lantern Matsuri, Shinju Matsuri 2022, Laura Gass Photography.

10

# Consultation Summary

## Consultation Activities

*From May 2022 - March 2023, element and the Shire of Broome conducted a comprehensive consultation process.*

The following is a summary of the consultation activities completed, and the number of people and organisations reached throughout the consultation process.

The full Consultation Report is attached as an appendix to this document and includes key consultation findings.



Elected Member Engagement



Arts, Culture and Heritage Reference Group Engagement



Targeted and Public In-Person Workshops



Remote Communities



Survey



One to One and Group Meetings with Key Stakeholders



Industry Night



Pop-up Engagement Board



*We consulted with...*

**14** Arts and Cultural Organisations

**25** General Community Members

**6** Young People

**41** Individual Artists/Artworkers

**3** Education Providers

**33** Remote Aboriginal Community Members

**2** Community Organisations

**22** Additional Anonymous Survey Responses

Shire of Broome Arts and Culture Strategy and Action Plan

## Aboriginal Culture

**For time immemorial, the country on which the shire of Broome sits has been home to rich and diverse Aboriginal cultures and peoples. The land, ocean and skies of the shire of Broome have been cared for and shaped by Aboriginal people. This connection to country is the beating heart of the contemporary cultural identity of the area.**

Aboriginal people continue to be the custodians of the living cultural landscape of the shire. The diversity of language groups and cultural practices throughout the area are interconnected and dynamic, and reflect an enduring deep relationship with country.

The sovereignty of Aboriginal peoples in the shire of Broome and their strong traditional and continuing ties to country are reflected in a significant range of native title determinations.

There are 84 Aboriginal communities within the shire of Broome, with 78 classified as remote. Approximately 28% of shire residents identify as Aboriginal or Torres Strait Islander, which is significantly higher than most Western Australian local government areas. The remote Aboriginal population in the shire has 5 main community centres - Beagle Bay, Ardyaloon, Lombadina, Djarindjin, and Bidyadanga. While the borders of Aboriginal language groups are not clearly defined, the shire is home to multiple Aboriginal language groups indicated on the adjacent map.

12



Shire of Broome Arts and Culture Strategy and Action Plan

**'We are the traditional owners of this land, sharing cultural traditions with our neighbours. Created and given form by Bugarrigarra, our country is the source of our spirit, our culture, our language, and it where our spirits return to when we die. From Bugarrigarra it is our responsibility to look after the country and to ensure that our traditions are passed on to future generations'**

**Yawuru Cultural Management Plan**

The Yawuru people are the Native Title holders for the townsite of Rubibi/ Broome, and have lived along the foreshores of Roebuck Bay, across the pindan plains, inland as far as the Walan-garr and along the fringes of the Great Sandy Desert for thousands of years. Yawuru country is a living cultural landscape with which Yawuru people have a dynamic and enduring relationship, stretching back to Bugarrigarra, the force which gave shape, meaning and form to the Yawuru country landscape.

'Culture' in the shire of Broome cannot be considered without acknowledgement of the impacts of European colonisation and the policies and actions which sought to separate Aboriginal people from their culture, and suppress expressions of Aboriginal culture. The Catholic Missions established in the Broome area in the late 1800s were the sites of trauma and the removal of Aboriginal children from their families and culture. The impact of the stolen generation caused language and skin groups to blur and disruption to the continuation of culture and traditions in the region's Aboriginal communities. Despite this, Aboriginal cultures in the shire of Broome are resilient, continuing, and thriving.

The Shire of Broome recognises that the term 'culture' has complex and specific meaning within Aboriginal communities, and is an active practice tied to ceremonies, traditions and connections to country which are not always appropriate for sharing with the broader community or promoting through publicly available arts. For the purposes of this Strategy, the use of the term 'culture' respectfully includes the rich and diverse Aboriginal cultural aspects determined by each Aboriginal community to be appropriate for inclusion in the public arts and cultural remit of the Shire.





Shire of Broome Arts and Culture Strategy and Action Plan

## Culture

**The shire of Broome's highly multicultural, contemporary community is tied to a multi-layered history of economic immigrants and the uses of land and ocean in the Broome area.**

While industrial activity in the areas of livestock, agriculture, minerals, oil and gas have attracted successive waves of immigrants, the pearling industry has had the greatest effect on the cultural identity of the shire following colonisation.

From the 1880's and throughout most of the 20th century, the booming pearl industry built significant Chinese, Japanese, Malay, Sri Lankan, Timorese, Indonesian and Filipino communities in Broome. The incredibly profitable industry attracted workers internationally. Pearling Masters sought and were granted exemptions from the *Immigration Restriction Act 1901*, resulting in Broome becoming a diverse multicultural community while White Australia policies were enforced elsewhere throughout Australia.

The treachery of the nature of work in Broome birthed a notable underground culture to enable connection and cultural practices. Strong kinship and relationships were formed between local Aboriginal people and the Asian nationalities who

were brought or immigrated to Broome, creating a cultural exchange of customs and traditions that continue to exist today.

Broome's Chinatown precinct has been a central community hub since the 1880s. During the pearling boom, Chinatown was the primary commercial centre for Broome, and today continues to be a bustling town centre and tourist attraction. Many of the original buildings still stand, with the Chinatown area now heritage listed.

The multilayered history of the shire's culture is continually interpreted, and the rich cultural fabric of the current community is celebrated through events, festivals, education and cultural tourism. Celebrations such as Shinju Matsuri, combine the origins of Japanese Obon Matsuri, Malaysian Hari Merdeka, and Chinese Hang Seng cultural celebrations and attracts thousands of people to the region each year. Student exchanges between Broome and Japan continue to strengthen the cultural connection. The cultural melting pot created by industry and policy throughout the pearling industry boom, resulting in the shire having a unique cultural identity, continues to be one of Broome's most treasured features.



A Taste of Broome dancers, Goolarri Media Enterprises.



## Heritage

**The First Nations heritage of the shire of Broome stretches back thousands of years, with customs, traditions and stories travelling along song lines. Despite the disruptions and traumas caused by colonisation and damaging policy, the shire of Broome is home to the custodians of multiple Aboriginal languages, stories and traditions which form the context for which all Broome heritage is considered.**

William Dampier's ship *The Cygnet* landed in 1688, acclaimed as the first landing of Englishmen in Australia. Dampier's ship *The Roebuck* then sailed past the La Grange Bay in 1699. The French explorer Nicholas Baudin, and sailors from *The Beagle* visited the area in the early 1800s. The townsite of Broome was gazetted in 1883, consisting of a few pearling camps near Dampier Creek and resided in by the Malay pearling lugger crews and the European owners of pearling boats. In 1889, a telegraph cable was established at Roebuck Bay, linking Broome with England, Singapore, India, and more. Broome was soon known as the pearling capital of the world.

Centred around the pearling industry, Broome grew as a highly multicultural yet segregated community. The port of Broome developed into the principal cargo port for north Western Australia by the late 1890s. Broome also had a significant place in the pastoral industry, with a large meat processing plant shipping meat overseas and livestock to southern pastures and factories. Established in 1939, the meatworks ran for 54 years and provided a significant amount of employment in Broome.

Broome's position on the north-west coast caused it to be used as a refuelling station during World War II, and subsequently become one of only five locations in Australia to be targeted for air raid attacks during the war.

The rich heritage of the shire of Broome is highly valued by the local community, and is a key point of interest for visitors and tourists. The ongoing interpretation and promotion of the shire's heritage is led by key organisations including the Broome Historical Society and Museum, Nyamba Buru Yawuru, and Broome Visitor's Centre. Recent projects such as the Jetty to Jetty app and Lurujarri Heritage Trail allow residents and visitors to learn about Broome's heritage through interactive, engaging activities tying in oral histories, significant heritage locations, and connection to the landscape. In 2021, the Shire of Broome launched the 'Explore Broome' app, an interactive tool for residents and visitors to explore Broome's history, heritage, culture and environment.

The shire of Broome includes significant built and physical heritage, including First Nations cultural sites, rock shelters, and many examples of early 20th century buildings created during the pearl industry boom. The shire of Broome includes 227 registered Aboriginal Heritage Sites, and many additional sites of Aboriginal significance not included on the registered list.

The scope of 'heritage' in this Strategy and Action Plan addresses intangible heritage, and focuses on the ongoing preservation, promotion and interpretation of Broome's cultural heritage and stories. While the Strategy and Action Plan's heritage content inevitably intersects with the built and physical heritage of the shire of Broome, this document's scope does not extend to specific consideration of tangible heritage assets.

## Arts

**The shire of Broome is known for its vibrant and diverse arts sector, with nationally and internationally renowned arts organisations and individual artists creating a reputation and artistic profile for Broome.**

The shire is well-known for the rich Aboriginal culture expressed through the arts, and has grown strong organisations for the development and promotion of Aboriginal art through visual arts, dance, performance, and literature. Broome is home to Australia's leading Indigenous publishing house, Magabala Books, and globally renowned Indigenous intercultural dance theatre company Marrugeku. Jimmy Chi's seminal musical *Bran Nue Dae* was the first Aboriginal Australian musical which was made into a highly popular 2009 movie.

Broome is home to nationally renowned production company Goolarri Media, which has grown a strong local radio, film, TV, music and events culture in the community, developing Indigenous and non-Indigenous communications in the Kimberley region and delivering accredited training and certificates in media. Broome's unique landscape and cultural identity has attracted numerous films and TV shows, providing the setting for Australian hits such as *Mystery Road* and *The Circuit*.

The shire of Broome has a vibrant music community, fostering a unique sound through festivals including *Stompem Ground* and *Saltwater Music Festival*, which present local musicians and bands, and showcase contemporary Aboriginal music. Multi-arts and cultural festival *Shinju Matsuri* attracts a significant visitor audience as well as being a treasured local event honouring the multicultural identity and history of Broome. The *Broome Fringe Festival*, run by Kimberley Arts Network, provides an annual festival of local talent across artforms, with development and collaborative programs creating important entry points to the local arts industry.

Broome has a reputation for producing high-quality circus performances and developing career pathways in performance and technical production. Theatre Kimberley creates large-scale partnership productions and remote community residencies. Theatre Kimberley engages and upskills children and young people, with *The Sandfly Circus* a leading youth circus in WA. Cutting-edge all-female organisation *YUCK Circus* exports Broome circus nationally and internationally.

The shire of Broome has a nationally and locally-recognised visual arts community, creating a key point of interest for visitors. The artwork of the Aboriginal communities within the shire is treasured as an expression of the unique cultural identity of the region, and supported and developed through organisations such as *Bidyadanga Community Arts Centre*, *Lombadina Gallery*, *Ardiolarts* and *Broome Circle*. Broome townsite is home to a significant amount of individual visual artists, whose work can be viewed and purchased through local galleries. Broome also has a leading reputation for textiles through the work of *Nagula Jarndu*, a social enterprise and women's resource centre developing hand-crafted textiles with local Aboriginal women which are sold across Australia.

The Shire of Broome has developed a *Fine Art Collection* acquired through the *Shinju Matsuri Art Prize*. The Shire has a treasured collection of public artworks which interpret and celebrate the cultural, social and physical sites on which they sit. The most recent public artwork acquisitions include a series of artworks as part of the Chinatown revitalisation, historical interpretation/memorial artwork at Town Beach, and an 800m<sup>2</sup> artwork on the new Town Beach jetty.

Shire of Broome Arts and Culture Strategy and Action Plan

## Cultural Infrastructure

The shire of Broome's arts and culture sector produces world-class artistic outcomes in a remote location, meeting the challenges of limited cultural infrastructure available and responding to the built and natural environment in innovative ways.

The Shire of Broome owns and operates venues utilised for arts and cultural activity, including the Broome Civic Centre, Broome Recreation and Aquatic Centre (BRAC), and the Broome Library. The Shire manages an annual program of performances and screenings at the Broome Civic Centre, as well as hosting an arts organisation in residence. BRAC is utilised by circus and performance organisations for rehearsal and class space.

Shire-owned buildings are also used for arts and cultural purposes through peppercorn or subsidised rental agreements. The Broome Museum, run by the Broome Historical Society, includes the main museum, the Sailmaker's Shed and a courtyard area and is a key source of research and tourist attraction. Magabala Books includes the offices and shopfront for Australia's leading Indigenous publisher and is the central hub for Magabala's vast cultural development and artistic projects. The Kimberley Arts Network shed has been transformed into a multi-use visual arts space, hosting workshops, events, and creative development space. The Broome Lock Up is a secure storage space available to be leased by not-for-profit and community groups.

The cultural infrastructure that is owned/operated by arts and cultural organisations, private sector and education forms a significant part of the sector landscape in the shire. Goolarri Media Enterprises includes recording studios and the Gimme Club performance and event space. The Broome Museum, Sun Pictures Museum, Pearl Luggers Museum and SSJG Heritage Centre house significant historical collections. Privately run art galleries include Short St Gallery, The Bungalow, Broome Gallery and Black Stump Gallery. Food and beverage businesses including the Diver's Tavern and The Roebuck Hotel program live music in their venues. The Broome Convention Centre is utilised as a live music and performance venue, and community organisation Broome Circle provides artistic space for remote community artists in Broome.

During the dry season, Broome's outdoor cultural spaces are heavily utilised. These include the Short Street Stage, the Napier Terrace public space, the Town Beach stage, seating and jetty, and the Cable Beach Foreshore Amphitheatre (scheduled to be redeveloped in 2025).



Common Language of Thread, Chinatown Discovery Festival 2021,  
photo by Abby Murray.

17



Art Awards, Shinju Matsuri 2022. Photo by Abby Murray.





Shire of Broome Arts and Culture Strategy and Action Plan



# Strategy and Policy context

## Shire of Broome documents

### Strategic Community Plan 2021 – 2031

The Shire's Strategic Community Plan (SCP) recognises the role of the Shire in providing services and facilities including community buildings, history, heritage and museum services, festivals, events, and arts and culture. A desired outcome of the SCP is an inclusive community that celebrates culture, equality and diversity, with an objective to grow knowledge, appreciation and involvement in local art, culture and heritage. The SCP also lists advocating support for Nyamba Buru Yawuru to build the Kimberley Centre for Art, Culture and Story as an action, and acknowledges the role of arts and culture in increasing tourism.

### Corporate Business Plan

The Shire's Corporate Business Plan includes implementation of the Arts and Culture Strategy and Action Plan as an action, as well as actions related to broader goals of the Strategy including maximising use of the Broome Civic Centre, providing diversionary activities, funding grants for events, and celebrating culture through inclusivity.

### Broome Growth Plan

The Broome Growth Plan recognises the rich arts and cultural offering of the area as a key attraction which contributes to liveability, wellbeing, increased economic activity, and activating the Dampier Peninsula. Arts and Culture are included as one of five major industry clusters. Opportunities for growth are identified, including developing arts policies and partnerships, enhancing Aboriginal art markets, and

investigating the feasibility of establishing a cultural centre in Broome. The Plan lists accessibility, world-class venues, and links to global markets as long-term outcomes for the shire arts and culture sector.

### Community Safety Plan 2021-25 and Youth Plan 2021-2025

The Plans identify youth diversionary initiatives as a key action area, including advocating for external funding to ensure the ongoing delivery of diversionary activities and facilities to keep youth on country.

### Economic Development Strategy 2021- 2026

The Economic Development Strategy recognises arts and culture as one of the elements required to drive economic growth in Broome, and acknowledges that the strong reputation for arts and culture enhances the character and lifestyle of Broome. The development of an Arts and Culture Strategy is listed as an action item.

### 3 Year Broome Recovery Plan

The Broome Recovery Plan includes the Kimberley Centre for Art, Culture and Story as a signature project, identifying it as being transformative on a generational scale and triggering long-term further investment and jobs. Project benefits include closing the Aboriginal employment gap, responding to market desire for Aboriginal cultural experiences, and creating an engaging and accessible way to share Aboriginal culture.

Shire of Broome Arts and Culture Strategy and Action Plan



## Public Art Policy

The Public Art Policy creates guidelines for the implementation of public art in the Shire, recognising the role of public art in the expression of local identity, sense of place, and celebrating cultural heritage and diversity. The policy positions public art as having an important role in town planning and design, tourism, employment, and community participation.

## Local Planning Policy 8.20: Provision of Public Art

The policy requires developments in the shire meeting specific criteria to contribute a percentage of construction costs toward public art. The contribution can be made via providing public artwork on site, or by paying the cash equivalent to the Shire for use on public art in the locality.

## Major Events Strategy

The Major Events Strategy includes key goal areas relating to facilitating the development of events in Broome, increasing event visibility and local capacity, and building and retaining local events knowledge.

## Identifying Opportunities for Events in Broome

The document identifies cultural events, especially those with an Indigenous focus, as a key area of event opportunity in Broome. Event goals are listed as bringing visitors to Broome for events, enriching the experience of visitors, connecting with the community and creating a vibrant atmosphere.

## External Documents

### Federal Government of Australia's National Cultural Policy: Revive

The Australia Government released its landmark National Cultural Policy – Revive: a place for every story, a story for every place, on 30 January 2023. Revive is a 5-year plan to renew and revive Australia's arts, entertainment and cultural sector.

The policy is organised into five 'pillars':

- **First Nations First:** recognising and respecting the crucial place of First Nations stories at the centre of Australia's arts and culture
- **A Place for Every Story:** reflecting the breadth of our stories and the contribution of all Australians as the creators of culture
- **Centrality of the Artist:** supporting the artist as worker and celebrating artists as creators
- **Strong Cultural Infrastructure:** providing support across the spectrum of institutions which sustain our arts, culture and heritage
- **Engaging the Audience:** making sure our stories connect with people at home and abroad

The Shire of Broome's Arts and Culture Strategy contributes to this national vision for arts and culture, aligning with the broad pillars of the National Cultural Policy and reflecting national priorities within a local and unique context. The Shire of Broome's strategic alignment with the National Cultural Policy increases opportunities for partnership, investment and national collaboration.

## Regional and State Government

The Shire of Broome Arts and Culture Strategy is also strategically aligned to key regional and State government documents, including:



- [Kimberley Development Commission](#) – Strategic Plan
- [Department of Local Government, Sports and Cultural Industries](#) – Western Australian Cultural Infrastructure Framework 2030+
- [Tourism WA](#) – Jina: WA Aboriginal Tourism Action Plan 2021 – 2025

A full list of the strategic and policy documents and their relevant points considered during the development of this document can be found as an Addendum to this document.

# The Shire's Investment in Arts and Culture

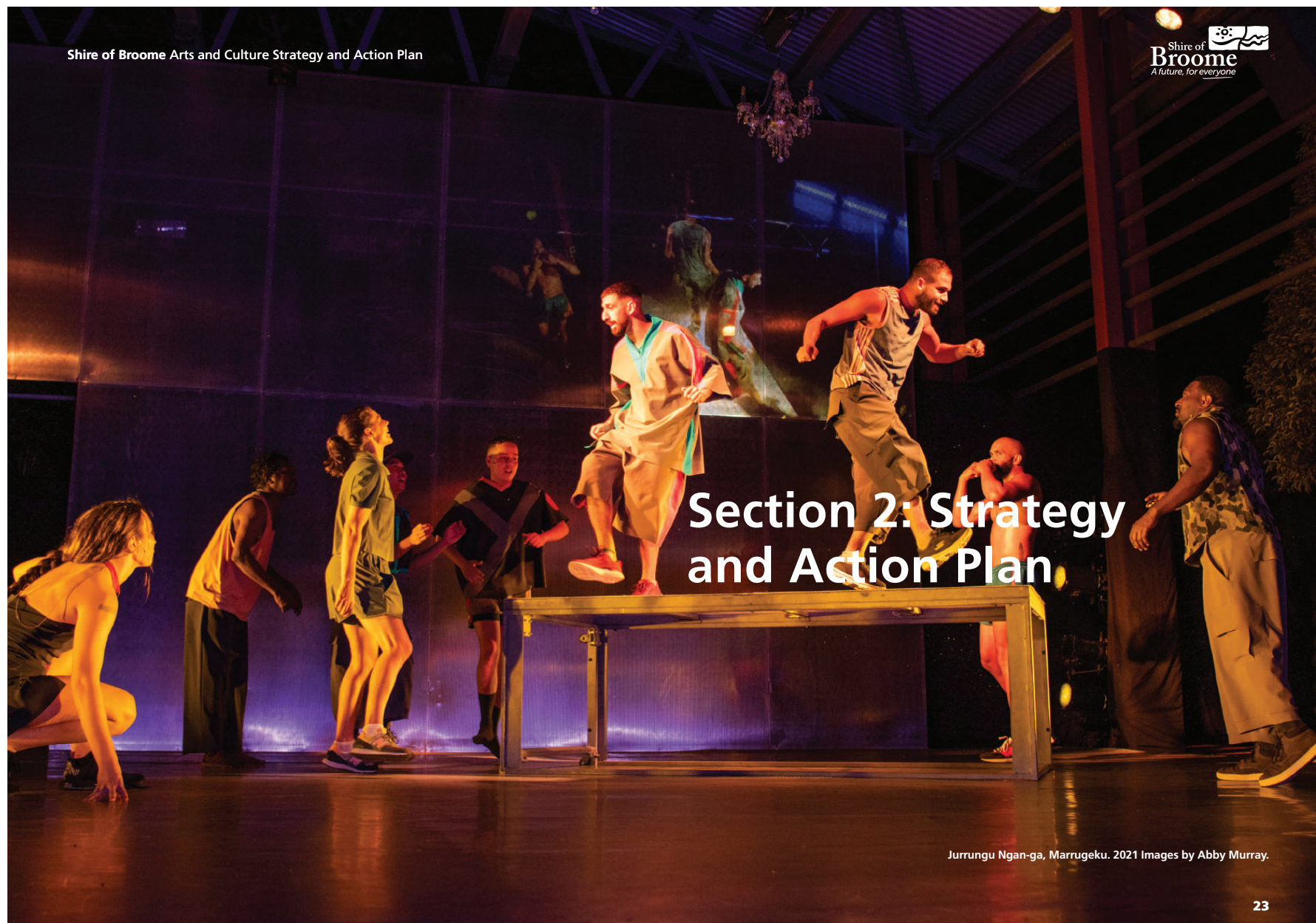
## 2020 - 2023

The following figures represent the Shire's total investment in arts and culture over the financial years 2020/2021, 2021/2022, and 2022/2023.

 <b>Cash funding</b>	
Shinju Matsuri Arts Acquisitive Art Prize	\$24,000.00
Event Development Fund (arts)	\$540,035.00
Community Matched Funding (arts), 2020/21 and 2021/22 only	\$68,265.50
Cash Funding: Ad-hoc funding	\$9,382.00
 <b>In-kind funding</b>	
Peppercorn rent agreements	17
Rent subsidies/reductions	\$474,534.00
Fee waivers	\$88,094.15
Community storage sheds	16

 <b>Shire-led projects</b>	
Public artwork commissions (Chinatown, Town Beach Jetty and Air Raid artwork)	\$1,750,000.00
Civic Centre programming	\$180,000.00
Art Collection review and management plan	\$20,000.00
School holiday workshops	\$10,000.00
Place Activations	\$449,747.00
 <b>Advocacy</b>	
Letters of support for arts and cultural organisations seeking external funding	
Promotion of activities and successes of the arts and culture sector	





# Strategy

## Vision

*The vision is an aspirational statement, looking into the future and describing the intended state of arts and culture in the shire of Broome.*

## Priorities

The priorities of the Arts and Culture Strategy are drawn from the consultation process, and from the Shire's established strategic and community goals.

The priorities are an agreement of the focus areas the Strategy is aiming to address in order to achieve the vision.

## Outcomes

The desired outcomes link to the vision statement, and the Shire's overarching community priorities.

## Action

Short, medium and long term actions address the priority areas and create a staged approach to achieving the Strategy's vision. Actions are clearly defined, able to be implemented, and identify both the Shire's role and required partnerships.





## Vision

The following vision statement has been developed to reflect the shared goal for arts and culture in the shire of Broome. The vision is aspirational and looks five years into the future where the arts and culture sector's current strengths are maintained and enhanced, development areas are improved, and potential is nurtured.

In five years' time, the shire of Broome is:

*A place where diverse arts, culture and heritage create a vibrant future for everyone.*

## What does this *vision* look like in our community?

### General community

The community's understanding and experience of the First Nations and diverse cultures, and multilayered histories of the shire is deepened through arts and cultural activities, creating a community where **Broome's unique culture and stories are shared and treasured**. The community is engaged through accessible entry points to experiencing and appreciating arts and culture, and are actively encouraged as participants and audience members. The varied and high-quality arts and culture opportunities available to the public enables **a community engaged in local arts and culture**.

### Shire of Broome

The Shire's investment in arts and culture significantly contributes to broader Shire goals, creating **a welcoming place to live, work and play**. The shire's community is enriched by locally-produced arts and cultural experiences which are celebrated by residents, businesses, visitors and audiences. The arts and culture sector plays an important and quantifiable role in creating **a safe and inclusive community** for everyone by increasing civic pride, by improving community cohesion through creating opportunities for cross-cultural and generational exchange and by providing alternative creative education and employment pathways for disengaged youth.

### Arts and culture organisations

Arts and culture is celebrated as a major industry contributing to community wellbeing, a strong economy, and job creation. The sector's impact is measured and evaluated. The diverse arts and culture organisations within the shire are part of **a thriving and resilient creative economy** and are supported to achieve their strategic goals. Opportunities for collaboration, resource-sharing and artistic exchange are created and valued, with organisations enhanced by **a connected arts and culture sector**.

### Individual artists

Individual artists have the opportunities and support to develop a long-term and full career in the arts and culture sector in the shire of Broome. The shire is an attractive home for diverse individual artists who significantly contribute toward Broome being **a destination for arts and culture**. Artists have access to avenues for presenting art outside of Broome, including performance, festivals, exhibitions and markets, with **innovative arts and culture a valued export**.

### Outcomes



# Priorities and Actions

The findings from the extensive consultation process were analysed and interpreted alongside desktop research and national trends to identify five priority areas for this Strategy and Action Plan. The priority areas respond to the needs of the arts and culture sector, the Shire's overarching goals, and set the focus for achieving the vision statement.

## Priorities

	<b>Celebrate cultural diversity</b>
	<b>Strengthen collaboration and advocacy</b>
	<b>Increase engagement and accessibility</b>
	<b>Build sector sustainability</b>
	<b>Develop creative spaces</b>

The Priorities are set out in detail below, showing the key consultation points feeding into each priority, a statement of 'what' and 'why', and the resulting Actions for each priority.

The Shire recognises there is significant cross-over for actions within priority areas, which is reflective of the holistic, inter-connected approach of the Strategy.

Secondary priority areas have been identified within the Action Plan.

Due to the collaborative nature of the development of the Strategy and Action Plan, there is strong representation from the arts and culture sector within the actions included. Where appropriate, potential partnerships for action delivery have been included to demonstrate the shared ambition and approach.

The Action Plan indicates the timeframe for achieving each action, in the periods 0-1 years, 2-4 years, and 4-5+ years. Actions which will be implemented annually or in an ongoing manner have been flagged for delivery over all three timeframes.

The Shire of Broome uses an established framework for actions, clearly indicating the Shire's role in achieving the action as per below:

**Advocate:** We are a voice for the local community, promoting local interests

**Facilitate:** We help to make it possible or easier to meet community needs

**Fund:** We help to fund organisations to deliver essential community services

**Partner:** We form strategic alliances in the interests of the community

**Provide:** We directly provide a range of services to meet community needs

**Regulate:** We regulate compliance with legislation, regulations and local laws

Shire of Broome Arts and Culture Strategy and Action Plan



## Priority: Celebrate cultural diversity

### What:

The rich multicultural communities of the shire are a significant part of the arts and cultural sector's identity. The diversity of cultures, stories and histories are a strength of the shire and the sector. This priority area includes:

- Professional development and capacity-building activities for the shire's remote Aboriginal communities
- Creating and fostering opportunities for cultural exchange
- Celebrating and exploring local cultural identities through public art, festivals and events
- Increasing external awareness and understanding of the cultural identity of the shire, including in State and Federal government
- Creating opportunities to showcase the shire's rich cultural identity to the local community and visitors
- Supporting the ongoing exploration, interpretation and promotion of the shire's history and heritage

### Why:

- To respect and recognise the First Nations cultures of the shire and their immense contribution to the artistic identity of the region
- To preserve, promote and celebrate the unique cultural identity and stories of the shire
- To recognise and harness the multicultural nature of the shire as a significant asset for the arts and cultural sector, tourism and the broader community
- To ensure that the arts and cultural activity supported by the Shire is representative of the multicultural community

Taiko On, Floating Lantern Matsuri, Shinju Matsuri 2022, Laura Gass Photography.

Shire of Broome Arts and Culture Strategy and Action Plan



## Action Plan: Celebrate cultural diversity

### Continuing Actions

The following are Actions already being completed by the Shire, and will continue as part of the implementation

Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>1.1 Provide</b> for the implementation of the Cable Beach Foreshore Redevelopment Public Art and Interpretation Plan	<ul style="list-style-type: none"> <li>Provide a significant public art opportunity as part of a key redevelopment precinct</li> <li>Provide an opportunity for interpretation and promotion of place-specific stories, history and culture</li> <li>Create an iconic visual marker for Cable Beach</li> </ul>	<ul style="list-style-type: none"> <li>Increase engagement and accessibility</li> <li>Develop creative spaces</li> </ul>	<ul style="list-style-type: none"> <li>Broome is a destination for arts and culture</li> <li>A welcoming place to live, work and play</li> <li>Broome's unique culture and stories are shared and treasured</li> <li>A community engaged in local arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Nyamba Buru Yawuru</li> <li>Broome Historical Society</li> </ul>	✓	✓		
<b>1.2 Provide</b> for the continued implementation of Chinatown Public Art Plan	<ul style="list-style-type: none"> <li>Create an iconic and culturally significant entry point to a key tourist and community precinct in Broome</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> <li>Increase engagement and accessibility</li> <li>Develop creative spaces</li> </ul>	<ul style="list-style-type: none"> <li>A welcoming place to live, work and play</li> <li>A safe and inclusive community</li> <li>Broome is a destination for arts and culture</li> <li>Broome's unique culture and stories are shared and treasured</li> <li>A community engaged in local arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Broome Chinese Community Inc</li> <li>Nyamba Buru Yawuru</li> <li>Broome Historical Society</li> </ul>	✓	✓		✓



Shire of Broome Arts and Culture Strategy and Action Plan



## New Actions

Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
1.3 <b>Advocate</b> for and support local organisations to provide a studio hub for remote artists visiting Broome townsite	<ul style="list-style-type: none"> <li>Foster ongoing connections between remote community artists and art centres and the Broome townsite sector</li> <li>Provide opportunities for mutual knowledge exchange</li> <li>Provide opportunities for community and visitors to connect with remote community artists and culture</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> <li>Increase engagement and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>A safe and inclusive community</li> <li>A thriving and resilient creative economy strong arts organisations</li> <li>A connected arts and culture sector</li> <li>Broome is a destination for arts and culture</li> <li>Innovative arts and culture are a valued export</li> </ul>	<ul style="list-style-type: none"> <li>Local building owners</li> <li>Remote community artists and art centres</li> <li>Kimberley Arts Network</li> <li>Broome Circle</li> <li>ANKA</li> <li>AACHWA</li> </ul>	✓	✓	✓	
1.4 <b>Advocate</b> for a digital platform for remote communities art sales	<ul style="list-style-type: none"> <li>Develop opportunities for remote community artists to generate income</li> <li>Develop opportunities for the public to purchase artworks from the shire's remote communities</li> </ul>	<ul style="list-style-type: none"> <li>Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>A thriving and resilient creative economy</li> <li>A connected arts and culture sector</li> <li>Broome's unique culture and stories are shared and treasured</li> <li>Innovative arts and culture are a valued export</li> </ul>	<ul style="list-style-type: none"> <li>AACHWA</li> <li>Broome Visitor's Centre</li> <li>Kimberley Arts Network</li> <li>ANKA</li> </ul>		✓	✓	

## Shire of Broome Arts and Culture Strategy and Action Plan



Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>1.5 Facilitate</b> the continued development of markets for remote community Aboriginal art	<ul style="list-style-type: none"> <li>Connect remote Aboriginal artists and arts centres with opportunities for promotion in Broome town</li> <li>Align with State Government cultural tourism initiatives</li> <li>Drive income into remote communities</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> </ul>	<ul style="list-style-type: none"> <li>Broome's unique culture and stories are shared and treasured</li> <li>Broome is a destination for arts and culture</li> <li>A thriving and resilient creative economy</li> <li>Innovative arts and culture are a valued export</li> </ul>	<ul style="list-style-type: none"> <li>AACHWA</li> <li>Broome Visitor's Centre</li> <li>Kimberley Arts Network</li> <li>Tourism WA</li> <li>Kimberley Development Commission</li> <li>Australia's North West</li> <li>ANKA</li> </ul>	✓	✓	✓	
<b>1.6 Advocate</b> for Nyamba Buru Yawuru to build the Kimberley Centre for Art, Culture and Story	<ul style="list-style-type: none"> <li>Support the development of a major piece of arts and cultural infrastructure in the shire</li> <li>Broaden access points for the development of markets and audiences</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> <li>Increase engagement and accessibility</li> <li>Develop creative spaces</li> </ul>	<ul style="list-style-type: none"> <li>Broome is a destination for arts and culture</li> <li>A community engaged in local arts and culture</li> <li>Broome's unique culture and stories are shared and treasured</li> <li>A connected arts and culture sector</li> </ul>	<ul style="list-style-type: none"> <li>Nyamba Buru Yawuru</li> <li>Kimberley Development Commission</li> <li>State Government</li> </ul>	✓	✓	✓	
<b>1.7 Advocate</b> for continued investment in locally-produced film, media, and associated development programs	<ul style="list-style-type: none"> <li>Support and leverage existing success in local media sector</li> <li>Create jobs and expand products and audiences</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> <li>Increase engagement and accessibility</li> <li>Build sector sustainability</li> <li>Develop creative spaces</li> </ul>	<ul style="list-style-type: none"> <li>Broome is a destination for arts and culture</li> <li>A thriving and resilient creative economy</li> <li>A safe and inclusive community</li> <li>Broome's unique culture and stories are shared and treasured</li> <li>Innovative arts and culture are a valued export</li> </ul>	<ul style="list-style-type: none"> <li>Goolarri Media Enterprises</li> <li>Screenwest</li> <li>State Government</li> <li>PAKAM</li> </ul>	✓	✓	✓	

Shire of Broome Arts and Culture Strategy and Action Plan



## *Priority: Strengthen collaboration and advocacy*

### **What:**

The impact of the shire's vibrant sector can be strengthened by increasing collaboration and reflecting the sector's shared vision in advocacy. This priority builds a deeper understanding of the sector's contribution to the Broome community, and the value it creates in the Shire's broader goals. This priority area includes:

- Elevating the shire's arts, culture and heritage sector's voice in State and Federal government strategy and policy
- Articulating and promoting alignment between government strategy, policy and goals and the Shire's Arts and Culture Strategy
- Identifying and facilitating opportunities for shared resources, sector collaboration and ongoing communication amongst the local arts and culture sector
- Connecting the arts and culture sector with other industries for mutual benefit
- Measuring and evaluating the impact of arts and culture on economic development, health, wellbeing and community safety

### **Why:**

- To identify and quantify how arts, culture and heritage contribute to the Shire's community priorities to improve advocacy activity
- To develop a strong position for collective advocacy to State and Federal government, funding bodies and the private sector
- To increase opportunities for leveraging the success of Broome's renowned artist and arts organisations
- To develop mutually beneficial partnerships that will increase sector sustainability
- To create opportunities for critical conversations that will contribute to a robust, accessible and innovative arts and culture sector
- To enable the Shire to support arts, culture and heritage activities which contribute toward the community's safety, wellbeing, health, and economic development

Chukagai, Chinatown Discovery Festival 2021, photo by Abby Murray.

Shire of Broome Arts and Culture Strategy and Action Plan



## Action Plan: Strengthen collaboration and advocacy

### Continuing Actions

The following are Actions already being completed by the Shire, and will continue as part of the implementation.

Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>2.1 Provide</b> letters of support for local artists and arts and cultural organisations seeking external funding where the activity contributes to the Shire's vision	<ul style="list-style-type: none"> <li>• Increase chances of external investment in sector</li> <li>• Increase Shire knowledge of arts and culture organisation activities</li> <li>• Identify opportunities for partnerships and activity alignment</li> </ul>	<ul style="list-style-type: none"> <li>• Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>• A connected arts and culture sector</li> <li>• A thriving and resilient creative economy</li> </ul>	<ul style="list-style-type: none"> <li>• Arts and culture organisations within the shire of Broome</li> </ul>	✓	✓	✓	
<b>2.2 Partner</b> with Kimberley Development Commission to develop the Kimberley Arts and Culture Strategy	<ul style="list-style-type: none"> <li>• Contribute toward collaborative strategic action in the Kimberley region</li> <li>• Ensure the shire of Broome's voice is well-represented in Kimberley strategy</li> <li>• Create strategically aligned opportunities for the local arts and culture sector in the wider region</li> </ul>	<ul style="list-style-type: none"> <li>• Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>• A connected arts and culture sector</li> <li>• A thriving and resilient creative economy</li> </ul>	<ul style="list-style-type: none"> <li>• Kimberley Development Commission</li> </ul>	✓			

Shire of Broome Arts and Culture Strategy and Action Plan



## New Actions

Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>2.3 Advocate</b> for bi-annual arts and culture sector networking and professional development evenings, hosted in different arts spaces, and <b>Provide</b> Shire support through Councillor and Shire staff attendance and provision of an update on the Arts and Culture Strategy implementation	<ul style="list-style-type: none"> <li>Create opportunities for sector collaboration</li> <li>Create broader sector awareness of other organisation's activities</li> <li>Foster connectivity and shared goals</li> <li>Provide an opportunity for the Shire to update the sector on Strategy implementation</li> <li>Increased Shire awareness of arts and cultural activity and outcomes</li> <li>Increase the capacity of the sector to develop partnerships and attract funding</li> </ul>	<ul style="list-style-type: none"> <li>Increase engagement and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>A connected arts and culture sector</li> <li>A community engaged in local arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Regional Arts WA</li> <li>Goolarri Media Enterprises</li> <li>Arts, Culture and Heritage Reference Group member organisations</li> </ul>	✓	✓	✓	
<b>2.4 Facilitate</b> an ongoing Arts, Culture and Heritage Strategy group to meet throughout implementation of the Arts and Culture Strategy	<ul style="list-style-type: none"> <li>Provide an opportunity for the Shire to update the sector on the strategy implementation progress</li> <li>Ensure continued alignment with and buy-in from arts and culture sector throughout Strategy implementation</li> <li>Build long-term mutually beneficial relationships between sector and Shire</li> </ul>	<ul style="list-style-type: none"> <li>Increase engagement and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>A connected arts and culture sector</li> <li>A community engaged in local arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Arts, Culture and Heritage Reference Group member organisations</li> <li>Individual artists and artworkers</li> <li>Local arts and culture organisations</li> </ul>	✓	✓	✓	



## Shire of Broome Arts and Culture Strategy and Action Plan



Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>2.5 Advocate</b> for the State and Federal Government to provide increased organisational arts investment in the Kimberley region through targeted meetings, formal advocacy letters, and participation in wider coordinated advocacy activities.	<ul style="list-style-type: none"> <li>Advocate for increased regional WA -specific organisational funding delivered through the peak body for regional arts in WA</li> <li>Increase likelihood of organisational investment for Broome's established and renowned arts and culture organisations</li> </ul>	<ul style="list-style-type: none"> <li>Build sector sustainability</li> <li>Celebrate cultural diversity</li> </ul>	<ul style="list-style-type: none"> <li>A thriving and resilient creative economy</li> <li>Broome is a destination for arts and culture</li> <li>Broome's unique culture and stories are shared and treasured</li> </ul>	<ul style="list-style-type: none"> <li>State Government</li> <li>Regional Arts WA</li> <li>Kimberley Development Commission</li> </ul>	✓	✓	✓	
<b>2.6 Advocate</b> for the State and Federal Government to increase support for the Regional Arts Network Hub through coordinated advocacy activity with relevant partners.	<ul style="list-style-type: none"> <li>Advocate for increased funding to allow increased paid Network roles, development of and participation in State-wide strategic projects, and ongoing iterations of the Creative Leadership program</li> <li>Enable better dissemination of human resources across Broome and remote communities</li> <li>Enable links between the Network Hub Coordinator and the delivery of this Strategy and Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>A thriving and resilient creative economy</li> <li>Broome's unique culture and stories are shared and treasured</li> <li>A connected arts and culture sector</li> </ul>	<ul style="list-style-type: none"> <li>Regional Arts WA</li> <li>Goolarri Media Enterprises</li> <li>Kimberley Development Commission</li> </ul>	✓	✓	✓	

## Shire of Broome Arts and Culture Strategy and Action Plan



Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>2.7 Provide</b> an annual status report to Council on the progress of the Arts and Culture Strategy	<ul style="list-style-type: none"> <li>Enable a formal check-in point for the community and Council on the progress of the implementation of the Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>Increase engagement and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>A connected arts and culture sector</li> </ul>	<ul style="list-style-type: none"> <li>Arts, Culture and Heritage Reference Group</li> </ul>	✓	✓	✓	
<b>2.8 Provide</b> a review of the Arts and Culture Strategy at 5 years of implementation	<ul style="list-style-type: none"> <li>Measure impact of Strategy implementation against desired outcomes</li> <li>Provide a summary of achievements and learnings to Council and stakeholders</li> <li>Ensure focus and accountability on the delivery and implementation of the Arts and Culture Strategy</li> <li>Establish a starting point for further Strategy development</li> </ul>	<ul style="list-style-type: none"> <li>Increase engagement and accessibility</li> <li>Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>A connected arts and culture sector</li> </ul>	<ul style="list-style-type: none"> <li>Arts, Culture and Heritage Reference Group</li> </ul>			✓	
<b>2.9 Advocate</b> for private sector philanthropic support for local arts and culture organisations through investigation of philanthropic giving models, targeted meetings, and acting as a connector between private sector and local arts organisations.	<ul style="list-style-type: none"> <li>Long-term advocacy and relationship-building to increase chances of private sector philanthropy in the Broome arts and culture sector</li> <li>Communicate and promote the community and economic benefits of investing in arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>A thriving and resilient creative economy</li> <li>Broome is a destination for arts and culture</li> <li>Broome's unique culture and stories are shared and treasured</li> <li>A safe and inclusive community</li> <li>Innovative arts and culture are a valued export</li> </ul>	<ul style="list-style-type: none"> <li>Private sector major contributors</li> </ul>		✓	✓	

## Shire of Broome Arts and Culture Strategy and Action Plan



Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>2.10 Advocate</b> for the Kimberley's arts and culture needs to be appropriately included in State and Federal government policy and programs, including through input into the Kimberley Arts and Culture Strategy, participation in region-wide advocacy activities, and building advocacy relationships with neighbouring Local Government Authorities.	<ul style="list-style-type: none"> <li>Contribute a key voice to Kimberley region advocacy with a clear strategic intent</li> <li>Develop ongoing strategic relationships with Kimberley region LGAs and bodies</li> <li>Increase awareness and understanding of Kimberley region needs at State and Federal government level</li> </ul>	<ul style="list-style-type: none"> <li>Build sector sustainability</li> <li>Celebrate cultural diversity</li> </ul>	<ul style="list-style-type: none"> <li>A connected arts and culture sector</li> <li>A thriving and resilient creative economy</li> <li>Broome's unique culture and stories are treasured and shared</li> <li>Broome is a destination for arts and culture</li> <li>Innovative arts and culture are a valued export</li> </ul>	<ul style="list-style-type: none"> <li>Kimberley Development Commission</li> <li>Kimberley LGAs</li> <li>State Government</li> <li>Nyamba Buru Yawuru</li> <li>Creative Australia</li> </ul>	✓	✓	✓	
<b>2.11 Advocate</b> for the Centre for Arts and Entertainment Workplaces to develop best practice standards for paying artists and <b>Partner</b> with the Regional Arts Hub Coordinator and the Broome Chamber of Commerce and Industry to encourage all Broome businesses to adhere to the standards	<ul style="list-style-type: none"> <li>Provide businesses with easy to implement best practice guidelines and standards</li> <li>Demonstrate a leadership role in setting a standard of arts and culture sector engagement</li> <li>Ensure business and arts partnerships are contributing towards a healthy sector</li> <li>Support the development of sustainable careers in the arts</li> </ul>	<ul style="list-style-type: none"> <li>Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>A thriving and resilient creative economy</li> <li>Broome is a destination for arts and culture</li> <li>A welcoming place to live, work and play</li> <li>A safe and inclusive community</li> </ul>	<ul style="list-style-type: none"> <li>Regional Arts WA</li> <li>Centre for Arts and Entertainment Workplaces</li> <li>Broome Chamber of Commerce and Industry</li> </ul>		✓	✓	

## Shire of Broome Arts and Culture Strategy and Action Plan



Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>2.12 Partner</b> with the Kimberley Development Commission, Tourism WA, Australia's North West and neighbouring LGAs to raise the national and international profile of Kimberley arts and culture	<ul style="list-style-type: none"> <li>Ensure ongoing strategic alignment with key Kimberley region partners and bodies</li> <li>Increase capacity and reach of shire arts and culture promotion through partnerships</li> <li>Leverage local arts and culture offering for greater tourism and economic benefit</li> <li>Develop markets for local and remote art</li> </ul>	<ul style="list-style-type: none"> <li>Build sector sustainability</li> <li>Celebrate cultural diversity</li> </ul>	<ul style="list-style-type: none"> <li>Broome is a destination for arts and culture</li> <li>Innovative arts and culture are a valued export</li> <li>A connected arts and culture sector</li> <li>Broome's unique culture and stories are shared and treasured</li> </ul>	<ul style="list-style-type: none"> <li>Kimberley Development Commission</li> <li>Tourism WA</li> <li>Kimberley LGAs</li> <li>Australia's North West</li> <li>Nyamba Buru Yawuru</li> <li>KALACC</li> <li>State Government</li> </ul>		✓	✓	
<b>2.13 Advocate</b> for shared arts and culture impact measurement tools across regional WA	<ul style="list-style-type: none"> <li>Collection of impact data that can be used by the Shire to determine future investment, and to seek external investment</li> <li>Development of tool to accurately assess the effectiveness of Strategy actions against their desired outcomes</li> <li>Enable region-wide collation of qualitative and quantitative data</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> <li>Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>A community engaged in local arts and culture</li> <li>A safe and inclusive community</li> <li>A connected arts and culture sector</li> </ul>	<ul style="list-style-type: none"> <li>Regional Arts WA</li> <li>Kimberley Development Commission</li> </ul>	✓			

Shire of Broome Arts and Culture Strategy and Action Plan



Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>2.14 Partner</b> with Regional Arts WA to deliver a report on the social, economic, health and wellbeing outcomes of the shire's arts and culture sector	<ul style="list-style-type: none"> <li>Obtain clearly articulated data and reporting on the benefits and impact of the local arts and culture sector</li> <li>Utilise data and reporting to determine future Shire investment and Arts and Culture Strategy</li> <li>Utilise data and reporting to seek further investment in local arts and culture sector</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> <li>Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>A thriving and resilient creative economy</li> </ul>	<ul style="list-style-type: none"> <li>Regional Arts WA</li> <li>Culture Counts</li> <li>Kimberley Development Commission</li> </ul>			✓	✓





Shire of Broome Arts and Culture Strategy and Action Plan



Illuminated puppets light up Town Beach, Theatre Kimberley's *The Shorebird Quest* 2019 production.







Broome Air Raid Memorial event.

42

## Priority: Increase engagement and accessibility

### What

The Shire has a key role to play increasing the community's engagement with arts and culture, including participants, audiences, creatives, businesses, and strategic partners. Increasing accessibility sit alongside this, ensuring the opportunities for engagement with arts and culture are welcoming and appropriate. This priority area includes:

- Audience and market development
- Providing a diverse range of entry points to appreciating and participating in creativity and supporting activities which appeal to a broad audience
- Promoting the activities, successes and benefits of the local arts and culture sector
- Increasing accessibility in terms of physical accessibility. Distance/location, cost, appeal and understanding
- Developing and encouraging youth participation and creative pathways

### Why:

- To develop a broad appreciation and understanding of arts and culture within the shire, and new and increased markets
- To maximise community engagement with arts and culture to develop a strong local audience for events, exhibitions and performances
- To increase engagement between the shire's remote communities and the Broome townsite
- To create opportunities for artistic and cultural exchange
- To ensure the rich multicultural history and contemporary community of the shire is reflected in arts practitioners and audiences
- To increase youth engagement in arts and culture and provide diversionary activities for young people

Shire of Broome Arts and Culture Strategy and Action Plan



## Action Plan: Increase engagement and accessibility

### Continuing Actions

The following are Actions already being completed by the Shire, and will continue as part of the implementation.

Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>3.1</b> <b>Provide</b> a review and management plan for the Shire's art collection (fine and public)	<ul style="list-style-type: none"> <li>Determine a plan for maximising the community and tourism benefit of a key Shire asset</li> <li>Conserve and protect the collection from environmental damage</li> </ul>	<ul style="list-style-type: none"> <li>Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>A community engaged in local arts and culture</li> <li>Broome's unique culture and stories are shared and treasured</li> <li>Broome is a destination for arts and culture</li> </ul>		✓			
<b>3.2</b> <b>Provide</b> promotion of the activities and successes of the arts and culture sector through the Shire's social media and website	<ul style="list-style-type: none"> <li>Increase community awareness of the local arts and culture prestige and offer</li> <li>Engage a broad audience with opportunities to experience local arts and culture</li> <li>Develop an ongoing partnership between the Shire and local arts and culture organisations</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> <li>Celebrate cultural diversity</li> </ul>	<ul style="list-style-type: none"> <li>A connected arts and culture sector</li> <li>Innovative arts and culture are a valued export</li> <li>A community engaged with local arts and culture</li> <li>Broome is a destination for arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Arts and culture organisations within the shire of Broome</li> </ul>	✓	✓	✓	

Shire of Broome Arts and Culture Strategy and Action Plan



Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>3.3 Fund</b> locally-produced arts and culture events through the Shire's Community Development Fund (CDF) and investigate the introduction of an arts and culture projects stream to the CDF	<ul style="list-style-type: none"> <li>Assess arts and culture events with Strategy-aligned criteria</li> <li>Create an arts and culture category of the Shire funding programs and allocate funding fairly across categories</li> <li>Support local arts and culture organisations to achieve Strategy-aligned outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> <li>Celebrate cultural diversity</li> </ul>	<ul style="list-style-type: none"> <li>A community engaged in local arts and culture</li> <li>A welcoming place to live, work and play</li> <li>Broome is a destination for arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Local arts and culture organisations</li> </ul>	✓	✓	✓	
<b>3.4 Provide and Advocate</b> for more opportunities for under-18's musicians to perform	<ul style="list-style-type: none"> <li>Platform local emerging musicians at existing and new Shire events</li> <li>Provide paid, age-appropriate opportunities for youth arts development</li> </ul>	<ul style="list-style-type: none"> <li>Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>A safe and inclusive community</li> <li>A welcoming place to live, work and play</li> <li>A thriving and resilient creative economy</li> <li>A community engaged in local arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Broome Senior High School</li> <li>Youth Advisory Council</li> <li>St Mary's College</li> </ul>	✓	✓	✓	



## New Actions

Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>3.5</b> <b>Provide</b> ongoing public access to the Shire's Acquisitive Art Collection through the Shire's facilities and <b>Provide</b> investigation of visual art exhibition space capacity in public spaces including the Library and Visitor Centre and Civic Centre' and bold Provide	<ul style="list-style-type: none"> <li>Maximise community and tourism benefit of existing Shire asset and continuing acquisitions</li> <li>Provide opportunity for residents and visitors to connect with Broome's unique culture and stories</li> <li>Provide ongoing benefit to local artists represented in the collection</li> </ul>	<ul style="list-style-type: none"> <li>Build sector sustainability</li> <li>Celebrate cultural diversity</li> </ul>	<ul style="list-style-type: none"> <li>Broome is a destination for arts and culture</li> <li>A community engaged in local arts and culture</li> <li>Broome's unique culture and stories are shared and treasured</li> <li>A welcoming place to live, work and play</li> </ul>	<ul style="list-style-type: none"> <li>Broome Civic Centre</li> <li>Broome Library</li> <li>Local businesses</li> <li>Broome Visitor's Centre</li> </ul>		✓		
<b>3.6</b> <b>Advocate</b> for the Regional Arts WA Hub Coordinator to facilitate access to local arts and culture contacts through an online directory or similar	<ul style="list-style-type: none"> <li>Provide easy point of connection between community, visitors and sector</li> <li>Promote the diversity and scope of the shire's arts and cultural offering</li> </ul>	<ul style="list-style-type: none"> <li>Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>A welcoming place to live, work and play</li> <li>A safe and inclusive community</li> <li>A community engaged in local arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Regional Arts WA</li> <li>Broome Visitor's Centre</li> </ul>	✓			
<b>3.7</b> <b>Partner</b> with Regional Arts Hub Coordinator to provide an online network hub for Broome artists and organisations	<ul style="list-style-type: none"> <li>Enable peer-learning and network development</li> <li>Improve access to capacity-building and networking and promote commissioning opportunities and funding sources</li> <li>Increase State Government investment in local arts and culture sector'</li> </ul>	<ul style="list-style-type: none"> <li>Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>A thriving and resilient creative economy</li> <li>A connected arts and culture sector</li> </ul>	<ul style="list-style-type: none"> <li>Regional Arts WA</li> </ul>		✓		

## Shire of Broome Arts and Culture Strategy and Action Plan



Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>3.8 Advocate</b> for the Regional Arts Hub Coordinator to provide targeted fundraising information to remote communities and to actively encourage partnerships between communities to improve access to funding	<ul style="list-style-type: none"> <li>Ensure that remote artists and arts workers have equal access to funding opportunities</li> <li>Support remote arts workers to develop fundraising skills</li> <li>Increase state government investment in remote artists</li> </ul>	<ul style="list-style-type: none"> <li>Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>A thriving and resilient creative economy</li> <li>Broome's unique culture and stories are shared and treasured</li> </ul>	<ul style="list-style-type: none"> <li>Regional Arts WA</li> </ul>	✓	✓	✓	
<b>3.9 Facilitate</b> the development of a social media series celebrating Broome's history and significant sites	<ul style="list-style-type: none"> <li>Increase community knowledge and appreciation of the shire's history</li> <li>Explore and promote the shire's unique stories</li> <li>Drive an increase in tourism and cultural tourism expenditure</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> <li>Celebrate cultural diversity</li> </ul>	<ul style="list-style-type: none"> <li>Broome's unique culture and stories are shared and treasured</li> <li>A community engaged in local arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Broome Historical Society</li> <li>Broome Visitor's Centre</li> <li>Australia's North West</li> <li>Nyamba Buru Yawuru</li> </ul>	✓			
<b>3.10 Facilitate</b> ongoing promotion of the local arts and culture offering at the Visitor's Centre	<ul style="list-style-type: none"> <li>Create opportunities for visitors to connect with local arts and culture</li> <li>Create opportunities for local artists and organisations to generate income</li> </ul>	<ul style="list-style-type: none"> <li>Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>Broome is a destination for arts and culture</li> <li>A thriving and resilient creative economy</li> <li>A welcoming place to live, work and play</li> <li>A community engaged in local arts and culture</li> <li>Broome's unique culture and stories are shared and treasured</li> <li>Innovative arts and culture are a valued export</li> </ul>	<ul style="list-style-type: none"> <li>Broome Visitor's Centre</li> <li>Local arts and culture organisations</li> </ul>	✓	✓	✓	

## Shire of Broome Arts and Culture Strategy and Action Plan



Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>3.11 Advocate</b> for improved access to musical instruments for children and young people in the shire	<ul style="list-style-type: none"> <li>Increase sector accessibility in a demonstrated area of community interest</li> <li>Provide an ongoing opportunity for diversionary activities</li> <li>Support local music organisations to develop and platform local musicians</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> <li>Build sector sustainability</li> <li>Develop creative spaces</li> </ul>	<ul style="list-style-type: none"> <li>A safe and inclusive community</li> <li>A connected arts and culture sector</li> <li>A thriving and resilient creative economy</li> <li>Broome's unique culture and stories are shared and treasured</li> </ul>	<ul style="list-style-type: none"> <li>Regional Arts WA</li> </ul>			✓	
<b>3.12 Partner</b> with nationally-renowned arts and culture organisations and producers to make Broome the celebrated location of show premieres, exhibitions and book launches	<ul style="list-style-type: none"> <li>Maximise local community benefit of Broome being home to renowned arts and culture organisations</li> <li>Retain significant arts and culture organisations in the shire</li> <li>Attract visitors to Broome</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> <li>Build sector sustainability</li> <li>Celebrate cultural diversity</li> </ul>	<ul style="list-style-type: none"> <li>A thriving and resilient creative economy</li> <li>Broome is a destination for arts and culture</li> <li>Innovative arts and culture are a valued export</li> <li>A community engaged in local arts and culture</li> <li>A welcoming place to live, work and play</li> </ul>	<ul style="list-style-type: none"> <li>Marrugeku</li> <li>Magabala Books</li> <li>YUCK Circus</li> <li>Goolarri Media Enterprises</li> <li>Theatre Kimberley</li> </ul>		✓	✓	
<b>3.13 Partner</b> with arts organisations providing youth programs to seek funding for subsidised program participants and <b>Advocate</b> for the introduction of a KidSport-like program for arts activities	<ul style="list-style-type: none"> <li>Increase youth accessibility to established, successful arts programs</li> <li>Provide long-term, meaningful diversionary and development activities for young people</li> </ul>	<ul style="list-style-type: none"> <li>Increase engagement and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>A safe and inclusive community</li> <li>A community engaged in local arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Theatre Kimberley</li> <li>Department of Local Government, Sport and Cultural Industries</li> </ul>		✓	✓	✓

## Shire of Broome Arts and Culture Strategy and Action Plan



Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>3.14 Facilitate</b> ongoing partnerships between schools and arts and heritage organisations to improve cultural and creative education	<ul style="list-style-type: none"> <li>• Increase youth knowledge and appreciation of the shire's history in a creative, engaging way</li> <li>• Explore and promote the shire's unique stories</li> <li>• Foster ongoing relationships between schools and heritage organisations</li> <li>• Develop creative career pathways</li> </ul>	<ul style="list-style-type: none"> <li>• Increase engagement and accessibility</li> <li>• Build sector sustainability</li> <li>• Celebrate cultural diversity</li> </ul>	<ul style="list-style-type: none"> <li>• Broome's unique culture and stories are shared and treasured</li> <li>• A community engaged in local arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>• Broome Senior High School</li> <li>• St Mary's College</li> <li>• Arts, Culture and Heritage Reference Group</li> <li>• Department of Education and Alternative Learning Environments</li> <li>• Goolarri Media Enterprises</li> <li>• Broome Historical Society</li> </ul>	✓	✓	✓	✓
<b>3.15 Facilitate</b> ongoing partnerships between high schools and arts organisations to allow external use of school arts spaces, local artist school workshops, and a program of arts career talks for students	<ul style="list-style-type: none"> <li>• Facilitate youth understanding of arts and culture sector careers as a viable option</li> <li>• Demonstrate a range of sector career paths and roles</li> <li>• Create ongoing partnerships between local schools and sector organisations</li> <li>• Facilitate solutions to arts infrastructure needs</li> </ul>	<ul style="list-style-type: none"> <li>• Strengthen collaboration and advocacy</li> <li>• Increase engagement and accessibility</li> <li>• Build sector sustainability</li> <li>• Develop creative spaces</li> </ul>	<ul style="list-style-type: none"> <li>• A connected arts and culture sector</li> <li>• A safe and inclusive community</li> <li>• A community engaged in local arts and culture</li> <li>• A thriving and resilient creative economy</li> </ul>	<ul style="list-style-type: none"> <li>• Broome Senior High School</li> <li>• St Mary's College</li> <li>• Local arts and culture organisations</li> </ul>	✓	✓	✓	

## Shire of Broome Arts and Culture Strategy and Action Plan



Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>3.16 Facilitate</b> connections between visiting artists/ artworkers and local schools to value-add artist visits and engage students with the arts and culture sector	<ul style="list-style-type: none"> <li>Create value-add opportunities for the local sector and young people</li> <li>Facilitate youth understanding of arts and culture sector careers as a viable option</li> </ul>	<ul style="list-style-type: none"> <li>Increase engagement and accessibility</li> <li>Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>A safe and inclusive community</li> <li>A thriving and resilient creative economy</li> <li>A welcoming place to live, work and play</li> </ul>	<ul style="list-style-type: none"> <li>Broome Senior High School</li> <li>St Mary's College</li> <li>Broome Primary School</li> <li>Broome North Primary School</li> </ul>		✓	✓	
<b>3.17 Provide</b> arts school holiday workshops for teenagers, partnering with local arts organisations and artists to deliver a variety of workshops	<ul style="list-style-type: none"> <li>Increase sector accessibility for local young people</li> <li>Provide opportunities for diversionary activities during key time periods</li> <li>Connect young people with local arts organisations, creating opportunities for further engagement and participation</li> </ul>	<ul style="list-style-type: none"> <li>Increase engagement and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>A safe and inclusive community</li> <li>A welcoming place to live, work and play</li> <li>A connected arts sector</li> <li>A community engaged in local arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Local arts and culture organisations</li> </ul>	✓	✓	✓	
<b>3.18 Provide</b> access to creative resources and arts activities within the Broome Library	<ul style="list-style-type: none"> <li>Provide a key access point into arts and culture for the broad local community</li> <li>Engage existing library user with arts and culture</li> <li>Utilise an existing Shire asset to achieve Strategy goals</li> </ul>	<ul style="list-style-type: none"> <li>Increase engagement and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>A safe and inclusive community</li> <li>A welcoming place to live, work and play</li> <li>A community engaged in local arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Broome Library</li> </ul>	✓	✓	✓	





## Priority: Build sector sustainability

### What:

Resilient, supported artists and arts and cultural organisations are recognised as vital to the sustainability and vibrance of the shire's sector. A priority focus on developing and exploring creative ways to build financial sustainability and support the sector through capacity-building and career development is required to meet this goal. This priority area includes:

- Supporting activities which contribute to the ongoing financial health and stability of artists and arts and cultural organisations
- Exploring creative and alternative sources of arts and cultural income, including through private sector government funding and earned revenue
- Building and supporting the sustainability of staff and volunteer resources
- Advocating for and developing the connections between tourism and the local sector
- Increasing the visibility and viability of arts and cultural careers
- Creating and supporting arts and cultural career pathways and development

### Why:

- To contribute towards income generation for artists and arts and culture organisations
- To develop longstanding connections between the arts and culture and private sector contributing toward sustainability
- To create a local arts and culture sector of supported organisations, staff and volunteers
- To increase and maintain the health and wellbeing of arts and culture sector workers and reduce burn-out
- To increase and support the longevity of arts and cultural organisations, programs and events
- To increase the amount of sustainable arts and cultural careers in the shire
- To make the shire a place where artists and artworkers can live a full career of growth and development
- To diversify income sources and improve the sustainability and resilience of the sector

Shire of Broome Arts and Culture Strategy and Action Plan



## Action Plan: Build sector sustainability

### Continuing Actions

The following are Actions already being completed by the Shire, and will continue as part of the implementation.

Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>4.1 Fund</b> an acquisitional art prize as part of Shinju Matsuri	<ul style="list-style-type: none"> <li>Continue a longstanding contribution toward the local visual arts sector</li> <li>Continue to build a locally-relevant Shire Acquisitive Art Collection</li> <li>Provide an opportunity for income generation and promotion for local artists</li> </ul>	<ul style="list-style-type: none"> <li>Increase engagement and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>A thriving and resilient creative economy</li> <li>A welcoming place to live, work and play</li> <li>A community engaged in local arts and culture</li> <li>Broome is a destination for arts and culture</li> <li>Innovative arts and culture are a valued export</li> </ul>	<ul style="list-style-type: none"> <li>Shinju Matsuri</li> </ul>	✓	✓	✓	
<b>4.2 Advocate</b> for the Department of Local Government, Sport and Cultural Industries to provide a dedicated staff position for Kimberley arts and culture	<ul style="list-style-type: none"> <li>Increase the staff resourcing of the arts and culture sector in the region</li> <li>Strengthen an avenue for State Government support and funding for arts and culture in the region</li> </ul>	<ul style="list-style-type: none"> <li>Increase engagement and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>Broome is a destination for arts and culture</li> <li>A welcoming place to live, work and play</li> <li>A community engaged in local arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Kimberley Development Commission</li> <li>Regional Arts WA</li> </ul>	✓			

## New Actions

Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>4.3 Provide</b> a 50% discount on indoor Shire venues and facilities, and ticketed events at Shire reserves, and <b>Provide</b> a 100% discount for non-ticketed, not-for-profit arts and cultural activity held on Shire outdoor reserves	<ul style="list-style-type: none"> <li>• Increase economic viability of arts and cultural events</li> <li>• Foster partnerships between the Shire and sector organisations</li> <li>• Improve access to activities that align with the Arts and Culture Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Strengthen collaboration and advocacy</li> <li>• Increase engagement and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>• A welcoming place to live, work and play</li> <li>• A safe and inclusive community</li> <li>• A community engaged in local arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>• Arts and culture organisations within the shire of Broome</li> <li>• Broome Recreation and Aquatic Centre, Broome Library, Broome Civic Centre</li> </ul>	✓	✓	✓	
<b>4.4 Provide</b> an updated programming strategy for the Broome Civic Centre	<ul style="list-style-type: none"> <li>• Review programming strategy to allow greater opportunity to present locally-relevant content</li> <li>• Create further opportunities for local audiences to experience local arts and culture</li> <li>• Create opportunities for the Broome Civic Centre to contribute to and align with the Strategy priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Strengthen collaboration and advocacy</li> <li>• Increase engagement and accessibility</li> <li>• Develop creative spaces</li> </ul>	<ul style="list-style-type: none"> <li>• A community engaged in local arts and culture</li> <li>• A safe and inclusive community</li> <li>• Broome is a destination for arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>• Broome Civic Centre</li> <li>• Local arts and culture organisations</li> </ul>	✓			
<b>4.5 Facilitate</b> ongoing partnerships and connections between tourism operators/bodies, including cruise ship operators, in the Kimberley and local arts organisations and artists through targeted introductions and networking events	<ul style="list-style-type: none"> <li>• Create long-term, mutually beneficial partnerships providing tourism operators with unique arts and cultural offerings, and an ongoing source of income for local artists</li> <li>• Establish a precedent for cruise ship interaction with local arts and culture at outset</li> </ul>	<ul style="list-style-type: none"> <li>• Strengthen collaboration and advocacy</li> <li>• Celebrate cultural diversity</li> </ul>	<ul style="list-style-type: none"> <li>• Broome is a destination for arts and culture</li> <li>• A thriving and resilient creative economy</li> <li>• Broome's unique culture and stories are shared and treasured</li> </ul>	<ul style="list-style-type: none"> <li>• Cruise Broome</li> <li>• Private sector tourism companies</li> <li>• Broome Chamber of Commerce</li> <li>• Australia's North West</li> <li>• Tourism WA</li> <li>• Broome Historical Society</li> </ul>	✓	✓	✓	

## Shire of Broome Arts and Culture Strategy and Action Plan



Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>4.6 Provide</b> professional development opportunities for local artists alongside Shire public art commission opportunities	<ul style="list-style-type: none"> <li>Increase capacity of local artists to apply for and deliver public artworks</li> <li>Commission public artworks made by local artists and which are deeply connected to place and community</li> <li>Deliver skills development that contributes to artist income generation and sustainability</li> </ul>	<ul style="list-style-type: none"> <li>Increase engagement and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>A thriving and resilient creative economy</li> <li>A community engaged in local arts and culture</li> <li>Broome's unique culture and stories are shared and treasured</li> <li>Innovative arts and culture are a valued export</li> </ul>	<ul style="list-style-type: none"> <li>State Government</li> <li>Regional Arts WA</li> <li>Kimberley Arts Network</li> </ul>		✓	✓	✓
<b>4.7 Facilitate</b> film production in the shire by becoming a Screenwest Film Friendly WA shire	<ul style="list-style-type: none"> <li>Attract film productions to the shire for economic, promotional and local sector benefits</li> <li>Develop an ongoing relationship with Screenwest</li> <li>Attract further external film production to the shire, bringing economic and tourism benefits</li> </ul>	<ul style="list-style-type: none"> <li>Develop creative spaces</li> <li>Increase engagement and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>Broome is a destination for arts and culture</li> <li>A welcoming place to live, work and play</li> <li>A thriving and resilient creative economy</li> <li>A safe and inclusive community</li> <li>Innovative arts and culture are a valued export</li> </ul>	<ul style="list-style-type: none"> <li>Screenwest</li> <li>Goolarri Media Enterprises</li> <li>Nyamba Buru Yawuru</li> <li>Kimberley Development Commission</li> </ul>		✓		
<b>4.8 Provide</b> filming locations of movies and TV shows at Broome Visitor's Centre	<ul style="list-style-type: none"> <li>Facilitate ongoing legacy of popular movies and TV shows filmed in the shire, to generate tourism</li> </ul>	<ul style="list-style-type: none"> <li>Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>Broome is a destination for arts and culture</li> <li>A welcoming place to live, work and play</li> <li>Innovative arts and culture are a valued export</li> </ul>	<ul style="list-style-type: none"> <li>Broome Visitor's Centre</li> <li>Screenwest</li> <li>Broome Historical Society</li> </ul>		✓		

## Shire of Broome Arts and Culture Strategy and Action Plan



Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>4.9 Provide</b> an investigation into the feasibility and potential models and processes for a Shire Arts Funding Program	<ul style="list-style-type: none"> <li>Create the potential for a viable long-term funding program that would significantly impact sector sustainability</li> <li>Review current Shire arts and cultural investment to align with Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> </ul>	<ul style="list-style-type: none"> <li>A thriving creative economy</li> <li>A connected arts and culture sector</li> <li>A welcoming place to live, work and play</li> <li>Broome's unique culture and stories are shared and treasured</li> <li>Broome is a destination for arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Regional Arts WA</li> <li>Relevant WA LGAs</li> </ul>		✓		
<b>4.10 Advocate</b> for the Regional Arts Hub Coordinator to partner with local arts organisations to deliver an annual Arts Showcase	<ul style="list-style-type: none"> <li>Create a relied-upon opportunity for private sector engagement of local artists and arts organisations</li> <li>Provide an easy solution for tourism operators seeking entertainment options that supports the local sector</li> <li>Provide a platform for local arts and culture for sustainable economic benefit</li> <li>Showcase is scalable over years</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> </ul>	<ul style="list-style-type: none"> <li>Broome is a destination for arts and culture</li> <li>A thriving and resilient creative economy</li> <li>A welcoming place to live, work and play</li> <li>Broome's unique culture and stories are shared and treasured</li> <li>Innovative arts and culture are a valued export</li> </ul>	<ul style="list-style-type: none"> <li>Broome Chamber of Commerce</li> <li>Local businesses</li> <li>Tourism operators</li> <li>Local arts and culture organisations</li> <li>Regional Arts WA</li> </ul>			✓	✓



## Shire of Broome Arts and Culture Strategy and Action Plan



Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>4.11 Advocate</b> for and seek major tourism private sector funding for Broome arts organisations	<ul style="list-style-type: none"> <li>Investigate a potential source of external investment to address arts organisational funding needs</li> <li>Utilise sector economic measurement data to build a case for tourism sector investment in local arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> </ul>	<ul style="list-style-type: none"> <li>A thriving and resilient creative economy</li> <li>Broome is a destination for arts and culture</li> <li>Broome's unique culture and stories are shared and treasured</li> <li>Innovative arts and culture are a valued export</li> </ul>	<ul style="list-style-type: none"> <li>Broome Chamber of Commerce</li> <li>Australia's North West</li> </ul>		✓	✓	
<b>4.12 Partner</b> with arts organisations from WA and interstate to provide local arts organisations with access to programs for technical and production skills development, and actively seek funding for its delivery	<ul style="list-style-type: none"> <li>Create opportunities for technical and production career pathways within the shire</li> <li>Up-skill local community members to fill a skills gap in the arts and culture sector</li> </ul>	<ul style="list-style-type: none"> <li>Increase engagement and accessibility</li> <li>Strengthen collaboration and advocacy</li> <li>Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>A thriving and resilient creative economy</li> <li>A welcoming place to live, work and play</li> <li>A safe and inclusive community</li> <li>A community engaged in local arts and culture</li> <li>Innovative arts and culture are a valued export</li> </ul>	<ul style="list-style-type: none"> <li>Goolarri Media Enterprises</li> <li>Theatre Kimberley</li> <li>Performing arts companies from Perth and interstate</li> </ul>		✓	✓	✓
<b>4.13 Provide</b> investigation into introducing bookable access to shared Shire-owned resources such as elevated work platform	<ul style="list-style-type: none"> <li>Provide a budget efficiency for artists and arts and culture organisations</li> <li>Increase viability of arts and culture events</li> <li>Increase accessibility to arts and culture opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> <li>Increase engagement and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>A connected arts and culture sector</li> <li>A thriving and resilient creative economy</li> </ul>	<ul style="list-style-type: none"> <li>Local arts and culture activities</li> <li>Broome Recreation and Aquatic Centre</li> </ul>	✓			

Shire of Broome Arts and Culture Strategy and Action Plan



Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>4.14 Provide</b> an investigation into models for increased capacity in local arts officer resources, either through an increase to the Regional Arts Hub Coordinator program or by seeking funding for increased Shire arts officer resources	<ul style="list-style-type: none"> <li>Review internal resourcing required to implement the Arts and Culture Strategy</li> <li>Identify opportunities for other Shire staff roles to assist with implementing relevant actions</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> </ul>	<ul style="list-style-type: none"> <li>A connected arts and culture sector</li> <li>A welcoming place to live, work and play</li> <li>A community engaged in local arts and culture</li> </ul>				✓	✓
<b>4.15 Partner</b> with funding bodies and industry experts to deliver an arts business professional development program for artists and artworkers including those within remote communities	<ul style="list-style-type: none"> <li>Build the capacity of remote community artists and art centres to generate income and build entrepreneurship and business skills</li> <li>Create opportunities for visitors to connect with remote community stories, culture and artwork</li> <li>Build artist career sustainability by supporting the development of fundraising and revenue-generation skills</li> </ul>	<ul style="list-style-type: none"> <li>Increase engagement and accessibility</li> <li>Develop creative spaces</li> </ul>	<ul style="list-style-type: none"> <li>A thriving and resilient creative economy</li> <li>Broome's unique culture and stories are shared and treasured</li> <li>Broome is a destination for arts and culture</li> <li>Innovative arts and culture are a valued export</li> </ul>	<ul style="list-style-type: none"> <li>AACHWA</li> <li>Regional Arts WA</li> <li>Kimberley Arts Network</li> </ul>		✓	✓	







## Priority: Develop creative spaces

### What:

The presentation of locally-created, nationally and internationally renowned performances in Broome can be supported to reach its full potential through a strategic focus on creative spaces. The Shire recognises that a staged approach to long-term solutions is required. This priority area includes:

- Developing a pathway toward fit-for-purpose performance spaces with specifications for theatre, dance and circus
- Advocating for external investment in arts and culture infrastructure
- Identifying and researching the arts and culture infrastructure needs of the community
- Developing opportunities for visual arts exhibition space, multi-artform rehearsal spaces, and arts workshops spaces
- Developing a pathway for a permanent visual arts exhibition space
- Improving current arts infrastructure to meet the needs of the local arts and culture sector
- Identifying opportunities for space-sharing and use of existing infrastructure assets within the shire
- Developing opportunities for spaces to facilitate artist exchange and residencies

### Why:

- To create significant benefit to the community through access to high-quality arts and cultural experiences
- To enable the local community to experience the full benefits of their home-grown artists
- To contribute toward the shire's growing tourism industry by broadening the scope of arts performances staged in the shire
- To grow Broome as a recognised destination for arts and culture, increasing tourism and income for local artists and organisations
- To increase and protect the physical and mental safety of local artists
- To contribute towards arts and culture sector sustainability through allowing space for growth and greater income generation
- To provide pathways for young people to explore all possible arts and culture careers

Shire of Broome Arts and Culture Strategy and Action Plan



## Action Plan: Develop creative spaces

### Continuing Actions

The following are Actions already being completed by the Shire, and will continue as part of the implementation.

Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>5.1</b> <b>Provide</b> in-kind hire of rehearsal and activity space at Broome Recreation and Aquatic Centre to arts and cultural activities servicing 'juniors' and investigate the extension of this provision to not-for-profit arts activities for young people at the Broome Civic Centre	<ul style="list-style-type: none"> <li>Contribute toward the ongoing financial feasibility of arts and cultural activity in the shire</li> <li>Utilise a Shire-owned asset to provide space for diversionary youth arts activity</li> </ul>	<ul style="list-style-type: none"> <li>Increase engagement and accessibility</li> <li>Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>A safe and inclusive community</li> <li>A thriving and resilient creative economy</li> <li>A welcoming place to live, work and play</li> </ul>	<ul style="list-style-type: none"> <li>Theatre Kimberley</li> <li>Broome Recreation and Aquatic Centre</li> <li>Broome Civic Centre</li> </ul>	✓	✓	✓	
<b>5.2</b> <b>Provide</b> arts and culture organisations with equitable access to opportunities to apply for available peppercorn/subsidised rent opportunities within Shire buildings	<ul style="list-style-type: none"> <li>Investigate Shire-led solutions to a key arts infrastructure need</li> <li>Create ongoing partnerships with arts and culture organisations for mutual benefits</li> <li>Support the sustainability of key organisations for long-term community impacts</li> <li>Ensure established and equitable process for rental agreements</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> <li>Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>A thriving and resilient creative economy</li> <li>Broome is a destination for arts and culture</li> <li>A community engaged in local arts and culture</li> <li>A safe and inclusive community</li> <li>A welcoming place to live, work and play</li> </ul>	<ul style="list-style-type: none"> <li>Local arts and culture organisations</li> </ul>	✓	✓	✓	



## Shire of Broome Arts and Culture Strategy and Action Plan



Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>5.3</b> <b>Facilitate</b> and promote use of the community storage shed at the Broome Recreation and Aquatic Centre by arts and culture organisations	<ul style="list-style-type: none"> <li>Provide a budget efficiency for the local arts and culture sector</li> <li>Provide a short-term solution to an arts infrastructure need</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> </ul>	<ul style="list-style-type: none"> <li>A connected arts and culture sector</li> <li>A thriving and resilient creative economy</li> </ul>		✓	✓	✓	
<b>5.4</b> <b>Provide</b> peppercorn rent to Broome Historical Society for the Broome Museum building	<ul style="list-style-type: none"> <li>Contribute toward the ongoing financial feasibility of a key piece of cultural infrastructure and tourist attraction</li> <li>Support a key source of promoting and exploring the region's unique culture and history</li> </ul>	<ul style="list-style-type: none"> <li>Build sector sustainability</li> <li>Strengthen collaboration and advocacy</li> <li>Increase engagement and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>Broome's unique culture and stories are shared and treasured</li> <li>Broome is a destination for arts and culture</li> <li>A thriving and resilient creative economy</li> <li>A community engaged in local arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Broome Historical Society</li> </ul>	✓			
<b>5.5</b> <b>Provide</b> peppercorn rent to Kimberley Arts Network for the KAN shed	<ul style="list-style-type: none"> <li>Continue support of a key source of arts workshops accessible to the community</li> <li>Activate an under-used space for community benefit</li> </ul>	<ul style="list-style-type: none"> <li>Build sector sustainability</li> <li>Celebrate cultural diversity</li> <li>Increase engagement and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>Broome's unique culture and stories are shared and treasured</li> <li>Broome is a destination for arts and culture</li> <li>A thriving and resilient creative economy</li> <li>A community engaged in local arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Kimberley Arts Network</li> </ul>	✓	✓		

## Shire of Broome Arts and Culture Strategy and Action Plan



Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>5.6</b> Provide public artworks in key Shire-led infrastructure projects	<ul style="list-style-type: none"> <li>Utilise the Shire's Provision of Public Art policy to ensure high-quality, locally relevant public artworks are provided with new infrastructure projects</li> <li>Contribute to public amenity, streetscapes and Broome's visual identity</li> <li>Provide opportunities for public art interpretation of the shire's culture, history and stories</li> </ul>	<ul style="list-style-type: none"> <li>Increase engagement and accessibility</li> <li>Develop creative spaces</li> </ul>	<ul style="list-style-type: none"> <li>Broome is a destination for arts and culture</li> <li>A welcoming place to live, work and play</li> <li>Broome's unique culture and stories are shared and treasured</li> <li>A community engaged in local arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Local visual artists</li> <li>Nyamba Buru Yawuru</li> </ul>	✓	✓	✓	✓
<b>5.7</b> Fund a feasibility study and Masterplan to upgrade and redevelop the Broome Museum and adjacent lands	<ul style="list-style-type: none"> <li>Develop a long-term strategic approach to development of the Broome Museum area and immediate surrounds</li> <li>Identify opportunities for collaboration, value-adding and tourism development</li> </ul>	<ul style="list-style-type: none"> <li>Increase engagement and accessibility</li> <li>Celebrate cultural diversity</li> <li>Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>A community engaged in local arts and culture</li> <li>Broome is a destination for arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Broome Historical Society</li> </ul>	✓			

## New Actions

Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>5.8 Partner</b> with Nyamba Buru Yawuru to determine whether the Kimberley Centre for Art, Culture and Story can contribute to the arts infrastructure needs of the wider Broome sector and <b>Facilitate</b> consultation between Nyamba Buru Yawuru and the wider arts and culture sector	<ul style="list-style-type: none"> <li>Determine whether the infrastructure needs identified in the Strategy consultation can be partially met by a current planned infrastructure project</li> <li>Determine whether feasibility and scoping of an additional long-term infrastructure project is required</li> <li>Begin a process of ongoing sector communication throughout a major arts infrastructure project</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> <li>Increase engagement and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>Broome is a destination for arts and culture</li> <li>A community engaged in local arts and culture</li> <li>Broome's unique culture and stories are shared and treasured</li> <li>A connected arts and culture sector</li> </ul>	<ul style="list-style-type: none"> <li>Nyamba Buru Yawuru</li> <li>Arts, Culture and Heritage Reference Group</li> <li>Kimberley Development Commission</li> <li>State Government</li> </ul>	✓	✓		
<b>5.9 Advocate</b> for the provision of new and improved arts workshop and gallery spaces within remote communities and <b>Partner</b> with Nyamba Buru Yawuru to ensure the Kimberley Centre for Art, Culture and Story meets the needs of remote artists and facilitates visitors to connect with remote community art and culture, purchase their artworks and book on-country experiences.	<ul style="list-style-type: none"> <li>Develop opportunities for people living within remote communities to engage with the arts</li> <li>Drive visitors to remote communities to purchase artworks</li> <li>Encourage a 'hub and spoke' model for the Kimberley Centre for Art, Culture and Story which connects the centre to remote community arts centres</li> </ul>	<ul style="list-style-type: none"> <li>Build sector sustainability</li> <li>Increase engagement and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>Broome's unique culture and stories are shared and treasured</li> <li>Broome is a destination for arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Nyamba Buru Yawuru</li> <li>Department of Communities</li> <li>Local arts and culture organisations</li> </ul>		✓	✓	

## Shire of Broome Arts and Culture Strategy and Action Plan



Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>5.10 Partner</b> with Nyamba Buru Yawuru to determine feasibility of artist studios space for remote community creative exchange in the Kimberley Centre for Art, Culture and Story	<ul style="list-style-type: none"> <li>Facilitate the potential for ongoing remote community artist-in-residencies in a planned major infrastructure project</li> <li>Create opportunities for creative connection between Broome townsite and remote communities</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> <li>Increase engagement and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>Broome is a destination for arts and culture</li> <li>A community engaged in local arts and culture</li> <li>Broome's unique culture and stories are shared and treasured</li> <li>A connected arts and culture sector</li> </ul>	<ul style="list-style-type: none"> <li>Nyamba Buru Yawuru</li> <li>Bidyadanga Community Arts Centre</li> <li>Kimberley Arts Network</li> <li>Broome Circle</li> <li>Kimberley Development Commission</li> <li>AACHWA</li> <li>ANKA</li> </ul>	✓	✓		
<b>5.11 Provide</b> investigation into the feasibility of short/ medium term infrastructure improvements including raked seating and aerial-compliant rigging points in the Broome Civic Centre and seek funding if viable	<ul style="list-style-type: none"> <li>Provide a partial solution to established arts performance infrastructure needs</li> <li>Enhance audience experience in Broome Civic Centre</li> <li>Increase arts organisation usage of Broome Civic Centre</li> </ul>	<ul style="list-style-type: none"> <li>Increase engagement and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>A community engaged in local arts and culture</li> <li>A safe and inclusive community</li> <li>A thriving and resilient creative economy</li> <li>Broome's unique culture and stories are shared and treasured</li> </ul>		✓			✓

## Shire of Broome Arts and Culture Strategy and Action Plan



Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>5.12 Fund</b> a feasibility study for purpose-built cultural infrastructure including performance, exhibition, rehearsal, studio and meeting space	<ul style="list-style-type: none"> <li>Clearly define and determine the shire's arts infrastructure needs and create a business case for the viability of a custom-built arts centre</li> <li>Create a long-term, staged approach to significant new arts infrastructure to ensure required building usage and economic viability</li> <li>Provide scoping for a permanent home for the Shire's Fine Art Collection with public access</li> <li>Create capacity to respond to opportunities for hosting large-scale touring exhibitions and performances, including through the Federal Government's National Collecting Institutions Touring and Outreach Program</li> </ul>	<ul style="list-style-type: none"> <li>Increase engagement and accessibility</li> <li>Build sector sustainability</li> <li>Celebrate cultural diversity</li> </ul>	<ul style="list-style-type: none"> <li>Broome is a destination for arts and culture</li> <li>A thriving and resilient creative economy</li> <li>A safe and inclusive community</li> <li>Broome's unique culture and stories are shared and treasured</li> <li>A community engaged in local arts and culture</li> <li>Innovative arts and culture are a valued export</li> </ul>	<ul style="list-style-type: none"> <li>Local arts and culture organisations</li> <li>State Government</li> </ul>		✓		✓



## Shire of Broome Arts and Culture Strategy and Action Plan



Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>5.13 Advocate</b> to private building owners for artists and arts organisations to use empty spaces	<ul style="list-style-type: none"> <li>Provide temporary solutions to arts infrastructure needs</li> <li>Activate underutilised spaces and create vibrancy in key precincts</li> <li>Create opportunities for residents and visitors to connect with local artists and organisations</li> <li>Facilitate mutually beneficial partnerships between building owners and the arts and culture sector</li> </ul>	<ul style="list-style-type: none"> <li>Build sector sustainability</li> </ul>	<ul style="list-style-type: none"> <li>A safe and inclusive community</li> <li>A welcoming place to live, work and play</li> <li>A community engaged in local arts and culture</li> <li>A thriving and resilient creative economy</li> <li>Broome is a destination for arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Private building owners</li> <li>Local arts and culture organisations</li> </ul>		✓	✓	
<b>5.14 Advocate</b> for public art along the Broome-Cape Leveque Road and <b>Partner</b> with remote Aboriginal communities to seek funding for and deliver locally-made public artworks within communities	<ul style="list-style-type: none"> <li>Identify public art opportunities which align with the vision of the Strategy</li> <li>Create a long-term curatorial vision and plan for future infrastructure projects</li> <li>Identify opportunities for public artworks in the Dampier Peninsula</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> <li>Increase engagement and accessibility</li> <li>Develop creative spaces</li> </ul>	<ul style="list-style-type: none"> <li>A welcoming place to live, work and play</li> <li>A safe and inclusive community</li> <li>Broome is a destination for arts and culture</li> <li>Broome's unique culture and stories are shared and treasured</li> <li>A community engaged in local arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Department of Communities</li> <li>Main Roads Western Australia</li> </ul>		✓		✓
<b>5.15 Partner</b> with the Chamber of Commerce to deliver the Chinatown Place Management Plan and trial a program with businesses open in the evenings and entertainment by local artists	<ul style="list-style-type: none"> <li>Create an opportunity for local arts and culture to contribute to increased economic activity</li> <li>Engage residents and visitors with locally-produced arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Strengthen collaboration and advocacy</li> <li>Increase engagement and accessibility</li> <li>Build sector sustainability</li> <li>Celebrate cultural diversity</li> </ul>	<ul style="list-style-type: none"> <li>Broome is a destination for arts and culture</li> <li>A thriving and resilient creative economy</li> <li>A welcoming place to live, work and play</li> <li>A safe and inclusive community</li> <li>A community engaged in local arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Broome Chamber of Commerce</li> <li>Broome Chinese Community Inc</li> <li>Local arts and culture organisations</li> </ul>	✓			✓

## Shire of Broome Arts and Culture Strategy and Action Plan



Action	Strategic Intent	Secondary Priority Areas	Outcomes	Potential Partnerships	0-2	3-4	4-5+	External funding required
<b>5.17</b> Provide a listing of the cultural infrastructure in the shire of Broome with specifications and contact details	<ul style="list-style-type: none"> <li>Provide community with details of available cultural infrastructure</li> <li>Increase awareness of available cultural infrastructure and possibilities for use</li> <li>Identify gaps and opportunities in the shire's cultural infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>Increase engagement and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>Broome is a destination for arts and cul-ture</li> <li>A welcom-ing place to live, work and play</li> <li>A communi-ty engaged in local arts and culture</li> </ul>	<ul style="list-style-type: none"> <li>Broome Civic Centre</li> </ul>	✓			
<b>5.18</b> Provide a review of the Provision of Public Art policy with the intent to improve public art outcomes in the shire	<ul style="list-style-type: none"> <li>Review impact of the policy and identify opportunities to strengthen outcomes</li> <li>Align policy with goals of the Arts and Culture Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Build sector sustainability</li> <li>Increase engagement and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>A community engaged in local arts and culture</li> <li>Broome is a destination for arts and culture</li> <li>A thriving and resilient creative economy</li> </ul>	<ul style="list-style-type: none"> <li>Kimberley Arts Network</li> </ul>	✓	✓		
<b>5.19</b> Provide an investigation into advocating for Broome to become a UNESCO heritage-listed location	<ul style="list-style-type: none"> <li>Determine pathway for potential major tourism drawcard and profile-raising in Broome</li> <li>Protect the cultural and physical heritage of the shire</li> <li>Connect Broome with international partners</li> </ul>	<ul style="list-style-type: none"> <li>Celebrate cultural diversity</li> </ul>	<ul style="list-style-type: none"> <li>Broome is a destination for arts and culture</li> <li>A welcoming place to live, work and place</li> <li>Broome's unique culture and stories are shared and treasured</li> </ul>	<ul style="list-style-type: none"> <li>Broome Historical Society</li> </ul>		✓	✓	





**element.**

the art and science of place

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### 9.1.2 MEMORANDUM OF UNDERSTANDING BETWEEN THE SHIRE OF BROOME AND NYAMBA BURU YAWURU LTD.

<b>LOCATION/ADDRESS:</b>	55 Reid Road Cable Beach, 6726 Western Australia
<b>APPLICANT:</b>	Nyamba Buru Yawuru
<b>FILE:</b>	ABL05
<b>AUTHOR:</b>	Special Projects Coordinator
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### SUMMARY:

The Shire of Broome and Nyamba Buru Yawuru (NBY) have an existing working relationship between multiple levels of the two organisations.

The Shire and NBY have been working towards a common goal to formalise this relationship through the establishment of engagement rules and norms outlined in a Memorandum of Understanding (MoU).

The MoU is intended to ensure that this relationship persists beyond changes in leadership and staff. Council is requested to consider endorsement of the draft MoU.

## BACKGROUND

### Previous Considerations

The Shire of Broome, Rubibi Working Group (RWG) and the National Native Title Tribunal (NNTT) began meeting in February 1995 with discussions centred on how the organisations could work together to develop a Heads of Agreement that would, in time, reconcile Aboriginal rights to land and sea with non-Aboriginal development interests in Broome.

A draft version of the Agreement was tabled at the 18 September 1995 Special Meeting of Council, which noted negotiations were to continue on a number of points. Following further negotiations, the *Interim Agreement* was signed on 1 May 1996 (**Attachment 1**). It was the first of its type in Australia. The Agreement is currently displayed in the Council Chambers of the Shire Administration Centre.

The 1996 Agreement was non-legally binding but acknowledged the rights and obligations of each party to the Broome region, committed them to the development of a greater community understanding of Aboriginal culture and sought pathways to further Aboriginal interest and economic advancement in ways that advanced the interest of the whole community while promoting community harmony. Amongst other things it also sought to formally involve Aboriginal interests in the formulation of town planning strategies.

This Interim Agreement was recognised through the receipt of an Australian Reconciliation Award as a National Finalist. It was presented by the then Chairperson of the Council for Aboriginal Reconciliation, Patrick Dodson (now Senator Patrick Dodson) on 27 May 1997.

There have been many achievements and outcomes jointly delivered over the years that have stemmed from this original Agreement. Some recent highlights are listed below:



- Signing of the ILUA on 25 February 2010
- Establishment of Yawuru Park Council on 25 February 2010
- A number of reviews of the Shire's Local Planning Scheme and Local Planning Strategy which included improved and increased consultation with NBY
- Establishment of the Growth Planning Partnership and finalisation of the Broome Growth Plan (the only Growth Plan in WA with the Native Title Holders as a partner)
- Collaboration through the Chinatown Revitalisation Project (Stages 1 and 2)
- Collaboration on the development of a Business Case for the Kimberley Centre for Art, Story and Culture
- Collaboration on the Town Beach – Guwarri Foreshore Development Project
- Collaboration on the Broome Boating Facility Project
- Collaboration on the 3 Year Broome COVID-19 Recovery Plan and Broome Resilience & Recovery Plan
- Collaboration on the Cable Beach – Walmanyjun Foreshore Redevelopment Project
- Partnering on annual Reconciliation Week events
- Signing of a MoU in relation to Planning for the Proposed Broome Custodial Facility
- NBY involvement of multiple working groups including the Shire's Community Safety Working Group and Shire's Arts and Culture Strategy Working Group
- The Shire continues to support NBY on planning matters related to the NBY Health and Well Being Campus
- Previous job share arrangements between the Shire and NBY
- Cultural training of Shire staff including the Shire's Executive team
- Formalised structures for regular meeting of the respective Executive teams in addition to CEO/Chair meetings

NBY are also current members of the technical advisory group for the Walmanyjun - Cable Beach Redevelopment and were key stakeholders/partners in the design and construction of the Guwarri - Town Beach Redevelopment project. The Town Beach partnership created fantastic outcomes for the community and was recognised as a winner at the 2020 National PlayScape Awards, 2021 WA Planning Awards and the 2022 National planning awards.

The Broome Growth Plan has and continues to guide the responsible and sustainable development of Broome. In a Western Australian first this strategy was developed in partnership with the Yawuru community through the Yawuru Registered Native Title Prescribed Body Corporate, Figure 1. The Broome Growth Plan is an important driver of economic development for the Broome community and is a key input into town planning strategies, both of which are outcomes identified by the 1996 (Rubibi) Interim Agreement.

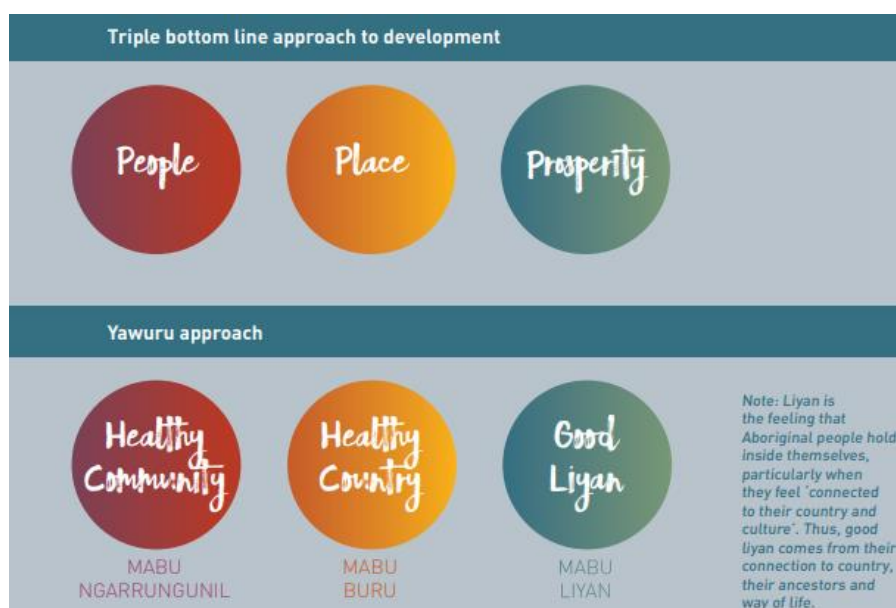


Figure 1 The Triple bottom line approach, Yawuru approach and the foundation of a Shared Vision, (Broome Growth Plan Strategy and Action Plan, p9)

Additional points of engagement include the adoption of a Council Policy on Aboriginal Consultation that adopted at the 23 February 2017 Ordinary Meeting of Council following public consultation in 2016.

**COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Moved: Cr H Tracey**

**Seconded: Cr W Fryer**

**That Council:**

- 1. Adopts the Policy – Consultation – Aboriginal Heritage, with minor amendments as set out in Attachment 2; and**
- 2. Upon the finalisation of the Memorandum of Understanding required under Clause 16.2 of the Yawuru PBC Indigenous Land Use Agreement, commits to undertaking a review of the Policy.**

**CARRIED UNANIMOUSLY 8/0**

The purpose of the Aboriginal Consultation policy is to:

- Guide where the Shire will consult with the Aboriginal community to gauge whether a Development Strategy, Public Works or Shire Development proposal may impact upon Aboriginal heritage.
- Establish the process the Shire will follow when a Public Works or Shire Development proposal is to be referred for consultation and how comments received will be considered.
- Detail the requirements for consultation based on the level of interaction with Aboriginal heritage.

Further to this, a Council resolution at the 30 April 2020 Ordinary Meeting of Council supported the Shire of Broome, in collaboration with Yawuru Registered Native Title Holders and NBY Language Centre to initiate dual naming of places for recently installed Beach Access Signs and major projects. This Council resolution prescribed a second action to note that officers are preparing a proposed approach to formalise the Shire's commitment to Reconciliation.

**COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0420/006**

**Moved: Cr B Rudeforth**

**Seconded: Cr C Mitchell**

**That Council:**

- 1. Supports the Chief Executive Officer to liaise with Landgate and the Geographical Names Committee to officially record places listed in this report, with dual naming;**
- 2. Notes officers are preparing a proposed approach to formalise the Shire's commitment to Reconciliation for presentation to Council at a future date.**

**CARRIED UNANIMOUSLY 8/0**

**REASON: TO CLARIFY THE ORIGINAL OFFICER RECOMMENDATION IN REGARDS TO DUAL NAMING**

Over a number of years, the Shire has explored and investigated options to formalise a Reconciliation Framework. Shire staff and a number of Councillors met with Reconciliation WA and discussion ensued on the potential to prepare a Reconciliation Action Plan.

In discussions with Reconciliation WA and NBY it was determined that the Shire already undertakes a number of actions that fit into the reconciliation framework and has a history of including Aboriginal interests in its major work programs, local planning strategies and growth strategies.

Shire Officers presented a draft Reconciliation – Statement of Commitment at the 27 October 2020 workshop with Councillors as a potential next step to the 1996 Interim Agreement. It was agreed that more work was required before it could be endorsed.

Discussions between the Shire and NBY in 2022 centred on reaching a new Agreement, noting that the original one was an Interim Agreement and aspects of it were out of date. NBY and the Shire agreed that this should take the form of a Memorandum of Understanding (MoU).

It should be noted that the Shire continues to engage with other Aboriginal groups and communities throughout the Shire of Broome, including annual visits to major Aboriginal Communities, such as Adryaloon (One Arm Point), Djarindjin, Lombadina and Bidyadanga. It is envisaged that additional memorandums of understanding may be negotiated with other Aboriginal groups located within the Shire's boundary in the future.

## COMMENT

In recent years the Shire and NBY have built a cooperative working arrangement between multiple levels of the two organisations.

- The Yawuru Park Council (YPC) meets monthly with Shire planning officers on matters related to the administration of jointly held conservation estate.
- NBY and Shire officers work together on major projects
- Quarterly meetings are held between Shire and NBY executive staff to discuss ongoing projects and matters.
- Bi-monthly meetings are held between the NBY Chair and CEO and Shire President and CEO.

During these interactions a set of informal engagement rules and norms have been established that promote a successful working arrangement between the two parties. It was decided that these arrangements should be formalised through an MoU to provide a framework for an ongoing successful relationship between the two parties. The MoU is intended to ensure that changes in leadership do not disrupt these arrangements.

A series of meetings were held between Shire CEO/Officers and NBY CEO/Officers on 16 February 2022, 25 February 2022 and 31 February 2022. A further meeting was held between the Shire President and NBY Chair on 21 February 2023. Through these meetings the terms of a new agreement in the form of a MoU were agreed on (**Attachment 2**). An extract follows below:

## *Memorandum of Understanding*

1. *The Parties acknowledge that this MOU is not legally binding.*

2. SOB and NBY acknowledge that a productive working relationship will have mutual benefits for both parties and promote delivery of shared values.
3. The Parties intend to collaborate, to put in place, structure and systems to ensure that:
  - i) there are effective channels of communication and early and transparent engagement conducted in good faith between parties in relation to key projects;
  - ii) the Yawuru cultural and community decision making processes are considered and respected by the SOB when it engages with NBY;
  - iii) SOB responsibilities to residents and the broader Shire of Broome community are respected and taken into account by NBY when it engages with the SOB;
4. The Parties agree that:
  - a. they will continue to collaborate to identify a shared long-term vision for the development of Broome (e.g. Broome Growth Plan Partnership);
  - b. they will meet to inform each other as needed of potential projects or activities that may present opportunities for collaborative outcomes or which may impact on the other Party's interests;
  - c. they will identify projects where they can work collaboratively for mutual benefit and, where possible, secure funding from governments and other sources to support economic development and community projects;
  - d. they will work to develop and agree engagement protocols, as required
  - e. they will work through areas of non-alignment or dispute respectfully and will wherever possible seek to avoid being obstructive;

The MoU is intended to be succinct and clear in its objectives. It is recommended Council endorse the MoU. If endorsed, an official signing ceremony is proposed during Reconciliation Week.

## **CONSULTATION**

Nyamba Buru Yawuru

## **STATUTORY ENVIRONMENT**

Native Title Act 1993 (Cth)

## **POLICY IMPLICATIONS**

Consultation – Aboriginal Heritage

## **FINANCIAL IMPLICATIONS**

Nil.

## **RISK**

There are no legal risks as this is a non-binding Memorandum of Understanding. There is the potential for reputational risk should the Shire not follow the agreements in the MoU or wish to withdraw from it.

## **STRATEGIC ASPIRATIONS**

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

**Outcome 6 - Responsible growth and development with respect for Broome's natural and built heritage**

**Objective** 6.1 Promote sensible and sustainable growth and development.

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

**Outcome 4 - An inclusive community that celebrates culture, equality and diversity**

**Objective** 4.1 Grow knowledge, appreciation and involvement in local art, culture and heritage.

**Objective** 6.2 Protect significant places of interest.

## **VOTING REQUIREMENTS**

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council:*

1. *Endorse the Memorandum of Understanding as per Attachment 2; and*
2. *Recognises the Memorandum of Understanding as a means of promoting a positive ongoing relationship with Nyamba Buru Yawuru; and*
3. *Requests the Shire President and Chief Executive Officer to collaborate with Nyamba Buru Yawuru to organise a joint launch and signing ceremony during Reconciliation Week 2023.*

## **Attachments**

1. Interim Agreement (1996)
2. NBY-Shire MoU (2023)





## Interim Agreement



*THIS INTERIM AGREEMENT is made this 1st day of May, 1996 between the RUBIBI WORKING GROUP representing the native title applicants in the Broome area and THE SHIRE OF BROOME:*

1. *The Shire of Broome acknowledges that the Aboriginal people are the original inhabitants of the Broome region, and that according to their continuing law, traditions and customs it remains their traditional country.*
2. *The Aboriginal people of Broome acknowledges the colonisation of the Broome area by non-Aboriginal people and respect the continuing rights and interests of all*
3. *The arrival of non-Aboriginal people brought massive changes to this land and to its indigenous people. However the Shire of Broome acknowledges and respects their law, their customs and their traditions and their special relationship with the land. The Shire of Broome also acknowledges and respects the rights of the Aboriginal people to speak for their country and the duties imposed on them to look after their traditional country, in accordance with their laws, customs and traditions.*
4. *The parties commit themselves to seek together ways in which Aboriginal interests can be advanced where decisions are to be made about their traditional country.*
5. *The parties commit themselves to work together to ensure that this is done in a way that advances the interests of the whole community and promotes harmonious community interests.*
6. *This interim agreement is made as an act of good faith on all sides and is not intended to affect the legal rights, powers or obligations of any of the parties.*
7. *The RWG and the Shire commit themselves to the development of greater community understanding of Aboriginal culture in the Broome region and increasing opportunities for cultural tourism.*
8. *The Shire commits itself in principle to supporting the economic aspirations of the Aboriginal people and recognise that their economic development will be of benefit to the economy of Broome as a whole.*
9. *The RWG and the Shire agree to seek the support of the State Government for future cooperative arrangements involving the following elements:*
  - (1) *The development of a planning strategy to be embodied in the town plan for Broome which will identify;*
    - areas of land of special cultural significance to Aboriginal people*
    - areas of land to be the subject of joint management arrangements; and*
    - areas of land subject to continuing development pressures in respect of which Aboriginal interests require specific recognition and protection.*
  - (2) *The formulation of mechanisms for inclusion in the planning strategy to provide for recognition and protection of Aboriginal interests in decisions made under the town plan and for joint management.*



## Interim Agreement - Page Two



- (3) Arrangements under which coastal reserves in the Broome area would be the subject of joint management arrangements with the reserves vested in Rubibi, the Shire, or jointly in Rubibi, the Shire and/or the Department of Conservation and Land Management.
- (4) Joint management agreements which will include as their objects:
- the protection and enhancement of Aboriginal traditions and values in relation to the land and recognition of their status as traditional owners of the land;
  - the protection and enhancement of the coastal environment; and
  - public access to and use of coastal areas in ways that are compatible with these objects.
- (5) The use of the Clementson Street Reserve for the benefit of the Aboriginal people of Broome on terms and conditions to be discussed.
10. The parties agree to approach State and Federal agencies for assistance in the formulation of the planning strategy and its incorporation in the town plan.
11. The RWG agrees to deal with the Shire and the State with a view to reaching substantial agreements as a matter of priority. The Shire recognises that it will be necessary for RWG to consult with the wider Aboriginal community before any agreements can be finalised.

Signed For:  
The Rubibi Aboriginal Land Heritage  
and Development Working Group

Signed For:  
The Shire of Broome


  
Frank Sebastian

  
R.J. Johnston, Shire President

  
Joseph E. Roe

  
P.A. Medlind, Deputy Shire President

  
Frank Ozies

  
G.S. Powell, Shire Clerk

## Memorandum of Understanding

**Shire of Broome** ABN 94 5266 540 07 of Cnr of Haas Street and Weld Street, Broome in the State of Western Australia (**SOB**)

and

**Nyamba Buru Yawuru Limited** ABN 87 1373 069 17 of 55 Reid Road, Cable Beach in the State of Western Australia (**NBY**)

1. The Parties acknowledge that this MOU is not legally binding.
2. SOB and NBY acknowledge that a productive working relationship will have mutual benefits for both parties and promote delivery of shared values.
3. The Parties intend to collaborate, to put in place, structure and systems to ensure that:
  - i) there are effective channels of communication and early and transparent engagement conducted in good faith between parties in relation to key projects;
  - ii) the Yawuru cultural and community decision making processes are considered and respected by the SOB when it engages with NBY;
  - iii) SOB responsibilities to residents and the broader community are respected and taken into account by NBY when it engages with the SOB;
4. The Parties agree that:
  - a. they will continue to collaborate to identify a shared long-term vision for the development of Broome (e.g. Broome Growth Plan Partnership);
  - b. they will meet to inform each other as needed of potential projects or activities that may present opportunities for collaborative outcomes or which may impact on the other Party's interests
  - c. they will identify projects where they can work collaboratively for mutual benefit and, where possible, secure funding from governments and other sources to support economic development and community projects;
  - d. they will work to develop and agree engagement protocols, as required
  - e. they will work through areas of non-alignment or dispute respectfully and will wherever possible seek to avoid being obstructive;

**SIGNED BY THE PARTIES - THIS DAY OF**

Signed for and on behalf of the Shire of  
Broome:

.....

Desiree Male - Shire President

Signed for and on behalf of the Nyamba Buru  
Yawuru:

.....

Clinton Benjamin - Chair

In the presence of:

.....

(Witness Signature)

.....

(Witness Name)

In the presence of:

.....

(Witness Signature)

.....

(Witness Name)

<b>9.2 PLACE</b>
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There are no reports in this section.



<b>9.3</b>	<b>PROSPERITY</b>
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There are no reports in this section.

## 9.4 PERFORMANCE

### 9.4.1 NOTICE OF INTENTION TO IMPOSE 2023/2024 DIFFERENTIAL RATES

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	ARA12
<b>AUTHOR:</b>	Coordinator Financial Operations
<b>CONTRIBUTOR/S:</b>	Manager Financial Services
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### SUMMARY:

As part of the 2023/24 budget process, Council is required to endorse the proposed differential rates for local public notice seeking public comment for not less than 21 days. This provides an opportunity for public submissions to be considered prior to the final adoption of rates.

In summary, the proposed rates for the 2023/24 financial year deliver a general rate increase of 5% on all rating categories, plus an additional 1.88% for GRV Commercial properties, required to balance the draft budget for 2023/24. The UV Mining rating category is proposed to have a lesser minimum payment of \$520 consistent with 2022/23. Minimum payments on all other properties are proposed to remain at \$1,268.

## BACKGROUND

### Previous Considerations

The purpose of levying rates is to meet Council's budget requirements to deliver services and community infrastructure in each financial year. The rates levied on properties is equal to the applicable property valuation multiplied by the relevant differential rating categories "rate in the dollar". The Minister for Local Government (the Minister) determines the methods of land valuation with property valuations undertaken by the Valuer General's Office (VGO).

The application of differential rates considers section 6.33 of the *Local Government Act 1995* (the Act), enabling the rating of properties differentially, based on zoning and/or land use as determined by the local government.

Section 6.35 of the Act also provides the ability to impose a minimum payment higher than the general rate that would otherwise be payable on that land. The application of differential rating based on land use and/or zoning results in a rate in the dollar and minimum payment amounts for each rating category.

Under section 6.36 of the Act, a local government must give local public notice of its intention to impose general differential rates (including minimum payments).

The application of differential rates and minimum payments maintains equity in the rating of properties across the Shire of Broome (the Shire), enabling Council to provide facilities, infrastructure and services to the entire community and visitors.

This report has been developed to present to Council:

- The 2023/24 budget process to date including revenue required to be raised from rates as per the 2023/24 draft budget;
- The proposed rating categories and corresponding valuations;
- The proposed rate in the dollar for each rating category reflecting a 5% increase from the preceding year, plus an additional 1.88% for GRV Commercial properties;
- The proposed minimum payments for each rating category, which remained the same as the preceding year. Once again UV Mining category is set at a lower level to ensure compliance with section 6.35 of the LGA;
- An illustration of the proposed differential rates and minimum payments required to be raised to balance the 2023/24 budget;
- The statutory requirement to advertise certain rating information through public notice; and
- The statutory requirement to consider submissions received concerning the proposed rates.

Recommendations are also included in this report for Council's consideration.

## COMMENT

### Summary of the Budget Process to Date and Revenue Required to be Raised from Rates

Several Council presentations and workshops have been held to date, including:

15 November 2022	Finalised Corporate Business Plan and Long Term Financial Plan; 4 Year Balanced Long Term Financial Plan
21 March 2023	Draft Fees and Charges and Operating Budget (including Infrastructure Resource Budgets)
4 April 2023	Capital Budget and Project Briefs, Plant Replacement
11 April 2023	Council Rates Workshop

Council's adopted Corporate Business Plan (CBP), Long Term Financial Plan (LTFP) and Asset Management Plans (AMP's) were considered when developing the draft budget. A number of project briefs submitted by staff and Councillors were also tabled with Council for consideration through the above workshops.

Following the Budget Workshop's deliberations and feedback on 4 April 2023, minor amendments were made to the draft budget documents. As part of the budget workshops, which considered both the operating and capital requirements, it was identified that \$26.5M of rate revenue was required to achieve a balanced budget in 2023/24. Consideration has been made within this to include Council's support of the Inter Regional Flight Network. A recommendation from the March Ordinary Council Meeting (Minute C/0323/034) requested an increase to the GRV Commercial category as part of the budget process, which equates to a 1.88% increase to the GRV Commercial category above the general rate increase, for the 2023/24 financial year.

Preparation of the 2023/24 budget was particularly challenging due to the following:

- Employee costs which account for \$18M, are due to increase under relevant Enterprise Bargaining Agreements and Employee Contracts;
- Superannuation Guarantee Act mandatory super contribution increases to rise by a further 0.5%, after increasing by 0.5% each year since 2021-22;

- Increased costs of materials and contractors due to inflation and other global influences (and the flow down effect this has had on contractor availability and subsequently costs);
- Conservative growth in population and service usage, therefore, minimal growth in rate base and most user-paid services;

Key achievements in this year's budget include:

- Zero-based budgeting – all operational account budgets start at \$0 not based on historical figures;
- Operational revenues, expenses and net results budgeted in line with the 2023/24 LTFP;
- A continued focus by officers to leverage Council funds to attract grant funding;
- \$2M of revenue generated through commercial leases; and
- Anticipating \$6.3M of revenue from the waste management facility.

These factors have resulted in rates being contained within the general 5% increase across differential rating categories. This 5% increase is consistent with the 5% indicated within the Shire's LTFP, despite three years of significant CPI increases, increasing insurance premiums and interest rates affecting new loans.

A minimum rate of \$1,268 is recommended for all rating categories except for the UV-Mining category, which has been maintained at \$520 to ensure compliance with section 6.35 of the Act (where no more than half of the properties in a rating category pay the minimum rates).

Despite the general 5% increase in the rate in the dollar, the Shire is aiming to deliver the following critical capital and special projects:

<b>Projects</b>	<b>Amount</b>	<b>External Grants &amp; Contributions</b>
Cable Beach Stage 1 Redevelopment	\$12.04M	\$8.68M
Asset Renewal Expenditure as per various Asset Management Plans	\$2.12M	-
Plant Replacement Program	\$1.02M	\$283K
Town Beach Café Redevelopment	\$590K	-
BRAC Dry Side Upgrade Business Case	\$467K	-
Sanctuary Road Detailed Design	\$400K	\$400K
De Marchi Road Upgrades (Black Spot)	\$340K	\$226K
Cable Beach Waterpark Detailed Design	\$300K	\$300K
Tennis Court Surface Renewal	\$298K	\$100K
Buckleys Road Waste Facility Rehabilitation and Capping	\$212K	-
Subdivisional Footpaths	\$210K	\$210K
McMahon Estate Structure Planning	\$200K	\$200K
Bin Replacement	\$197K	-
Catalina's Boat Ramp Retaining Wall	\$182K	-

Contaminated Site Investigation & Rehabilitation	\$165K	-
Waste Management Facility - Tip Face Excavator	\$97K	-
Place Activation	\$80K	\$10K
Road Visual Condition Survey	\$80K	-
Provision of Security Services to the Shire of Broome Precinct, including Broome Public Library	\$58K	-
Kimberley Regional Offices 1 & 2 - Corporate Sign	\$40K	-
Broome Civic Centre - Asset Renewal	\$35K	-
Waste Management Facility - Sea Container & Dome Work Area Shade	\$34K	-
Review of CHRMAP	\$30K	\$15K
Quarterly marketing campaigns	\$20K	-
Intramaps SaaS Migration	\$18K	-
Portable Traffic Lights	\$16K	-

The basis of the proposed rates modelling to achieve these capital projects and operational services are outlined below.

### **2023/24 Rating Categories and Corresponding Valuation Amounts**

#### **Gross Rental Value (GRV)**

The Act prescribes that properties with a non-rural purpose be rated using GRV as the basis of calculation of annual rates. The Valuer General's Office (VGO) determines the GRV for all properties within the Shire. As per section 22 of the *Valuation of Land Act 1978*, the VGO determines the frequency of general valuations, although historically, a GRV revaluation has occurred every three to five years. In September 2021, the VGO commenced reviewing all GRV properties within the Shire, with revised valuations becoming effective from 1 July 2022. The next GRV valuation is expected to happen in 2024/25, with the revised valuations taking effect from 1 July 2025.

Properties rated based on GRV are categorised as follows:

- **GRV Residential:** This rating category consists of properties located within the townsite boundaries with predominantly residential use. This category is the base rate by which all other GRV rated properties are assessed.

The reason for the rate in the dollar for this category is to reflect the level of rating required to raise the necessary revenue to operate efficiently and provide the diverse range of services and programs and associated infrastructure/facilities required for developed residential and urban areas.

Council is focused on sustainably managing its community and infrastructure assets through the funding of renewal and replacement asset programs. These programs include but are not limited to investment in the resealing of roads, replacement and development of footpath networks, refurbishing public ablutions and other building maintenance programs. The rates from this category are expected to meet the community needs and service levels for properties under this category within the Shire of Broome.



The GRV Residential rating category contains 73% of all properties within the Shire, accounting for 59% of total property value, and generating 54.8% of the rates revenue raised in 2023/24.

- **GRV Vacant:** This rating category consists of vacant properties located within the townsite boundaries, including land zoned as Residential, Tourism or Commercial/Industrial. The object of the rate for this category is to encourage landowners to develop vacant land, discourage land banking and reflect the different methods used for the valuation of vacant land compared to the GRV Residential rate category. The reasons behind the increased rate include:
  - Desire to increase residential property development to address aspects of the current housing shortage;
  - Excessive vacant land leaves subdivisions and various parts of the town site and Shire appearing barren and unsightly to the detriment of the aesthetics of the area.

The GRV Vacant rating category contains 4.5% of all properties within the Shire, accounting for 1.3% of total property value, and generating 2.8% of the rates revenue raised.

The rate in the dollar for this category is 112% higher than the GRV-Residential base rate.

- **GRV Commercial:** This rating category consists of properties used for Commercial, Town Centre or Industrial purposes, including the Airport however excluding all other properties with a designated tourism use.

The object of the rate for this category is to raise revenue to fund the additional costs associated with the higher level of service provided to properties in this category.

This category recognises the more significant share of costs associated with providing additional services like economic development, maintaining car park infrastructure, landscaping, environmental health, light industrial area infrastructure and other amenities. The total rate in the dollar has increase 6.88% in this category.

The GRV Commercial rating category contains 8% of all properties within the Shire, accounting for 21% of total property value and generating 26.9% of the rates revenue raised.

The rate in the dollar for this category is 36% higher than the GRV-Residential base rate.

- **GRV Tourism:** This rating category consists of properties with a tourism use inclusive of un-hosted holiday homes. The object of the rate for this category is to raise additional revenue to fund the costs associated with the higher reliance on Shire resources and the higher level of service provided to properties in this category.

This category is rated higher than the base rate for GRV in recognition of the more significant share of costs associated with the provision of services in addition to the services provided in the GRV Commercial category. Additional rates contribute to economic development, tourism promotion and marketing, environmental health, public safety and law enforcement during the tourist season.

The GRV Tourism rating category contains 11.8% of all properties within the Shire, accounting for 8% of total property value, and generating 12.8% of rates revenue raised.

The rate in the dollar for this category is 62% higher than the GRV-Residential base rate.

### Unimproved Value (UV)

Properties that are predominantly used for rural purposes are assigned a UV valuation. The rate in the dollar set for the UV Rural category forms the basis for calculating all other UV differential rates.

UV properties are updated and re-valued by the VGO on an annual basis, with the most recent valuations taking effect from 1 July 2022. UV-Rural revaluations have yet to be received from the VGO at the date of this report. However, historically, UV properties did not change significantly, and therefore the rateable value of UV properties in 2023/24 is expected to remain the same as 2022/23.

UV Mining revaluations had not been received as of the date of this report and expected to be available in late May. Council will be consulted should these valuations affect the rate model as presented. Should the adopted differential rates vary from the advertised due to significant changes in valuations, certain disclosures would be made to comply with the requirements of the *Local Government (Financial Management) Regulations*, Reg 23(b).

- **UV Rural:** This rating category consists of properties that are exclusively for rural use. This category is the base rate by which all other UV rated properties are assessed. The reason is that the different UV rating categories have a higher demand for Shire resources.

The UV Rural rating category contains 0.8% of all properties within the Shire, accounting for 6.4% of total property value, and generating 0.6% of rates revenue raised.

- **UV Commercial Rural:** This rating category consists of properties with commercial use outside of the townsite and inclusive of:
  - i. Pearling Leases;
  - ii. Pastoral leases or Pastoral use;

This category raises revenue to fund the additional costs of servicing these properties. The reason is that the Shire incurs higher costs in infrastructure maintenance due to extra vehicle movements on the Shire's road network due to the activities associated with these properties.

The UV Commercial Rural rating category contains 0.3% of all properties within the Shire, accounting for 3.8% of total property value, and generating 1.4% of rates revenue raised.

The rate in the dollar for this category is 318% higher than the UV–Rural base rate.

- **UV Mining:** This rating category consists of properties used for mining, exploration or prospecting purposes. This category raises additional revenue to fund the other cost impacts to the Shire. This category is rated higher than UV Commercial Rural to reflect the higher road infrastructure maintenance costs to Council as a result of frequent heavy vehicle use over extensive lengths of Shire roads throughout the year.

The UV Mining rating category contains 0.8% of all properties within the Shire, accounting for 0.4% of total property value, and generating 0.7% of rates revenue raised.

The rate in the dollar for this category is 1591% higher than the UV–Rural base rate.

### The Proposed Rate in the Dollar

The draft budget documents reflect a 5% general rate in the dollar increase for all differential rating categories. Rates modelling has been undertaken, and adjustments in the proposed general rates in the dollar and minimum payments have been made with consideration to achieving a minimal rate increase given the current economic climate.

<b>Differential Rate Category</b>	<b>Minimum Payment Proposed</b>	<b>Rate in the \$ (Cents) Proposed</b>
GRV – Residential	\$1,268	8.7268
GRV – Vacant	\$1,268	18.4795
GRV – Commercial	\$1,268	11.8501
GRV – Tourism	\$1,268	14.1405
UV – Commercial Rural	\$1,268	3.5580
UV – Mining	\$520	14.3945
UV – Rural	\$1,268	0.8510

The proposed rate in the dollar for each rating category is summarised in the table above and reflects a general 5% change from the preceding year.

#### Proposed Minimum Payments

As part of the annual budget process, the Council must determine the minimum payment for differential rating categories in the 2023/24 financial year.

The setting of minimum rates within rating categories recognises that every property receives some minimum level of benefit from the Shire's works and services, which is shared by all properties regardless of size, value, and use. A proposed minimum rate of \$1,268 has been applied to all rating categories except for the UV Mining category, set at \$520. The valuations of the 59 mining tenements range from \$220 to \$498,300 with an average UV of \$21,175. The minimum rate for the UV Mining category is set at a lower level than the other rating categories to ensure that the rate burden is distributed equitably between all other property owners paying the minimum amount. A lower minimum payment will also ensure that less than 50% of the properties in this category are on the minimum rate and comply with section 6.35 of the Act.

#### Rates from Proposed Differential Rates and Minimum Payments Making up the 2023/24 Budget Deficiency

Applying the rate in the dollar to the rateable value of the various properties within each rating category, plus a conservative estimate of interim rates of \$150,000, results in an estimated total rate of \$26.5M, which is 100% of the \$26.5M budget deficiency. This percentage satisfies the requirements of section 6.34 of the Act.

Detailed calculations illustrating the resulting rates for all differential rating categories and associated minimum payments are summarised in Attachment 3 of this report.

The proposed objects and reasons for Differential Rating for 2023/24 are found in Attachment 2.

From a statutory perspective, it is important to note that section 6.35 of the Act requires a local government to ensure that the general rate is imposed on not less than 50% of the

number of separately rated properties, or 50% of the number of properties in a differential general rate category. This requirement has been achieved in all categories.

Ministerial approval must be sought under section 6.33 of the Act where a differential rate in the dollar is set at more than twice the lowest applicable base rate. The general rate in the dollar increase across all differential rating categories means that this applies to both valuation types in 2023/24; the proposed GRV Vacant differential general rate is more than twice the lowest GRV general rate (GRV Residential), and the proposed UV Mining and UV Commercial differential general rates are more than twice the lowest UV general rate (UV Rural).

This has been the case for UV Mining and UV Commercial categories for some years. Ministerial approval was also sought and granted to the GRV Vacant category for the imposition of rates in 2022/23.

The revaluations of GRV properties within the Shire undertaken in 2021/22 varied so significantly to prior valuations, that a reduction in the rate in the dollar was required across some categories to meet the required rating revenue, while achieving an average rate increase across the majority of properties. While the GRV Vacant rate in the dollar reduced in 2022/23, the reduction in the GRV Residential (base) rate resulted in the GRV Vacant rate being 112% greater than the base rate (83% in 2021/22).

It is acknowledged that the UV Mining revaluations will require analysis upon receipt. However, it is intended to ensure a comparable rate yield from each UV category, thus not impacting the proposed total revenue.

Council will need to consider these valuations before formally adopting differential rates and adjust the UV rates accordingly. To progress the timely adoption of the budget, it is proposed to seek public comments on the proposed UV differential rates indicating a general 5% rate in the dollar increase subject to review upon receipt of UV Mining valuations.

#### The Required Public Notice of Certain Rates

Section 6.36 of the Act requires Council to give local public notice of its intention to impose general differential rates or a minimum payment applying to a differential rate category. This allows the ratepayers to see how properties are rated across the district.

As per section 1.7 and 6.36 of the Act, the local public notice of differential rates must:

- be published at least once in a newspaper circulating generally in the district;
- be displayed on a notice board at the local government's offices;
- be displayed on a notice board at each local government library;
- contain details of each rate or minimum payment the Council proposes to impose;
- advise where a document can be inspected that provides the objects of and reasons for each proposed rate and minimum payment;
- contain an invitation for electors or ratepayers to lodge submissions on any of the proposals within 21 days from the date of the notice (i.e. the 21-day submission period excludes the first day of publishing); and
- be published within two months before 1 July 2023 (i.e. not earlier than 1 May).

Council must then consider any submissions received before seeking the Minister's approval (should this be required) before formally adopting the differential rates and minimum payments as part of the annual budget process.

## **CONSULTATION**

Department of Local Government, Sport and Cultural Industries  
Moore Australia

## **STATUTORY ENVIRONMENT**

### **1.7 Local public notice**

- (1) Where under this Act local public notice of a matter is required to be given, a notice of the matter is to be —
  - (a) published in a newspaper circulating generally throughout the district; and
  - (b) exhibited to the public on a notice board at the local government's offices; and
  - (c) exhibited to the public on a notice board at every local government library in the district.
- (2) Unless expressly stated otherwise it is sufficient if the notice is —
  - (a) published under subsection (1)(a) on at least one occasion; and
  - (b) exhibited under subsection (1)(b) and (c) for a reasonable time, being not less than —
    - (i) the time prescribed for this paragraph; or
    - (ii) if no time is prescribed, 7 days.

### **6.28 Basis of Rates**

- 1). The Minister is to -
  - (a) determine the method of valuation of land to be used by a local government as the basis for a rate; and
  - (b) publish a notice of the determination in the government gazette.
- 2). In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be –
  - (a) where the land is used predominantly for rural purposes, the unimproved value of the land, and
  - (b) where the land is used predominantly for non-rural purposes, the gross rental value of the land.

### **6.32 Rates and service charges**

- (1) When adopting the annual budget, a local government —
  - (a) to make up the budget deficiency, is to impose\* a general rate on rateable land within its district, which rate may be imposed either —
    - (i) uniformly; or
    - (ii) differentially; and
  - (b) may impose\* on rateable land within its district —
    - (i) a specified area rate; or
    - (ii) a minimum payment; and
  - (c) may impose\* a service charge on land within its district.

\* Absolute majority required.
- (2) Where a local government resolves to impose a rate it is required to —
  - (a) set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and



- (b) set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.

### **6.33 Differential general rates**

- (1) A local government may impose differential general rates according to any or a combination, of the following characteristics -
  - (a) the purpose for which the land is zoned under a local planning scheme in force under the Planning and Development Act 2005;
  - (b) the predominant purpose for which the land is held or used as determined by the local government;
  - (c) whether or not the land is vacant land; or
  - (d) any other characteristic or combination of characteristics prescribed.
- (2) Regulations may —
  - (a) specify the characteristics under subsection (1) which a local government is to use; or
  - (b) limit the characteristics under subsection (1) which a local government is permitted to use.
- (3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.
- (4) If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1)(a) applies.
- (5) A differential general rate that a local government purported to impose under this Act before the Local Government Amendment Act 2009 section 39(1)(a) came into operation is to be taken to have been as valid as if the amendment made by that paragraph had been made before the purported imposition of that rate.

### **6.34 Limit on revenue or income from general rates**

Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to —

- (a) be more than 110% of the amount of the budget deficiency; or
- (b) be less than 90% of the amount of the budget deficiency.

### **6.35. Minimum payment**

- (1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.
- (2) A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.
- (3) In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —
  - (a) 50% of the total number of separately rated properties in the district; or
  - (b) 50% of the number of properties in each category referred to in subsection (6),
 on which a minimum payment is imposed.
- (4) A minimum payment is not to be imposed on more than the prescribed percentage of —

- (a) the number of separately rated properties in the district; or
  - (b) the number of properties in each category referred to in subsection (6),  
unless the general minimum does not exceed the prescribed amount.
- (5) If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.
- (6) For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —
- (a) to land rated on gross rental value; and
  - (b) to land rated on unimproved value; and
  - (c) to each differential rating category where a differential general rate is imposed.
- [Section 6.35 amended by No. 49 of 2004 s. 61.]

### **6.36 Local government to give notice of certain rates**

- (1) Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.
- (2) A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).
- (3) A notice referred to in subsection (1) —
  - (a) may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government's estimate of the budget deficiency; and
  - (b) is to contain —
    - (i) details of each rate or minimum payment the local government intends to impose; and
    - (ii) an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and
    - (iii) any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed; and
  - (c) is to advise electors and ratepayers of the time and place where a document describing the objects of, and reasons for, each proposed rate and minimum payment may be inspected.
- (4) The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.
- (5) Where a local government —
  - (a) in an emergency, proposes to impose a supplementary general rate or specified area rate under section 6.32(3)(a); or
  - (b) proposes to modify the proposed rates or minimum payments after considering any submissions under subsection (4),
 it is not required to give local public notice of that proposed supplementary general rate, specified area rate, modified rate or minimum payment.

### **6.47 Concessions**

*Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive\* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

*\* Absolute majority required*

## **POLICY IMPLICATIONS**

Rating Policy

Tourism Administration Policy

## **FINANCIAL IMPLICATIONS**

The proposed differential rates and minimum payments for the 2023/24 financial year will raise estimated rates revenue of \$26.5M. A detailed rates model is in **Attachment 3**.

## **RISK**

Decisions on this matter impact the rates levied on the ratepayers of the district.

There is a possible moderate risk of non-compliance with the Act, as well as a risk that Unimproved Valuations once received, may differ to those presented within the rates model. Consideration has been made for this, and any variances which significantly affect the outcome of the proposed rates model will be presented to Council, and treated in accordance with the Act.

Given the specific timeframes associated with differential rates, if Council resolve against the Officer's recommendations, it is likely to delay the presentation of the 2023/24 annual budget for adoption to July.

## **STRATEGIC ASPIRATIONS**

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

***Outcome 6 - Responsible growth and development with respect for Broome's natural and built heritage***

**Objective** 6.1 Promote sensible and sustainable growth and development.

**Performance - We will deliver excellent governance, service & value for everyone.**

***Outcome 13 - Value for money from rates and long term financial sustainability***

**Objective** 13.1 Plan effectively for short- and long-term financial sustainability

## **VOTING REQUIREMENTS**

*Absolute Majority*

REPORT RECOMMENDATION:

*That Council:*

1. Publishes a local public notice proposing the 2023/24 differential general rates and minimum payments set out in the table below and invites electors or ratepayers to lodge submissions about this proposal within 21 days from the date of notice:

DIFFERENTIAL RATE CATEGORY	RATE IN THE DOLLAR (cents)	MINIMUM PAYMENT
Residential (GRV)	8.7268	\$1,268
Vacant (GRV)	18.4795	\$1,268
Commercial (GRV)	11.8501	\$1,268
Tourism (GRV)	14.1405	\$1,268
Commercial Rural (UV)	3.5580	\$1,268
Mining (UV)	14.3945	\$520
Rural (UV)	0.8510	\$1,268

2. Adopts the Objects and Reasons presented in Attachment 2 for each of the proposed differential general rates and minimum payments in point 1 above; and
3. Following the close of the public submission period, requests the Chief Executive Officer to report back to Council, presenting any submissions for formal consideration, before seeking Ministerial Approval under section 6.33(3) of the Local Government Act 1995 to impose differential rates which are more than twice the lowest differential rate in the GRV Vacant, UV Mining and UV Commercial Rural differential rating categories.

### Attachments

1. Attachment 1 - 2023-24 Advert - Intention to Impose Differential Rates
2. Attachment 2 - 2023-24 Objectives and Reasons for the Differential Rates and Minimum Payments
3. Attachment 3 - 2023-24 Rates Model for Budget Adoption

## Shire of Broome Notice of Intention to Impose Differential Rates

Under section 6.36 of the Local Government Act 1995, in its budget for the year ending **30 June 2024**, the Shire of Broome intends imposing the following differential rates and minimum payments.

DIFFERENTIAL RATE CATEGORY	RATE IN THE DOLLAR (Cents)
GROSS RENTAL VALUED PROPERTIES	
GRV – Residential	8.7268
GRV – Vacant	18.4795
GRV – Commercial	11.8501
GRV – Tourism	14.1405
UNIMPROVED VALUED PROPERTIES	
UV – Commercial Rural	3.5580
UV – Mining	14.3945
UV – Rural	0.8510

**A minimum payment of \$1,268 is proposed for all categories except UV – Mining category for which a minimum payment of \$520 is proposed.**

The figures shown above are estimates and may change as part of the Council's deliberations after considering any submissions received.

A statement of the objects and reasons for the proposed differential rates is available at Council's offices, corner Weld and Haas Streets, Broome Monday to Friday 9am to 4pm and on the Shire of Broome website [www.broome.wa.gov.au](http://www.broome.wa.gov.au).

Written submissions from electors and ratepayers on the proposed rates and the minimum payments are to be addressed to the Chief Executive Officer, Shire of Broome, PO Box 44, Broome WA 6725 or emailed to [shire@broome.wa.gov.au](mailto:shire@broome.wa.gov.au). No submissions will be considered after **4pm, 22 May 2023**.

For further details contact the Manager Financial Services, Libby French, on 08 9191 3456.

S MASTROLEMBO  
CHIEF EXECUTIVE OFFICER



## **Objectives and Reasons for the Differential Rates and Minimum Payments for the 2023/24 Financial Year**

*Under section 6.36 of the Local Government Act 1995, the Objects and Reasons for implementing Differential Rates must be published by the Shire of Broome.*

### **Overall Objective**

The purpose of the levying of rates is to meet the Shire's budget requirements each financial year to deliver services and community infrastructure. The Valuer-General provides the property valuations as the basis for the calculation of rates each year. Section 6.33 of the *Local Government Act 1995* provides the ability to differentially rate properties based on zoning or land use as determined by the Shire of Broome. Properties are grouped according to town planning zonings or predominant land use. Each rating category has a separately calculated rate in the dollar to achieve equity across all sectors.

Council has considered the Key Values contained within the Rating Policy Differential Rates (s.6.33) released by the Department of Local Government, Sport and Cultural Industries, being:

- Objectivity
- Fairness and Equity
- Consistency
- Transparency and Administrative Efficiency

A copy of this policy can be obtained from this link:

<https://www.dlgsc.wa.gov.au/departments/publications/publication/rating-policy-differential-rates>.

Council determines the required rates yield by reviewing all revenue sources, expenditure and efficiency measures as part of its budget deliberations, and for the 2023/24 financial year a budget deficiency of \$26.5M has been identified. To achieve a balanced budget the rate-in-dollar is proposed to be increased by 5% across all rating categories. A recommendation from the March Ordinary Council Meeting (Minute C/0323/034) recognised Council's support of the Inter Regional Flight Network, and requested an increase to the GRV Commercial category as part of the budget process, which equates to a 1.88% increase to the GRV Commercial category above the general rate increase, for the 2023/24 financial year.

A change from the 2022/23 objectives and reasons is to specify un-hosted holiday houses within the GRV Tourism category, where owners have been granted Shire planning approval to operate as tourism accommodation.

The general rate-in-dollar increase is consistent with the Shire's Long-Term Financial Plan (LTFP) which targeted a 5% increase in the 2023/24 financial year rates.



The 2023/24 rates raised will fund the Capital Works Program as per the Shire's latest Corporate Business Plan.

Projects	Amount	External Grants & Contributions
Cable Beach Stage 1 Redevelopment	\$12.04M	\$8.68M
Asset Renewal Expenditure as per various Asset Management Plans	\$2.12M	-
Plant Replacement Program	\$1.02M	\$283K
Town Beach Café Redevelopment	\$590K	-
BRAC Dry Side Upgrade Business Case	\$467K	-
Sanctuary Road Detailed Design	\$400K	\$400K
De Marchi Road Upgrades (Black Spot)	\$340K	\$226K
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Catalina's Boat Ramp Retaining Wall	\$182K	-
Contaminated Site Investigation & Rehabilitation	\$165K	-
Waste Management Facility - Tip Face Excavator	\$97K	-
Place Activation	\$80K	\$10K
Road Visual Condition Survey	\$80K	-
Provision of Security Services to the Shire of Broome Precinct, including Broome Public Library	\$58K	-
Kimberley Regional Offices 1 & 2 - Corporate Sign	\$40K	-
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Review of CHRMAP	\$30K	\$15K
Quarterly marketing campaigns	\$20K	-
Intramaps SaaS Migration	\$18K	-
Portable Traffic Lights	\$16K	-

Council has reviewed its expenditure and considered efficiency measures as part of its budget deliberations. In particular, the following actions have been undertaken:

**Efficiency Measures:**

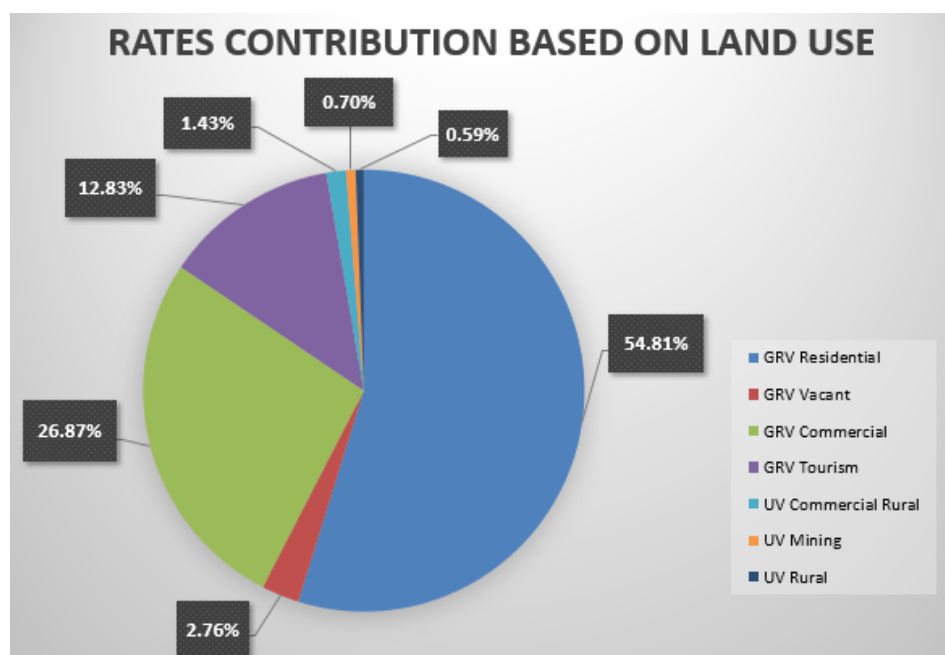
- reviewed position descriptions and remuneration as vacancies arise;
- introduction of a cloud-based expense management system for Credit Cards;
- introduction of a Travel Management System to increase time and cost efficiencies;
- installation of a lighting management system for field lights;
- installation of solar grid connection at BRAC;
- renewal of Shire assets based on adopted Asset Management Plan;
- encouraged certain staff to take advantage of remote area housing through the Shire leases, therefore, minimising the need for staff housing stock;
- continued use of local suppliers whenever possible and appropriate;
- conduct of three budget reviews each financial year;
- continued to outsource waste collection and recycling education cost-effectively;
- bush fire mitigation strategies and compliance measures were put in place to reduce the scope of recurring work;
- disposal of the under-utilised and maintenance-demanding light fleet and plant;
- installation of LED street lighting and energy-efficient fixtures throughout Shire facilities;
- review of property and building valuations to improve accuracy of depreciation and insurance costs;
- contractor inductions to reduce exposure to occupational health and safety risks;
- conducted several internal audits of governance and legislative compliance;
- a robust review of insurance services and identify opportunities to self-insure;
- changed the provision of pre-cyclone clean-up activities to become less resource-intensive but still responsive to safety objectives of pre-cyclone preparations;
- revisiting the resourcing of GIS services;
- contracting life saving services on Cable Beach to reduce costs and overheads;
- reduced some facility opening hours in line with service review findings regarding usage patterns; and
- after hours shut-off switch at Administration Building to limit unnecessary air-conditioning when the building is not occupied.

Below is a summary of the proposed Minimum Payments and Rates in the Dollar for 2023/24

Differential Rate Category	Minimum Payment	Rate in the \$ (Cents)
GRV – Residential	\$1,268	8.7268
GRV – Vacant	\$1,268	18.4795
GRV – Commercial	\$1,268	11.8501
GRV – Tourism	\$1,268	14.1405
UV – Commercial Rural	\$1,268	3.5580
UV – Mining	\$520	14.3945
UV – Rural	\$1,268	0.8510

**Rates Contribution Based on Land Use:**

In September 2021, the Valuer General's Office commenced reviewing all GRV properties within the Shire, with revised valuations becoming effective from 1 July 2022.



### **Gross Rental Value (GRV)**

The *Local Government Act 1995* determines that properties of a non-rural purpose be rated using the Gross Rental Valuation (GRV) as the basis for the calculation of annual rates. The Valuer-General determines the GRV for all properties within the Shire of Broome. Under section 22 of the Valuation of Land Act 1978, the Valuer-General also determines the frequency of general valuations. The Valuer-General undertakes a GRV revaluation every three to five years, with the most recent valuation occurring in October 2021 and effective from 1 July 2022. Factors such as age, construction, size, car shelters, pools and location influence the rental value for a house or other GRV property. Interim valuations are provided fortnightly to the Shire by the Valuer-General for properties where changes have occurred (i.e. subdivisions or strata title of a property, amalgamations, building constructions, demolition, additions and/or property rezoning). In such instances, the Shire recalculates the rates for the affected properties and issues interim rates notices.

GRV properties contribute about 97.27% of the total rates as the properties in this category generally have a much higher demand for Shire resources.

### **GRV – Residential (The Base Rate for Gross Rental Value)**

This rating category consists of properties that have a predominant residential use. This rating category is the base rate by which all other GRV rated properties are assessed. The reason for the rate in the dollar for this category is to reflect the level of rating required to raise the necessary revenue to operate efficiently and provide the diverse range of services and programs and associated infrastructure/facilities required for developed residential and urban areas.

Council is focused on sustainably managing its community and infrastructure assets through the funding of renewal and replacement asset programs. These programs include but are not limited to investment in the resealing of roads, replacement and development of footpath networks, refurbishing public ablutions and other building maintenance programs. The rates from this category are expected to meet the community needs and service levels for properties under this category within the Shire of Broome. This category contains 73% of all properties within the Shire,

accounting for 59% of total property value, and generating 54.81% of the rates revenue raised in 2023/24.

### **GRV – Commercial**

This rating category covers the town centre, commercial business, shopping centres, telecom tower sites and the airport. All properties rated under this category are zoned Commercial under the Town Planning Scheme, excluding properties with tourism use. This rating category recognises the impact of commercial properties on infrastructure and the environment within the Shire. This category recognises the more significant share of costs associated with providing additional services like economic development, maintaining car park infrastructure, landscaping, environmental health, light industrial area infrastructure and other amenities. The total rate in the dollar has increase 6.88% in this category. The rate in the dollar for this category is 36% higher than the GRV – Residential base rate. This category contains 8% of all properties within the Shire, accounting for 21% of total property value and is expected to contribute 26.87% of the total rates to be raised for 2023/24.

### **GRV – Tourism**

This rating category consists of properties with operations related to tourism inclusive of un-hosted Holiday Homes. This category recognises the impact of such properties on infrastructure and the environment within the Shire. This rating category recognises the more significant share of costs associated with the provision of services in addition to the services provided in the GRV Commercial category. Some additional costs contribute to economic development, tourism promotion, marketing activities, environmental health, public safety and law enforcement during the tourist season. The rate in the dollar for this category is 62% higher than the GRV – Residential base rate. This category contains 11.8% of all properties within the Shire, accounting for 8% of total property value, and is expected to contribute 12.83% of the total rates to be raised for 2023/24.

### **GRV – Vacant**

This rating category consists of vacant properties zoned Residential, Tourist, Commercial or Industrial under the Shire's Local Planning Scheme. The object of the rate for this category is to signify the Council's preference for land to be developed rather than leaving it vacant. Development is encouraged due to its importance and positive effect on local employment and economic diversity. Further community returns are also expected from population-linked investment in the region by both State and Federal funding bodies. The rate is also higher than the base rate to distribute the rates burden equitably considering the different method used for the valuation of vacant land as compared to other GRV properties. The rate is also intended to discourage land investors from land banking and discourage excessive vacant land leaving subdivisions barren and aesthetically unappealing which may provide prospects for potential antisocial behaviour. The rate in the dollar for this category is 112% higher than the GRV – Residential base rate. This category contains 4.5% of all properties within the Shire, accounting for 1.3% of total property value, and is expected to contribute 2.76% of the total rates to be raised for 2023/24.

### **Unimproved Value (UV)**

Properties that are predominantly used for rural purposes are assigned an Unimproved Value supplied and updated by the Valuer-General on an annual basis. The rate in the dollar set for the UV-Rural category forms the basis for calculating all other UV differential rates.

UV properties contribute about 2.73% of the total rates as the properties in this category generally have a much lower demand on Shire resources.

## **UV - Rural (The Base Rate for Unimproved Value)**

This rating category consists of properties that are exclusively for rural use. This category is the base rate by which all other UV rated properties are assessed. Other UV rating categories have a higher demand for Shire resources than properties in the UV - Rural rating category. This category contains 0.8% of all properties within the Shire, accounting for 6.4% of total property value, and is expected to contribute 0.59% of the total rates to be raised for 2023/24.

## **UV - Commercial Rural**

This rating category consists of properties with a commercial use outside of the townsite and inclusive of pearling leases, pastoral leases or other properties with pastoral use.

This category recognises the increased rates required to operate efficiently and provide for rural infrastructure and services. The above services are in addition to the urban services, programs, and infrastructure available to the properties in this category. The Shire incurs higher costs of infrastructure maintenance and renewal of the rural road network due to its vulnerability to extreme weather conditions, further increasing due to extra vehicle movements and activities associated with these properties. The rate in the dollar for this category is 318% higher than the UV-Rural base rate. This category contains 0.3% of all properties within the Shire, accounting for 3.8% of total property value, and is expected to contribute 1.43% of the total rates to be raised for 2023/24.

## **UV – Mining**

This rating category consists of properties for mining, exploration or prospecting purposes. The object of the rate for this category is to reflect the impact on utilisation of rural infrastructure (compared to pastoral) by heavy transport and associated higher traffic volumes. Also, these properties have access to all other services and facilities provided by the Shire. This category is rated higher than UV-Commercial due to the higher road infrastructure maintenance costs to the Shire from frequent heavy vehicle use over extensive lengths of Shire roads throughout the year. The rate in the dollar for this category is 1591% higher than the UV-Rural base rate. This category contains 0.8% of all properties within the Shire, accounting for 0.4% of total property value, and is expected to contribute 0.71% of the total rates to be raised for 2023/24.

## **Minimum Payments**

Every property, regardless of size, value, and use, receives some minimum level of benefit from the Shire's works and services. Minimum rates ensure that all ratepayers make a reasonable contribution to essential services and infrastructure. A proposed minimum rate of \$1,268 has been applied to all rating categories except for the UV Mining.

UV of mining tenements ranges from \$220 to \$498,300 and an average UV of \$21,175. The \$520 minimum rate for the UV-Mining category is set at a lower level than the other rating categories to ensure that less than 50% of the properties in this category are on the minimum rate and comply with section 6.35 of the *Local Government Act 1995*. Given the lower valuation figure assigned to small mining tenements, a lower minimum payment will also ensure that the rate burden is distributed equitably between all other property owners paying the minimum amount.

Yours Faithfully,

**Sam Mastrolembo**  
**Chief Executive Officer**

SHIRE OF BROOME  
RATES MODEL  
30 JUNE 2024

RATE TYPE	2023/24						2022/23					
	Rate in \$ as cents	Number of Properties	Rateable Value New	2023/24 Budgeted Rate Revenue \$	2023/24 Budgeted Interim Rates \$	2023/24 Budgeted Total Revenue	Rate in \$ as cents	Number of Properties	Rateable Value New	2022/23 Budgeted Rate Revenue \$	2022/23 Budgeted Interim Rates \$	2022/23 Actual Total Revenue
Differential general rate												
<u>Gross Rental Valuations</u>												
GRV Residential	8.7268	5,095	165,274,307	14,423,214	150,000	14,573,214	8.3113	5,009	162,150,559	13,476,771	100,000	13,576,771
GRV Vacant	18.4795	161	2,895,550	535,082		535,082	17.5995	190	3,619,489	637,012		637,012
GRV Commercial	11.8501	558	59,709,080	7,075,589		7,075,589	11.0873	554	59,572,691	6,605,003		6,605,003
GRV Tourism	14.1405	577	21,759,799	3,076,935		3,076,935	13.4671	564	21,602,107	2,909,177		2,909,177
<u>Unimproved Value Valuations</u>						0						
UV Commercial Rural	3.5580	21	10,560,860	375,757		375,757	3.3886	21	10,560,891	357,865		357,865
UV Mining	14.3945	38	1,211,950	174,454		174,454	13.7090	32	1,116,265	153,029		153,029
UV Rural	0.8510	54	17,809,000	151,563		151,563	0.8105	54	17,808,699	144,343		144,343
<b>Sub-Totals</b>		<b>6,504</b>	<b>279,220,546</b>	<b>25,812,594</b>	<b>150,000</b>	<b>25,962,594</b>		<b>6,424</b>	<b>276,430,703</b>	<b>24,283,200</b>	<b>100,000</b>	<b>24,383,200</b>
<b>Minimum payment</b>	<b>Minimum \$</b>						<b>Minimum \$</b>					
<u>Gross Rental Valuations</u>												
GRV Residential	1268	45	588,460	57,060		57,060	1268	53	708,629	67,204		67,204
GRV Vacant	1268	154	701,738	195,272		195,272	1268	181	846,368	229,508		229,508
GRV Commercial	1268	22	153,862	27,896		27,896	1268	22	153,862	27,896		27,896
GRV Tourism	1268	247	782,931	313,196		313,196	1268	260	904,133	329,680		329,680
<u>Unimproved Value Valuations</u>						0						
UV Commercial Rural	1268	2	13,300	2,536		2,536	1268	2	13,269	2,536		2,536
UV Mining	520	21	37,382	10,920		10,920	520	22	42,111	11,440		11,440
UV Rural	1268	4	191,300	5,072		5,072	1268	4	191,724	5,072		5,072
<b>Sub-Totals</b>		<b>495</b>	<b>2,468,973</b>	<b>611,952</b>	<b>0</b>	<b>611,952</b>		<b>544</b>	<b>2,860,095</b>	<b>673,336</b>	<b>0</b>	<b>673,336</b>
<b>Total amount raised from general rates</b>		6,999	281,689,519	26,424,546	150,000	26,574,546		6,968	279,290,797	24,956,536	100,000	25,056,536
Discounts						(47,903)						(54,910)
<b>Total Rates</b>		<b>6,999</b>	<b>281,689,519</b>	<b>26,424,546</b>	<b>150,000</b>	<b>26,526,643</b>		<b>6,968</b>	<b>279,290,797</b>	<b>24,956,536</b>	<b>100,000</b>	<b>25,001,626</b>



**9.4.2 2021/22 ANNUAL REPORT**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	ADM42
<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:**

The purpose of this report is for Council to consider accepting the 2021/22 Annual Report for the Shire of Broome and to set a date and time for the Annual General Meeting of Electors.

**BACKGROUND**

Sections 5.53 and 5.54 of the *Local Government Act 1995* (the Act) require the Shire to prepare an Annual Report for each financial year and present it to Council for acceptance by 31 December after that financial year.

If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December, as was the case this year, the annual report is to be accepted no later than 2 months after the auditor's report becomes available.

The auditor's report for 2021/22 was received on 13 April 2023 from the Office of the Auditor General (OAG).

Furthermore, section 5.27 of the Act stipulates that a general meeting of electors is to be held once every financial year but not more than 56 days after the local government accepts the Annual Report for the previous financial year.

**COMMENT**

The Annual Report for 2021/22 has been prepared in accordance with section 5.53 of the Act which lists the minimum content requirements.

Following acceptance by Council, the report will be made available to the public in preparation for the Annual Electors Meeting, recommended to be held immediately prior to the May Ordinary Council Meeting on 25 May 2023.

It should be noted that prior to the Office of the Auditor General (OAG) becoming responsible for local government audits in 2018, the Annual Electors Meeting was typically held in December each year. The OAG audit approach requires a greater investment of time and resources than has historically been the case and as a result the audit opinion issuance date is being pushed back. The Annual Electors Meeting for the previous year was held in February 2022, and this will be the latest an Annual Electors meeting has been held.

Fortunately, the OAG has recognised this adverse trend and has advised that the audit for the Shire of Broome for the 2022/23 Financial year will revert to a contract audit firm. It is

hoped this move will allow Annual Electors meetings to once again be held prior to Christmas each year.

The 2021/22 Audited Annual Financial Report makes up a significant portion of the Annual Report. The Audit and Risk Committee (ARC) met on 20 April 2023 to consider the audited financial report and management letter and resolved to recommend Council receipt and adoption.

## **CONSULTATION**

Consultation on the Annual Report will be undertaken through the presentation of the Report to the Annual General Meeting of Electors.

## **STATUTORY ENVIRONMENT**

The statutory environment applicable to the Annual Report are sections 5.53, 5.54, 5.55 and 5.55A of the *Local Government Act 1995*. Section 5.54(1) requires Council to accept the annual report by Absolute Majority.

The convening of the Annual Electors meeting is governed by sections 5.27, 5.29 of the *Local Government Act 1995*. Section 5.29 requires that a minimum of 14 days local public notice is provided.

## **STATUTORY ENVIRONMENT**

The statutory environment applicable to the Annual Report are sections 5.53, 5.54, 5.55 and 5.55A of the *Local Government Act 1995*. Section 5.54(1) requires Council to accept the annual report by Absolute Majority.

The convening of the Annual Electors meeting is governed by sections 5.27, 5.29 of the *Local Government Act 1995*. Section 5.29 requires that a minimum of 14 days local public notice is provided.

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Printing and advertising costs have been provided for in the 2022/23 budget.

## **RISK**

This is an annual recurring compliance obligation. Reputational damage may result should statutory timeframes not be met although consequence is minimal.

The Shire of Broome has an established history of being able to meet this compliance obligation.

## **STRATEGIC ASPIRATIONS**

**Performance - We will deliver excellent governance, service & value for everyone.**

**Outcome 11 - Effective leadership, advocacy and governance**

**Objective** 11.1 Strengthen leadership, advocacy and governance capabilities.

**Outcome 12 - A well informed and engaged community**

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

**VOTING REQUIREMENTS**

*Absolute Majority*

REPORT RECOMMENDATION:

*That Council:*

- 1. Pursuant to section 5.54(1) of the Local Government Act 1995 accepts the Shire of Broome Annual Report for the 2021/22 financial year as presented.*
- 2. Pursuant to section 5.27 of the Local Government Act 1995 convenes an Annual Electors Meeting to be held on 25 May 2023 commencing at 4:00pm in Council Chambers.*
- 3. Pursuant to section 5.29 of the Local Government Act 1995 requests that the Chief Executive Officer provide local public notice of the Annual Electors Meeting; and*
- 4. Pursuant to sections 5.55 and 5.55A of the Local Government Act 11195 requests that the Chief Executive Officer provide local public notice of the availability of the 2021/22 Shire of Broome Annual Report and that it be published on the Shire's official website.*

**Attachments**

1. Shire of Broome Annual Report 2021-2022



## Annual Report 2021-2022





## What is the Annual Report?

As required by the Local Government Act 1995 and associated regulations the Annual Report for 2021-22 provides an overview of the operations, activities and major projects undertaken by the Shire for that period, and includes major initiatives proposed to commence or to continue in the next financial year.

The performance of the Council is assessed against the Vision, Mission, Strategic Goals, Outcomes and Strategies as set out in the Shire of Broome Strategic Community Plan 2021-2031 and the Actions contained in the Corporate Business Plan 2021-2025.

These plans provide strategic focus for elected members and the organisation and affirms our commitments to the community.



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[www.broome.wa.gov.au](http://www.broome.wa.gov.au)



## Acknowledgement of Country

*Wirriya ngangaran liyan nyamba buru yawuru*

We hope you are feeling good in our yawuru country

The Shire of Broome acknowledges the Yawuru people as the native title holders of the lands and waters in and around Rubibi (the town of Broome) together with all native title holders throughout the Shire.

We pay respect to the Elders, past, present and emerging, of the Yawuru people and extend that respect to all Aboriginal Australians living within the Shire of Broome.





4



Our Vision

Broome  
a future for  
everyone

Our Mission

To deliver affordable and quality  
Local Government services.



## Our Values

These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

- P** **Proactive**, forward thinking, open-minded and innovative.
- E** **for Everyone**; inclusive and welcoming of all people.
- A** **Accountable**, transparent and ethical.
- R** **Respectful** of everyone and everything.
- L** **Listening** to people's needs and ideas; community focused.
- S** **Sustainable**, aiming to meet present needs without compromising the ability for future generations to meet their needs.

## Our Four Pillars



### People

- Safety and security
- Public health and wellbeing
- Health and community services
- Housing
- Animal management
- Community buildings (Civic Centre)
- Sport and recreation (BRAC)
- Playgrounds, parks & reserves
- Library services
- Local history and heritage
- Festivals, events, art & culture
- Youth services
- Family & children services
- Seniors services
- Disability access
- Aboriginal history & heritage
- Volunteer support & recognition



### Place

- Conservation and environment
- Sustainable practices
- Beaches and foreshore management
- Mosquito control
- Waste management
- Ranger services
- Natural disaster management
- Planning and building approvals
- Asset management
- Sealed roads
- Unsealed roads
- Street lighting
- Parking
- Streetscapes
- Footpaths, cycleways & trails
- Marine facilities
- Transport linkages



### Prosperity

- Place activation
- Economic development
- Tourism attractions & marketing
- Telecommunications & internet
- Education and training
- Property investment portfolio management



### Performance

- Governance
- Council's leadership
- Integrated planning and reporting
- Advocacy and lobbying
- Financial management / value for money
- Rates
- Risk management
- Human resource management
- Innovation & technology
- Information management
- Community consultation
- Communication
- Customer service



## Statistics Snapshot 2021-22



**\$36.3M**

Value of Development Applications



**\$80.8M**

Value of Approved Building Applications



**503**

Number of Building Applications



**97**

Development Applications



**54,320**

Library Loans



**68,699**

BRAC Pool Entries



**27,374**

Tonnes of Material Recycled



**3.59km**

New Footpaths



**\$21,312**

Kidsport Grants



**16,357**

People Attended Broome Civic Centre Events



**191**

New Australian Citizens



**3,000ppl**

Chinatown Christmas trails



**4**

Surf Rescues at Cable Beach



**895**

Ranger Infringements



**5345**

Unique Client Devices

2021  
Chinatown  
WiFi  
Statistics

**4.39TB**

Traffic Transferred

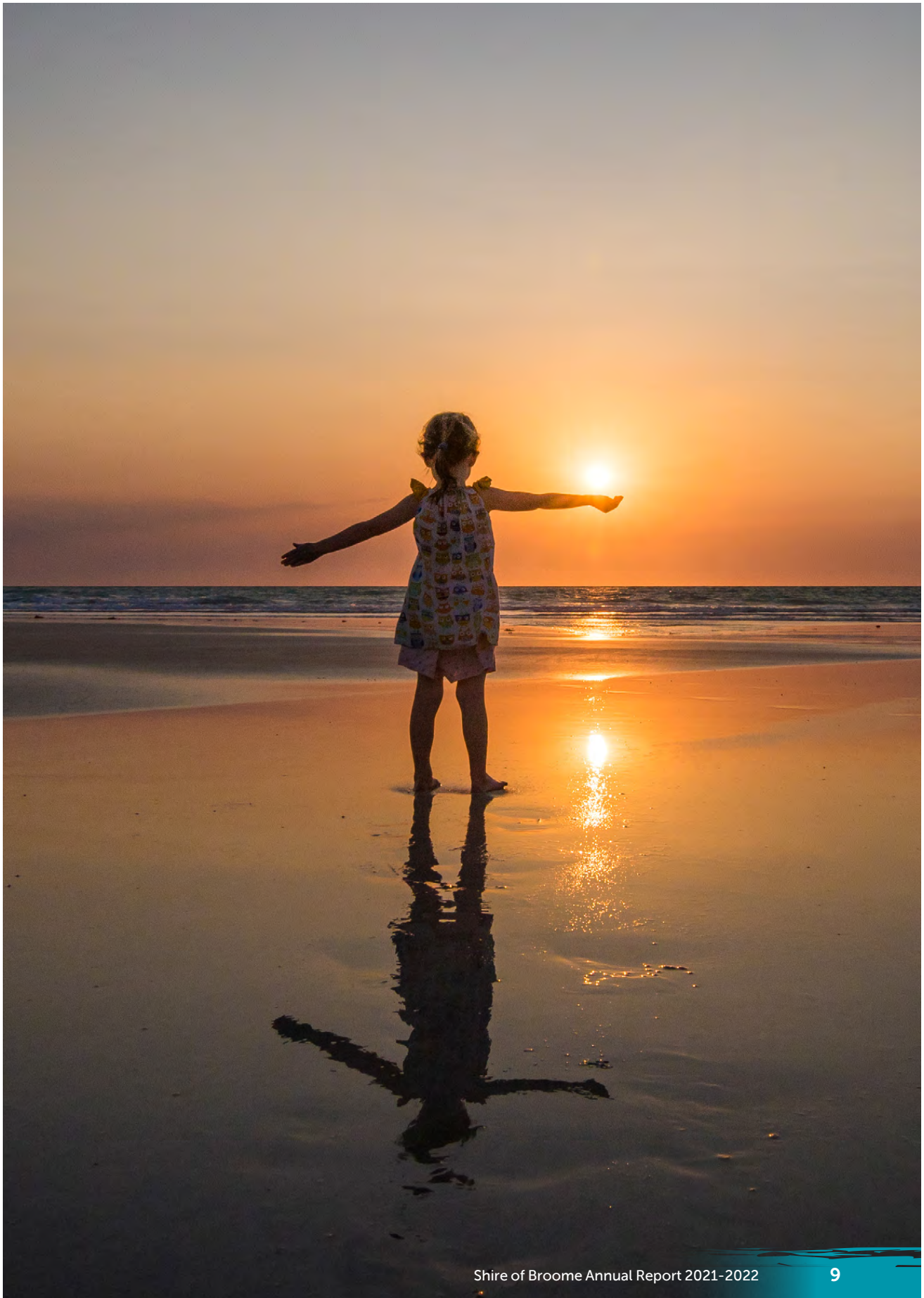


### CAPITAL WORKS PROGRAM

2021/22 : \$18M	2017/18: \$8.2M
2020/21 : \$23.8M	2016/17: \$10.6M
2019/20 : \$24.3M	2015/16: \$9.1M
2018/19: \$24.5M	2014/15: \$6.9M

## Contents

<b>What Is The Annual Report?</b>	<b>2</b>	<b>Our Place</b>	<b>30</b>
<b>Acknowledgement of Country</b>	<b>3</b>	Cable Beach Foreshore Redevelopment	30
<b>Our Vision &amp; Mission</b>	<b>4</b>	Streeters Jetty Reconstruction	31
<b>Our Values</b>	<b>5</b>	Conti Foreshore Share Path	32
<b>Our Four Pillars</b>	<b>6</b>	Frederick Street Lighting Improved	32
<b>Statistics Snapshot 2020/21</b>	<b>7</b>	RRRP project Proceeds to Detailed Design	33
<b>President's Report</b>	<b>10</b>	Broome Boating Facility	33
<b>Chief Executive Officer's Report</b>	<b>11</b>	Infrastructure Statistics	34
<b>About Council</b>	<b>12</b>	Ranger Services	35
Councillor Meeting Attendance	13	Planning Approvals	35
<b>About Broome</b>	<b>14</b>	Waste and Recycling	36
<b>About Shire Of Broome</b>	<b>15</b>	<b>Our Prosperity</b>	<b>37</b>
Executive	15	Economic Development Strategy	37
<b>2020/21 Year In Review</b>	<b>17</b>	EDS at a Glance	37
<b>Chinatown Revitalisation Project</b>	<b>18</b>	<b>Our Performance</b>	<b>38</b>
<b>Town Beach Foreshore Redevelopment</b>	<b>20</b>	Compliance	38
<b>Our People</b>	<b>22</b>	Risk Management	38
Environmental Health	22	Disability Access and Inclusion Plan	39
Broome Public Library	22	Information Technology	39
Broome Civic Centre	22	Employee Remuneration	40
Sport and Recreation	23	Employees	40
New Lighting Projects at BRAC	24	Years of Service	41
New Skate park on the Way	24	Employee Age	41
Shire Supports Indigenous Fashion Event	25	<b>2021/22 Financial Statements</b>	<b>42</b>
Town Beach Artwork Commemorates Air Raid	25	Notes to and Forming Part of the Financial Report	
New Broome Arts Space Thanks to Shire Council	25	Independent Audit Report	
Shire Community Safety Plan Update	26		
Inaugural Youth HACK a Big Success	26		
Big Turnout to Christmas Events	27		
First Fusion Moon Event a Spectacle	27		
Ladies' Night Full of Glitz and Glamour	27		
Cable Beach Lifeguards Service	28		
New Podcast Series Recognises Volunteers	29		
Citizenship	29		





## President's Report



Welcome to the 2021-22 Annual Report, in what has been a busy and exciting 12 months for the Shire of Broome and our town as a whole.

Broome, like many places across Australia, is still recovering from the uncertainty that surrounded the peak of the COVID-19 pandemic and the associated travel restrictions.

However, I have been heartened at how the Shire has been a leader over the last 12 months and continued to make Broome an even better place to live, work and visit.

Our Strategic Community Plan is the overarching document that dictates the Shire's actions in the short-to-medium term – and is driven by detailed community feedback.

Looking back over the 12 months, so much has been achieved and actions listed in our SCP have been completed.

The reinvigorated Chinatown and Town Beach precincts are now looking fantastic and are community hubs that our whole town can be proud of.

Both of these major projects were co-funded by the Shire and State Government – I'd like to recognise the State's support of the Shire and our town again in helping bringing our ambitious plans to life.

It was fantastic to welcome WA Minister for Regional Development Alannah MacTiernan to Broome in November 2021 to officially open Chinatown and the Town Beach jetty.

Our next major project is the Cable Beach Foreshore Redevelopment and I am encouraged by the progress that the Shire has made over the last 12 months during the detailed design stage.

Looking through this Annual Report, there are so many other achievements to highlight.

Our sporting infrastructure continues to improve, with new top-of-the-range lighting at both the Pump Track and on Nipper Roe Oval at BRAC. With a new car park also installed, BRAC has seen significant investment over recent times.

With a redeveloped skatepark and our new Sport and Recreation Plan endorsed by Council in April 2022, there is plenty more to be excited about in this space.

The Shire has continued to support the arts, culture and creative sectors in 2021-22 also.

The STRUT Indigenous fashion event at Town Beach to celebrate National Reconciliation Week was a spectacular showcase, while our new Air Raid artwork is a stunning way to commemorate a defining moment in Broome's history.

The Shire has also helped Kimberley Arts Network to establish a new creative space on Orr Street, facilitated the first-ever Youth HACK with local teenagers and celebrated the Chinatown Fusion Moonrise event for the first time.

In regards to infrastructure, the Shire is proud of our work over the last 12 months.

It is fantastic to have a newly reconstructed Streeter's Jetty for our community to enjoy, while the freshly developed Conti Foreshore Shared Path makes our town more accessible and inclusive. This builds on the new all-access footpath installed on Kerr and D'Antoine Streets.

A number of sizeable road projects have also been completed in 2021-22, on Frederick Street, Port Drive and Lawrence Road. A big thank you to the Federal Government for their financial assistance towards these road improvements.

Although there is plenty to celebrate from the last 12 months, our Council acknowledges that more hard work, advocacy and innovation is needed to address certain issues in Broome.

Crime and community safety remains a massive concern and while our Community Safety Plan has led to positive initiatives being rolled out, I fully acknowledge that the situation is not good enough currently.

I look forward to the State Government's unveiling of the Kimberley Juvenile Justice Strategy over the next financial year and hope it can be the positive change that our whole community craves.

The lack of available housing and childcare services are also major concerns and while these things fall out of a local government's core business, we are advocating regularly for intervention at both State and Federal Government level.

Looking forward, I firmly believe that Broome has a massively exciting future, with plenty more good news stories afoot over the next 12 months and longer.

This Annual Report will provide more details of what the Shire has achieved over the last 12 months – thank you for your interest.

**Cr Harold Tracey, Shire President**

## CEO's Report



The Shire of Broome's Annual Report is a yearly opportunity for our organisation, and the community at large, to stop and take stock of the 12 months prior.

Looking through this year's report, there certainly is plenty to celebrate and it is a testament to the Shire that so much has been achieved during the past year.

The Shire administration and Council have wholeheartedly adopted our new vision – *Broome: A Future for Everyone* – with everything we do having an inclusive outlook and the whole of our community in mind.

While major upgrades to our key precincts, Chinatown and Town Beach, have been headline news during the past 12 months, the Shire has achieved so many other things that are a source of pride for the entire organisation.

Our grant funding rounds have assisted not-for-profit organisations, charities, service providers, tourism businesses and event organisers in delivering a wide range of initiatives for the greater good.

The outcome of this has been hundreds of thousands of dollars being granted by the Shire, which in turn boosts our local economy, creates jobs and supports the selfless organisations who embody the social fabric of Broome.

Our facilities – the Broome Civic Centre, Broome Public Library and Broome Recreation and Aquatic Centre – are community hubs and it is encouraging to see the stats of just how many people use these facilities on a yearly basis.

From a financial perspective, a carefully and meticulously crafted Budget has allowed the Shire to continue to provide essential services and improve our town, in a fiscally responsible manner.

At the same time, the Shire looks to use local contractors and suppliers wherever possible – keeping money in our community.

Everything the Shire does is driven by community feedback and consultation, with the organisation working hard to engage with residents, businesses and relevant stakeholders at every possible opportunity.

We have undertaken consultation to inform a number of important strategies over the last 12 months and I encourage everyone to have an input on what the Shire is doing by engaging with our organisation.

It is fantastic to receive positive feedback for the work that the Shire is undertaking, and the winning of a national award in 2021-22 was high praise for our endeavours.

The Shire and contractor Josh Byrne & Associates won a prestigious national planning award for the Guwarri Town Beach Project in May 2022.

The project claimed top spot in the Great Place category at the Planning Institute of Australia awards in Hobart on May 23, 2022.

Given Broome's remote location and the scale of some of the other projects that we won the award ahead of, this is a massive achievement for our Shire and town.

Much of the positive work the Shire has undertaken in recent years is based around advocacy for State and Federal support in areas our organisations does not have a remit in.

This has included a \$40.4 million State Government funding announcement to the Kimberley Juvenile Justice Strategy – with the Shire's lobbying an important facet in achieving this commitment.

While community safety remains a high concern for our community, it was fantastic to see residents take up our Security Incentive Scheme to assist in the purchase of security devices.

The Shire's Youth Plan and Community Safety Plan are making a positive impact for Broome, but cross-agency collaboration and continued lobbying from the Shire is still required to make more of a tangible difference.

Moving forward, the redevelopment of the Cable Beach Foreshore is a priority for the Shire and it is fantastic to have secured almost \$10 million of Federal funding for the project – leveraged by the Shire's commitment to fund the detailed design process.

We are not resting on our laurels and the Shire administration and Council are committed to a bright future for our town.

The Shire is working tirelessly to improve Broome and to serve our community; I hope that by reading this Annual Report, the hard work and commitment of our team will be clear to see.

**Sam Mastrolembro,**  
Shire Chief Executive Officer

## About Council

The Council of the Shire of Broome consists of nine elected members. Councillors are elected for a four-year term, with half of their terms expiring every two years. Local Government Elections are currently held on the third Saturday in October every other year.

### Election October 2021

An ordinary election was held on Saturday, October 16, 2021.

### Broome Ward

2157 votes were cast in the Broome Ward with six candidates contesting the three vacancies. This represented a participation rate of 30.57 per cent, which was up 3.2 per cent on the 2019 election.

Cr Desiree Male, Cr Harold Tracey and Cr Peter Taylor were all re-elected for four-year terms.

### Dampier Ward

For the first time since 2015, an election was held in the Dampier Ward with two candidates contesting the one vacancy.

167 votes were cast, representing a 15 per cent participation rate.

Cr Philip Matsumoto was re-elected for a further four-year term.

### Elected Member Resignation

On October 21, 2021, Cr Fiona West resigned from Council with immediate effect. Council considered this matter at the Ordinary Meeting of Council held on November 18, 2021, where it was resolved to keep the position vacant until the next ordinary election in October 2023.

The Shire would like to acknowledge and thank Cr West for her service to the Shire of Broome.



**Cr Harold Tracey**  
Shire President  
Broome Ward  
Term: 2025



**Cr Fiona West**  
Broome Ward  
Term: Resigned in  
October 2021



**Cr Bruce Rudeforth**  
Broome Ward  
Term: 2023



**Cr Philip Matsumoto**  
Dampier Ward  
Term: 2025



**Cr Nik Wevers**  
Broome Ward  
Term: 2023



**Cr Desiree Male**  
Deputy Shire  
President  
Broome Ward  
Term: 2025



**Cr Peter Taylor**  
Broome Ward  
Term: 2025



**Cr Chris Mitchell**  
Broome Ward  
Term: 2023



**Cr Elsta Foy**  
Dampier Ward  
Term: 2023



### Councillor Meeting Attendance

Council is the decision-making body of the Shire and usually meets on the last Thursday of every month, at 5pm.

The number of Council meetings held during the year ended June 30, 2022 and the numbers of those meetings attended by each Elected Member is as follows:

Councillor	Ordinary Council Meeting (11)	Special Council Meeting (6)	Annual Electors' Meeting (1)	Audit & Risk Committee Meeting (4)
Cr Harold Tracey (Shire President)	11	5	0	
Cr Desiree Male (Deputy Shire President)	10	6	0	4
Cr Elsta Foy	3	1	0	
Cr Philip Matsumoto	8	6	0	
Cr Chris Mitchell*	11	5	1	4
Cr Bruce Rudeforth	9	5	1	2
Cr Peter Taylor	11	5	1	2
Cr Fiona West – Resigned 21/10/21	4	1	0	
Cr Nik Wevers	11	6	1	

\* Cr Mitchell as Chairperson of the Bushfire Advisory Committee and the Local Emergency Management Committee attended 3 meetings of each committee.

Profile of Council Members	Age	M	F	Aboriginal or Torres Strait Islander
Between 18 years and 24 years	-	-	-	-
Between 25 years and 34 years	-	-	-	-
Between 35 years and 44 years	2	1	1	1
Between 45 years and 54 years	-	-	-	-
Between 55 years and 64 years	1	1	-	1
Over the age of 64 years	5	3	2	2



## About Broome

The Shire of Broome has an extraordinary prehistoric presence preserved by isolation. It has fossilised tracks made by dinosaurs 130 million years ago, some of the oldest recorded Aboriginal art in Australia and some of the earliest recorded European visits.

The Shire of Broome is located in the Kimberley, covering approximately 56,000 square kilometres and with 900 kilometres of coastline. The town of Broome is situated on the end of a peninsula, surrounded by ocean, and land-locked by distance, some 2,200 kilometres north of Perth. White sandy beaches are framed on one side by blue ocean waters and on the other by red pindan soils, providing a stunning backdrop for recreational, cultural and tourist activities.

Founded as a pearling port more than a hundred years ago, Broome boasts a multicultural population with Koepanger, Malay, Chinese, Japanese, European and Aboriginal cultures all blended to create Broome's captivatingly friendly and flamboyant character.

Around 28 per cent of residents identify as Aboriginal or Torres Strait Islander. This is significantly higher than Western Australia (3.9%) and illustrates the central and significant position of Aboriginal people in the character and culture of the Broome community and economy. There are five Aboriginal communities, including the largest in Western Australia, and numerous Aboriginal outstations across the Shire.

Broome is the service and trade hub of the region, servicing agricultural, pastoral, mining, oil and gas production, and conservation jobs across the Kimberley. It also serves as the gateway for tourists and visitors to the Kimberley, including international visitors by cruise ship and aircraft.

The Shire of Broome was home to 16,907 people in 2019 and current projections indicate the population will reach 18,591 by 2031. However, the seasonal population of Broome can at times far exceed its residential population. Accounting for tourism visitors, short-stay workers and business travellers and other workers and people from around the Kimberley and North West using Broome as a base, the population of Broome can fluctuate as high as 30,000 people on any given day.

The residential population of the Shire is younger than the rest of Western Australia, with 0-14 years accounting for almost one in four residents in 2018. In contrast, Broome has a significantly lower share of residents aged 65 and over and has a below average share of people aged 15-24. This is linked to a trend in regional towns of sending older school age students to Perth and other locations for secondary and tertiary education.

The socio-economic attributes of the Broome population are marginally below national averages, primarily owing to the Shire's relative remoteness and lower access by households to economic resources. Despite this, personal wage and salary incomes are generally higher than the rest of Western Australia, with a median personal income of \$54,247 in 2016/17; 5.4 per cent higher than the State average.

In 2016, the Shire of Broome was home to almost 7,400 jobs, up from 7,050 in 2011 and 5,965 in 2006. Jobs growth has slowed between the last Census periods, which corresponds with the slowing of population growth during this time. Being highly reliant on dry seasonal tourism, the Shire has been deeply impacted by the COVID-19 pandemic, experiencing an estimated loss of 250 jobs or around 3.2 per cent of all jobs.



## About Shire of Broome

### Executive



**Sam Mastrolembo**  
Chief Executive Officer

- Elected Member Support
- People and Culture
- Media and Promotions
- Special Projects
- Occupational Health and Safety
- Community Development
- Community Engagement
- Place Activation



**James Watt**  
Director Corporate Services

- Administration
- Governance
- Finance
- Information Services
- Customer Service
- Rates
- Integrated Strategic Planning
- Community Facilities



**Jeremy Hall**  
Director Infrastructure

- Engineering and Civil Operations
- Landscape and Open Space
- Asset Management
- Waste Services
- Works Administration



**Keith Williams**  
Director Development Services

- Town Planning Building and Environmental Health
- Economic Development
- Rangers and Emergency Services



16





## 2021-22 Year in Review

This report summarises the Shire of Broome's progress during the 2021-22 Financial Year toward attaining the goals, outcomes and strategies set out in the Shire's Strategic Community Plan 2021-2031.



## Chinatown Revitalisation Project

Chinatown has been transformed over recent years, with Stage Two of the Revitalisation Project completed in the 2021-22 Financial Year.

Funded in partnership with the State Government, September 2019 marked the completion of Stage One and the announcement of the \$15.5 million Stage Two.

Extensive community consultation has taken place between the Shire, relevant stakeholders, impacted businesses and the community throughout the project.

This involved establishing a Steering Committee and Community Stakeholder and Community Reference Group, while regular community information sessions were also held to keep residents and businesses up to date with the latest information on the project.

Through the 2021-22 Financial Year, significant upgrades across Napier Terrace, Short Street and Carnarvon Street were undertaken.

Notable public art was installed, activation spaces were created and Chinatown has been transformed into a more welcoming and useable space.

WA Minister for Regional Development Alannah MacTiernan travelled to Broome for an official opening of Chinatown on November 5, 2021.





Chinatown has been transformed thanks to \$29.3 million of funding from the Shire and State Government.





## Town Beach Foreshore Redevelopment

The Town Beach Foreshore Redevelopment project has seen a major transformation of one of Broome's favourite precincts - creating a community hub for residents and visitors to enjoy.

The \$24 million project saw the construction of a rock revetment seawall, coastal footpath, groyne and grassed terrace seating.

Parking has also been improved significantly, while the development of a new playground, basketball court and scooter track, as well as the enhanced water park, has helped transform the area.

In the 2021-22 Financial Year, the final piece of the Town Beach puzzle was put into place – the completion of a new 112-metre, \$6 million jetty.

The much-loved jetty has been a big hit with the community and was officially opened by WA Minister for Regional Development Alannah MacTiernan on November 6, 2021.

The Shire of Broome and contractor Josh Byrne & Associates claimed top spot in the Great Place category at the Planning Institute of Australia awards in Hobart on May 23, 2022.







The Shire of Broome and contractor Josh Byrne & Associates won a prestigious national planning award for the Guwarri Town Beach in May 2022.



## Our People



### Environmental Health

The role of the Shire of Broome environmental health officers is to manage and provide education on public environmental health risks in areas such as food safety, public buildings, lodging houses, caravan parks, aquatic facilities, drinking water, water reuse, skin penetration, property conditions and mosquito control.

### Broome Public Library

The Broome Public Library is a thriving education and community hub that provides a range of services to residents and visitors. Along with traditional book loans, a swathe of electronic services and youth programs are used extensively. In the Shire's Community Perceptions Survey in early 2020, the library was rated with the highest performance of all our initiatives - with a 96 per cent positive rating.

### Broome Civic Centre

The Broome Civic Centre is Broome's premier venue, with a total of 16,357 attending the facility in the 2021-22 Financial Year. Highlights included the Perth Symphony Orchestra, the Sapphires and the Melbourne International Comedy Festival Roadshow.



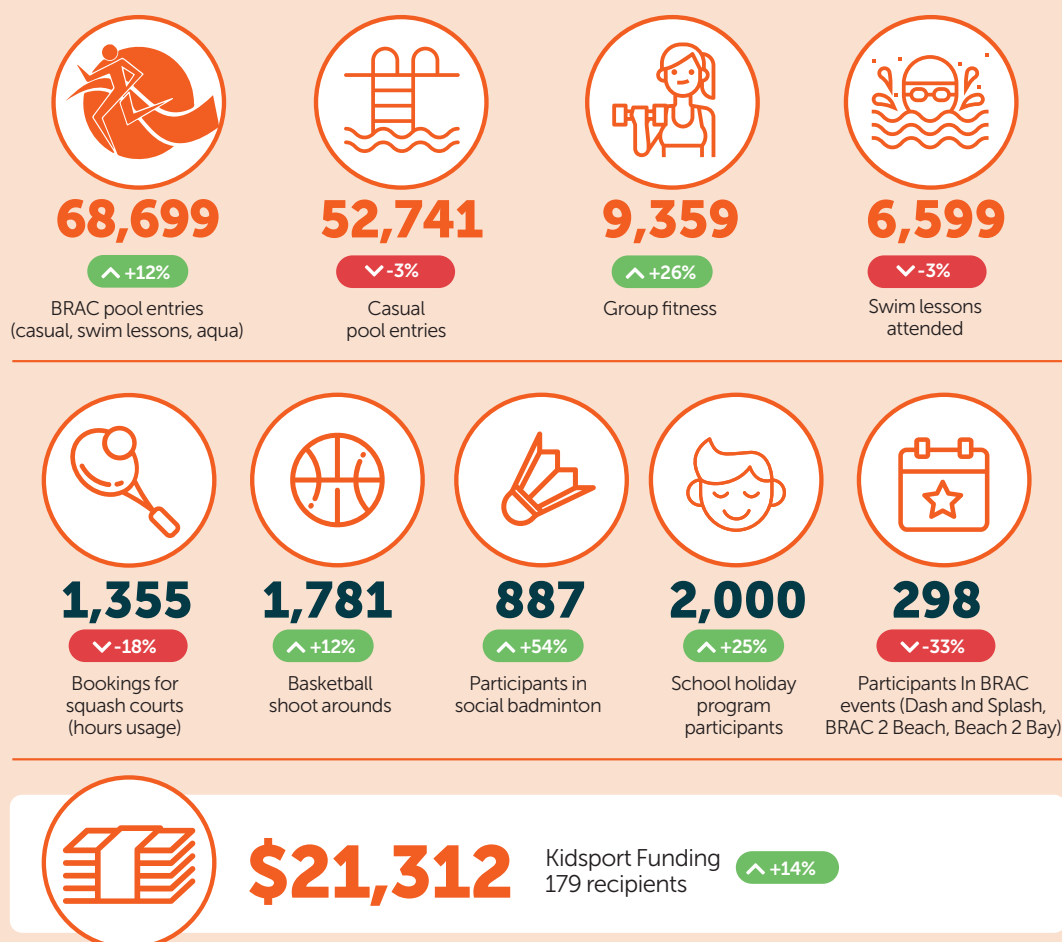


## Sport and Recreation

Participation in sport and recreation continues to grow in Broome, with the Shire acutely aware that the provision of relevant infrastructure is critical for our community.

The Broome Recreation and Aquatic Centre is a much-loved sporting hub for families, youngsters and sporting groups – and the home for sport in Broome.

There is a bright future for Broome sport, with the Shire Council unanimously endorsing a new ambitious Sport and Recreation Plan in April 2022.



## Our People



### New lighting projects at BRAC

Broome's sporting community now has extra opportunities for training and competition after the completion of two lighting projects in 2021-22.

The Shire installed new lighting at both the Nipper Roe Sports Field at BRAC and the Pump Track.

The \$1.4 million Nipper Roe eight-pole field lighting system is designed to meet the AFL Preferred Facility Guidelines of 150 lux.

The project was funded by the Shire, the State Government's Community Sport and Recreation Facilities Fund (CSRFF), the AFL's Facility Funding Program and through a contribution received from Development WA.

The \$130,000 Pump Track lighting project was funded by the Federal Government's Safer Community Fund.

### New skatepark on the way

The construction of a new skatepark in Broome made real progress in 2021-22, with the \$1.5 million project an exciting proposition for local youth.

Funded by the Shire and Lotterywest, award-winning skatepark designers Convic were commissioned to design and construct the facility.

Premier Mark McGowan visited the new skatepark site at BRAC in August 2021, with construction commencing in April 2022.





### Shire supports Indigenous fashion event

The Shire supported a new event promoting the creative skills of Indigenous fashion designers during National Reconciliation Week in June 2022.

The STRUT showcase was the first event to take place on the new Town Beach Jetty and was organised by the Kimberley Arts Network as part of the Broome Fringe Festival.

STRUT showcased the textiles and fashion of Aboriginal designers from across the Kimberley, while promoting Indigenous entrepreneurialism and creative skills.

Local Indigenous youth from Burrb Wanggaraju Nurlu also put on a unique performance, while the designers' work was available for sale at the Broome Night Markets after the event.



### Town Beach artwork commemorates Air Raid

A new piece of public art at Town Beach was completed in March 2022 and commemorates the Broome Air Raid, where 88 people were killed by Japanese fighter planes in 1942.

Nine Zeroes Nine Stories was due to be unveiled in March as part of the 80th anniversary of the Air Raid, but the commemoration was cancelled due to Cyclone Anika.

The Air Raid on Broome is a unique piece of history stemming from World War II and is the second greatest wartime loss of life on Australian soil to date.



### New Broome arts space thanks to Council

The Shire provided a major boost to the local creative scene in April 2022, with a new arts space formed for a community group at no cost.

The old Scouts Hall property at 7 Orr Street was leased to Kimberley Arts Network (KAN), with a peppercorn rent lease put in place.

KAN plan to host art classes, ceramics groups, rehearsing performers, training workshops and activities that bring Broome's creative community together at the site.





## Our People

### Shire Community Safety Plan update

Shire officers worked hard in 2021-22 to implement the action of the Community Safety Plan 2021-25, with a number of positive initiatives undertaken or funded.

A Security Incentive Scheme was rolled out to subsidise the cost of residents' purchasing safety devices such as CCTV, locks and sensor lights.

A Community Safety Working Group was established in October 2021 in a bid to boost public safety and to assist agencies to collaborate.

The group meets quarterly and includes five members of the public.

The Shire also continued its commitment to fund Mamabulanjin Aboriginal Corporation's Kullarri Patrol, with a new three-year funding agreement put in place in November 2021.

The Kullarri Patrol diverts Indigenous people from unnecessary contact with the criminal justice system by picking them up and taking them to a safe place.



### Inaugural Youth HACK a big success

Broome's next generation of leaders had their say on local issues and provided invaluable ideas at an innovative event in April 2022.

The 2022 Game Changers Youth HACK, organised by the Shire of Broome and Year13, was held at the University of Notre Dame.

Around 40 teenagers from Broome Senior High School and St Mary's College attended the event, which included a series of small workshops and inspirational speeches.

The feedback was presented to the Council and ideas will be incorporated in Shire decision-making moving forward.





### Big turnout for Christmas events

The Shire's annual Christmas celebrations were well-attended again in 2021, with the Broome community coming together for the festive season.

Chinatown Christmas Trails was held on December 3 and the Christmas Carols at Town Beach on December 12.



### First Fusion Moonrise event a spectacle

When Shinju's full moon rose over Broome on August 23, 2021, it became connected to Chinatown's entry statement sculpture, Fusion - creating a unique spectacle.

The Shire and Shinju Matsuri created an opportunity to capture this moment directly in front of the sculpture on Napier Terrace.

Local astronomer Greg Quicke delivered a fascinating address talking about the significance of the occasion, while the crowd was serenaded by music from Stephen Pigram.



### Ladies' Night full of glitz and glamour

The Chinatown Ladies' Night 2021 was held on the evening of August 6, 2021 with a big crowd coming out to celebrate, socialise and shop!

Hosted across the revitalised Chinatown precinct, Ladies' Night was a great community event that provided a helping hand for our wonderful local retailers and was a lot of fun.



## Our People

### Cable Beach Lifeguard Service

The Shire's commitment to public safety extends to our amazing beaches, with a lifeguard service provided annually at the world-famous Cable Beach. There were four surf rescues in 2021-22, with our lifesavers providing a critical service to the local community and visitors to Broome.



## New podcast series recognises volunteers

A new podcast, *Better Together - Volunteer Tales*, launched during National Volunteer Week in May 2022 to acknowledge Broome's amazing local volunteers.

The collaboration between Broome CIRCLE, the Shire of Broome and Radio Goolarri highlighted the selfless characters that commit their time, money and effort for the greater good of the community.



Citizenship



**7**

Australian  
citizenship  
ceremonies



**191**

New Australian  
citizens



**35**

Countries of  
origin



## Our Place

### Cable Beach Foreshore Redevelopment

After the transformation of the Chinatown and Town Beach precincts in recent years, the Shire of Broome is committed to now refreshing the Cable Beach Foreshore.

Cable Beach is a world-class tourism attraction that would benefit from improved infrastructure and the Shire has plans to redevelop the foreshore to enhance the precinct's amenities.

During the 2021-22 Financial Year, a detailed design process was undertaken by award-winning landscape architects Josh Byrne & Associates.

This project originates from the Cable Beach Foreshore Master Plan, which was endorsed by the Shire Council back in 2017 and provides a long-term vision for the area.

Extensive community consultation was undertaken in the Master plan process, while the initial concept design images were presented to the community in March 2022 for input.

The Shire has a vision of an inclusive community space on the Cable Beach foreshore, featuring water play, green space, a bigger and better amphitheatre for events, opportunities for local small businesses and improved functionality and views.

More work will be undertaken over the next 12 months, with the Shire also successful in receiving two Federal Government grants for the project, which are worth more than \$10 million combined.



For more information on the project, visit [www.cablebeachredevelopment.com.au](http://www.cablebeachredevelopment.com.au).





## Streeter's Jetty reconstruction

Broome's iconic Streeter's Jetty was reconstructed in 2021-22 after structural investigations found the jetty's piles and bracing were failing, meaning it was a public safety risk and needed to be fully replaced.

The new structure has been constructed in likeness to the original in accordance with heritage approvals, and was reopened for public use in April 2022.

This is the fifth time the jetty has been demolished and rebuilt since it was first constructed in 1886, with the new structure meeting Australian standards for crowd loading and vessel berthing.

The new Streeter's Jetty was celebrated at an official opening event on July 2, 2022, with the Broome community coming out in good numbers for the event.





## Our Place

### Conti Foreshore Shared Path

With the revitalisation of both Chinatown and Town Beach in recent years, the completion of the Conti Foreshore Shared Path has linked two of Broome's major precincts.

The project connects the Roebuck Bay Caravan Park and Town Beach foreshore to Matso's Brewery, providing a safe and inclusive route along the foreshore.

The path has been designed for people of all ages and abilities to access the foreshore and destinations along the route, including the Women in Pearling Statue on Hamersley Street.

It also makes the Jetty-to-Jetty trail, developed by Nyamba Buru Yawuru, more accessible.

This infrastructure was jointly funded by the Shire of Broome and the Department of Transport.

An official opening event was held on July 2, 2022, which incorporated an historical element as local Yawuru elders told their stories of the area.

### Frederick Street lighting improved

The Shire installed additional street lighting along Frederick Street, between the Cable Beach Road East roundabout to Herbert Street, in August 2021.

The intent of this project was to improve street lighting in this area around the Boulevard Shopping Centre and increase spill lighting to the adjacent footpaths.

This improves surveillance and the level of lighting to be sufficient to recognise human faces, which will assist in targeting anti-social related behaviour in the area.





## RRRP project proceeds to detailed design

With the landfill at Broome's existing Waste Management Facility fast approaching the end of its operational life, the Shire is committed to delivering a new Regional Resource Recovery Park (RRRP).

The RRRP will have several key elements including a Community Recycling Centre and a new Best Practice Class III Landfill.

After a preferred site for the RRRP was endorsed by Council in April 2021, the Shire has proceeded with the detailed design of the facility in 2021-22.



The Shire is also seeking the relevant Government approvals to proceed with the project, which will safeguard our town's waste needs long into the future.

## Broome Boating Facility

The provision of a new Broome Boating Facility to address critical safety and access issues remains a priority for the Shire.

The proposal for a boating facility at Entrance Point has been developed by the Shire and the Department of Transport.

The WA Government has committed \$35 million towards the boating facility, with the Shire advocating through 2021-22 for Federal investment to deliver the remaining funds to make the project a reality.



## Infrastructure



### Drainage

Open drain/swale

**37.96km**

Pipe drainage

**16.03km**

Culverts

**4.2km**



### Footpath

Total length

**118.29km**

New concrete  
footpath installed

**3.59km<sup>2</sup>**



### Roads

Total

**332.5km**

Sealed

**168.6km**

Unsealed

**163.9km**

Bitumen reseal  
for 2021/22

**88,473m<sup>2</sup>**



### Public Open Space

Grassed Areas

**314,470m<sup>2</sup>**

Garden beds

**95,952m<sup>2</sup>**

Retic lateral lines

**47.07km**

Retic main lines

**13.3km**

Water tanks

**28**

Drink fountains

**45**

Rubbish bins

**297**



### Lighting

Street lights  
(Shire maintained)

**285**

Sporting lights  
(Haynes, Male, BRAC)

**43**

Public open space

Total

**136**

Solar

**47**

## Our Place

### Ranger Services

The Shire of Broome Ranger team focuses on community safety by encouraging and ensuring compliance with relevant state and local laws, and providing support for the Emergency Services Team.

It takes an education-first approach where appropriate and follows up with regulatory actions as required.

In 2021-22, Rangers issued 1063 notices (895 Infringements, 168 warnings) – compared to the 589 notices issued in 2020-21.

Shire Rangers continued to partner with officers from the WA Police Force in an attempt to stamp out anti-social behaviour in Broome's town centre.

The Shire Ranger team also partnered with RSPCA, SAFE Broome and local welfare agencies to host a Community Action Day in June 2022.

Free microchipping and pro-rata registration were offered for local dogs, as well as free dog food and giveaways.



### Planning Approvals

While a shortage of rental properties in Broome remained a major concern for the Shire in 2021-22, the continued increase in the number of building permits issued is a cause for encouragement. As can be seen in the table below, the number of single dwelling building permits issued in 2021-22 jumped to 87 – up from just 14 in 2019-20.

Building Permits Issued	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Single Dwellings (Class 1a & 4)	78	23	31	20	14	76	87
Group Dwellings	0	0	0	0	1	0	0
Additions (Class 1a & 4)	14	13	16	3	80	23	17
Outbuildings (Class 10a)	126	93	74	72	99	111	80
Commercial /Industrial (Class 5,6,7,8,9)	27	19	19	27	25	10	28
Pools (Class 10b)	89	73	48	32	57	76	100
Tourist (Class 3 & 1b)	1	0	1	0	1	1	5
Demolition	5	5	6	6	9	9	5
<b>TOTAL</b>	<b>340</b>	<b>226</b>	<b>195</b>	<b>160</b>	<b>286</b>	<b>306</b>	<b>322</b>
<b>TOTAL VALUE</b>	<b>\$60.5M</b>	<b>\$25.1M</b>	<b>\$28.3M</b>	<b>\$17.1M</b>	<b>\$41.9M</b>	<b>\$55.3M</b>	<b>\$80.8M</b>



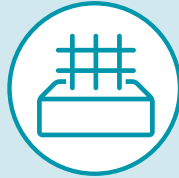
## Waste and Recycling

### Recycling



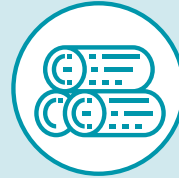
**1,546**

Tonnes of  
steel



**5,711**

Tonnes of  
concrete



**7,463**

Tonnes of  
greenwaste and timber



**30**

Tonnes of  
glass



**123**

Tonnes of mixed recyclables  
like plastics and cardboard



**51**

Tonnes of  
tyres



**19**

Tonnes of  
e-waste



**31**

Tonnes of  
batteries

### Kerbside Recycling Collection



**1,427**

Tonnes



**134,899**

Collections

### Total Recycling



**27,374**

Tonnes

### Landfill

#### Kerbside Waste Collection



**4,936**

Tonnes



**333,706**

Collections

### Total Landfill



**30,558**

Tonnes

## Our Prosperity

	Non Local Spend	Local Spend	Total Spend	Percentage Non Local Spend	Percentage Local Spend
Jul-21	\$2,313,370.59	\$3,208,616.25	\$5,521,986.84	41.89%	58.11%
Aug-21	\$785,956.86	\$875,936.55	\$1,661,893.41	47.29%	52.71%
Sep-21	\$1,908,006.69	\$2,224,817.75	\$4,132,824.44	46.17%	53.83%
Oct-21	\$212,108.46	\$561,315.26	\$773,423.72	27.42%	72.58%
Nov-21	\$667,372.29	\$941,017.04	\$1,608,389.33	41.49%	58.51%
Dec-21	\$1,008,708.24	\$950,839.82	\$1,959,548.06	51.48%	48.52%
Jan-22	\$496,497.59	\$261,380.99	\$757,878.58	65.51%	34.49%
Feb-22	\$505,472.40	\$496,497.50	\$1,001,969.90	50.45%	49.55%
Mar-22	\$1,105,830.27	\$1,171,078.49	\$2,276,908.76	48.57%	51.43%
Apr-22	\$676,176.95	\$1,464,204.37	\$2,140,381.32	31.59%	68.41%
May-22	\$676,176.95	\$1,464,204.37	\$2,140,381.32	31.59%	68.41%
Jun-22	\$2,017,167.73	\$1,562,534.54	\$3,579,702.27	56.35%	43.65%
<b>Total</b>	<b>\$12,372,845.02</b>	<b>\$15,182,442.93</b>	<b>\$27,555,287.95</b>	<b>44.90%</b>	<b>55.10%</b>

The Shire of Broome places high importance on the economic prosperity of our town and looks to support local businesses at all opportunities.

After the COVID-19 pandemic and the associated travel restrictions that had a negative impact on Broome, the Shire developed the 3-Year COVID recovery Plan in 2020.

Produced in partnership with key organisations and leaders in the West Kimberley, this document was in the process of being updated in 2021-22.

The final Resilience and Recovery Plan, detailing shovel-ready projects that are seeking Government funding, will be endorsed in 2022-23.

The Shire is also a long-term financial supporter of local community groups and organisations in the events space.

In May 2022, nine community organisations were supported to the tune of more than \$250,000 through the Events Development Funding program.

This program has been developed by the Shire to assist local organisations to deliver events that benefit the Broome community, with recipients comprising a diverse cross-section of the community.

In June 2022 the Council pledged to provide almost \$60,000 of funding to assist local not-for-profits, charities and sports clubs through the Annual Community Matched Funding program.

Recipients included Native Animal Rescue Broome, Theatre Kimberley, the West Kimberley Junior Football League and the Broome Historical Society – who will use their grant to undertake conservation treatment to a Dornier aircraft engine recovered after the air raid.





## Our Performance

### Compliance

#### Register of Complaints

During the period July 1, 2021 to June 30, 2022, no breach or complaint was registered under Part 5, Division 9 of the Local Government Act 1995.

#### Freedom of Information

The Shire of Broome is subject to the *provisions of the Freedom of Information (FOI) Act 1992*.

The Shire processed 11 Freedom of Information requests in 2021-2022.

The Shire has reviewed its Information Statement Document, which is published to the Shire Website as required under the FOI Act. For further information on the Freedom of Information process, visit [www.broome.wa.gov.au/Council/Governance/Freedom-of-Information](http://www.broome.wa.gov.au/Council/Governance/Freedom-of-Information).

#### State Records Compliance

The Shire of Broome's amended Recordkeeping Plan (RKP) was endorsed by the State Records Commission (SRC) in August 2019.

This plan is a five-year plan, which details the goals and strategies for recordkeeping within the Shire of Broome and demonstrates the Shire's commitment to accurate and compliant recordkeeping practices in accordance with the

State Records Act 2000. It can be found on the Shire website at [www.broome.wa.gov.au/Council/Publications-and-Reports/Strategic-and-Corporate-Reports](http://www.broome.wa.gov.au/Council/Publications-and-Reports/Strategic-and-Corporate-Reports).

### Risk Management

#### Risk Management Strategy and Procedures

The Shire has developed Risk Management Strategies and Procedures to align with best practice, Australian standards AS/NZS ISO 31000:2018, and provide clear definitions of risk assessment criteria, measures of likelihood, risk acceptance criteria and control ratings.

The Shire's risk management practices are intended to formally assess and document the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives as outlined in the Strategic Community Plan and Corporate Business Plan of Council.

The implementation of a cloud-based risk management system that provides the Shire with a single risk register progressed during 2021-22 and is expected to be fully operational by the end of 2022.

The aim of the risk management program is heavily focussed on control assurance with priority being placed on those risks assessed to have the highest plausible consequence.

The Shire continues to work closely with Local Government Insurance Service (LGIS) on risk-related improvement initiatives and providing re-insurers confidence in the Shire's processes and procedures.

The Shire's property portfolio was revalued during the year to ensure that the sum insured remains adequate.

### Disability Access and Inclusion Plan (DAIP)

The Disability Services Act 1993 requires all local governments and selected State Government agencies to develop a Disability Access and Inclusion Plan (DAIP).

The Shire's current DAIP extends to the end of 2023 and was endorsed by the Department of Communities – Disability in 2018.

The Shire's DAIP is reviewed annually by Shire officers and a progress report is provided to the Disability Services Commission.

The Annual DAIP report was submitted in July 2022 and outlined a number of initiatives that demonstrate that the Shire is meeting its obligations in implementing the plan.

The initiatives delivered in 2021-22 have enhanced access and inclusion in the community and include:

- Successfully applied for \$170,000 from the Department of Communities, to expand the network of changing places into the Cable Beach precinct.
- Cemetery ablution block designed and constructed incorporating universal access to toilets.
- Advocated to the Minister on behalf of the community to ensure hydraulic lifts were made accessible to the public in local taxis. Minister increased grant funding opportunities in this area in regional areas as a result.
- Social media campaign undertaken on International Day of People with Disabilities on December 3, 2021. This included publicising inspiring individuals with disabilities who give back to our community and circulating information on disability services available.
- Partnership with Inclusion Solutions providing workshops and webinars on inclusivity, both internally and to the public during first half of the year.
- Play the Broome Way Conference partnered with Inclusion Solutions to discuss inclusion in sport, including a presentation from an athlete

with a disability providing a first-hand account of his positive experiences.

- Library coordinator participated in online ALIA webinar "Disability Programs and Services in libraries" and "Training for library staff to better understand and meet the needs of children and adults living with disability".
- The library has three volunteers with a disability currently volunteering on a weekly basis.
- New Beach Accessible Wheelchair purchased for Cable Beach and Town Beach use.

### Information Technology

The Shire is continually reviewing and implementing the use of new technology to make the organisation more streamlined and efficient. Highlights in this space over 2021-22 include:

Highlights in this space over 2020-21 include:

- Managed Engine Service Desk Plus is a new internal IT and Records helpdesk cloud-based portal to improve service delivery and user experience. This is a single pane portal for the IS team to manage all requests, projects, change and asset management.
- The replacement of aged storage hardware to maintain the Shire's corporate data securely with redundancy, in addition to improve rack space, energy costs and performance.
- Mimecast replaced the Shire's deprecated email gateway and archival to improve email security and resilience

Over the next 12 months, the following projects will be progressed:

Highlights in this space over 2020-21 include:

- ICT review for new ICT Strategy Plan 2022-2026.
- The replacement of aged network switching and WiFi hardware.
- Perfect mind to replace the Shire's point of sale system for BRAC and Broome Civic Centre.
- Further Chinatown CCTV and WiFi improvements.
- Definitiv is the Shire's new payroll system and will replace ITvision's multiple platforms for timesheets, leave and payroll.
- Streamline phone system with Microsoft Teams.
- The replacement of aged end user devices (desktop and laptop).

## Our Performance

### Employee Salary

In accordance with the Local Government (Administration) Regulations 19B (2)(b), the Shire of Broome is required to disclose in bands of \$10,000 the number of employees entitled to an annual salary package of \$130,000 or more.

Salary Range	2020/2021
\$130,000 - \$139,000	0
\$140,000 - \$149,000	6
\$150,000 - \$159,000	3
\$160,000 - \$169,000	0
\$170,000 - \$179,000	0
\$180,000 - \$189,000	0
\$190,000 - \$199,000	1
\$200,000 - \$209,000	2
\$210,000 - \$219,000	0
\$220,000 - \$229,000	0
<b>Grand Total</b>	<b>12</b>

### Chief Executive Officer Remuneration

In accordance with the Local Government (Administration) Regulations 1996, Regulation 19B (2)(e) the remuneration provided to the CEO during the financial year was \$282,445.

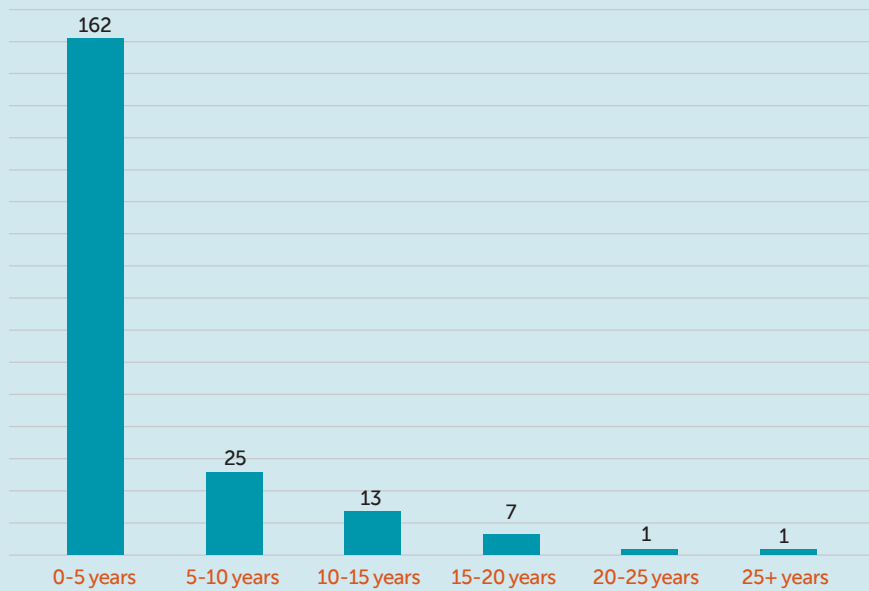
### Employees

Gender	Casual	Full Time	Part Time	Total
Female	52	44	12	108
Male	12	86	3	101
<b>Grand Total</b>	<b>64</b>	<b>130</b>	<b>15</b>	<b>209</b>

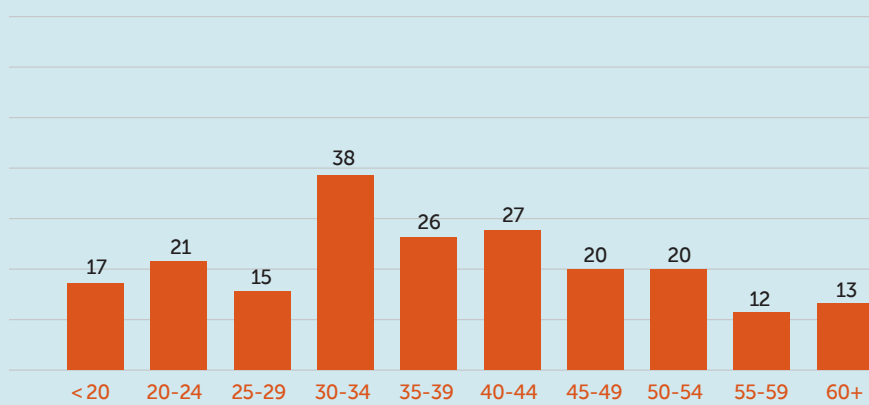
Directorate	Casual	Full Time	Part Time	Total
CEO	0	13	2	15
Development	3	16	3	22
Corporate	60	36	8	104
Infrastructure	1	65	2	68
<b>Grand Total</b>	<b>64</b>	<b>130</b>	<b>15</b>	<b>209</b>



### Employee Years of Service



### Employee Age



42

# 2021/22 Financial Statements

For the year ended 30 June 2022

**SHIRE OF BROOME**  
**FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**TABLE OF CONTENTS**

Certification of Financial Report	2
Statement of Comprehensive Income by Nature or Type	3
Statement of Financial Position	4
Statement of Changes in Equity	5
Statement of Cash Flows	6
Rate Setting Statement	7
Index of Notes to the Financial Report	8
Independent Auditor's Report	51

The SHIRE OF BROOME conducts the operations of a local government with the following community vision:

*Broome - a future, for everyone*

**Principal place of business:**  
27 Weld Street  
BROOME WA 6725

**SHIRE OF BROOME  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022**

*Local Government Act 1995  
Local Government (Financial Management) Regulations 1996*

**STATEMENT BY CHIEF EXECUTIVE OFFICER**

The attached financial report of the SHIRE OF BROOME for the financial year ended 30 June 2022 is based on proper accounts and records to present fairly the financial position of the SHIRE OF BROOME at 30 June 2022 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the 13th day of April 2023



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Chief Executive Officer

Salvatore Mastrolemba

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Name of Chief Executive Officer

**SHIRE OF BROOME**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE OR TYPE**  
**FOR THE YEAR ENDED 30 JUNE 2022**

	NOTE	2022 Actual	2022 Budget	2021 Actual
		\$	\$	\$
<b>Revenue</b>				
Rates	26(a),2(a)	23,902,635	23,992,547	23,282,829
Operating grants, subsidies and contributions	2(a)	3,281,048	1,943,852	3,920,623
Fees and charges	25(c),2(a)	9,248,594	12,078,532	9,711,973
Interest earnings	2(a)	419,247	335,984	408,171
Other revenue	2(a)	989,801	1,182,519	1,009,207
		37,841,325	39,533,434	38,332,803
<b>Expenses</b>				
Employee costs		(16,813,230)	(17,141,230)	(15,789,253)
Materials and contracts		(8,059,965)	(10,467,153)	(8,687,789)
Utility charges		(2,359,931)	(2,144,443)	(2,100,053)
Depreciation	10(a)	(14,277,414)	(12,629,134)	(12,525,339)
Finance costs	2(b)	(242,307)	(122,688)	(138,797)
Insurance		(720,985)	(768,853)	(767,166)
Other expenditure	2(b)	(1,019,519)	(2,196,837)	(1,577,698)
		(43,493,351)	(45,470,338)	(41,586,095)
		(5,652,026)	(5,936,904)	(3,253,292)
Capital grants, subsidies and contributions	2(a)	8,583,402	8,226,226	26,883,370
Profit on asset disposals	10(b)	34,267	100,568	11,822
Loss on asset disposals	10(b)	(48,227)	(165,955)	(436,769)
Loss on revaluation of Infrastructure Others	9(a)	(8,383,982)	0	0
		185,460	8,160,839	26,458,423
<b>Net result for the period</b>	25(b)	<b>(5,466,566)</b>	<b>2,223,935</b>	<b>23,205,131</b>
<b>Other comprehensive income for the period</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	17	17,846,697	0	601,628
<b>Total other comprehensive income for the period</b>	17	<b>17,846,697</b>	<b>0</b>	<b>601,628</b>
<b>Total comprehensive income for the period</b>		<b>12,380,131</b>	<b>2,223,935</b>	<b>23,806,759</b>

This statement is to be read in conjunction with the accompanying notes.



**SHIRE OF BROOME**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 JUNE 2022**

	NOTE	2022 \$	2021 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	43,413,804	44,065,529
Trade and other receivables	5	2,015,721	3,101,366
Inventories	6	31,520	65,150
Other assets	7	225,940	230,253
<b>TOTAL CURRENT ASSETS</b>		<b>45,686,985</b>	<b>47,462,298</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	5	48,671	34,652
Other financial assets	4	1,347,255	1,342,259
Property, plant and equipment	8	86,054,785	77,802,109
Infrastructure	9	332,051,620	326,972,446
<b>TOTAL NON-CURRENT ASSETS</b>		<b>419,502,331</b>	<b>406,151,466</b>
<b>TOTAL ASSETS</b>		<b>465,189,316</b>	<b>453,613,764</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	12	5,824,127	7,341,078
Other liabilities	13	4,329,941	5,176,832
Borrowings	14	444,162	859,957
Employee related provisions	15	2,783,876	2,244,467
Other provisions	16	91,147	700,158
<b>TOTAL CURRENT LIABILITIES</b>		<b>13,473,253</b>	<b>16,322,492</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings	14	6,786,745	5,430,907
Employee related provisions	15	267,558	193,039
Other provisions	16	3,098,070	2,483,767
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>10,152,373</b>	<b>8,107,713</b>
<b>TOTAL LIABILITIES</b>		<b>23,625,626</b>	<b>24,430,205</b>
<b>NET ASSETS</b>		<b>441,563,690</b>	<b>429,183,559</b>
<b>EQUITY</b>			
Retained surplus		155,253,553	162,665,877
Reserve accounts	29	32,792,021	30,846,263
Revaluation surplus	17	253,518,116	235,671,419
<b>TOTAL EQUITY</b>		<b>441,563,690</b>	<b>429,183,559</b>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF BROOME**  
**STATEMENT OF CHANGES IN EQUITY**  
**FOR THE YEAR ENDED 30 JUNE 2022**

	NOTE	RETAINED SURPLUS \$	RESERVE ACCOUNTS \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
<b>Balance as at 1 July 2020</b>		<b>138,434,050</b>	<b>31,872,959</b>	<b>235,069,791</b>	<b>405,376,800</b>
Comprehensive income for the period					
Net result for the period		23,205,131	0	0	23,205,131
Other comprehensive income for the period	17	0	0	601,628	601,628
Total comprehensive income for the period		23,205,131	0	601,628	23,806,759
Transfers from reserves	29	4,206,993	(4,206,993)	0	0
Transfers to reserves	29	(3,180,297)	3,180,297	0	0
<b>Balance as at 30 June 2021</b>		<b>162,665,877</b>	<b>30,846,263</b>	<b>235,671,419</b>	<b>429,183,559</b>
Comprehensive income for the period					
Net result for the period		(5,466,566)	0	0	(5,466,566)
Other comprehensive income for the period	17	0	0	17,846,697	17,846,697
Total comprehensive income for the period		(5,466,566)	0	17,846,697	12,380,131
Transfers from reserves	29	3,541,907	(3,541,907)	0	0
Transfers to reserves	29	(5,487,665)	5,487,665	0	0
<b>Balance as at 30 June 2022</b>		<b>155,253,553</b>	<b>32,792,021</b>	<b>253,518,116</b>	<b>441,563,690</b>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF BROOME**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2022**

	NOTE	2022 Actual \$	2022 Budget \$	2021 Actual \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		24,093,197	23,992,547	23,355,813
Operating grants, subsidies and contributions		3,288,853	1,943,852	7,365,254
Fees and charges		9,055,083	12,078,532	9,771,141
Interest received		419,247	335,984	298,812
Goods and services tax received		3,171,331	0	0
Other revenue		989,801	1,182,519	1,005,974
		41,017,512	39,533,434	41,796,994
<b>Payments</b>				
Employee costs		(16,602,430)	(17,141,230)	(15,955,750)
Materials and contracts		(9,135,633)	(10,467,153)	(7,686,318)
Utility charges		(2,359,931)	(2,144,443)	(2,100,053)
Finance costs		(242,307)	(122,688)	(88,320)
Insurance paid		(720,985)	(768,853)	(767,166)
Goods and services tax paid		(2,846,940)	0	(728,268)
Other expenditure		(1,024,515)	(2,196,837)	(1,577,698)
		(32,932,741)	(32,841,204)	(28,903,573)
<b>Net cash provided by (used in) operating activities</b>	18(b)	8,084,771	6,692,230	12,893,421
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for remediations related expenses	16	(118,562)	0	(121,117)
Payments for financial assets at amortised cost - self supporting loans		0	(300,000)	0
Payments for purchase of property, plant & equipment		(3,624,205)	(7,438,318)	(9,496,603)
Payments for construction of infrastructure	9(a)	(14,655,205)	(15,270,067)	(26,122,834)
Non-operating grants, subsidies and contributions		8,470,388	8,926,384	22,184,375
Proceeds from financial assets at amortised cost - self supporting loans		0	393,483	0
Proceeds from sale of property, plant & equipment	10(b)	251,046	694,000	219,715
<b>Net cash provided by (used in) investing activities</b>		(9,676,538)	(12,994,518)	(13,336,464)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of borrowings	28(a)	(859,958)	(1,011,664)	(854,091)
Advances to community groups	28(a)	0	0	(1,250,000)
Proceeds from new borrowings	28(a)	1,800,000	2,100,000	3,035,000
<b>Net cash provided by (used in) financing activities</b>		940,042	1,088,336	930,909
<b>Net increase (decrease) in cash held</b>		(651,725)	(5,213,952)	487,866
Cash at beginning of year		44,065,529	42,478,719	43,577,663
<b>Cash and cash equivalents at the end of the year</b>	18(a)	43,413,804	37,264,767	44,065,529

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF BROOME  
RATE SETTING STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	2022 Actual	2022 Budget	2021 Actual - as Restated	Adjustments*	2021 Actual - as Previously Reported
		\$	\$	\$		
NET CURRENT ASSETS - At start of financial year - surplus/(deficit)	27(c)	4,535,688	5,492,969	2,828,740	(1,359,652)	4,188,392
OPERATING ACTIVITIES						
Revenue from operating activities (excluding general rate)						
Operating grants, subsidies and contributions		3,281,048	1,943,852	3,920,623	0	3,920,623
Fees and charges		9,248,594	12,078,532	9,711,973	0	9,711,973
Interest earnings		419,247	335,984	408,171	0	408,171
Other revenue		989,801	1,182,519	1,009,207	0	1,009,207
Profit on asset disposals	10(b)	34,267	100,568	11,822	0	11,822
		13,972,957	15,641,455	15,061,796	0	15,061,796
Expenditure from operating activities						
Employee costs		(16,813,230)	(17,141,230)	(15,789,253)	0	(15,789,253)
Materials and contracts		(8,059,965)	(10,467,153)	(8,687,789)	0	(8,687,789)
Utility charges		(2,359,931)	(2,144,443)	(2,100,053)	0	(2,100,053)
Depreciation		(14,277,414)	(12,629,134)	(12,525,339)	0	(12,525,339)
Finance costs		(242,307)	(122,688)	(138,797)	0	(138,797)
Insurance		(720,985)	(768,853)	(767,166)	0	(767,166)
Other expenditure		(1,019,519)	(2,196,837)	(1,577,698)	0	(1,577,698)
Loss on asset disposals	10(b)	(48,227)	(165,955)	(436,769)	0	(436,769)
Loss on revaluation of non-current assets		(8,383,982)	0	0	0	0
		(51,925,560)	(45,636,293)	(42,022,864)	0	(42,022,864)
Non-cash amounts excluded from operating activities	27(a)	22,751,821	12,694,521	9,621,389	(1,387,768)	11,009,157
Amount attributable to operating activities		(15,200,782)	(17,300,317)	(17,339,679)	(1,387,768)	(15,951,911)
INVESTING ACTIVITIES						
Non-operating grants, subsidies and contributions		8,583,402	8,226,226	26,883,370	0	26,883,370
Proceeds from disposal of assets	10(b)	251,046	694,000	219,715	0	219,715
Proceeds from financial assets at amortised cost - self supporting loans	28(a)	0	300,000	0	0	0
Payments for financial assets at amortised cost - self supporting loans		0	(300,000)	0	0	0
Payments for remediation related expenses		0	0	0	121,117	(121,117)
Purchase of property, plant and equipment	8(a)	(3,817,999)	(7,438,318)	(9,496,603)	0	(9,496,603)
Purchase and construction of infrastructure	9(a)	(14,593,559)	(15,270,067)	(26,122,834)	0	(26,122,834)
Payments for site remediation costs	16	0	(700,158)	0	0	0
		(9,577,110)	(14,488,317)	(8,516,352)	121,117	(8,637,469)
Non-cash amounts excluded from investing activities	27(b)	236,868	0	2,322,545	2,322,545	0
Amount attributable to investing activities		(9,340,242)	(14,488,317)	(6,193,807)	2,443,662	(8,637,469)
FINANCING ACTIVITIES						
Repayment of borrowings	28(a)	(859,958)	(1,011,664)	(854,091)	0	(854,091)
Proceeds from borrowings	28(a)	1,800,000	2,100,000	3,035,000	0	3,035,000
Advances to community groups	5	0	0	(1,250,000)	0	(1,250,000)
Repayment of self-supporting loans by community groups		0	93,483	0	0	0
Transfers to reserves (restricted assets)	29	(5,487,665)	(2,441,206)	(3,180,297)	0	(3,180,297)
Transfers from reserves (restricted assets)	29	3,541,907	3,562,505	4,206,993	0	4,206,993
Amount attributable to financing activities		(1,005,716)	2,303,118	1,957,605	0	1,957,605
Surplus/(deficit) before imposition of general rates		(21,011,052)	(23,992,547)	(18,747,141)	(303,758)	(18,443,383)
Total amount raised from general rates	26(a)	23,902,635	23,992,547	23,282,829	0	23,282,829
Surplus/(deficit) after imposition of general rates	27(c)	2,891,583	0	4,535,688	(303,758)	4,839,446

\*Refer to Note 31 for information on the adjustments made.

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF BROOME**  
**FOR THE YEAR ENDED 30 JUNE 2022**  
**INDEX OF NOTES TO THE FINANCIAL REPORT**

Note 1	Basis of Preparation	9
Note 2	Revenue and Expenses	10
Note 3	Cash and Cash Equivalents	12
Note 4	Other Financial Assets	12
Note 5	Trade and Other Receivables	13
Note 6	Inventories	14
Note 7	Other Assets	15
Note 8	Property, Plant and Equipment	16
Note 9	Infrastructure	18
Note 10	Fixed Assets	20
Note 11	Leases	23
Note 12	Trade and Other Payables	24
Note 13	Other Liabilities	25
Note 14	Borrowings	26
Note 15	Employee Related Provisions	27
Note 16	Other Provisions	28
Note 17	Revaluation Surplus	29
Note 18	Notes to the Statement of Cash Flows	30
Note 19	Contingent Liabilities	31
Note 20	Capital Commitments	31
Note 21	Related Party Transactions	32
Note 22	Financial Risk Management	34
Note 23	Events Occurring After the End of the Reporting Period	38
Note 24	Other Significant Accounting Policies	39
Note 25	Function and Activity	40
<b>Information required by legislation</b>		
Note 26	Rating Information	43
Note 27	Rate Setting Statement Information	46
Note 28	Borrowing and Lease Liabilities	47
Note 29	Reserve accounts	48
Note 30	Trust Funds	49
Note 31	Restatement of Rate Setting Statement	50



**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**1. BASIS OF PREPARATION**

**Basis of preparation**

The financial report comprises general purpose financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero cost. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**The local government reporting entity**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 30 of the financial report.

**Judgements and estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, and infrastructure.

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

2. REVENUE AND EXPENSES

(a) Revenue

Contracts with customers

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Timing of revenue recognition
Rates	General Rates	Single point in time	Payment dates adopted by Council during the year	None	When rates notice is issued
Service charges	Charge for specific service	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contractual commitments	General appropriations and contributions with no specific contractual commitments	No obligations	Not applicable	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	On payment and issue of the licence, registration or approval
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	After inspection complete based on a 4 year cycle
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Revenue recognised after inspection event occurs
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Output method based on regular weekly and fortnightly period as proportionate to collection service
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	On entry to facility
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	On entry or at conclusion of hire
Memberships	Gym and pool membership	Over time	Payment in full in advance	Refund for unused portion on application	Output method Over 12 months matched to access right
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Output method based on provision of service or completion of works
Sale of stock	BRAC kiosk	Single point in time	In full in advance, on 30 day credit	Refund for faulty goods	Output method based on goods
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	When assets are controlled
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	When claim is agreed

Consideration from contracts with customers is included in the transaction price.

Revenue Recognition

Revenue recognised during the year under each basis of recognition by nature or types of goods or services is provided in the table below:

For the year ended 30 June 2022

Nature or type

	Contracts with customers	Capital grant / Contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	23,902,635	0	23,902,635
Operating grants, subsidies and contributions	3,135,938	145,110	0	0	3,281,048
Fees and charges	8,582,464	0	666,130	0	9,248,594
Interest earnings	0	0	256,212	163,035	419,247
Other revenue	8,834	0	0	980,967	989,801
Non-operating grants, subsidies and contributions	0	8,219,007	0	364,395	8,583,402
<b>Total</b>	<b>11,727,236</b>	<b>8,364,117</b>	<b>24,824,977</b>	<b>1,508,397</b>	<b>46,424,727</b>

For the year ended 30 June 2021

Nature or type

	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	23,282,829	0	23,282,829
Operating grants, subsidies and contributions	3,682,035	238,588	0	0	3,920,623
Fees and charges	9,098,994	0	612,979	0	9,711,973
Interest earnings	0	0	75,728	332,443	408,171
Other revenue	184,953	0	0	824,254	1,009,207
Non-operating grants, subsidies and contributions	0	22,903,196	0	3,980,174	26,883,370
<b>Total</b>	<b>12,965,982</b>	<b>23,141,784</b>	<b>23,971,536</b>	<b>5,136,871</b>	<b>65,216,173</b>

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

2. REVENUE AND EXPENSES (Continued)

	Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
(a) Revenue (Continued)				
<b>Assets and services acquired below fair value</b>				
Contributed assets		236,868	0	2,322,545
		236,868	0	2,322,545
<b>Interest earnings</b>				
Financial assets at amortised cost - self supporting loans		24,225	21,528	200
Interest on reserve funds		106,508	95,918	263,296
Rates instalment and penalty interest (refer Note 26(b))		256,212	197,000	75,728
Other interest earnings		32,302	21,538	68,947
		419,247	335,984	408,171
(b) Expenses				
<b>Auditors remuneration</b>				
- Audit of the Annual Financial Report		130,000	73,000	59,090
- Other assurance services		27,500	10,000	5,465
		157,500	83,000	64,555
<b>Finance costs</b>				
Borrowings	28(b)	118,453	122,688	90,774
Other provisions: unwinding of discount	16	123,854	0	48,023
		242,307	122,688	138,797
<b>Other expenditure</b>				
Impairment / (reversal of impairment) on trade and other receivables		(193,511)	0	145,665
Sundry expenses		1,213,030	2,196,837	1,432,033
		1,019,519	2,196,837	1,577,698

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**3. CASH AND CASH EQUIVALENTS**

	Note	2022	2021
		\$	\$
Cash at bank and on hand		43,413,804	44,065,529
<b>Total cash and cash equivalents</b>	18(a)	43,413,804	44,065,529
Held as			
- Unrestricted cash and cash equivalents		7,357,686	9,199,005
- Restricted cash and cash equivalents	18(a)	36,056,118	34,866,524
		43,413,804	44,065,529

**SIGNIFICANT ACCOUNTING POLICIES**

**Cash and cash equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**Restricted financial assets**

Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

Details of restrictions on financial assets can be found at Note 18.

**4. OTHER FINANCIAL ASSETS**

	2022	2021
	\$	\$
<b>Non-current assets</b>		
Financial assets at amortised cost	1,250,000	1,250,000
Financial assets at fair value through profit and loss	97,255	92,259
	1,347,255	1,342,259
<b>Financial assets at amortised cost</b>		
Self supporting loans receivable	1,250,000	1,250,000
	1,250,000	1,250,000
<b>Financial assets at fair value through profit and loss</b>		
Units in Local Government House Trust	97,255	92,259
	97,255	92,259

**SIGNIFICANT ACCOUNTING POLICIES**

**Other financial assets at amortised cost**

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using a current market rates. They are classified as level 2 fair values in the fair value hierarchy (see Note 24 (i)) due to the observable market rates.

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

**Financial assets at fair value through profit and loss**

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

**Impairment and risk**

Information regarding impairment and exposure to risk can be found at Note 22.

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**5. TRADE AND OTHER RECEIVABLES**

	Note	2022 \$	2021 \$
<b>Current</b>			
Rates receivable		908,254	1,008,322
Trade and other receivables		1,209,544	2,089,103
Accrued Income		0	(24,863)
Allowance for impairment - rates	22(b)	(244,029)	(241,258)
Allowance for impairment - sundry debtors	22(b)	(10,663)	(206,945)
ATO Receivable		152,615	477,007
		<b>2,015,721</b>	<b>3,101,366</b>
<b>Non-current</b>			
Pensioner's rates and ESL deferred		48,671	34,652
		<b>48,671</b>	<b>34,652</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**Trade and other receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

**Impairment and risk exposure**

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 22.

**Classification and subsequent measurement**

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.



**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**6. INVENTORIES**

	Note	2022	2021
<b>Current</b>		\$	\$
Fuel and materials		24,924	57,723
BRAC Stock		6,596	7,427
		31,520	65,150

The following movements in inventories occurred during the year:

<b>Balance at beginning of year</b>	65,150	44,406
Inventories expensed during the year	(238,252)	(249,331)
Additions to inventory	204,622	270,075
<b>Balance at end of year</b>	31,520	65,150

**SIGNIFICANT ACCOUNTING POLICIES**

**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**7. OTHER ASSETS**

**Other assets - current**

Prepayments  
 Bonds and deposits held by others  
 Contract assets

2022	2021
\$	\$
218,779	214,067
7,161	1,800
0	14,386
225,940	230,253

**SIGNIFICANT ACCOUNTING POLICIES**

**Other current assets**

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

**Contract assets**

Contract assets primarily relate to the Shire's right to consideration for work completed but not billed at the end of the period.

Impairment of assets associated with contracts with customers are detailed at note 2 (b).

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Note	Land/vested in and under the control of Council \$	Buildings - non- specialised \$	Total land and buildings \$	Furniture and equipment \$	Plant and equipment \$	Work in Progress - Buildings \$	Work in Progress - Furniture & Equipment \$	Total property, plant and equipment \$
Balance at 1 July 2020		3,020,192	57,895,697	60,915,889	1,519,135	7,698,265	2,899,785	0	73,033,074
Additions*		0	8,023,002	8,023,002	117,219	1,120,984	192,324	43,074	9,496,603
Disposals	10(b)	0	(252,028)	(252,028)	0	(392,634)	0	0	(644,662)
Depreciation	10(a)	0	(1,911,701)	(1,911,701)	(520,912)	(1,650,293)	0	0	(4,082,906)
Transfers		0	2,899,785	2,899,785	0	0	(2,899,785)	0	0
Balance at 30 June 2021		3,020,192	66,654,755	69,674,947	1,115,442	6,776,322	192,324	43,074	77,802,109
Comprises:									
Gross balance amount at 30 June 2021		3,020,192	73,815,100	76,835,292	2,495,876	13,191,577	192,324	43,074	92,758,143
Accumulated depreciation at 30 June 2021		0	(7,160,345)	(7,160,345)	(1,380,434)	(6,415,255)	0	0	(14,956,034)
Balance at 30 June 2021		3,020,192	66,654,755	69,674,947	1,115,442	6,776,322	192,324	43,074	77,802,109
Additions*		0	523,751	523,751	593,689	988,670	1,738,277	16,686	3,861,073
Disposals	10(b)	0	0	0	(5,122)	(259,884)	0	0	(265,006)
Revaluation increments / (decrements) transferred to revaluation surplus		2,109,808	5,916,621	8,026,429	0	0	0	0	8,026,429
WIP reversal to expenses		0	0	0	0	0	0	(43,074)	(43,074)
Depreciation	10(a)	0	(2,172,731)	(2,172,731)	(749,873)	(1,538,316)	0	0	(4,460,920)
Transfers		0	145,154	145,154	1,131,039	3,135	(145,154)	0	1,134,174
Balance at 30 June 2022		5,130,000	71,067,550	76,197,550	2,085,175	5,969,927	1,785,447	16,686	86,054,785
Comprises:									
Gross balance amount at 30 June 2022		5,130,000	71,067,550	76,197,550	4,211,693	13,745,057	1,785,447	16,686	95,956,433
Accumulated depreciation at 30 June 2022		0	0	0	(2,126,518)	(7,775,130)	0	0	(9,901,648)
Balance at 30 June 2022		5,130,000	71,067,550	76,197,550	2,085,175	5,969,927	1,785,447	16,686	86,054,785

\* Asset additions included additions received at substantially less than fair value:

During the year ended 30 June 2021	0	1,928,761	1,928,761	0	0	0	0	1,928,761
During the year ended 30 June 2022	0	0	0	0	236,868	0	0	236,868

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**8. PROPERTY, PLANT AND EQUIPMENT (Continued)**

**(b) Carrying Value Measurements**

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
<b>(i) Fair Value</b>					
<b>Land and buildings</b>					
Land/vested in and under the control of Council	2 & 3	Market approach using recent observable market data for similar properties	Independent registered valuer	June 2022	Sales comparisons (level 2 and 3 inputs)
Buildings - non-specialised	2 & 3	Market approach using recent observable market data for similar properties	Independent registered valuer	June 2022	Sales comparisons per lettable area (level 2 inputs), depreciated replacement cost per unit area and estimated useful life (Level 3 inputs)

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

Following a change to Local Government (Financial Management) Regulation 17A, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change was effective from 1 July 2019 and represented a change in accounting policy. Revaluations carried out previously were not reversed as it was deemed fair value approximated cost at the date of change.

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

9. INFRASTRUCTURE

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

						works in progress - Roads, Footpaths and Bridges Infrastructure	Works in Progress - Drainage	Works in Progress - Other Infrastructure	Works in Progress - Recreation Areas	Rehabilitation Assets	Total Infrastructure
Note	Roads	Footpaths, Carparks & Bridges	Drainage	Recreation Areas	Infrastructure Others						
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2020	199,217,223	38,109,448	32,391,767	10,457,147	15,530,198	2,904,842	47,863	660,522	6,005,028	4,802,000	310,126,038
Additions*	4,473,342	378,462	372,859	842,488	250,297	14,417,732	0	5,212,770	174,884	0	26,122,834
Impairment (losses) / reversals	0	0	0	0	0	0	0	0	0	(833,993)	(833,993)
Depreciation	10(a) (4,171,245)	(938,108)	(710,286)	(1,367,712)	(653,454)	0	0	0	0	(601,628)	(8,442,433)
Transfers	1,728,871	178,573	42,106	5,361,449	344,193	(1,907,444)	(42,106)	(344,193)	(5,361,449)	0	0
Balance at 30 June 2021	201,248,191	37,728,375	32,096,446	15,293,372	15,471,234	15,415,130	5,757	5,529,099	818,463	3,366,379	326,972,446
Comprises:											
Gross balance at 30 June 2021	259,327,870	40,447,276	34,187,890	18,944,933	17,002,775	15,415,130	5,757	5,529,099	818,463	3,366,379	395,045,572
Accumulated depreciation at 30 June 2021	(58,079,679)	(2,718,901)	(2,091,444)	(3,651,561)	(1,531,541)	0	0	0	0	0	(68,073,126)
Balance at 30 June 2021	201,248,191	37,728,375	32,096,446	15,293,372	15,471,234	15,415,130	5,757	5,529,099	818,463	3,366,379	326,972,446
Additions*	1,960,975	3,103,681	130,792	2,690,473	4,443,267	599,152	0	0	1,726,865	0	14,655,205
Revaluation increments / (decrements) transferred to revaluation surplus	23,624	(18,713,163)	10,997,859	20,214,856	(2,702,911)	0	0	0	0	0	9,820,265
Revaluation (loss) / reversals transferred to profit or loss	0	0	0	0	(8,383,982)	0	0	0	0	0	(8,383,982)
WIP reversal to expenses	0	0	0	0	0	0	0	(1,980)	(59,666)	0	(61,646)
Depreciation	10(a) (4,333,122)	(1,049,256)	(722,485)	(1,847,813)	(1,208,949)	0	0	0	0	(654,869)	(9,816,494)
Transfers	5,073,711	3,629,183	211,943	2,426,610	9,231,182	(15,698,508)	(5,757)	(5,243,741)	(758,797)	0	(1,134,174)
Balance at 30 June 2022	203,973,379	24,698,820	42,714,555	38,777,498	16,849,841	315,774	0	283,378	1,726,865	2,711,510	332,051,620
Comprises:											
Gross balance at 30 June 2022	203,973,379	24,698,820	42,714,555	38,777,498	16,849,841	599,152	0	0	1,726,865	3,366,379	332,706,489
Accumulated depreciation at 30 June 2022	0	0	0	0	0	0	0	0	0	(654,869)	(654,869)
Balance at 30 June 2022	203,973,379	24,698,820	42,714,555	38,777,498	16,849,841	599,152	0	0	1,726,865	2,711,510	332,051,620

\* Asset additions included additions received at substantially less than fair value:

During the year ended 30 June 2021	366,419	0	0	0	27,365	0	0	0	0	0	393,784
During the year ended 30 June 2022	0	0	0	0	0	0	0	0	0	0	0



**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**9. INFRASTRUCTURE (Continued)**

**(b) Carrying Value Measurements**

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
<b>(i) Fair Value</b>					
<b>Roads</b>	3	Cost approach using depreciated replacement cost	Independent registered valuer	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
<b>Footpaths, Carparks &amp; Bridges</b>	3	Cost approach using depreciated replacement cost	Independent registered valuer	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
<b>Drainage</b>	3	Cost approach using depreciated replacement cost	Independent registered valuer	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
<b>Recreation Areas</b>	3	Cost approach using depreciated replacement cost	Independent registered valuer	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
<b>Infrastructure Others</b>	3	Cost approach using depreciated replacement cost	Independent registered valuer	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**10. FIXED ASSETS**

**(a) Depreciation**

	Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
Buildings - non-specialised	8(a)	2,172,731	345,751	1,911,701
Furniture and equipment	8(a)	749,873	10,402	520,912
Plant and equipment	8(a)	1,538,316	4,585,659	1,650,293
Roads	9(a)	4,333,122	5,588,387	4,171,245
Footpaths, Carparks & Bridges	9(a)	1,049,256	0	938,108
Drainage	9(a)	722,485	719,093	710,286
Recreation Areas	9(a)	1,847,813	1,313,858	1,367,712
Infrastructure Others	9(a)	1,208,949	65,984	653,454
Rehabilitation Assets	9(a)	654,869	0	601,628
		14,277,414	12,629,134	12,525,339

**Assets Useful Life**

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Estimated Useful Life
Major depreciation periods used for each class of depreciable asset are:	
Buildings	13-100 years
Furniture and equipment	4-10 years
Plant and equipment	4-16 years
Roads	10-250 years
Footpaths, Carparks & Bridges	15-250 years
Drainage	50-80 years
Recreation Areas	5-75 years
Infrastructure Others	4-100 years

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 10. FIXED ASSETS (Continued)

## (b) Disposals of assets

	2022 Actual Net Book Value	2022 Actual Sale Proceeds	2022 Actual Profit	2022 Actual Loss	2022 Budget Net Book Value	2022 Budget Sale Proceeds	2022 Budget Profit	2022 Budget Loss	2021 Actual Net Book Value	2021 Actual Sale Proceeds	2021 Actual Profit	2021 Actual Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Buildings - non-specialised	0	0	0	0	0	0	0	0	252,028	0	0	(252,028)
Furniture and equipment	5,122	0	0	(5,122)	0	0	0	0	0	0	0	0
Plant and equipment	259,884	251,046	34,267	(43,105)	759,387	694,000	100,568	(165,955)	392,634	219,715	11,822	(184,741)
	265,006	251,046	34,267	(48,227)	759,387	694,000	100,568	(165,955)	644,662	219,715	11,822	(436,769)

The following assets were disposed of during the year.

	2022 Actual Net Book Value	2022 Actual Sale Proceeds	2022 Actual Profit	2022 Actual Loss
<b>Plant and Equipment</b>				
<b>Other property and services</b>				
Bibliotheca RFID Library				
Systems - Smartserv 200	5,122	0	0	(5,122)
Tabletop Kiosk				
Holden Colorado Parks	21,698	26,700	5,002	0
Trailer Dean No 17 Flatbed				
Tilting	0	1,062	1,062	0
Holden Colorado (MRHS)	21,701	28,600	6,899	0
Trailer Caged Tipper Tandem	3,000	2,682	0	(318)
Trailer - Variable Message				
Display	19,798	235	0	(19,563)
Toyota Prado DSL	42,649	50,761	8,112	0
Truck - Prime Mover Hino 700				
series	60,926	50,000	0	(10,926)
Toro Ground Master 360 4WD	17,550	13,500	0	(4,050)
Dean No17 Single Axel Tilt Flat				
Bed	9,949	1,701	0	(8,248)
Trailer Dean No 17 Flatbed				
Tilting	0	1,260	1,260	0
Hino 500 series 2630 Medium				
Auto Tip	62,613	74,545	11,932	0
	265,006	251,046	34,267	(48,227)

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**10. FIXED ASSETS (Continued)**

**SIGNIFICANT ACCOUNTING POLICIES**

**Fixed assets**

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

**Initial recognition and measurement for assets held at cost**

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognised at fair value. Assets held at cost are depreciated and assessed for indicators of impairment annually.

**Initial recognition and measurement between mandatory revaluation dates for assets held at fair value**

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, buildings, infrastructure and investment properties acquired between scheduled revaluation dates of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next revaluation date in accordance with the mandatory measurement framework.

**Revaluation**

The fair value of land, buildings, infrastructure and investment properties is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire.

At the end of each period the carrying amount for each asset class is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

**Revaluation (continued)**

For property, plant and equipment and infrastructure, increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss. Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

**Depreciation**

The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

**Depreciation on revaluation**

When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

**Amortisation**

All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within depreciation in the Statement of Comprehensive Income and in Note 10(a).

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**11 LEASES**

**(a) Lessor - Property, Plant and Equipment Subject to Lease**

The table below represents a maturity analysis of the undiscounted lease payments to be received after the reporting date.

Less than 1 year  
 1 to 2 years  
 2 to 3 years  
 3 to 4 years  
 4 to 5 years  
 > 5 years

2022 Actual	2021 Actual
\$	\$
1,622,216	1,433,394
1,246,449	1,328,478
1,154,615	1,239,925
888,483	1,148,091
795,274	881,959
6,950,110	7,790,833
12,657,147	13,822,680

The Shire leases houses to staff with rentals payable monthly. These leases are classified as operating leases as they do not transfer substantially all of the risks and rewards incidental to the ownership of the assets. The staff houses are not considered investment property as they are leased for use in the supply of services to the community.

Lease payments for some contracts include CPI increases, but there are no other variable lease payments that depend on an index or rate. Although the Shire is exposed to changes in the residual value at the end of the current leases, the Shire typically enters into new operating leases and therefore will not immediately realise any reduction in residual value at the end of these leases. Expectations about the future residual values are reflected in the fair value of the properties.

**SIGNIFICANT ACCOUNTING POLICIES**

**The Shire as Lessor**

Upon entering into each contract as a lessor, the Shire assesses if the lease is a finance or operating lease.

The contract is classified as a finance lease when the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases not within this definition are classified as operating leases. Rental income received from operating leases is recognised on a straight-line basis over the term of the specific lease.

Initial direct costs incurred in entering into an operating lease (eg legal cost, cost to setup) are included in the carrying amount of the leased asset and recognised as an expense on a straight-line basis over the lease term.

When a contract is determined to include lease and non-lease components, the Shire applies AASB 15 to allocate the consideration under the contract to each component.



**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**12 TRADE AND OTHER PAYABLES**

**Current**

	2022 \$	2021 \$
Sundry creditors	3,681,408	5,659,954
Prepaid rates	522,122	417,615
Accrued salaries and wages	114,143	517,271
Bonds and deposits held	635,329	633,957
Accrued and other liabilities	871,125	112,281
	<b>5,824,127</b>	<b>7,341,078</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**Financial liabilities**

Financial liabilities are initially recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

**Trade and other payables**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services.

The amounts are unsecured, are recognised as a current liability and are usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

**Prepaid rates**

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**13. OTHER LIABILITIES**

**Current**

Contract liabilities  
 Capital Grant Liability  
 Developer Contributions

**Reconciliation of changes in contract liabilities**

Opening balance  
 Additions  
 Revenue from contracts with customers included as a contract liability at the start of the period

2022	2021
\$	\$
265,314	393,309
2,363,454	2,598,395
1,701,173	2,185,128
4,329,941	5,176,832
2,991,704	7,534,020
2,517,336	2,991,704
(2,880,272)	(7,534,020)
2,628,768	2,991,704

The Shire expects to satisfy the performance obligations from contracts with customers unsatisfied at the end of the reporting period to be satisfied within the next 12 months.

Performance obligations in relation to capital grant/contribution liabilities are satisfied as project milestones are met or completion of construction or acquisition of the asset.

**SIGNIFICANT ACCOUNTING POLICIES**

**Contract liabilities**

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

**Capital grant/contribution liabilities**

Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as revenue when the obligations in the contract are satisfied.

Non-current capital grant/contribution liabilities fair values are based on discounted cash flows of expected cashflows to satisfy the obligations using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 24(i)) due to the unobservable inputs, including own credit risk.

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**14. BORROWINGS**

	Note	2022			2021		
		Current	Non-current	Total	Current	Non-current	Total
<b>Secured</b>		\$	\$	\$	\$	\$	\$
WATC		444,162	6,786,745	7,230,907	859,957	5,430,907	6,290,864
<b>Total secured borrowings</b>	28(a)	444,162	6,786,745	7,230,907	859,957	5,430,907	6,290,864

\* WA Treasury Corporation

**SIGNIFICANT ACCOUNTING POLICIES**

**Borrowing costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 24(i)) due to the unobservable inputs, including own credit risk.

**Risk**

Information regarding exposure to risk can be found at Note 22.

Details of individual borrowings required by regulations are provided at Note 28(a).

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**15. EMPLOYEE RELATED PROVISIONS**

**Employee Related Provisions**

**Current provisions**

**Employee benefit provisions**

Annual Leave

Long Service Leave

**Non-current provisions**

Long Service Leave

	2022	2021
	\$	\$
Annual Leave	1,574,784	1,407,323
Long Service Leave	1,209,092	837,144
	2,783,876	2,244,467
Non-current provisions	267,558	193,039
Long Service Leave	267,558	193,039
	3,051,434	2,437,506

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

**Amounts are expected to be settled on the following basis:**

Less than 12 months after the reporting date

More than 12 months from reporting date

Note	2022	2021
	\$	\$
Less than 12 months after the reporting date	1,535,484	1,256,407
More than 12 months from reporting date	1,515,950	1,181,099
	3,051,434	2,437,506

**SIGNIFICANT ACCOUNTING POLICIES**

**Employee benefits**

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

**Short-term employee benefits**

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

**Other long-term employee benefits**

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**16. OTHER PROVISIONS**

	Note	Provision for remediation costs \$	Total \$
<b>Opening balance at 1 July 2021</b>			
Current provisions		700,158	700,158
Non-current provisions		2,483,767	2,483,767
		<b>3,183,925</b>	<b>3,183,925</b>
Amounts used		(118,562)	(118,562)
Charged to profit or loss			
- unwinding of discount	2(b)	123,854	123,854
<b>Balance at 30 June 2022</b>		<b>3,189,217</b>	<b>3,189,217</b>
<b>Comprises</b>			
Current		91,147	91,147
Non-current		3,098,070	3,098,070
		<b>3,189,217</b>	<b>3,189,217</b>

**Other provisions**

Amounts which are reliably expected to be paid out within 12 months of the reporting date are classified as current. Exact timing of payment of non-current obligations is unable to be reliably estimated as it is dependent on factors beyond the control of the local government.

**Provision for remediation costs**

Shire of Broome recognised the future remediation liability for the waste management facility in the statement of financial position as it is probable that an outflow of obligation is certain and the amount at which the settlement will take place can be measured reliably. The liability is reported at the present value of the future net cash outflows that are expected to

be required to settle the liability in the normal course of business as per AASB 137. The restoration obligation has been estimated by an independent industry professional and the present value of the future restoration costs is to be reviewed annually and any changes in the estimate are to be reflected in the restoration provision at each reporting date.

**Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.



SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

17. REVALUATION SURPLUS

	2022 Opening Balance	2022 Revaluation Increment	2022 Revaluation (Decrement)	Total Movement on Revaluation	2022 Closing Balance	2021 Opening Balance	2021 Change in Accounting Estimate	Total Movement on Revaluation	2021 Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revaluation surplus - Land and Buildings	18,776,908	8,026,429	0	8,026,429	26,803,337	18,776,908	0	0	18,776,908
Revaluation surplus - Furniture and equipment	201,314	0	0	0	201,314	201,314	0	0	201,314
Revaluation surplus - Roads	148,062,212	23,624	0	23,624	148,085,836	148,062,212	0	0	148,062,212
Revaluation surplus - Footpaths, Carparks & Bridges	30,512,688	0	(18,713,162)	(18,713,162)	11,799,526	30,512,688	0	0	30,512,688
Revaluation surplus - Drainage	27,400,598	10,997,860	0	10,997,860	38,398,458	27,400,598	0	0	27,400,598
Revaluation surplus - Recreation Areas	8,014,788	20,214,857	0	20,214,857	28,229,645	8,014,788	0	0	8,014,788
Revaluation surplus - Infrastructure Others	2,702,911	0	(2,702,911)	(2,702,911)	0	2,101,283	601,628	601,628	2,702,911
	235,671,419	39,262,770	(21,416,073)	17,846,697	253,518,116	235,069,791	601,628	601,628	235,671,419

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**18. NOTES TO THE STATEMENT OF CASH FLOWS**

**(a) Reconciliation of Cash**

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
Cash and cash equivalents	3	43,413,804	37,264,767	44,065,529
<b>Restrictions</b>				
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:				
- Cash and cash equivalents	3	36,056,118	28,348,140	34,866,524
		36,056,118	28,348,140	34,866,524
The restricted financial assets are a result of the following specific purposes to which the assets may be used:				
Restricted reserve accounts	29	32,792,021	28,348,140	30,846,263
Contract & capital grant liabilities from contracts with customers	13	2,628,768	0	2,991,704
Bonds and deposits held	12	635,329	0	633,957
Other Restricted Cash		0	0	394,600
<b>Total restricted financial assets</b>		<b>36,056,118</b>	<b>28,348,140</b>	<b>34,866,524</b>

**(b) Reconciliation of Net Result to Net Cash Provided By Operating Activities**

Net result		(5,466,566)	2,223,935	23,205,131
Non-cash items:				
Depreciation/amortisation		14,277,414	12,629,134	12,525,339
(Profit)/loss on sale of asset		13,960	65,387	424,947
Loss on revaluation of fixed assets		8,383,982	0	0
Assets received for substantially less than fair value		(236,868)	0	0
Reversal of WIP to operating expenses		104,720		
Changes in assets and liabilities:				
(Increase)/decrease in trade and other receivables		1,071,626	0	3,057,250
(Increase)/decrease in other assets		(10,074)	0	(111,064)
(Increase)/decrease in inventories		33,630	0	(20,744)
(Increase)/decrease in contract assets		14,386	0	(14,386)
Increase/(decrease) in trade and other payables		(1,516,951)	0	997,807
Increase/(decrease) in employee related provisions		613,928	0	(222,919)
Increase/(decrease) in other provisions		123,854	700,158	(61,337)
Increase/(decrease) in other liabilities		(846,891)	0	(4,698,995)
(Increase)/decrease in Units in LG Housing Trust		(4,996)	0	(3,233)
Non-operating grants, subsidies and contributions		(8,470,383)	(8,926,384)	(22,184,375)
Net cash provided by/(used in) operating activities		<b>8,084,771</b>	<b>6,692,230</b>	<b>12,893,421</b>

**(c) Undrawn Borrowing Facilities**

**Credit Standby Arrangements**

Bank overdraft limit	700,000	700,000
Bank overdraft at balance date	0	0
Credit card limit	100,000	60,000
Credit card balance at balance date	0	0
<b>Total amount of credit unused</b>	<b>800,000</b>	<b>760,000</b>

**Loan facilities**

Loan facilities - current	444,162	859,957
Loan facilities - non-current	6,786,745	5,430,907
<b>Total facilities in use at balance date</b>	<b>7,230,907</b>	<b>6,290,864</b>

**Unused loan facilities at balance date**

0	0
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**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**19. CONTINGENT LIABILITIES**

In relation to land owned, vested or leased the Shire of Broome has identified the following sites where there may be possible sources of contamination. At the date of this report the Shire is yet to conduct investigations to ascertain the value and timing of remediation works.

1. 20 Cable Beach Rd, Djugun, 6725, Landfill, Crown Reserve 42502, Cable Beach Road, Broome.
2. 8 Napier Tce, Broome, 6725, Former Landfill, Crown Reserve 8176 (Lot 1317) Napier Terrace, Broome.
3. 317 Kavite Rd, Minyirr, 6725, Broome Turf Club, Crown Reserve 22648, 317 Kavite Road Cnr Gantheaume Point Road. Broome.
4. 197 Port Dr, Minyirr, 6725, Broome Golf Course, Crown Reserve 29300, Port Drive, Broome (Source Site)
5. 223 Port Drive, Minyirr, 6725, Broome Golf Course, Crown Reserve 29300, Port Drive, Broome (Source Site)
6. 73 Wattle Dr, Roebuck, 6725, Former Landfill, Crown Reserve 30803, Lot 73 Wattle Drive, Broome.

**20. CAPITAL COMMITMENTS**

**(a) Capital Expenditure Commitments**

	2022	2021
	\$	\$
Contracted for:		
- capital expenditure projects	3,479,069	2,298,615
- plant & equipment purchases	1,410,313	218,968
	4,889,382	2,517,583
Payable:		
- not later than one year	4,889,382	2,517,583

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 21. RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration	Note	2022 Actual	2022 Budget	2021 Actual
		\$	\$	\$
<b>Cr Harold Tracey</b>				
President's annual allowance		47,515	47,515	47,515
Meeting attendance fees		23,361	23,361	23,361
Annual allowance for ICT expenses		3,500	3,500	3,500
Annual allowance for travel and accommodation expenses		50	50	50
		74,426	74,426	74,426
<b>Cr Desiree Male</b>				
Deputy President's annual allowance		11,879	11,879	11,879
Meeting attendance fees		17,423	17,423	17,423
Annual allowance for ICT expenses		3,500	3,500	3,500
Annual allowance for travel and accommodation expenses		50	50	50
		32,852	32,852	32,852
<b>Cr Chris Mitchell JP</b>				
Meeting attendance fees		17,423	17,423	17,423
Annual allowance for ICT expenses		3,500	3,500	3,500
Annual allowance for travel and accommodation expenses		50	50	50
		20,973	20,973	20,973
<b>Cr Bruce Rudeforth Jnr</b>				
Meeting attendance fees		17,423	17,423	17,423
Annual allowance for ICT expenses		3,500	3,500	3,500
Annual allowance for travel and accommodation expenses		50	50	50
		20,973	20,973	20,973
<b>Cr Peter Taylor</b>				
Meeting attendance fees		17,423	17,423	17,423
Annual allowance for ICT expenses		3,500	3,500	3,500
Annual allowance for travel and accommodation expenses		50	50	50
		20,973	20,973	20,973
<b>Cr Nik Wevers</b>				
Meeting attendance fees		17,423	17,423	17,423
Annual allowance for ICT expenses		3,500	3,500	3,500
Annual allowance for travel and accommodation expenses		50	50	50
		20,973	20,973	20,973
<b>Cr Fiona West</b>				
Meeting attendance fees		5,808	17,423	17,423
Annual allowance for ICT expenses		1,167	3,500	3,500
Annual allowance for travel and accommodation expenses		17	50	50
		6,991	20,973	20,973
<b>Cr Elsta Foy</b>				
Meeting attendance fees		17,423	17,423	17,423
Annual allowance for ICT expenses		3,500	3,500	3,500
Annual allowance for travel and accommodation expenses		50	50	50
		20,973	20,973	20,973
<b>Cr Philip Matsumoto</b>				
Meeting attendance fees		17,423	17,423	17,423
Annual allowance for ICT expenses		3,500	3,500	3,500
Annual allowance for travel and accommodation expenses		50	50	50
		20,973	20,973	20,973
		240,107	254,089	254,089
Fees, expenses and allowances to be paid or reimbursed to elected council members.				
		2022 Actual	2022 Budget	2021 Actual
		\$	\$	\$
President's annual allowance		47,515	47,515	47,515
Deputy President's annual allowance		11,879	11,879	11,879
Meeting attendance fees		151,130	162,745	162,745
Annual allowance for ICT expenses		29,167	31,500	31,500
Annual allowance for travel and accommodation expenses		417	450	450
21(b)		240,107	254,089	254,089

## (b) Key Management Personnel (KMP) Compensation

The total of compensation paid to KMP of the Shire during the year are as follows:	2022 Actual	2021 Actual
	\$	\$
Short-term employee benefits	938,462	918,166
Post-employment benefits	88,217	80,696
Employee - other long-term benefits	64,558	67,403
Employee - termination benefits	0	2,203
Council member costs	240,107	254,089
21(a)	1,331,344	1,322,556

*Short-term employee benefits*

These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

*Post-employment benefits*

These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

*Other long-term benefits*

These amounts represent annual leave and long service leave entitlements accruing during the year.

*Termination benefits*

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

*Council member costs*

These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

21. RELATED PARTY TRANSACTIONS

(c) Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above the following transactions occurred with related parties:

	2022 Actual	2021 Actual
	\$	\$
Sale of goods and services	162,609	186,549
Purchase of goods and services	22,691	357,037

(d) Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any council member, are considered key management personnel.

ii. Other Related Parties

An associate person of KMP was employed by the Shire under normal employment terms and conditions.

Any entity that is controlled by or over which KMP, or close family members of KMP, have authority and responsibility for planning, directing and controlling the activity of the entity, directly or indirectly, are considered related parties in relation to the Shire.

iii. Entities subject to significant influence by the Shire

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.



**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**22. FINANCIAL RISK MANAGEMENT**

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

<b>Risk</b>	<b>Exposure arising from</b>	<b>Measurement</b>	<b>Management</b>
<b>Market risk - interest rates</b>	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
<b>Credit risk</b>	Cash and cash equivalents, trade receivables, financial assets and debt investments	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
<b>Liquidity risk</b>	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

**(a) Interest rate risk**

**Cash and cash equivalents**

The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents, term deposits, and Treasury bonds held disclosed as financial assets at amortised cost are reflected in the table below.

	<b>Weighted Average Interest Rate</b>	<b>Carrying Amounts</b>	<b>Fixed Interest Rate</b>	<b>Variable Interest Rate</b>	<b>Non Interest Bearing</b>
	<b>%</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>2022</b>					
Cash and cash equivalents	0.96%	43,413,804	0	43,409,604	4,200
<b>2021</b>					
Cash and cash equivalents	0.93%	44,065,529	0	44,061,129	4,400

**Sensitivity**

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
Impact of a 1% movement in interest rates on profit and loss and equity*	434,096	440,611

\* Holding all other variables constant

**Borrowings**

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 28(a).

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**22. FINANCIAL RISK MANAGEMENT (Continued)**

**(b) Credit risk**

**Trade and Other Receivables**

The Shire's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The Shire is able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2021 or 1 July 2022 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors.

The loss allowance as at 30 June 2022 and 30 June 2021 for rates receivable was determined as follows:

	Less than 1 year past due	More than 1 year past due	More than 2 years past due	More than 3 years past due	Specific provision	Total	Note
<b>30 June 2022</b>							
Rates receivable							
Expected credit loss	2%	5%	8%	10%			
Gross carrying amount	20,011	499,644	80,115	106,941	201,544	908,254	
Loss allowance	400	24,982	6,409	10,694	201,544	244,029	5
<b>30 June 2021</b>							
Rates receivable							
Expected credit loss	2%	5%	8%	10%			
Gross carrying amount	22,028	560,555	123,785	110,074	191,880	1,008,322	
Loss allowance	441	28,028	9,903	11,006	191,880	241,258	5

The loss allowance as at 30 June 2022 and 30 June 2021 was determined as follows for trade receivables.

	Less than 1 year past due	More than 30 days past due	More than 60 days past due	More than 90 days past due	Specific provision	Total	
<b>30 June 2022</b>							
Trade and other receivables							
Expected credit loss	2%	5%	10%	15%			
Gross carrying amount	859,224	113,548	77,574	153,504	5,693	1,209,544	
Loss allowance	328	284	776	3,582	5,693	10,663	5
<b>30 June 2021</b>							
Trade and other receivables							
Expected credit loss	2%	5%	10%	15%			
Gross carrying amount	1,588,315	70,903	49,015	251,927	128,943	2,089,103	
Loss allowance	31,766	3,545	4,902	37,789	128,943	206,945	5

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

22. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

The loss allowances for trade receivables and contract assets as at 30 June reconcile to the opening loss allowances as follows:

	Rates receivable		Trade and other receivables	
	2022 Actual	2021 Actual	2022 Actual	2021 Actual
Opening loss allowance as at 1 July	\$ 241,258	\$ 167,704	\$ 206,945	\$ 134,834
Increase in loss allowance recognised in profit or loss during the year	2,771	73,554	0	72,111
Unused amount reversed	0	0	(196,282)	0
Closing loss allowance at 30 June	244,029	241,258	10,663	206,945

Trade receivables and contract assets are written off where there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include, amongst others, the failure of a debtor to engage in a repayment plan with the Shire, and a failure to make contractual payments for a period of greater than 120 days past due.

Impairment losses on trade receivables and contract assets are presented as net impairment losses within operating profit. Subsequent recoveries of amounts previously written off are credited against the same line item.

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**22. FINANCIAL RISK MANAGEMENT (Continued)**

**(c) Liquidity risk**

**Payables and borrowings**

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 18(c).

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values	Note
	\$	\$	\$	\$	\$	
<b>2022</b>						
Trade and other payables	5,824,127	0	0	5,824,127	5,824,127	12
Borrowings	444,162	2,868,897	3,917,848	7,230,907	7,230,907	14
	6,268,289	2,868,897	3,917,848	13,055,034	13,055,034	
<b>2021</b>						
Trade and other payables	7,341,078	0	0	7,341,078	7,341,078	12
Borrowings	859,957	2,250,089	3,180,818	6,290,864	6,290,864	14
	8,201,035	2,250,089	3,180,818	13,631,942	13,631,942	

**SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022**

**23. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD**

There have been no significant events after the reporting period that are to be included in 2021/2022.



**SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022**

**24. OTHER SIGNIFICANT ACCOUNTING POLICIES**

**a) Goods and services tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**b) Current and non-current classification**

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

**c) Rounding off figures**

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

**d) Comparative figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

**e) Budget comparative figures**

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

**f) Superannuation**

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

**g) Fair value of assets and liabilities**

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

**h) Interest earnings**

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

**i) Fair value hierarchy**

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

**Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

**Valuation techniques**

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

**Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

**Income approach**

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

**Cost approach**

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

**j) Impairment of assets**

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regularity to ensure the carrying value does not differ materially from that which would be determined using fair value at the end of the reporting period.

**k) Initial application of accounting standards**

During the current year, no new or revised Australian Accounting Standards and Interpretations were compiled, became mandatory and were applicable to its operations.

**New accounting standards for application in future years**

The following new accounting standards will have application to local government in future years:

- AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current
- AASB 2020-3 Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments
- AASB 2021-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates
- AASB 2021-7 Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections

It is not expected these standards will have an impact on the financial report.

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**25. FUNCTION AND ACTIVITY**

**(a) Service objectives and descriptions**

Shire operations as disclosed in this financial report encompass the following service orientated functions and activities.

<b>Objective</b>	<b>Description</b>
<b>Governance</b>	
To provide a decision making process for the efficient allocation of scarce resources.	Administration and operation of facilities and services to members of council; other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.
<b>General purpose funding</b>	
To collect revenue to allow provision of services.	Rates, general purpose government grants and interest revenue.
<b>Law, order, public safety</b>	
To provide services to help ensure a safer and environmentally conscious community.	Supervision of various by-laws, fire prevention, emergency services and animal control.
<b>Health</b>	
To provide an operational framework for environmental and community health.	Food quality, eating house inspection, pest control and child health clinics.
<b>Education and welfare</b>	
To provide services to disadvantaged persons, the elderly, children and youth.	Facilities for senior citizens aged care, infant, day care centres, pre-school; assistance to play group and other community services and development activities.
<b>Housing</b>	
To provide and maintain staff housing.	Provision of staff housing.
<b>Community amenities</b>	
To provide services required by the community.	Rubbish collection services, tip operation, administration of the town planning scheme, maintenance of cemeteries, storm water drainage maintenance, sanitation maintenance and environmental protection.
<b>Recreation and culture</b>	
To establish and effectively manage infrastructure and resource which will help the social being of the community.	Operation/maintenance of halls, Broome Recreation and Aquatic Centre (BRAC), various parks and reserves, beaches, library, museum and other cultural activities.
<b>Transport</b>	
To provide safe, effective and efficient transport services to the community.	Construction and maintenance of streets, roads, bridges, footpaths and street lighting.
<b>Economic services</b>	
To help promote the Council's economic well being.	The regulation and provision of tourism facilities, area promotion and building control.
<b>Other property and services</b>	
To monitor and control Council's overheads operating accounts.	Private works and provision of unclassified civic building facilities. General Administration support for Council's operations, allocated to other functions. Engineering, works and parks and gardens management, allocated to construction and maintenance jobs. Plant and depot operation and maintenance, allocated to construction and maintenance jobs.

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**25. FUNCTION AND ACTIVITY (Continued)**

**(b) Income and expenses**

	<b>2022 Actual</b>	<b>2022 Budget</b>	<b>2021 Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Income excluding grants, subsidies and contributions</b>			
Governance	5,575	1,620	60,659
General purpose funding	24,322,390	24,314,912	23,423,975
Law, order, public safety	106,485	120,861	148,313
Health	170,646	189,731	177,286
Housing	582,452	2,031,236	701,892
Community amenities	5,508,477	6,615,788	5,503,069
Recreation and culture	1,268,722	1,318,143	1,214,146
Transport	29,866	26,552	34,526
Economic services	409,612	911,027	1,363,345
Other property and services	2,190,319	2,160,280	1,796,791
	<b>34,594,544</b>	<b>37,690,150</b>	<b>34,424,002</b>
<b>Grants, subsidies and contributions</b>			
Governance	167,320	11,000	249,927
General purpose funding	2,094,859	822,334	1,912,440
Law, order, public safety	236,868	10,000	0
Health	5,185	5,000	6,671
Education and welfare	25,000	25,000	8,716
Community amenities	12,010	12,000	(104,191)
Recreation and culture	5,961,558	5,513,887	10,532,210
Transport	3,083,950	3,455,857	5,629,814
Economic services	150,000	0	12,457,682
Other property and services	127,700	315,000	110,724
	<b>11,864,450</b>	<b>10,170,078</b>	<b>30,803,993</b>
<b>Total Income</b>	<b>46,458,994</b>	<b>47,860,228</b>	<b>65,227,995</b>
<b>Expenses</b>			
Governance	(2,183,664)	(2,240,459)	(2,583,924)
General purpose funding	(538,621)	(339,348)	(503,141)
Law, order, public safety	(1,480,256)	(1,146,436)	(1,156,449)
Health	(716,640)	(806,634)	(721,968)
Education and welfare	(336,997)	(424,795)	(495,116)
Housing	(937,675)	(2,247,459)	(763,371)
Community amenities	(9,396,455)	(10,750,551)	(9,804,428)
Recreation and culture	(13,003,755)	(13,995,567)	(12,532,317)
Transport	(9,557,758)	(11,233,425)	(9,250,596)
Economic services	(2,332,914)	(2,210,496)	(1,953,585)
Other property and services	(11,440,825)	(241,123)	(2,257,969)
<b>Total expenses</b>	<b>(51,925,560)</b>	<b>(45,636,293)</b>	<b>(42,022,864)</b>
<b>Net result for the period</b>	<b>(5,466,566)</b>	<b>2,223,935</b>	<b>23,205,131</b>

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**25. FUNCTION AND ACTIVITY (Continued)**

	<b>2022</b>	<b>2022</b>	<b>2021</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
<b>(c) Fees and Charges</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
General purpose funding	125,809	95,365	48,553
Law, order, public safety	76,375	90,639	120,193
Health	170,646	189,731	177,286
Housing	582,152	2,031,236	700,436
Community amenities	5,429,026	6,379,383	5,119,044
Recreation and culture	1,190,796	1,252,218	1,181,588
Transport	16,300	15,000	13,501
Economic services	433,499	712,027	1,278,599
Other property and services	1,223,991	1,312,933	1,072,773
	<b>9,248,594</b>	<b>12,078,532</b>	<b>9,711,973</b>
<b>(d) Total Assets</b>	<b>\$</b>	<b>\$</b>	
Governance	395,873	394,580	
General purpose funding	13,588,620	12,934,623	
Law, order, public safety	3,684,173	6,645,075	
Health	6,092	0	
Education and welfare	0	2,245,375	
Housing	4,396,200	3,572,304	
Community amenities	68,148,594	33,948,575	
Recreation and culture	81,910,356	57,519,257	
Transport	240,422,236	293,313,271	
Economic services	5,607,215	5,896,080	
Other property and services	47,029,958	37,144,624	
	<b>465,189,316</b>	<b>453,613,764</b>	

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 26. RATING INFORMATION

## (a) General Rates

RATE TYPE Rate Description	Rate in \$	Number of Properties	2021/22 Actual Rateable Value *	2021/22 Actual Rate Revenue	2021/22 Actual Interim Rates	2021/22 Actual Back Rates	2021/22 Actual Total Revenue	2021/22 Budget Rate Revenue	2021/22 Budget Interim Rate	2021/22 Budget Back Rate	2021/22 Budget Total Revenue	2020/21 Actual Total Revenue
			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental valuations</b>												
GRV - Residential	0.110204	4,942	116,990,608	12,892,833	86,810	4,666	12,984,309	12,892,832	100,000	0	12,992,832	12,641,949
GRV - Vacant	0.201729	187	2,909,899	587,011	46,117	(9,209)	623,919	587,011	0	0	587,011	585,097
GRV - Commercial	0.114171	555	55,404,595	6,325,598	79	247	6,325,924	6,325,598	0	0	6,325,598	6,170,103
GRV - Tourism	0.149349	454	17,635,598	2,633,859	(8,543)	(8,388)	2,616,928	2,633,859	0	0	2,633,859	2,586,525
<b>Unimproved valuations</b>												
UV - Commercial Rural	0.032458	21	13,230,113	429,423	(133,038)	(279,869)	16,516	429,423	0	0	429,423	615,318
UV - Mining	0.119883	32	1,135,382	136,113	(5,674)	(1,294)	129,145	136,113	0	0	136,113	128,293
UV - Rural	0.007763	54	17,508,953	135,922	0	0	135,922	135,922	0	0	135,922	133,471
<b>Sub-Total</b>		6,245	224,815,148	23,140,759	(14,249)	(293,847)	22,832,663	23,140,758	100,000	0	23,240,758	22,860,756
<b>Minimum payment</b>												
<b>Gross rental valuations</b>												
GRV - Residential	1,220	61	585,647	74,420	0	0	74,420	74,420	0	0	74,420	81,740
GRV - Vacant	1,220	191	869,843	233,020	0	0	233,020	233,020	0	0	233,020	214,720
GRV - Commercial	1,220	23	170,491	28,060	0	0	28,060	28,060	0	0	28,060	29,280
GRV - Tourism	1,220	371	1,598,998	452,620	0	0	452,620	452,620	0	0	452,620	452,620
<b>Unimproved valuations</b>												
UV - Commercial Rural	1,220	2	13,300	2,440	0	0	2,440	2,440	0	0	2,440	2,440
UV - Mining	500	25	48,318	12,500	0	0	12,500	12,500	0	0	12,500	14,500
UV - Rural	1,220	4	141,300	4,880	0	0	4,880	4,880	0	0	4,880	4,880
<b>Sub-Total</b>		677	3,427,897	807,940	0	0	807,940	807,940	0	0	807,940	800,180
		6,922	228,243,045	23,948,699	(14,249)	(293,847)	23,640,603	23,948,698	100,000	0	24,048,698	23,660,936
Reversal of prior year concession							323,822				0	0
Concessions on general rates (Refer note 26(b))							(61,790)				(56,151)	(378,107)
<b>Total amount raised from general rates</b>							23,902,635				23,992,547	23,282,829

\* Rateable value is based on the value of properties at the time the rate is raised.

The entire balance of rates revenue has been recognised at a point in time in accordance with AASB 1058 *Income for not-for-profit entities*.



SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 26. RATING INFORMATION (Continued)

## (b) Waivers or Concessions

Rate or Fee and Charge to which the Waiver or Concession is Granted	Type	Waiver/Concession	Discount %	Discount \$	2022 Actual \$	2022 Budget \$	2021 Actual \$
General Rates	Rate	Concession	50%		22,478	20,702	20,330
General Rates	Rate	Concession	37%		8,733	8,733	8,576
General Rates	Rate	Concession	90%		26,716	26,716	26,236
General Rates	Rate	Concession	80%		0	0	322,965
General Rates	Rate	Concession	100%		3,863	0	0
					61,790	56,151	378,107
Total discounts/concessions (Note 26)					61,790	56,151	378,107

Rate or Fee and Charge to which the Waiver or Concession is Granted	Circumstances in which the Waiver or Concession is Granted and to whom it was available	Objects and reasons of the Waiver or Concession
General Rates	Varying concessions to a charitable organisation (100%, 90%, 50%, 37%)	Concession offered because of the nature of the undertaking of the organisation providing social housing and affordable housing.
General Rates	80% concession to pastoral properties	Concession offered to reduce the impact of valuation increase and corresponding rates during the period.

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**26. RATING INFORMATION (Continued)**

**(b) Interest Charges & Instalments**

Instalment Options	Date Due	Instalment Plan Admin Charge	Instalment Plan Interest Rate	Unpaid Rates Interest Rate
		\$	%	%
<b>Option One</b>				
Single full payment	19-August-2021	0.00	0.0%	7.0%
<b>Option Two</b>				
First instalment	19-August-2021	10.20	0.0%	7.0%
Second instalment	06-January-2022	10.20	5.5%	7.0%
<b>Option Three</b>				
First instalment	19-August-2021	10.20	0.0%	7.0%
Second instalment	21-October-2021	10.20	5.5%	7.0%
Third instalment	06-January-2022	10.20	5.5%	7.0%
Fourth instalment	10-March-2022	10.20	5.5%	7.0%
		<b>2022 Actual</b>	<b>2022 Budget</b>	<b>2021 Actual</b>
		\$	\$	\$
Interest on unpaid rates		126,432	117,000	75,728
Interest on instalment plan		129,780	80,000	0
Charges on instalment plan		49,684	61,200	0
Payment arrangement fee		1,559	0	50
		<b>307,455</b>	<b>258,200</b>	<b>75,778</b>

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 27. RATE SETTING STATEMENT INFORMATION

		2021/22 Budget (30 June 2022)	2021/22 (1 July 2021)	2020/21 (30 June 2021)
Note	2021/22 (30 June 2022) Carried Forward)	2021/22 Budget (30 June 2022) Carried Forward)	2021/22 (1 July 2021) Brought Forward)	2020/21 (30 June 2021) Carried Forward)
	\$	\$	\$	\$
<b>(a) Non-cash amounts excluded from operating activities</b>				
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .				
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	10(b)	(34,267)	(100,568)	(11,822)
Less: Non-cash grants and contributions for assets		(236,864)	0	(2,322,545)
Less: Movement in liabilities associated with restricted cash		(356,478)	0	(35,885)
Less: Fair value adjustments to financial assets at fair value through profit and loss		(4,996)	0	(3,233)
Add: Loss on disposal of assets	10(b)	48,227	165,955	436,769
Add: Loss on revaluation of fixed assets	9(a)	8,383,982	0	0
Add: Depreciation	10(a)	14,277,414	12,629,134	12,525,339
Non-cash movements in non-current assets and liabilities:				
Pensioner deferred rates		(14,019)	0	2,884
Employee benefit provisions		74,519	0	(87,506)
Other provisions		614,303	0	(2,318,233)
Impairment of infrastructure		0	1,435,621	1,435,621
Other increase/decrease and non-cash movements		0	0	41,765
<b>Non-cash amounts excluded from operating activities</b>		22,751,821	12,694,521	9,621,389
<b>(b) Non-cash amounts excluded from investing activities</b>				
The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .				
<b>Adjustments to investing activities</b>				
Property, plant and equipment received for substantially less than fair value	8(a)	236,868	0	2,322,545
<b>Non-cash amounts excluded from investing activities</b>		236,868	0	2,322,545
<b>(c) Surplus/(deficit) after imposition of general rates</b>				
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.				
<b>Adjustments to net current assets</b>				
Less: Reserve accounts	29	(32,792,021)	(28,348,140)	(30,846,263)
- Bonds and deposits held by others		0	0	4,020,261
- Other liabilities		0	(873,991)	0
Add: Current liabilities not expected to be cleared at end of year				0
- Current portion of borrowings	14	444,162	854,092	859,957
- Current portion of developer contributions held in reserve		1,701,173	0	2,185,128
- Liability associated with restricted cash - bonds and deposits		0	0	(2,991,704)
- Liability not expected to be paid within 12 months		0	0	(633,957)
- Employee benefit provisions		1,324,537	2,379,880	1,197,060
<b>Total adjustments to net current assets</b>		(29,322,149)	(25,988,159)	(26,604,118)
<b>Net current assets used in the Rate Setting Statement</b>				
Total current assets		45,686,985	43,562,983	47,462,298
Less: Total current liabilities		(13,473,253)	(17,574,824)	(16,322,492)
Less: Total adjustments to net current assets		(29,322,149)	(25,988,159)	(26,604,118)
<b>Net current assets used in the Rate Setting Statement</b>		2,891,583	0	4,535,688

\*Refer to Note 31 for information on the adjustments made.

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

28. BORROWING AND LEASE LIABILITIES

(a) Borrowings

Purpose	Note	Actual						Budget			
		Principal at	New Loans	Principal	Principal	New Loans	Principal	Principal at 1	New Loans	Principal	Principal at
		1 July 2020	During 2020-21	Repayments	at 30 June 2021	During 2021-22	at 30 June 2022	July 2021	During 2021-22	Repayments	at 30 June 2022
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Civic Centre Redevelopment		994,413	0	(487,484)	506,929	0	(506,929)	0	0	(506,929)	0
Town Beach Development		1,450,000	0	(86,155)	1,363,845	0	(87,554)	1,363,845	0	(87,554)	1,276,291
BRAC Pavillion		121,517	0	(121,517)	0	0	0	0	0	0	0
Chinatown Revitalisation Stage 1		1,544,026	0	(158,935)	1,385,091	0	(161,954)	1,385,090	0	(161,954)	1,223,136
Chinatown Revitalisation Stage 2		0	1,785,000	0	1,785,000	0	(103,521)	1,785,000	0	(107,655)	1,677,345
China Town Contingency		0	0	0	0	1,800,000	0	0	1,800,000	(54,089)	1,745,911
<b>Total</b>		<b>4,109,956</b>	<b>1,785,000</b>	<b>(854,091)</b>	<b>5,040,865</b>	<b>1,800,000</b>	<b>(859,958)</b>	<b>5,040,864</b>	<b>1,800,000</b>	<b>(918,181)</b>	<b>5,922,683</b>
<b>Self Supporting Loans</b>											
Life Saving Club		0	0	0	0	0	0	0	300,000	(18,094)	281,906
Broome Golf Club		0	1,250,000	0	1,250,000	0	0	1,250,000	0	(75,389)	1,174,611
<b>Total Self Supporting Loans</b>		<b>0</b>	<b>1,250,000</b>	<b>0</b>	<b>1,250,000</b>	<b>0</b>	<b>0</b>	<b>1,250,000</b>	<b>300,000</b>	<b>(93,483)</b>	<b>1,456,517</b>
<b>Total Borrowings</b>	14	<b>4,109,956</b>	<b>3,035,000</b>	<b>(854,091)</b>	<b>6,290,865</b>	<b>1,800,000</b>	<b>(859,958)</b>	<b>6,290,864</b>	<b>2,100,000</b>	<b>(1,011,664)</b>	<b>7,379,200</b>

\* WA Treasury Corporation

Self supporting loans are financed by payments from third parties. These are shown in Note 4 as other financial assets at amortised cost.  
All other loan repayments were financed by general purpose revenue.

(b) Borrowing Interest Repayments

Purpose	Note	Function and activity	Loan Number	Institution	Interest Rate	Actual for year ending 30 June 2022	Budget for year ending 30 June 2022	Actual for year ending 30 June 2021
						\$	\$	\$
Civic Centre Redevelopment		Recreation and culture	193	WATC*	3.95%	(14,848)	(15,067)	(34,302)
Town Beach Development		Recreation and culture	195	WATC*	1.62%	(20,730)	(22,554)	(23,032)
BRAC Pavillion		Recreation and culture	194	WATC*	5.86%	0	0	(4,611)
Chinatown Revitalisation Stage 1		Economic services	196	WATC*	1.89%	(24,630)	(26,059)	(28,344)
Chinatown Revitalisation Stage 2		Economic services	198	WATC*	1.95%	(34,020)	(24,790)	(285)
China Town Contingency		Economic services	201	WATC*	4.75%	0	(12,690)	0
<b>Total</b>						<b>(94,228)</b>	<b>(101,160)</b>	<b>(90,574)</b>
<b>Self Supporting Loans Interest Repayments</b>								
Life Saving Club		Recreation and culture	200	WATC*	TBC	0	(4,167)	0
Broome Golf Club		Recreation and culture	199	WATC*	1.95%	(24,225)	(17,361)	(200)
<b>Total Self Supporting Loans Interest Repayments</b>						<b>(24,225)</b>	<b>(21,528)</b>	<b>(200)</b>
<b>Total Interest Repayments</b>	2(b)					<b>(118,453)</b>	<b>(122,688)</b>	<b>(90,774)</b>

\* WA Treasury Corporation

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 29. RESERVE ACCOUNTS

## Restricted by council

	2022 Actual Opening Balance	2022 Actual Transfer to	2022 Actual Transfer (from)	2022 Actual Closing Balance	2022 Budget Opening Balance	2022 Budget Transfer to	2022 Budget Transfer (from)	2022 Budget Closing Balance	2021 Actual Opening Balance	2021 Actual Transfer to	2021 Actual Transfer (from)	2021 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Reserves cash backed - Leave Reserve	1,197,060	315,411	(187,934)	1,324,537	932,995	313,851	(115,646)	1,131,200	1,076,266	120,794	0	1,197,060
(b) Reserves cash backed - Restricted Cash	65,000	0	0	65,000	0	0	0	0	0	65,000	0	65,000
(c) Reserves cash backed - Community Sponsorship	81,454	268	0	81,722	100,799	0	0	100,799	97,271	469	(16,286)	81,454
(d) Reserves cash backed - EDL Sponsorship	62,024	205	0	62,229	55,522	145	0	55,667	134,882	650	(73,508)	62,024
(e) Reserves cash backed - Road Reserve	1,517,285	374,860	0	1,892,145	1,517,140	235,580	0	1,752,720	1,824,122	529,163	(836,000)	1,517,285
(f) Reserves cash backed - Public Art Reserve	6,211	21	0	6,232	6,211	20	0	6,231	6,182	29	0	6,211
(i) Reserves cash backed - BRAC (Leisure Centre) Reserve	58,504	193	0	58,697	58,500	187	(58,000)	687	58,224	280	0	58,504
(j) Reserves cash backed - Public Open Space	1,806,645	2,500,312	(516,966)	3,789,991	1,799,529	1,045,709	(172,800)	2,672,438	1,976,821	1,042,671	(1,212,847)	1,806,645
(k) Reserves cash backed - Drainage reserve	1,538,300	98,513	0	1,636,813	1,553,201	33,608	0	1,586,809	1,235,496	302,804	0	1,538,300
(l) Reserves cash backed - Plant	1,895,391	12,412	(291,216)	1,616,587	1,695,241	5,410	(252,500)	1,448,151	1,886,301	9,090	0	1,895,391
(m) Reserves cash backed - Buildings	2,920,961	559,604	(190,816)	3,289,749	2,896,772	481,416	(499,856)	2,878,332	2,361,421	758,101	(198,561)	2,920,961
(n) Reserves cash backed - Refuse Site Reserve	2,664,994	1,175,246	(1,265,617)	2,574,623	2,109,939	6,766	(1,512,617)	604,088	3,253,067	15,677	(603,750)	2,664,994
(o) Reserves cash backed - Regional Resource Recovery Park Reserve	13,291,670	42,198	(518,051)	12,815,817	13,189,289	44,690	(456,732)	12,777,247	14,121,030	68,052	(897,412)	13,291,670
(p) Reserves cash backed - IT & Equipment	714,651	345,812	(123,926)	936,537	647,704	223,697	(50,000)	821,401	710,263	99,498	(95,110)	714,651
(q) Reserves cash backed - Kimberley Zone	394,580	1,293	0	395,873	317,138	1,475	0	318,613	486,676	64,346	(156,442)	394,580
	28,214,730	5,426,348	(3,094,526)	30,546,552	26,879,980	2,392,554	(3,118,151)	26,154,383	29,228,022	3,076,624	(4,089,916)	28,214,730
<b>Restricted by Legislation</b>												
(g) Reserves cash backed - Carpark Reserve	348,224	43,133	0	391,357	348,201	42,980	0	391,181	295,639	52,585	0	348,224
(h) Reserves cash backed - Footpath Reserve	2,283,309	18,184	(447,381)	1,854,112	2,241,258	5,672	(444,354)	1,802,576	2,349,298	51,088	(117,077)	2,283,309
	2,631,533	61,317	(447,381)	2,245,469	2,589,459	48,652	(444,354)	2,193,757	2,644,937	103,673	(117,077)	2,631,533
	30,846,263	5,487,665	(3,541,907)	32,792,021	29,469,439	2,441,206	(3,562,505)	28,348,140	31,872,959	3,180,297	(4,206,993)	30,846,263

All reserves are supported by cash and cash equivalents and are restricted within equity as Reserves - cash backed.

In accordance with Council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Anticipated date of use	Purpose of the reserve
(a) Reserves cash backed - Leave Reserve	Ongoing	To be used to fund annual and long service leave requirements.
(b) Reserves cash backed - Restricted Cash	Ongoing	To be used for unspent grant, contribution and loan funds.
(c) Reserves cash backed - Community Sponsorship	Ongoing	To hold funds remaining as at 30 June after allocation of both Annual and Ad-hoc sponsorships and external donations to be spent on both annual and ad-hoc sponsorships in accordance with the Community Sponsorship Program Policy.
(d) Reserves cash backed - EDL Sponsorship	Ongoing	To hold funds to be spent on community projects as approved by Energy Development Limited.
(e) Reserves cash backed - Road Reserve	Ongoing	To be used for renewal, upgrade or new streets and roads.
(f) Reserves cash backed - Public Art Reserve	Ongoing	To hold funds set aside annually to fund future public art projects and initiatives within the Shire.
(g) Reserves cash backed - Carpark Reserve	Ongoing	To be used for renewal, upgrade or new carparks. Typically funds are from "Cash In Lieu" payments from developers.
(h) Reserves cash backed - Footpath Reserve	Ongoing	To be used for renewal, upgrade or new footpaths. Typically, funds are from contributions made by developers.
(i) Reserves cash backed - BRAC (Leisure Centre) Reserve	Ongoing	To be used for the construction of recreation infrastructure and facilities.
(j) Reserves cash backed - Public Open Space	Ongoing	To be used for renewal, upgrade, replacement or new public open space facilities and garden areas associated with buildings and other freely accessible public recreational facilities. Any contributions from developers are held in Trust.
(k) Reserves cash backed - Drainage reserve	Ongoing	To be used for the renewal, upgrade or construction of drainage services. Typically funds are from contributions made by developers.
(l) Reserves cash backed - Plant	Ongoing	To be used for the renewal, upgrade or purchase of new mobile plant and engineering equipment.
(m) Reserves cash backed - Buildings	Ongoing	To be used for renewal, upgrade, replacement or new building construction and associated infrastructure.
(n) Reserves cash backed - Refuse Site Reserve	Ongoing	To be used for the current and future costs of maintaining and closing the refuse site in accordance with operational needs and environmental guidelines.
(o) Reserves cash backed - Regional Resource Recovery Park Reserve	Ongoing	To hold funds set aside annually and any year end operational profit generated from refuse site business unit to fund: i) The future construction of a new facility;
(p) Reserves cash backed - IT & Equipment	Ongoing	To be used for renewal, upgrade or new office equipment, IT hardware and software.
(q) Reserves cash backed - Kimberley Zone	Ongoing	To hold funds set aside annually to fund future projects and initiatives for the Kimberley Zone of WALGA and/or Regional Collaborative Groups.



**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**30. TRUST FUNDS**

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2021	Amounts Received	Amounts Paid	30 June 2022
	\$	\$	\$	\$
Town Planning Related Bond Deposits	106,562	0	0	106,562
Cash In Lieu Of Public Open Space	100,209	0	0	100,209
	206,771	0	0	206,771

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

31. RESTATEMENT OF RATE SETTING STATEMENT COMPARATIVES

The Shire of Broome engaged an external accounting firm to perform a review of prior years Rate Setting Statement (RSS) and Rate Setting Statement Information. During this process it came to light that the net current assets used in the 2021 Rate Setting Statement and net current asset at the start of the year (2020) was overstated. This resulted in a restatement of 2021 Rate Setting Statement including Net current assets used in the RSS for 2021 and 2020 and the related Rate Setting Statement information. The following are the summary of the adjustments made and the explanations:

	2021 Actual as restated \$	Adjustments \$	2021 Actual as previously reported \$	Explanation
<b>NET CURRENT ASSETS - At start of financial year - surplus/(deficit) (FY 2020)</b>	2,828,740	(1,359,652)	4,188,392	
<b>Breakdown of this adjustment and explanation is :</b>				
Current Liability Associated with restricted cash - leave liability (employee provisions)	1,076,266	(1,303,614)	2,379,880	Current employee provision was incorrectly over adjusted in the past. Should be adjusted up to cash backed leave reserves only. Corrected in current year
Current Liability not expected to be paid within 12 months	0	(65,093)	65,093	Error noted in previous workings for reconciling amount in 2020. Corrected in current year
Bonds and deposits held by others	0	9,055	(9,055)	Incorrectly removed in the past. Corrected in current year
		(1,359,652)		
<b>Net Current Assets Used in Rate Setting Statement - (FY 2021)</b>	27 ( c ) 4,535,688	(303,758)	4,839,446	
<b>Breakdown of this adjustment and explanation is :</b>				
Current Liability associated with restricted cash - Contract & capital grant liabilities from contracts with customers	(2,991,704)	394,600	(3,386,304)	Current liability for contract and capital grant was incorrectly over adjusted in the past . Should be adjusted up to restricted cash balance only . Corrected in current year.
Current Liability not expected to be paid within 12 months	0	(700,158)	700,158	In 2021 , the Shire was less conservative and adjusted their Net current assets with the whole current remediation provision since this amount would not be spent in the next 12 months . Net current assets was incorrectly over adjusted in the past. Corrected in current year
Bonds and deposits held by others	0	1,800	(1,800)	Incorrectly removed in the past. Corrected in current year
		(303,758)		
All other adjustments are reclassification of non-cash amounts between investing and operating and non cash movements between current and non-current balances to reconcile to the adjustments made above				



## Auditor General

### INDEPENDENT AUDITOR'S REPORT 2022 Shire of Broome

To the Councillors of the Shire of Broome

#### Opinion

I have audited the financial report of the Shire of Broome (the Shire) which comprises:

- the Statement of Financial Position at 30 June 2022, the Statement of Comprehensive Income by Nature or Type, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information.

In my opinion, the financial report:

- is based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2022 and its financial position at the end of that period
- is in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

#### Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Emphasis of matter – Restatement of comparative balances

I draw attention to Note 31 to the financial report which states that the amounts reported in the previously issued 30 June 2021 financial report have been restated and disclosed as comparatives in this financial report. My opinion is not modified in respect of this matter.

#### Other information

The Chief Executive Officer (CEO) is responsible for preparing, and the Council for overseeing, the other information. The other information is the information in the entity's annual report for the year ended 30 June 2022, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent

Page 1 of 3

7<sup>th</sup> Floor Albert Facey House 469 Wellington Street Perth MAIL TO: Perth BC PO Box 8489 Perth WA 6849 TEL: 08 6557 7500

with the financial report or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

### **Responsibilities of the Chief Executive Officer and Council for the financial report**

The Chief Executive Officer of the Shire is responsible for:

- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

### **Auditor's responsibilities for the audit of the financial report**

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

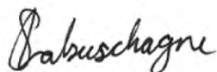
A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at [https://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf).

### **My independence and quality control relating to the report on the financial report**

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements*, the Office of the Auditor General maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

### **Matters relating to the electronic publication of the audited financial report**

This auditor's report relates to the financial report of the Shire of Broome for the year ended 30 June 2022 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.



Sandra Labuschagne  
Acting Auditor General for Western Australia  
Perth, Western Australia  
14 April 2023





#### FEEDBACK

If you have a comment or questions about the Annual Report here's how to contact us.

In person: Shire Administration Centre  
Cnr Weld and Haas Street  
Broome, Western Australia

Phone: +618 9191 3456

Email: [shire@broome.wa.gov.au](mailto:shire@broome.wa.gov.au)

Facebook: [facebook.com/BroomeWesternAustralia/](https://facebook.com/BroomeWesternAustralia/)

Instagram: [instagram.com/shireofbroome/](https://instagram.com/shireofbroome/)

Mail: PO Box 44, Broome  
Western Australia 6725

  
**Shire of  
Broome**  
A future, for everyone  
[www.broome.wa.gov.au](http://www.broome.wa.gov.au)

**9.4.3 COUNCIL POLICY REVIEWS - VARIOUS**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	ADM28
<b>AUTHOR:</b>	Senior Governance & Administration Officer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

A range of Council Policies are presented to Council for endorsement following a review in accordance with Council's adopted Policy Framework. Recommended policy changes are summarised in the body of the report.

**BACKGROUND**Previous Considerations

OMC 12 December 2019	Item 9.4.5
OMC 18 November 2021	Item 9.4.4

Council adopted a Policy Framework to transition the Council Policy review process in 2019. The key element of the Policy Framework was a move to a risk-based rolling review approach. Previously all Council Policies were reviewed biennially following an ordinary election, but it was recognised that this was creating an arduous task for staff and elected members and therefore Council adopted a 4 yearly review for the majority of policies.

The Policy Framework has ensured that Council Policies are developed consistently and are reviewed regularly whilst at the same time reducing the administration overhead involved.

**COMMENT****Policies with Recommended Changes****Waiving and Refunding of Fees**

The timeframe under clause 4.3 (a) has been reduced from 21 to 14 days.

Processing times for building and planning applications for the Shire of Broome are aspirational and shorter than statutorily required, consequently requests may be received after processing has occurred. It is preferable to ensure that these requests are received prior to significant work being completed given these aspirational timeframes.

**Alcohol Management**

Additional clauses were added under 'Applications for Occasional Liquor Licences and Extended Trading Permits'.

The additional clauses were added to strengthen the current policy and ensure that it is consistent across other approvals granted by the Shire, such as Event approvals.

These additional conditions will put the onus on the applicant and not the Shire to ensure that it is in their best interest for them to comply.

It will also ensure that residents are consulted on matters relating to alcohol management and it will give Council a greater oversight, as alcohol management has been an issue that needs concerted efforts from all parties concerned.

### **Transaction Card Policy**

The State Government has a common use agreement (CUA) for Travel Management Services. The Shire has made arrangements to access this agreement via sole provider Corporate Travel Management (CTM).

This provides access to State Government pricing on airfares, accommodation and hire cars. Early indications are that this has the potential to save in the region of \$50,000 per annum on current travel costs, which until now have been at full retail price. There will also be an administration efficiency by gaining access to the CTM travel management console for making bookings and itineraries.

CTM's preferred and most efficient payment method is via direct debit from a Corporate Credit Card. To facilitate this, the existing Transaction Card Policy needs to be amended to approve the issuance of 1 Corporate Credit card with a monthly limit of \$15,000.

The Executive Assistant to the Chief Executive Officer position is recommended for this monthly limit as this position currently does the majority of travel bookings.

### **Self Supporting Loan**

Changes are specifically within the Assessment of Applications section.

Removal of **point 2f) Indebtedness Ratio** – *measures the extent to which past borrowings principal outstanding relate to the Shire's discretionary general revenue. Target = < 0.4.*

This ratio is not currently relied upon through any statutory bodies or as an assessment of capacity under Western Australian Treasury Corporation requirements.

Adjustment to **point 2g)** *The level of consolidated self-supporting assistance to groups in any one year may not exceed annual repayment of principal and interest of more than 0.5 per cent of rates revenue.*

An increase is proposed to 1.5 per cent of rates revenue (\$375,000). Under the current policy, Council is in effect limited to maximum annual self-supporting loan repayments of \$125,000 (0.5 per cent of rates). The Broome Golf Club self supporting loan by itself accounts for \$120,000 of this limit. The recently approved \$1,000,000 loan for the Broome Surf Lifesaving Club (BSLSC) will have annual payments of \$98,000.

To not technically breach Council's own Policy with any future self-supporting loan applications an increase to 1.5 per cent of rates revenue is recommended. Setting a limit such as this ensures that Council continues to prudently monitor self supporting loan indebtedness and that these liabilities do not adversely impact Council's ability to consider loan funding for Shire projects.

Recommended changing review cycle to 4 yearly as per Policy Framework.

### **Investment**

The Reporting and Review component has been reworded to align with the improvements made by Officers within the Monthly Statement of Financial Activity report.

As all Shire investments are term deposits, reference to performance of investment portfolio, and changes in market value have been removed.

### **Financial Hardship**

Financial hardship provisions under the Local Government (COVID-19 Response) Amendment Order 2022 ended 3 February 2023.

To be compliant with the changes, several adjustments to the policy have been made, removing all reference to Covid-19, amending "situations for hardship" options, adding healthcare and education categories to expenses as well as an option to list dependants.

These changes will also allow Officers to review the Hardship Application more fairly and provide a better understanding of the applicants' circumstances.

### **Policies with No Recommended Changes**

- Shinju Matsuri Acquisitive Art Prize
- Sales of Recyclables
- Disposal of Assets
- Mining Petroleum and Geothermal Energy Resource Extraction
- Caravan Parks and Camping Grounds - Maximum Number of Sites of a Particular Type that May be Used at a Facility
- Horses on Cable Beach
- Public Art
- Senior Employees
- Waste Management

It should be noted that the Public Art Policy will be further reviewed later in 2023, following the adoption of the Arts and Culture Strategy.

The Waste Management Policy will also be reviewed later in 2023 following the awarding of the new kerbside collection contract.

### **Policies Recommended for Retirement**

#### **Community Sponsorship Program**

The Community Sponsorship Policy is recommended for retirement due to the adoption of the guidelines for the Community Development Fund at the December 2022 OMC. These guidelines now replace this policy.

### **Policies Still Under Review**

The following policy remains under review and will be presented to Council later in 2023:

- CCTV

### **CONSULTATION**

Policies have been reviewed by the Responsible Officer and the accountable Director.

**STATUTORY ENVIRONMENT****Local Government Act 1995****2.7 Role of council***(1) The council –*

- (a) governs the local government's affairs; and*
- (b) is responsible for the performance of the local government's functions.*

*(2) Without limiting subsection (1), the council is to –*

- (a) oversee the allocation of the local government's finances and resources; and*
- (b) determine the local government's policies.*

**POLICY IMPLICATIONS**

As contained in the body of the report.

**FINANCIAL IMPLICATIONS**

Not applicable

**RISK**

Having clear, concise, current and consistent policies reduces the risk of interpretation errors that could have negative impacts on the Shire.

**STRATEGIC ASPIRATIONS**

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

**Outcome 11 – Effective leadership, advocacy and governance:**

**Objective** 11.2 Deliver best practice governance and risk management.

**VOTING REQUIREMENTS**

*Simple Majority*

**REPORT RECOMMENDATION:**

*That Council:*

- 1. Approves the following Council Policies inclusive of recommended changes detailed in Attachments 1 – 6:*
  - Waiving and Refunding of Fees*
  - Alcohol Management*
  - Transaction Cards*
  - Self Supporting Loan*
  - Investment*
  - Financial Hardship*
- 2. Approves the following Council Policies inclusive of no recommended changes as detailed in Attachments 7 – 15:*



- *Shinju Matsuri Acquisitive Art Prize*
- *Sales of Recyclables*
- *Disposal of Assets*
- *Mining Petroleum and Geothermal Energy Resource Extraction*
- *Caravan Parks and Camping Grounds - Maximum Number of Sites of a Particular Type that May be Used at a Facility*
- *Horses on Cable Beach*
- *Public Art*
- *Senior Employees*
- *Waste Management*

3. *Retires the following Council Policy as detailed in Attachment 16:*

- *Community Sponsorship Program*

### **Attachments**

1. Waiving and Refunding of Fees Policy
2. Alcohol Management Policy
3. Transaction Card Policy
4. Self Supporting Loans Policy
5. Investment Policy
6. Financial Hardship Policy
7. Shinju Matsuri Acquisitive Art Prize Policy
8. Sale of Recyclables Policy
9. Disposal of Assets Policy
10. Mining Petroleum and Geothermal Energy Resource Extraction Policy
11. Caravan Parks and Camping Grounds – Maximum Number of Sites Policy
12. Horses on Cable Beach Policy
13. Public Art Policy
14. Senior Employees Policy
15. Waste Management Policy
16. Community Sponsorship Program Policy

## COUNCIL POLICY



### Waiving and Refunding of Fees

#### Policy Objective

1. To ensure there is a clear policy position within the Development Services directorate in relation to the waiving or refunding of fees for approvals and services provided by the directorate.
2. Ensure the waiving or refunding of fees is applied in a consistent and justifiable manner.
3. Guide officers in waiving or refunding fees under delegation from Council.

#### Policy Statement

##### 1. Introduction

- 1.1 This policy outlines circumstances where the Shire may consider a request for the waiver or refund of fees for an approval or service provided by the Development Services directorate.

##### 2. Exclusions

- 2.1 Financial hardship, personal circumstances or family circumstances are not grounds for the waiver or refunding of fees.
- 2.2 Fees relating to regulatory matters arising under the *Dog Act 1976*, *Cat Act 2011* and the keeping and control of dogs and cats generally are excluded from the provisions of this policy. Requests to waive or refund fees in relation to these matters will not be considered.
- 2.3 For building applications, fees will not be waived or refunded in the following circumstances:
  - (a) For uncertified domestic building work – where the value of the works is less than \$100,000.
  - (b) For certified domestic building work – where the value of the works is less than \$200,000.
  - (c) For certified commercial building work – where the value of the works is less than \$400,000 in value.

### 3. Waiving of Fees

- 3.1 The Director Development Services may consider and decide a request to waive fees in accordance with this policy.
- 3.2 A reduction in fees by 50% may be approved where the applicant is endorsed by the Australian Taxation Office as a not-for-profit organisation.
- 3.3 The request to waive fees must be:
- a) made prior to the submission of the application for the approval or services to which the fees relate;
  - b) in writing setting out reasons for the request; and
  - c) include proof that the applicant has been endorsed by the Australian Tax Office as a not-for-profit organisation.
- 3.4 A 100% reduction in fees may be granted:
- a) For an application to change or vary an existing approval, where the need to change or vary the approval arises from an administrative error made by the Shire.
  - b) For a development application made for approval to reconstruct (like-for-like) a building accidentally destroyed through a natural disaster or event.

### 4. Refund of Fees

- 4.1 The Director of Development Services may consider and decide a request to refund fees in accordance with this policy.
- 4.2 Fees may be refunded to an applicant in the following circumstances:
- a) If the application is submitted but subsequently found by the Shire to not have been required - 100% of the fees will be refunded.
  - b) If the Shire has not undertaken any assessment work and the application is subsequently withdrawn in writing within 7 days of the date of the application – 75% of the fees will be refunded.
  - c) For applications for development and building approval, if the Shire has commenced the assessment of the application - 50% of the fees will be refunded where:
    - (i) the application has not been advertised; and
    - (ii) the application is withdrawn in writing by the applicant within ~~24~~14 days of lodgement of the application or is withdrawn as a result of a request for further information.
- 4.3 A fee will not be refunded in the following circumstances:
- a) For development applications and building applications, clause 4.2(c) does not apply if more than ~~24~~14 days have passed since the lodgement date of the application.

- b) For all other applications, assessment of the application by the Shire has commenced.

## 5. Costs and Expenses

5.1 The Shire will not waive or reduce any part of a fee that comprises:

- a) Costs or expenses that may be charged to an applicant where these are incurred through the provision of a service under Regulation 49 of the *Planning and Development Regulations 2009*.
- b) Outlays or expenses charged to the Shire by a third party that relate to the application.

## 6. Activities Undertaken Without Approval

6.1 Fees will not be waived or refunded if the application is made for the approval of an activity that has been or is already being undertaken without the necessary approvals in place.

## Definitions

**‘Applicant’** means the person or organisation who makes an application or formal request for an approval or service provided by the Health, Ranger, Building and Planning departments at the Shire of Broome.

**‘Application’** means an application or formal request for an approval or service provided by the Health, Ranger, Building and Planning departments at the Shire of Broome.

**‘Building Application’** means an application for approval submitted in accordance with the Building Act 2011.

**‘Development Application’** means an application for approval submitted in accordance with the Planning and Development Act 2005.

**‘Fees’** means fees levied in accordance with the Shire’s Schedule of Fees and Charges for approvals and services provided by the Health, Ranger, Building and Planning departments at the Shire of Broome.

**‘Refund’** means the repayment of fees paid by a person or organisation to that person or organisation either in part or in full.

**‘Waive’** means to reduce the fees payable by a person or organisation either in part or the full amount.

Document Control Box							
<b>Document Responsibilities:</b>							
<b>Owner:</b>	Director Development and <del>Community Services</del>			<b>Owner Business Unit:</b>	Development Services		
<b>Reviewer:</b>	Director Development and <del>Community Services</del>			<b>Decision Maker:</b>	Council		
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	<a href="#">Building Act 2011</a> <a href="#">Bush Fires Act 1954</a> <a href="#">Food Act 2008</a> <a href="#">Local Government Act 1995</a> <a href="#">Planning and Development Act 2005</a>						
<b>Industry:</b>							
<b>Organisational:</b>	<a href="#">Trading, Outdoor Dining and Street Entertainment Local Law 2016</a> <a href="#">Property and Public Places Local Law 2016</a>						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Triennial	<b>Next Due:</b>	12/2022	<b>Records Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>		<b>Synopsis:</b>				
1.	25 May 2017		OMC Initial Adoption				
2.	12 December 2019		Review and converted to new Policy Template				
<u>3.</u>	<u>March 2023</u>		<u>Review</u>				



## COUNCIL POLICY



### Alcohol Management

#### Policy Objective

The Shire of Broome seeks to promote, encourage, and support strategies that minimise harm from alcohol and foster a community environment that is healthy and safe. It acknowledges that inappropriate use of alcohol has the potential to adversely impact on health, well-being, public safety and amenity.

The Shire supports health promotion and community awareness activities that aim to prevent harmful drinking and reduce alcohol related harm. It further seeks to appropriately manage the consumption of alcohol through its regulatory processes, including approving events in public places and providing comment on applications for Liquor Licences.

#### Policy Statement

1. The Shire shall support and promote the responsible sale, supply, and consumption of alcohol.
2. Applicants seeking to consume alcohol in public places owned or managed by the Shire shall obtain approval to do so from the Shire prior to undertaking the activity, in addition to obtaining any approvals or licences required by other authorities such as the Department of Racing, Gaming and Liquor. This includes any sporting events where alcohol will be sold or supplied.
3. In determining applications to consume alcohol in public places owned or managed by the Shire, the Shire will consider whether the proposed activity will be consistent with the following strategic outcomes:
  - a. Accessible and safe community spaces; or
  - b. Participation in recreational and leisure activities for Broome and the Northwest Region; or
  - c. A preserved historical and cultural heritage of Broome; or
  - d. Retention and expansion of Broome's iconic tourism assets and reputation.

Activities viewed as being inconsistent with the Shire's strategic outcomes may not be supported.

4. The Shire does not support the use of its public places for activities where the primary focus of the activity is the selling, promotion, or consumption of alcohol. This involves activities where the call to action is primarily the promotion, sale or consumption of alcohol or where the purpose of the event relates specifically to a brand or alcohol consumption activity.

5. The Shire will continue to participate in and advocate on behalf of intersectoral partnerships which seek a holistic approach to alcohol management, such as the Broome Liquor Accord.

## Definitions

**Alcohol** has the same meaning as 'liquor', being:

- (a) A substance intended for human consumption which at 20° Celsius contains more than 1.15% ethanol by volume, or such other proportion as is prescribed in regulations under Section 175 of the *Liquor Control Act 1988*; or
- (b) Any thing that, for the purposes of sale, is held out to be such a substance.

**'Extended Trading Permit'** means a permit issued under the *Liquor Control Act 1988* that entitles a person who holds a liquor licence to sell and supply liquor under that licence at times, in circumstances, or in a place, to which that licence would not otherwise apply.

**'Event'** means an occurrence held within the Shire of Broome, in accordance with the Events Policy by a person(s)/group/organisation, where people assemble at a given time for entertainment, recreation or community purposes, and shall include but is not limited to:

- (a) Concerts and events run as a commercial activity;
- (b) Ceremonies and processions;
- (c) Sporting and competitor events – marathons, triathlons, organised swims, and other similar events;
- (d) Shows and fairs including circuses, carnivals, and other customised venue-based events;
- (e) Festivals, exhibitions and expos; and
- (f) Community events and fundraisers.

**'Liquor Licence'** means a licence to sell and supply liquor granted under the *Liquor Control Act 1988* and includes, but is not limited to, Hotel, Hotel Restricted, Cabaret, Club, Club Restricted, Liquor Store, Nightclub, Restaurant, Small Bar, Special Facility, Tavern, and Tavern Restricted Licences.

**'Occasional Licence'** means a temporary liquor licence granted under the *Liquor Control Act 1988* for a person who does not hold a liquor licence and wants to sell liquor, for a single occasion.

**'Public Place'** means:

- (a) any thoroughfare or local government property; or
- (b) any place which the public is allowed to use, whether the place is or is not on private land, including park lands, squares, reserves, beaches, the intertidal zone and other land designated as being for the use and enjoyment of the public.

## Management Guidelines

### Applications for Liquor Licences

1. Under the *Liquor Control Act 1988*, an applicant must obtain certification from the local government for all new Liquor Licence applications and any alterations to existing Liquor Licences. Such certification takes the form of:
  - a. Certificate of Local Government under Section 39 of the *Liquor Control Act 1988* (Section 39 Certificate). This is issued by the Shire's Environmental Health team and states the Application is compliant with all specifications detailed in the:
    - i. [\*Health \(Miscellaneous Provisions\) Act 1911\*](#)
    - ii. [\*Public Health Act 2016\*](#);
    - iii. *Food Act 2008*;
    - iv. *Local Government Act 1995*;
    - v. *Building Act 2011*; and
    - vii. any written law relating to the sewerage or drainage of the relevant premises.
  - b. Certificate of Planning Authority under Section 40 of the *Liquor Control Act 1988* (Section 40 Certificate). This is issued by the Shire's Planning team and states the Application is compliant with Local Planning Scheme No. 6.
2. Applications for Section 39 and Section 40 Certificates will be considered by the Development Control Unit (DCU) and then determined under Delegated Authority, subject to any appropriate conditions.
3. When considering an Application for a Section 39 or Section 40 Certificate, officers shall assess:
  - a. Whether the premises has the appropriate approvals in place under the Shire's Local Planning Scheme No 6 and the relevant Building and Environmental Health legislation; and
  - b. Whether the granting of a Liquor Licence is likely to increase the extent of alcohol misuse or jeopardise the well-being, safety, or amenity of nearby residents, visitors, or the broader community.

### Applications for Occasional Liquor Licences and Extended Trading Permits

4. The Shire may provide comment to the Department of Racing, Gaming and Liquor on applications for Occasional Liquor Licences and Extended Trading Permits. This is provided by the Environmental Health team under Delegated Authority.
5. When a referral for an Occasional Liquor Licence or Extended Trading Permit is received, Environmental Health staff will confer with Events staff as to whether an Event Permit Application has been received for the relevant activity. Events staff may not issue event permits which involve an Occasional Liquor Licence or Extended Trading Permit until the relevant licence or permit has been issued.
6. When considering an Application for an Occasional Liquor Licence or an Extended Trading Permit, officers shall assess:

- a. Whether the information submitted is consistent with what has been included in the relevant Event Permit Application (i.e. number of patrons, hours of operation, proposed activities, available space, etc.)
  - b. Whether the proposed activity could lead to an unacceptable risk to the amenity and safety of households, businesses, and visitors in the area;
  - c. The appropriateness of the hours of operation and venue in relation to the demographic of the participants (ie. whether the activity is targeted at children or involves mainly child participants);
  - d. Compatibility with the activity that will be occurring during the requested extended time or at the requested venue; and
  - e. Whether the provision of another licenced operator during the said time and/or at the requested venue is considered inappropriate due to a high concentration and/or oversupply of alcohol outlets, increasing the risk to public health and safety.
  - f. Applications will be assessed taking into consideration any previous application(s), any noise problems or complaints and any previous objections
  - g. The Shire will consult with the owners and occupiers of residential premises and businesses within a radius of 60 metres from the boundaries of the subject site where an application seeks to extend trading past the permitted time in the Liquor Licensing Act 1988. For applications not extending beyond the permitted time, any consultation with the owners and occupiers of residential premises, including the extent thereof, will be at the discretion of the Shire.
  - h. A copy of all written submissions received in response to a consultation as per clause (g) above shall be included as part of the Shire's submission to the Director of Liquor Licensing.
  - i. Where an application is received for an occasional (one-off) Extended Trading Permit, approval can be granted subject to conditions.
7. Each renewal will be assessed on its merit. Any objections received on any previous approval will be taken into consideration in the preparation of the Shire's submission to the Director of Liquor Licensing.
8. Should an application have a prior history of complaints from residents, a community consultation process as per clause (g) above may be conducted.
9. Regardless of whether it is a new application or a renewal, any application that requires consultation with the community will be reported to Council.

### Events in Public Places Owned or Managed by the Shire

- ~~7-10.~~ When considering an Application to Consume Alcohol at a Shire of Broome Facility or Reserve, officers shall assess:
- a. Whether the event is consistent with the Shire's strategic outcomes set out in Clause 3 of this Policy;
  - b. Whether the primary purpose of the event relates to alcohol consumption. Such events are not to be supported unless the intention of the event is to promote local industry/producers, i.e. a Food and Wine Festival;
  - c. The Applicant's ability to demonstrate a responsible attitude to the provision of alcohol and compliance with licencing laws and regulations;
  - d. Appropriate use of registered security staff, where required;

- e. Whether the event has a focus on children or a strong youth patronage. In these circumstances the provision of alcohol is not appropriate;
- f. How the event will be managed to ensure that other venue users or people in the area will not be negatively impacted because of the service of alcohol; and
- g. Any other relevant factors as determined by the Shire.

8-11. The Shire may impose conditions on any approval to consume alcohol at a Shire of Broome facility or reserve, including but not limited to:

- a. Restrictions on the times alcohol can be supplied or consumed;
- b. Prohibition of patrons bringing their own alcohol to the event;
- c. Requirement to provide non-alcoholic beverages, low alcohol products, water and food at the event;
- d. Designation of an area within the event in which the supply and consumption of alcohol can occur, which should be situated as far as practicable from any body of water;
- e. Prohibition of juveniles within any licenced area unless accompanied by a responsible adult;
- f. Prohibition of glass containers unless served into non-glass cups by bar staff in a bar area;
- g. Requirement for security staff where the event utilises Shire buildings or infrastructure, to ensure the buildings or infrastructure is successfully maintained during the duration of the event; and
- h. Requirement for a person on-site who holds a Responsible Service of Alcohol Certificate. This will generally not be applied when the event has twenty attendees or less and lasts for less than two hours in duration. Any events with more than one hundred attendees will require an Occasional Liquor Licence.

9-12. The Shire will promote alcohol-free events in public places.

Document Control Box							
Document Responsibilities:							
Owner:	Director Development Services	Owner Business Unit:	Development Services				
Reviewer:	Manager Health, Emergency and Rangers	Decision Maker:	Council				
Compliance Requirements:							
Legislation:	<a href="#">Building Act 2011</a> <a href="#">Environmental Protection (Noise) Regulations 1997</a> <a href="#">Food Act 2008</a> <a href="#">Health (Miscellaneous Provisions) Act 1911</a> <a href="#">Health Act 1911</a> <a href="#">Health (Public Buildings) Regulations 1992</a> <a href="#">Liquor Control Act 1988</a> <a href="#">Local Government Act 1995</a> <a href="#">Local Government (Miscellaneous Provisions) Act 1960</a> <a href="#">Planning and Development Act 2005</a>						
Industry:							
Organisational:	<a href="#">Property and Public Places Local Law 2016</a>						
Document Management:							
Risk Rating:	Low	Review Frequency:	Triennial	Next Due:	12/2022	Records Ref:	
Version #	Decision Reference:	Synopsis:					
1.	29 August 1997	SMC Pages 1 – 2 Original Adoption					
2.	12 December 2019	Review and converted to new Policy Template					
3.	16 December 2020	Review and minor wording amendment to align with legislation					
4.	18 November 2021	Minor administrative updates due to Org Structure Changes					
5.							



## COUNCIL POLICY



### Transaction Cards

## Policy Objective

To provide the Chief Executive Officer with a framework of principles to guide the use and management of Transaction Card facilities and which:

1. Ensures efficient and effective procurement and payment operations.
2. Minimises the risk of misuse, fraudulent or corrupt use.
3. Defines allowable and prohibited uses.
4. Defines management and oversight obligations.
5. Defines Cardholder duty of care and responsible use obligations.

## Policy Scope

Transaction cards are recognised as an efficient and flexible method of paying for goods and services in the public sector. They offer a convenient and highly traceable payment option, particularly for low value, day-to-day transactions, and can substantially improve purchasing efficiency.

However, any transaction method holds the potential for misuse and the convenience and flexibility of transaction cards can be a vulnerability. Therefore, sound policies and protocols for use and control must be established to take advantage of the improved purchasing efficiency while minimising the opportunity and impact of misuse of funds.

This policy provides an in-principle framework to guide the Chief Executive Officer when fulfilling their statutory duties for establishing and implementing appropriate systems and procedures for incurring expenditure and making payments specific to Transaction Cards.

## Policy Statement

### 1. Management Oversight and Reporting

#### 1.1 Legislation

- (1) Section 6.5(a) of the *Local Government Act 1995* prescribes the Chief Executive Officer's (CEO) duty to ensure that proper accounts and records of the transactions and affairs of the Local Government are kept in accordance with regulations.
- (2) The *Local Government (Financial Management) Regulations 1996* prescribe:

- a. Regulation 5, the Chief Executive Officer's duties to ensure efficient systems and procedures are established for the proper authorisation of incurring of liabilities and the making of payments.
- b. Regulation 11(1)(a) and (2) requires the Local Government to develop procedures that ensure effective security for the authorisation and payment of accounts and for the authorised use of payment methods, including credit cards.

## 1.2 Determining When Transaction Card Facilities are Appropriate

- (1) Transaction Card facilities may be implemented and maintained where the card facility provides benefit to the Shire of Broome operations by ensuring:
  - a. goods and services can be obtained in a timely and efficient manner to meet the business needs of the Shire of Broome;
  - b. financial management and accounting standards are met; and
  - c. purchasing and payment functions are secure, efficient and effective.
- (2) Transaction Card facility providers will only be acceptable where, in the opinion of the Chief Executive Officer, they:
  - a. provide appropriate and sufficient statement, administration and acquittal controls that enable the Shire of Broome to sufficiently administer the facility; and
  - b. provide the Shire of Broome with protection and indemnification from fraudulent unauthorised transactions.

## 1.3 Management Oversight

The Chief Executive Officer shall determine and implement adequate systems and procedures to ensure:

- a. Assessment and selection of Transaction Card facilities that support the efficient and effective operations of the Shire of Broome;
- b. Authorisation and appointment of suitably eligible Cardholders;
- c. Cardholder duties and responsibilities are documented and Cardholders provided with training; and
- d. Monitoring and auditing of Transactional Card activities is regularly planned and reported.

## 1.4 Authority for Use

- a. Council authorises the Chief Executive Officer to be issued with a Corporate Credit card, if they choose to hold one. The maximum amount for the Chief Executive Officer will be \$5,000 per month.
- a-b. Council authorises the Executive Assistant to the Chief Executive Officer to be issued with a Corporate Credit card with a maximum amount per month of \$15,000. This Corporate Credit card primarily facilitates the Shire accessing State Government pricing for travel related expenditure through the Common Use Agreement.
- b-c. All other Transactions Cards shall be approved by the Chief Executive Officer or a Director;

- ~~e-d.~~ The maximum amount for any Transaction Card shall be \$5,000 per month.
- ~~d-e.~~ Monthly credit limits will be set to the lowest amount required by the Cardholder to conveniently execute their role.
- ~~e-f.~~ Limits on individual transactions may be set.

## 1.5 Reporting

The Chief Executive Officer will ensure that acquitted transaction statements for each Transaction Card facility are provided to Council as part of the monthly financial reporting regime.

## 1.6 Misuse, Misconduct and Fraudulent Use

The Chief Executive Officer or a Director retains the right to withdraw/suspend the authority to use a Transaction Card at anytime.

Any alleged misuse of Transaction Cards will be investigated and may be subject to disciplinary procedures.

Where there is reasonable suspicion of misconduct or fraudulent activity arising from Transaction Card facilities the matter will be reported to the appropriate regulatory agency, subject to the requirements of the *Public Sector Management Act 1994* and the *Corruption, Crime and Misconduct Act 2003*.

## 1.7 Principles for Transaction Card Usage

### 1.7.1 Allowable Transactions

- (1) Transaction Card facilities may only be used where:
  - a. The expenditure is directly arising from a Shire of Broome operational business activity for which there is an Annual Budget provision;
  - b. The expenditure is in accordance with legislation, the Shire of Broome Purchasing Policy, Employee Code of Conduct and any conditions or limitations applicable to the individual Cardholder.
  - c. The procurement of the required goods or services is impractical or inefficient if undertaken via a purchase order or is not able to be obtained other than by a Transaction Card;
  - d. Supplier surcharges (fees) on transactions are minimised and only allowable where the alternative method of obtaining the supply (i.e. by purchase order) is more onerous, not cost effective or there is no alternative mode of supply.
  - e. Entertainment / Hospitality expenditure may only occur with the express written permission of the CEO.
  - f. Official travel, accommodation and related expenses may only occur in accordance with Shire of Broome policies and procedures;
  - g. Accounts payable payments are made under the direction of the Manager Financial Services;
  - h. A sufficient record of each transaction is obtained and retained within the Shire's Finance System to meet record keeping retention requirements.
- (2) Allowable transactions include:

- a. In-person and over the counter retail purchases;
- b. Telephone or facsimile purchasing;
- c. Mail order purchasing and subscriptions;
- d. Internet purchasing.

#### **1.7.2 Prohibited Transactions**

- (1) The Shire of Broome prohibits the use of Transaction Card facilities for:
  - a. Cash advances;
  - b. Incurring expenses which are personal or private (i.e. any expenditure which is not an approved Local Government activity);
  - c. Incurring Capital expenditure;
  - d. Incurring expenditure for goods or services which are subject to a current supplier contract;
  - e. Incurring expenses which are not in accordance with legislation, the Shire of Broome Purchasing Policy, the Annual Budget and / or the conditions or limitations relevant to the individual Cardholder;
  - f. Splitting expenditure to avoid compliance with the Purchasing Policy or to negate limits or conditions applicable to the Cardholder; and
  - g. Incurring expenses for the primary purpose of obtaining personal advantage through the transaction (i.e. membership or loyalty rewards).
- (2) For clarity, Elected Members are prohibited from using Shire of Broome Transaction Cards as the *Local Government Act 1995* does not provide authority for an Elected Member to incur liabilities on behalf of the Local Government. The Act limits Local Governments to only paying Elected Member allowances and reimbursing Elected Member expenses.

#### **1.7.3 Cardholder Duty of Care and Responsible Use Obligations**

- (1) A Cardholder is required to:
  - a. Keep the Transaction Card and access information in a safe manner; protected from improper use or loss.
  - b. Only use the Transaction Card for allowable purposes and not for prohibited purposes.
  - c. Obtain, create and retain Local Government records that evidence transactions.
  - d. Acquit the reconciliation of Transaction Card usage in the required format and within required timeframes. The onus is on the cardholder to provide sufficient detail for each transaction to avoid any potential perception that a transaction may be of a personal nature.
  - e. Return the Transaction Card to the Shire of Broome before termination of employment, inclusive of reconciliation records.
  - f. Reimburse the Shire of Broome the full value of any unauthorised, prohibited or insufficiently reconciled expenditure.
- (2) Benefits obtained through use of a Transaction Card (i.e. membership or loyalty rewards) are the property of the Shire of Broome and may only be used for Shire of Broome business purposes. Such benefits must be relinquished by the Cardholder to

the Shire of Broome. Under no circumstances may such benefits be retained as a personal benefit.

#### 1.7.4 Transaction Evidence

- (1) A sufficient transaction record must include the following minimum information:
  - a. Invoice and / or receipt that includes; the date, company name, address, ABN, amount and any GST amount included;
  - b. Where an invoice and / or receipt cannot be obtained, the Cardholder must provide a Statutory Declaration, in accordance with the *Oaths, Affidavits and Statutory Declarations Act 2005*, detailing the nature of the expense and sufficient information to satisfy the requirements of subclause (a) above.
- (2) Where a Transaction Card is used to incur an expense for hospitality, the transaction record must include for the purposes of Fringe Benefits Tax calculations and probity:
  - a. the number of persons entertained;
  - b. the names of any employees in that number; and
  - c. the purpose of providing the entertainment or hospitality.

## 2. Definitions

**Cardholder** means an employee who has been authorised by the CEO to incur expenditure by means of a Transaction Card.

**Transaction Card** means a card facility (which may include; credit, store, parking, cab-charge and fuel cards) approved for use in lieu of cash transactions, to incur expenditure for goods and services for the purposes of the Shire of Broome business activities only in accordance with relevant Shire of Broome Policies.

Document Control Box					
Document Responsibilities:					
Owner:	Director Corporate Services		Owner Business Unit:	Corporate Services	
Reviewer:	Manager Governance, Strategy & Risk		Decision Maker:	Council	
Compliance Requirements:					
Legislation:	<a href="#">Section 6.5(a) of the <i>Local Government Act 1995</i></a> <a href="#">Regs 5 &amp; 11(1)(a) &amp; (2) of the <i>Local Government (Financial Management) Regulations 1996</i></a> <a href="#">Public Sector Management Act 1994</a> <a href="#">Corruption, Crime and Misconduct Act 2003</a> <a href="#">Oaths, Affidavits and Statutory Declarations Act 2005</a>				
Industry:	<a href="#">Department of Local Government, Sporting and Cultural Industries Guideline No.11 – Use of Corporate Credit Cards</a> <a href="#">Office of the Auditor General - Controls Over Purchasing Cards</a>				
Organisational:					
Document Management:					
Risk Rating:	Med	Review Frequency:	3 Yearly	Next Due:	11/2025
Version #	Decision Reference:		Synopsis:		
1.	28/04/2022		Adopted by Council OMC 28/04/2022		
2.					
3.					



## COUNCIL POLICY



### Self Supporting Loans

#### Policy Objective

To establish procedures for the consideration, approval and administration of self-supporting loans for community-based organisations and to provide a guideline in determining eligibility of applicants, assessment of applications and the allocation of Shire borrowings to self-supporting loans for community-based organisations.

~~To establish the principles and constraints for the utilisation of Shire of Broome (Shire) borrowings to finance self-supporting loans for community-based organisations currently leasing or occupying land or buildings vested in the Shire.~~

#### Policy Scope

To establish the principles and constraints for the utilisation of Shire of Broome (Shire) borrowings to finance self-supporting loans for community-based organisations currently leasing or occupying land or buildings vested in the Shire.

This Policy only applies to community-based organisations currently leasing or occupying land or buildings vested in the Shire, that lease or occupy land and/or buildings owned or vested in the Shire.

#### Policy Statement

~~This Policy only applies to community-based organisations that lease or occupy land and/or buildings owned or vested in the Shire.~~

Self-supporting loans shall only be utilised for capital asset acquisition or development and not for operational equipment or operating expenses. There must be objective and compelling evidence that providing a self-supporting loan would deliver positive benefits to the community.

Council will only consider requests for self-supporting loans where the applicant has exhausted all other financial avenues, such as grants, sponsorship, fundraising or application for credit from a lending institution. The Shire is not a lender-of-last-resort for community-based organisations or sporting groups.

The Shire will only provide access to self-supporting loans when the Shire's financial circumstances permit and in exceptional circumstances such as:

- a. To mitigate serious risks and/or meet urgent capital requirements that will deliver substantial benefits to the community consistent with the Shire's Strategic Community Plan and priorities identified in the Corporate Business Plan.

- b. Where the self-supporting loan forms part of a matching community grant component (e.g. CSRFF).
- c. Where in the view of Council, the use of the Shire's borrowings for a self-supporting loan will deliver benefits to the community that materially outweighs likely benefits from the alternative purposes from which the said borrowings would have to be diverted.
- d. Where in the view of Council there is compelling justification for the Shire to act as lender instead of a bank or other financial institution.

Provision of self-supporting loans by the Shire is subject to sound financial risk mitigation safeguards which include but are not limited to:

- The financial position of the Shire;
- Prevailing budget circumstances;
- Forecast funding requirements for municipal funds and capital projects;
- Competing demands for funds, debt financing structure;
- Eligibility of the requesting organisation, and the ability of the requesting organisation to repay borrowings; and
- The capacity of the Shire to borrow.

Officers will assess applications against this Policy and its associated Business Operating Procedures and make a determination as to the eligibility of the application. Ineligible applications will not be submitted to Council for their consideration.

Council will consider eligible loan requests at its Ordinary Council Meetings in accordance with this policy. Applicants will be advised in writing as to the success of their application.

Council will make provision in the annual budget for minor sporting facility funding, subject to prevailing financial circumstances.

Council will seek all remedy available to it under the law to recover delinquent repayment of loans.

## Management Procedures

### Objective

~~To establish procedures for the consideration, approval and administration of self-supporting loans for community-based organisations and to provide a guideline in determining eligibility of applicants, assessment of applications and the allocation of Shire borrowings to self-supporting loans for community-based organisations.~~

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### Application

#### Application Requirements

1. The applicant must be based locally in Broome and be an incorporated body occupying or leasing land and/or buildings owned or vested in the Shire.
2. Applications must be for the construction and/or acquisition of capital assets including but not limited to:

- a. constructing or improving facilities for use in connection with the activities of the organisation or club; or
- b. for the erection or improvement of buildings associated with or incidental to those facilities;

on lands which are owned by, vested in, or under the care, control and management of, the Shire.

3. Applicants should be able to make a reasonable co-contribution and/or attract other funding or sponsorship to the project.
4. The lease must have an expiry date at least two years post the expiry of the loan.
5. All self-supporting loan applicants shall provide the following information for assessment:
  - a. Shire of Broome Self-Supporting Loan Application (Appendix A)
  - b. Audited financial statements for five years preceding the year of application to present the financial position and results of operations.
  - c. Certificate of Incorporation.
  - d. Articles of Association or Constitution outlining office holder's financial liabilities and responsibilities and winding up clause.
  - e. Membership records for preceding five years.
  - f. Certificate of Currency for appropriate Public Liability Insurance
  - g. Statement demonstrating alternative funding options have been investigated prior to seeking the Shire's assistance and the reasons why they weren't successful.
  - h. Statements demonstrating the need for the loan together with a business plan for the construction and/or capital acquisition which is to include detailed costings and an overall budget.
  - i. Forward financial plans (e.g. 5-year business plan) to cover the term of the loan which are certified by a Certified Practising, Chartered or similarly qualified and experienced Accountant.
  - j. Statements of satisfactory past payment history from at least three (3) principal suppliers (e.g. credit references). The Shire may be included where such history exists.
  - k. Names of up to three persons, at the discretion of the Director Corporate Services, who will guarantee the clubs and /or associations liability for the loan repayments.
  - l. Evidence of adequate security/collateral.
  - m. Any additional information that will assist the Council with consideration of the application.

#### Assessment of Applications

1. The assessment of applications will be undertaken by the Director Corporate Services, Manager Financial Services and the Coordinator Financial Services who will then put a recommendation to Council for consideration.
2. Matters that are to be considered include:
  - a. The current number of self-supporting loans the Shire may have.
  - b. The Shire's Long-Term Financial Plan and forecast debt financing capacity across the prospective life of a requested loan.
  - c. Regulated borrowing limits as determined by WA Treasury Corporation (WATC).

- d. Funding to any one (1) applicant is to be limited to \$300,000 at any time unless approved by Council for a higher amount.
  - e. Debt Service Coverage Ratio (calculated as annual surplus before interest expense and depreciation divided by annual debt service payments) meets the required Department of Local Government Standard.
    - i. Below is the indicator which is used by the WATC in considering loan applications from the Shire:
      - 1. Standard is NOT met if ratio is less than two
      - 2. Basic Standard if ratio is between 2 and 5
      - 3. Advance Standard if greater than 5
  - f. The level of consolidated self-supporting assistance to groups in any one year may not exceed annual repayment of principal and interest of more than 1.5 per cent of rates revenue.
  - f. Indebtedness Ratio—measures the extent to which past borrowings principal outstanding relate to the Shire's discretionary general revenue. Target = < 0.4. The level of consolidated self-supporting assistance to groups in any one year may not exceed annual repayment of principal and interest of more than 0.51 per cent of rates revenue.
  - g. Annual budget and current financial position of the Shire.
  - h. Stability, sound management, membership base, community accessibility and longevity of applicant organisation.
  - i. Debenture security over assets (including lease) of organisation if considered appropriate.
  - j. Not duplicate or overlap with existing similar activities.
  - k. Contribute towards Council's Strategic Plan.
  - l. Compliance with legislative requirements associated with borrowing monies in accordance with section 6.20 of the Local Government Act 1995 (LGA).
3. Assessment of Applications will be based on:
- a. Demonstrated ability to repay the loan on time and for the loan to be repaid in full at the end of the loan period.
  - b. Benefit to the wider community.
  - c. The community organisation that is applying for the loan must have been in existence for at least 5 years and can clearly demonstrate financial sustainability and a stable and / or increased membership.
  - d. The life of the capital asset acquisition or development exceeds the life of the self-supporting loan.
  - e. Whether all other funding options have been fully exhausted.
4. Applicants should obtain any necessary licences or approvals, meet design and documentation requirements, and provide robust costs estimates for the project. Documentation and cost estimates need to take into account all Occupational Health and Safety obligations, environmental requirements, work methods and must include all other project costs.

#### Ineligible Applications

The following list provides examples of applications that are not considered eligible for funding. This is not an exhaustive list and is provided to provide direction for officers assessing applications.

- a. Individuals.
- b. Organisations that operate for commercial purposes.
- c. Projects or events that are run for commercial purposes.
- d. Applications for funding public liability insurance.

- e. Organisations that have not satisfactorily acquitted previous funding applications to Shire by the due date.
- f. Applications for 'phased' projects or for project design costs.
- g. Ongoing operational or administrative costs.
- h. Activities that are the primary responsibility of other funding agencies.
- i. Remissions of rates.
- j. Proposals which may lead to a continued dependence upon Council funds.

#### Term of Loan

1. The term of the loan shall not exceed the term of any existing lease agreement.
2. The term of the loan shall be as determined by Council subject to certain limitations.
3. The term of the loan should be less than or equal to the half-life of the capital asset acquisition or development being undertaken. This enables the community-based organisation sufficient time to set aside a cash reserve for future refurbishment or replacement. If the term of the loan is longer than the half-life of the capital asset acquisition or development being undertaken, the organisation is to demonstrate how it will fund future refurbishment or replacement whilst still servicing the loan.
4. The term of the loan can be less than the maximum if the Applicant has the ability to repay the loan over a shorter timeframe.

Self-supporting Loan Amount	Maximum Term of Loan*
Up to \$50,000	5 years
\$50,000 - \$99,999	10 years
\$100,000 and above	15 years
*Note that these are indicative only and will be dependent upon each application	

5. Loans will be provided at the same interest rate, loan period and repayment terms as the loan drawn by the Shire to support the community-based organisation.

#### Approval Requirements

1. The final decision on the granting of a self-supporting loan will be by resolution of the Council via the adoption of the annual budget which includes details of the proposed self-supporting loan.
2. Any proposal to lend to a community-based organisation that has not been included in the Shire's annual budget must be advertised for one month in accordance with Section 6.20(2) of the LGA.
3. A 'Deed of Loan' for the period of loan repayments is to be prepared and executed as contractual evidence for repayment of the loan.
4. Funds will only be released after documentary proof of significant expenditure (or committed expenditure) is submitted by the applicant.
5. For each year of the loan an independently audited end of year financial statement must be supplied to the Shire.
6. If requested by the Shire, a profit and loss statement must be produced within three (3) weeks of the request being made.



7. No community based organisation can have more than one self-supporting loan at any one time.
8. The loan will not be a revolving credit that includes a re-draw facility.

#### **Administration Costs and Loan Guarantee Fees**

The following costs incurred by the Shire will be recouped from clubs or organisations applying for self-supporting loans:

1. Actual advertising costs (including GST).
2. Costs associated with the preparation and stamping of the 'Deed of Loan'.
3. Loan Application Fee as determined by the Council when setting the fees and charges.
4. Stamp duties or other duties or taxes applicable to the self-supporting loan application or documentation, will be charged to the applicant at actual cost.
5. WATC government loan guarantee fees.
6. Penalty interests and loan default charges incurred by the Shire as a result of the borrowing organisation.
7. Any additional charges associated with the self-supporting loan.

#### **Loan Repayment Administration**

Once the loan has been established, officers must process the repayment of the loan to the lending institution and raise debtors invoices to the community organisation within a sufficient time period prior to the due date for each repayment instalment as per the loan repayment schedule.

#### **Loan Default**

1. Any default of loan repayments will incur penalty interest as determined by the Council when setting the fees and charges, unless arrangements have been made with Council, prior to the re-payment being defaulted.
2. If the community-based organisation defaults on a loan, it will not be permitted to receive any further self-supporting loans from the Council until the outstanding loan is repaid in full. In exceptional circumstances this may be reviewed, but not until the timeframe allowed for the initial loan expires.
3. Should an organisation default on loan payments, Council will take whatever action it considers necessary in accordance with the LGA to recover the funds. Council may enter into an agreed, mutually beneficial repayment arrangement with the organisation to facilitate repayment of the loan funds.
4. The community-based organisation must insure and keep insured the capital asset acquired and any other assets that are security over repayment of a loan. Failure to do so constitutes default.

5. Defaulting on the loan may implicate future leasing arrangements between the Shire and the lessee. In extreme cases, Council may consider closing the use of the facilities to the club or community group in default and taking legal action to recover funds.
6. Officers will need to assess and confirm the organisation's public liability insurance provisions and if an incorporated association, whether office holders have been indemnified. Board members, committee members, and directors of organisations may need director's insurance as they can be held personally liable for acts of negligence and personal assets can be seized to recover unpaid debts and damages.

#### Interest on Unremitted Loan Funds

Where a club or organisation is meeting the full costs of a project, and the self-supporting loan funds have been drawn down but not remitted to the borrowing organisation, any interest earned on the un-remitted funds will be credited to their debtor account.

#### Reallocation of Surplus Loan Funds

After completion of the project should any loan funds remain unspent, in addition to the provisions of section 6.20(3)(b) of the LGA, officers responsible for the activity or project for which a loan is raised shall prepare a recommendation to Council for approval of the re-allocation or return of loan funds to the lending institution. The reallocation or repayment will be subject to the merits, financial implications and risk assessment of reallocating or repayment of the surplus loan funds.

Document Control Box							
Document Responsibilities:							
Owner:	Director Corporate Services			Owner Business Unit:	Corporate Services		
Reviewer:	Manager Financial Services			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	<a href="#">s6.20 &amp; 6.21 of the Local Government Act 1995</a>						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Triennially	Next Due:	12/2022	Records Ref:	
Version #	Decision Reference:	Synopsis:					
1.	14 December 2017	OMC Initial adoption					
2.	12 December 2019	Review and converted to new Policy Template					
3.	2023	<a href="#">Reviewed and updated as per the current Policy Template</a>					

## Appendix A: Application for Self-Supporting Loan



## Application for Self-Supporting Loan

**1. APPLICANT DETAILS**

Rates Assessment Number (if applicable): A	
Applicant's Legal Name:	
Registered: Address:	
Postal Address:	
Contact Person:	ABN:
Telephone:	Postcode:
Mobile:	Fax:
Email	

**2. ELIGIBILITY**

- ☐ Is the Organisation an incorporated body?
- ☐ Does the Organisation have an ABN?
- ☐ Has the Organisation been operational for at least 5 years?
- ☐ Can the Organisation demonstrate an established relationship with the Shire?
- ☐ Will the results from the loan be an asset?
- ☐ Are the land / buildings that the Organisation lease / occupy under control/ownership of the Shire?

**3. LOAN INFORMATION**

Loan amount required:	
Term of Loan:	
Purpose of Loan:	
Description of the Project:	

**4. DOCUMENT REQUIREMENTS (please provide a copy of the following documents)**

- ☐ Certificate of Incorporation
- ☐ Constitution and provisions for office holder liability and winding up
- ☐ ABN Certificate
- ☐ Plans and specifications associated with the project
- ☐ Audited financial statements for the last five (5) years
- ☐ Membership records for preceding 5 years
- ☐ Current 3-5 year business plan

- ☐ Detailed costings, cash flow outlays, and budget for the project
- ☐ Details of other sources of project funding
- ☐ Statement demonstrating alternative funding options have been investigate prior to seeking Council's assistance
- ☐ Statement demonstrating the need for the loan
- ☐ Demonstration of ability to repay loan
- ☐ Forward financial plans to cover the term of the loan
- ☐ Payment history/ credit reference from three (3) principal suppliers
- ☐ Public liability insurance certificate, for incorporated associations indemnity of office holders, and/or director's insurance for office holders
- ☐ Any other information for consideration

## COUNCIL POLICY



### Investment

### Policy Objective

The objectives of the policy are:

- To ensure the investment of funds is undertaken in a prudent manner that results in returns being maximised and risk minimised;
- To achieve a high level of security by using recognised ratings criteria;
- To have ready access to funds for daily requirements

### Policy Scope

This policy applies to the management of all surplus funds invested by the Shire.

### Policy Statement

Council and staff have an obligation to ensure that surplus funds are invested in a responsible manner. Council will invest excess funds in accordance with legislative requirements and will adopt a prudent investment approach. Council and delegated officers have a fiduciary duty under the Local Government Act 1995, therefore risks must be kept to an acceptable minimum, particularly credit risk, with a reasonable return on investment generated whilst maximising opportunity, ensuring sufficient liquidity to meet all cash flow requirements and preserving the capital investment.

Council is required to have in place a current set of policies and internal control procedures that satisfy the responsibilities under Section 6.14 of the *Local Government Act 1995*, Part III of the *Trustees Act 1962* (as amended) and Regulation 19C of the *Local Government (Financial Management) Regulations 1996*.

While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated redemption of an investment or incurring short-term borrowings.

- The investment is expected to achieve a predetermined market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

### Legislative Requirements

In accordance with:

- Section 6.14 of the Local Government Act;
- Regulation 19, 19C, 28 and 49 of the *Financial Management Regulations* [1996](#); and
- The Trustees Amendment Act 1962, Part III Investments as amended by the Trustees Amendment Act 1997

The Shire will invest excess funds not required for any specific purpose in:

- authorised deposit taking institutions as defined in the Banking Act 1959 (Cth) Section 5 and/or the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986, for a term not exceeding 12 months;
- Bonds that are guaranteed by the Commonwealth Government or a State or Territory for a term not exceeding three years; and
- Australian currency only.

## Roles & Responsibilities

### Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the Chief Executive Officer (CEO) in accordance with the *Local Government Act 1995*. The CEO may in turn delegate the daily management of Council's Investment to senior staff subject to regular reviews.

### Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the objectives of this Investment Policy, and not for speculative purposes.

## Performance Measures

### Quotation on Investments

Not less than three (3) quotations shall be obtained from authorised institutions when an investment is proposed.

### Credit/Diversification Risk



The short term (0-365 days) credit guidelines will be based on Standard and Poor's Term Issue Credit Ratings which are:

- [A1+AAA](#) The obligor's capacity to meet its financial commitment on the obligation is extremely strong.
- [A1-AA+](#) The obligor's capacity to meet its financial commitment on the obligation is strong.
- [A2-AA](#) The obligor is susceptible to adverse economic conditions however the obligor's capacity to meet its financial commitment on the obligation is satisfactory.

The amount invested with any one financial institute or product should not exceed the following percentages of average annual funds invested within each risk rating.

Credit Rating	Maximum % in credit rating category	Maximum % in one authorised institute
Short term <a href="#">AAA4+</a>	100%	100%
Short term <a href="#">AA+4</a>	50%	50%
Short term <a href="#">AA2</a>	25%	50%
Long term – Government Guaranteed Bonds	100%	100%

If any of the Shire's investments are downgraded such that they no longer fall within these investment policy guidelines, they will be divested as soon as is practicable.

If any of the Shire's investments no longer fall within the investment policy guidelines due to a change in portfolio size or composition, they will be divested as soon as practicable.

## Reporting and Review

A monthly report will be provided to Council in support of the monthly Statement of Financial Activity. The report will detail the investment portfolio in terms of [performance](#), percentage exposure of total portfolio, maturity date, [changes in market value](#) including the name of the institution, investment rate, amount and terms of investment.

Document Control Box							
Document Responsibilities:							
Owner:	Director Corporate Services			Owner Business Unit:	Corporate Services		
Reviewer:	Manager Financial Services			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	<a href="#">Local Government Act 1995</a> <a href="#">Local Government (Financial Management) Regulations 1996</a> <a href="#">Trustees Act 1962</a> <a href="#">Banking Act 1959 (Cth)</a> <a href="#">Australian Accounting Standards</a>						
Industry:	<a href="#">DLGSC – Introduction to Local Government Accounting</a>						
Organisational:	Issue Credit Rating Definitions <a href="#">Delegated Authority 1.2.22 Power to Invest and Manage Investments</a> <a href="#">LGA 19 Investment of Surplus Funds</a>						
Document Management:							
Risk Rating:	Moderate	Review Frequency:	Triennial	Next Due:	12/2022	Records Ref:	
Version #	Decision Reference:		Synopsis:				
1.	6 October 2005		Initial Adoption OMC				
2.	12 December 2019		Reviewed and converted to new Policy Template				
3.	7 November 2021		Review, updated logo				

## COUNCIL POLICY



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### COVID-19 Financial Hardship

#### Policy Objective

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from changes in financial circumstances that will impact their capacity to pay for basic living expenses the COVID-19 pandemic, the Shire of Broome recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent, and dignified support to ratepayers suffering hardship while treating all members of the community with respect and understanding at this difficult time. During their hardship period.

#### Policy Scope

This Policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this Policy; and
  2. Rates and service charges levied for the 2020/21, 2021/22 and 2022/23 financial years.
- It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason, the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship resulting from the impact of COVID-19. The statutory provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 will apply.

This policy applies to rates debtors and sundry debtors who are unable to pay outstanding rates, service charges or sundry debts due to financial hardship.

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#### Policy Statement

##### Payment Difficulties, Hardship and Vulnerability<sup>1</sup>

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs or the

basic living needs of their dependents. ~~The Shire of Broome recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community.~~ This Policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

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<sup>1</sup> Adapted from the Ombudsman Western Australia publication, **Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance**: <http://www.ombudsman.wa.gov.au/>

### Anticipated Financial Hardship Due to COVID19

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this Policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

### Financial Hardship Criteria

While evidence of hardship will be required (as per the Shire's current requirements set out in Business Operating Procedure Financial Hardship), we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations, resulting from the direct impact of the COVID-19 pandemic:

- Recent unemployment or under-employment;
- Sickness or recovery from sickness;
- Low income or loss of income;
- Unanticipated circumstances such as caring for and supporting an extended family.
- Emergency event or natural disaster

Ratepayers are encouraged to provide any information about their circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment arrangement. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying with our statutory responsibilities.

### Payment Arrangements

Payment arrangements facilitated under section 6.49 of the *Local Government Act 1995* are of an agreed frequency and amount.

These arrangements will consider the following and be made in accordance with –delegation 1.2.24 – Agreement as to Payment of Rates and Service Charges:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- That the terms of the agreement require that all outstanding rates will be recovered by the Shire by 30 June of the financial year in which the agreement is entered into;
- The ratepayer will be responsible for informing the Shire of Broome of any change in circumstance that jeopardises the agreed payment schedule;
- If the ratepayer or sundry debtor defaults on the payment arrangement twice in any 12-month period, no further payment arrangements will be approved, and the debt is required to be paid in full.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

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### Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement will not be charged a payment arrangement fee and payment arrangement interest will also be waived. Depending on the applicants Financial Hardship criteria will determine if interest and payment arrangement fee is applicable. Applications will be assessed on a case-by-case basis.

### Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

### Debt Recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments under the agreed payment plan, and the debtor advises us and makes an alternative plan, then we will continue to suspend debt recovery processes.

Rates and service charge debts that remain outstanding as at the end of the 2022/23 financial year relevant will be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995* and as per the Shire's Debt Collection Policy.

### Review

We will establish a mechanism for the review of decisions made under this Policy and advise the applicant of their right to seek review, and the procedure to be followed.

### Communication and Confidentiality

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this Policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration may be experiencing additional stress and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

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Document Control Box							
<b>Document Responsibilities:</b>							
<b>Owner:</b>	Director Corporate Services			<b>Owner Business Unit:</b>	Corporate Services		
<b>Reviewer:</b>	Manager Financial Services			<b>Decision Maker:</b>	Council		
<b>Compliance Requirements:</b>							
<b>Legislation:</b>	<a href="#">Local Government Act 1995</a> <a href="#">Local Government (Financial Management) Regulations 1996</a> <a href="#">Local Government (COVID-19 Response) Order 2020</a>						
<b>Industry:</b>							
<b>Organisational:</b>	Business Operating Procedure – Financial Hardship						
<b>Document Management:</b>							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Four Yearly	<b>Next Due:</b>	[12/2026]	<b>Records Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Synopsis:</b>					
1.	9 April 2020	SCM Original Adoption as part of COVID-19 Support Package					
2.	22 January 2021	Desktop review and minor grammar edits					
3.	18 November 2021	Desktop review					
4.	28 July 2022	Council Review - Minute No. C/0722/093					



## COUNCIL POLICY



### Shinju Matsuri Acquisitive Art Prize

#### Policy Objective

The Shire of Broome Shinju Matsuri Acquisitive Art Prize is awarded annually to encourage the development of art and artists and to establish an art collection reflecting the development of Kimberley art.

#### Policy Statement

That Council provides an annual Shinju Matsuri acquisitive art prize of \$8,000 for a two- or three-dimensional work, with entry confined to Kimberley residents who have been a resident for a minimum of six months.

#### Guidelines

1. The Prize shall be known as the “*Shire of Broome Shinju Matsuri Acquisitive Art Prize*” (the Prize).
2. The Shire of Broome will provide the Prize annually to either a two- or three-dimensional artwork.
3. The winning entry will become the property of the Shire of Broome and will be housed in the *Shire of Broome Shinju Matsuri Acquisitive Art Prize Collection*.
4. The artist will be a bona fide resident of Broome or the Kimberley Region for a minimum of a six (6) month period immediately preceding the awarding of the Prize.
5. All works will be the original work of the artist and have been completed within the last 12 months and not entered any other award.
6. If the winning entry for the Prize is valued in excess of the budgeted Prize allocation the artist shall accept this amount only.
7. The Prize will be awarded at the opening of the Shinju Matsuri Art Exhibition which will be held in conjunction with the annual Shinju Matsuri.
8. The Prize will be presented to the winner by the Shire President or his/her representative.
9. The winning work/Prize will be judged by a person with expertise in two- and three-dimensional art works selected by the Shinju Matsuri Organising Committee.
10. The Judge may be a recognised artist, or a person recognised as an expert in two- or three-dimensional artwork who is not an entrant of the prize.
11. The Shire will provide the Judge with information on the *Shire of Broome Shinju Matsuri Acquisitive Art Prize Collection* and will ensure the Judge is familiar with the *Shire of Broome Shinju Matsuri Acquisitive Art Prize Policy*.

12. The decision of the Judge will be final.
13. The Judge reserves the right to withhold the Prize, however, will present to the Shire in writing the reason/s why.
14. Any artwork awarded the Prize will be durable and able to be displayed in a public place for an extended period without deterioration. The works must be made of archival materials suitable for the Kimberley climate.
15. The Shire of Broome will be recognised as a Major Sponsor of the Shinju Matsuri Art Exhibition and shall be recognised on all printed material and in any promotions relating to the art exhibition.
16. Copyright will remain with the artist. The artist agrees that the Shire of Broome and the Shinju Matsuri Committee reserve the right to use the image of the winning entry for non-commercial reproduction and publicity purposes.
17. The Shire of Broome holds no responsibility for the Shinju Committee's selection of the acquisitive art prize. The selected acquisitive artwork does not represent the views of the Shire of Broome.
18. The Shire of Broome holds no responsibility for the Shinju Committee's selection of the acquisitive art prize. The selected acquisitive artwork does not represent the views of the Shire of Broome.

Document Control Box							
Document Responsibilities:							
Owner:	Manager Community Engagement & Projects			Owner Business Unit:	Office of the CEO		
Reviewer:	Manager Community Engagement & Projects			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	<a href="#">Local Government Act 1995</a>						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Triennial	Next Due:	12/2022	Records Ref:	
Version #	Decision Reference:		Synopsis:				
1.	13 April 1996		OMC Initial Adoption				
2.	12 December 2019		Review and converted to new Policy Template				
3.	18 November 2021		Desktop review and change of Policy Owner following org. restructure				

## COUNCIL POLICY



### Sale of Recyclables

### Policy Objective

The purpose of this Policy is to provide direction to staff on the sale of recyclables from the Waste Management Facility (WMF). In so doing the Shire will:

- Promote resource recovery and recycling amongst the Broome Community;
- Minimize the volume of waste to landfill to maximize its life;
- Ensure equal public opportunity to purchase the recyclable resources available;
- Ensure any potential benefit to community groups is realised.

### Principles

The Shire of Broome is committed to minimising the amount of waste going to landfill by maximising resource recovery from all waste streams.

All items and materials passing through the gates of the Waste Management Facility (WMF) become the property and the responsibility of the Shire of Broome.

The sale of recyclables from the waste stream and subsequent re-use of those items/materials within the community is greatly encouraged.

The sale of all recyclables shall be achieved in an open, transparent and accountable manner.

### Policy Statement

This policy applies to all types of non-putrescible materials, machinery, vehicles, objects and things deposited at the WMF Landfill Site, which are suitable for recycling and/or re-use by members of the community and have an apparent value less than \$1000 per item.

If an Item has an estimated value greater than \$1000 then the item shall be disposed of in accordance with the Disposal of Assets Policy.

Council needs to be assured that probity is maintained at all times in the sale of such items, that a safe environment in which to select recyclables is maintained, that the public is provided with an equal opportunity to purchase recyclables and that sales of all items are recorded and cash reconciled.

To achieve this:

- a) Scavenging at the tip face and within the confines of the WMF is strictly prohibited;
- b) All items to be made available for recycling and purchase shall be located/transferred to a defined and safe area away from moving vehicles, machinery and other hazards.

### Types of Recyclables

There are a number of methods adopted by the Shire for the Sale of Recyclables from the WMF. These are:-

- a) Sale by contract to companies trading in recyclables items may include but are not limited to waste oil, steel off-cuts, non-ferrous metals, e-wastes, glass, tyres, batteries, or vehicle bodies. Contracts for these services shall be formally entered into through an expression of interest or tender process depending on the perceived value of that material.
- b) Sale through a Shire Business Undertaking Examples of items include but are not limited to mulch, compost, improved soils, crushed concrete, road base. Prices for the sale of these items shall be included in the Shire of Broome Scheduled Fees and Charges as included in the annual budget.
- c) Sale by special arrangement The price shall be based upon market price achievable in Broome. The Waste Coordinator shall be responsible for setting prices in such circumstances and in so doing will take account of demand, market value and community interest. Pricing decisions shall be documented and recorded. Fee concessions may be granted under delegation.
- d) Sale or Transfer to Other Agencies There may be occasions when Council may consider transferring recyclable items to another council or organisation, instead of offering them for sale. For example, it may decide to give office furniture to a community based not-for-profit organisation.

Written Authorisation from the CEO is required before such a sale or transfer can be affected in accordance with the Disposal of Assets Policy.

- e) Donation to Charities or Community Organisations

(Note: this method of disposal may not be used for item or asset with an estimated value of more than \$1,000).

Council occasionally receives requests from not-for-profit community, or registered charity organisations seeking the donation of, or concessional sales of items from the WMF. At times Council may invite such organisations to submit written requests for the donation of such items.

The Manager Community Engagement and Projects shall include recognition of any such donation or concession within the Community Sponsorship program:

- f) Sale through a "Tip Shop":

Items of low value that have the potential for reuse are typically sold through a tip shop. These items may include;

- i. Building Products (Timber, wood, steel , corrugated iron, pavers etc.;
- ii. Toys, sports gear;
- iii. Clothing;
- iv. Tools and garden equipment;
- v. Furniture;
- vi. Kitchen items;
- vii. Plumbing;
- viii. Partly used cans of paints;
- ix. Any other non-putrescible recyclables

## Tip Shop Arrangements

Should a Tip Shop become operational at the WMF, Council may determine that it shall be managed by any of the following means:-

1. Shire staffing;
2. Volunteer Organisations;
3. Community based Not-For-Profit or registered Charity Organisations; or
4. A Private Operator.

Where Council determines the Tip Shop is to be managed by other organisations or a private operator, tenders or expressions of interest shall be called and a contract entered into setting out the terms and conditions of that arrangement.

Where the Tip Shop is to be managed by Shire staff, prices shall be set in compliance with the following guidelines;

1. The price shall be set with a view to encouraging the purchase of items for reuse by the public, yet obtaining a return for the Shire;
2. The basic principal is that all items put up for sale shall be publicly displayed within a defined area at the WMF and have the price
3. The price will be set with consideration of:
  - a. a minimum charge of \$0.50 incl GST;
  - b. various nominal charges in \$2.00 to \$5.00 incl GST increments based upon the apparent value of the item up to a maximum of about 1/20 of the estimated value of a new equivalent item;

The Shire of Broome shall endeavour to comply with guidelines and regulations issued by the relevant authorities in relation to the operation of the Tip Shop. The relevant guidelines and regulations include:

- Department of Occupational Health, Safety and Welfare (1996) Occupational Safety and Health Regulations;
- Consumer Affairs Act 1971; and
- Electricity act 1945.

Goods collected under a local government recycling scheme are **not** treated as second hand goods for the purposes of the Pawnbrokers and Second Hand Dealers Act 1994 and therefore the Tip Shop does not require a licence to sell these goods.

Staff shall develop and maintain a Business Operating Procedure. The Business Operating Procedure would cover;

- Appropriate checks to be carried out prior to an item being offered for sale;
- Tip shop layout;
- Cash handling and receipting;
- Communication / signage; and
- Tip Shop Rules

## Buyers Risk

Irrespective of the item, material of machine sold at the Tip Shop, purchasers shall accept the Conditions of Sale. The Conditions of Sale shall include that all items disposed of, are in an "as is where is" condition (caveat emptor - buyer beware) with the liability for any faults, defects and or maintenance resting entirely with the buyer. Buyers are to rely on their own investigations regarding the condition, workability and safety of the items for their particular purpose and Council shall not be responsible for any liability whatsoever in any form. A Condition of Sale sign shall be displayed in an appropriate position.

## Return of Items to WMF

If a person is dissatisfied with the purchase, the item must be re-deposited at the landfill as waste and any Fees due paid. No refunds shall be paid.

## Definitions

**'Price'** the nominal price set for an item and which is displayed on the item.

**'Item'** means any resource controlled by Council as a result of its transport to the WMF and from which future economic benefits are expected to flow to the community through re-use.

**'CEO'** means the Chief Executive Officer of the Shire of Broome.

**'Market Price'** the estimated price achievable in the local market for the item.

**'Responsible Officer'** means that officer nominated in the Shire's accounting system as being responsible for the service provided.

**'The Act'** means the WA Local Government Act 1995 (and as amended from time to time).

Document Control Box							
Document Responsibilities:							
Owner:	Director Infrastructure			Owner Business Unit:	Infrastructure		
Reviewer:	Waste Coordinator			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	<a href="#">Local Government Act 1995</a>						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Triennial	Next Due:	12/2022	Records Ref:	
Version #	Decision Reference:		Synopsis:				
1.	1 August 2011		OMC Initial Adoption				
2.	12 December 2019		Review and converted to new Policy Template				
3							



## COUNCIL POLICY



### Disposal of Assets

### Policy Objective

The purpose of this Policy is to provide unambiguous and transparent direction for the disposal of assets and in doing so:

- promote fair and effective competition to the greatest possible extent;
- consider any potential benefit to the community; and
- ensure best value for money is achieved.

### Policy

The Council and the Shire of Broome are committed to ensuring an open, transparent, fair and systematic basis for the disposal of the Shire's Non- Current Assets.

### Policy Principle

The Shire of Broome is committed to the open, transparent and systematic disposal of Council's Non-current Assets.

### Management Guidelines

#### Context

This policy applies to assets controlled by Council.

It does not apply to items sold from the Waste Management Facility.

Regulation 30 (3) (a) of the Local Government (Functions and General) Regulations 1996 states that disposal of assets is exempt from the requirements of Section 3.58 of The Act if the value is less than \$20,000 excluding GST.

Council needs to be assured that probity is maintained in the process at all times.

The apparent value of assets shall be determined by the relevant Director as defined in this Policy who has responsibility for the management of the asset. The apparent value will be determined with consideration of:

- a) the book value; and/or
- b) replacement value of the asset; and/or
- c) an assessment of the market value of the asset, made by taking into consideration:

- i.the potential to sell the asset;
- ii.the perceived value of the asset to a buyer;
- iii.its age and condition;
- iv.potential for obsolescence; and
- v.usefulness for future needs.

The Director will be required to detail the assumptions used in estimating the asset's value, in preparing their recommendation to dispose of the asset.

In all cases, prior to disposing of assets, Directors should first consider the needs of other Departments, Sections or Units. This could take the form of a notice communicating surplus assets and requesting that the Responsible Officer sign off that it is agreed there is no further use for the asset, whilst giving other Departments the opportunity to state their requirements for the business.

### Decision to Dispose

Before any asset is disposed of, it is necessary to certify that the asset is appropriate for disposal and obtain approval from the Chief Executive Officer.

Common criteria for determining that goods may be suitable for disposal include:

- a) No longer operationally required;
- b) Unserviceable or beyond economic repair;
- c) Technologically obsolete.
- d) Operationally inefficient.
- e) Surplus to current or immediately foreseeable needs
- f) Part of an Asset Replacement Program
- g) Contains any environmentally sensitive or hazardous material
- h) Non-compliance with OSH Standards;
- i) Uneconomical to repair

### Factors to Consider Prior to Disposal

- a) Other Uses – prior to disposal, a reasonable effort is to be made to ensure no other Department has a need for the asset;
- b) Items of historical or cultural significance should be given special consideration;
- c) Dangerous Materials – Any dangerous goods are to be disposed of in an authorised manner;
- d) Conflict of Interest – The Director and the officer responsible for the disposal of any Asset must ensure that no conflict of interest occurs in or as a result of the asset disposal process;
- e) Identifying Marks – As far as practical all identifying marks or stickers should be removed or obliterated;
- f) Spare Parts – Spare parts held for a particular item should be disposed of in one parcel with the asset;
- g) Preparing assets for sale – A check must be carried out to ensure assets do not contain:
  - i.Additional Items not intended for sale
  - ii.Confidential documents (records, files, papers)
  - iii.Software (which could lead to a breach of license or contain confidential data)
  - iv.Digital confidential information; and
  - v.Hazardous materials.

Additionally, the form for removal from Asset Register should be completed.

### **Assets with an Apparent Value of Less Than \$5,000 (ex GST)**

The relevant Director is responsible for determining the appropriate method for the disposal of Assets with an Apparent Value of less than \$5,000. The method used for the disposal of Assets shall maximise the return to Council.

The accepted means of disposal under this category may include, but not limited to:

- a) Disposal by publicly invited quotation;
- b) Public Auction; or
- c) Donation to not-for-profit Community or ATO endorsed Charity organisations.

### **Assets with an Apparent Value of More Than \$5,000 (ex GST)**

For assets with an Apparent Value greater than \$5,000 the disposal method will be determined by the relevant Director on a case by case basis.

In making a determination the Director should consider:

- a) Market forces and impact on return from the sale of the asset.
- b) The purchase price, lifecycle maintenance costs and remaining useful life to maximise where possible the return on investment of the asset.
- c) The strategic worth of the asset and its long-term benefit to the community.
- d) Community need for the asset and alternative resources.
- e) How the funds received from the disposal of the asset are to be allocated.

### **Methods of Disposal**

The Corruption and Crime Commission (CCC) advises amongst other matters that misconduct occurs when a public officer abuses their authority for personal gain, or to cause detriment to another person, or acts contrary to the public interest. Misconduct includes theft, bribery, abuse of power, misuse of resources and conflict of interest.

In its simplest form, misconduct occurs when a public officer acts with dishonesty or a lack of impartiality which could affect their official capacity.

As a general principle, Council requires that the sale of assets to staff is NOT to occur outside of a public process.

All disposals of any surplus assets shall be by way of public invitations to bid for the purchase of the assets. This shall not be limited to staff or to elected officials. Members of the public must also be allowed to compete for the purchase.

At all times, surplus assets or materials should be disposed of in a way that maximises returns whilst ensuring open and effective competition.

The disposal method chosen must be appropriate to the nature, quantity and location of goods, and promote fair and effective competition to the greatest extent possible. Where practical, a competitive disposal method should be selected, particularly for the disposal of high-value goods or large quantities of similar goods.

### **Authorised Disposal Methods**

#### **Public Tender**

Tendering for the disposal of goods is to be conducted in accordance with the same principles as Council's tendering policy.

#### **Public Auction**

Public auction maximises the opportunity for public participation in the disposal process and is the appropriate method when:

- a) there is public demand for the items;
- b) alternative disposal methods are unlikely to realise higher revenue; and
- c) the costs associated with the auction can be justified in relation to the expected revenue from the sale.

#### **Expressions of Interest/Quotations**

Council may determine to dispose of items by advertising for expressions of interest or quotations where:

- a) the items are of low value;
- b) the costs of disposal are disproportionate to the expected returns; or
- c) there is very limited interest.

#### **Trade-in**

Trading in surplus goods can be an efficient means of disposal, and a convenient way to upgrade equipment such as plant. However, trade-in prices do not always provide the best return as the purchase price of an item not on State Contract may have been inflated to offset the trade-in value offered by the supplier. Any decision to trade-in surplus goods must be based on a clear analysis of the benefits of the trade-in as opposed to separate sale of the surplus goods.

#### **Sale or Transfer to Other Agencies**

There may be occasions when Council may consider selling or transferring surplus goods to another council or similar organisation, before offering them for sale on the open market. For example, it may decide to give surplus office furniture to a co-operative organisation in which the Shire is a participant.

Authorisation by way of a resolution of Council is required before such a sale or transfer can be affected.

#### **Donation to Not for profit Charity or Community Organisations**

(Note: this method of disposal may not be used for asset with an estimated value of more than \$1,000).

The Shire and Council occasionally receive requests from not-for-profit community, charity or work creation organisations seeking the donation of, or concessional sales of surplus goods. At times Council may invite such organisations to submit proposals for the donation of surplus or obsolete goods.

In considering any request, the matter shall be referred to the Manager Community Engagement and Projects for assessment along the lines of the Community Sponsorship program and consider the following:

- a) Community groups should receive equitable treatment to avoid possible claims of bias.
- b) A check should be made to ensure the group is not a disguised business operation providing funds or remuneration to the principals.

- c) They must verify in writing their status as an incorporated not for profit organisation, with an approved Constitution, or an organisation endorsed for tax concessions by the ATO and that the intended use of the asset is non-commercial (i.e. not-for-profit).
- d) Provide written acknowledgement of receipt of the asset.
- e) Acknowledge that the Shire will not be responsible for any repair or maintenance of the asset.
- f) Acknowledge that all copyright or licensed content has been removed (eg. computer software).
- g) Take responsibility for the timely removal of the asset and any associated costs that arise from the asset's removal.
- h) Where the donation is seen as appropriate but there is a potential claim of bias, the matter should be referred to the Chief Executive Officer.
- i) The charity/community group must remove the asset themselves and at no cost to the Shire.

#### **Writing off the Value of the Goods (Recycling or Destruction)**

The value of an item may be written off and the item removed to the Waste Management Facility, recycled or destroyed if it is deemed:

- a) to have no value;
- b) to be unserviceable or beyond economical repair; or
- c) that the disposal cost is higher than the likely return.

#### **Notifying Disposal of Assets**

Following the disposal of an asset of an apparent value of \$5000 or more, it is the responsibility of the relevant Director, or their delegate, to notify:

- a) The Asset and Building Coordinator of the disposal to ensure the Asset Register is updated; and
- b) The Manager Governance, Strategy & Risk to determine any impact on the Shire's insurance policies.

#### **Buyers Risk**

Irrespective of the disposal method applied, all prospective owners must be advised in writing that items are disposed of, with any faults, at the buyer's risk ('as is where is').

Buyers are to rely on their own investigations regarding the condition and workability of the items for their particular purpose and the Shire will not be responsible for any repairs or maintenance of the Asset.

#### **Documentation and Declarations**

The relevant Director or their delegate is to ensure:

- a) The disposal methodology is fully documented, and all documentation is filed under the appropriate disposal file in Records.
- b) Any conflict of interest issues perceived or otherwise, in relation to the chosen means of disposal or with the officers involved in the disposal process is declared and registered.
- c) The CEO will consider the conflict of interest declaration, assess the risk and provide formal notification of a decision on a case by case basis.

## Evaluation Process

This Policy is reviewed when any of the following occur:

- a) The related information is amended or replaced.
- b) Other circumstances as determined from time to time by the CEO.
- c) Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years.

## Definitions

To assist in interpretation of the Policy and these Management Procedures, the following definitions shall apply:

**‘Apparent Value’** relates to the estimated current financial value of an asset.

**‘Asset’** means a resource controlled by the Shire as a result of past events and from which future economic benefits are expected to flow to Council (e.g. real property, motor vehicles, plant and equipment, art works, etc).

**‘Asset Disposal’** means a process where Council divests itself of an asset in a systematic and authorised manner as directed by this Policy.

**‘Best Value’** means where the Shire obtains the best possible return for the goods it sells in financial, social, economic and environmental terms.

**‘CEO’** means the Chief Executive Officer of the Shire of Broome.

**‘Responsible Officer’** means that officer nominated in the Shire’s accounting system as being responsible for the service supported by that asset.

**‘The Act’** means the *WA Local Government Act 1995* (and as amended from time to time).

**‘The Shire’** means the Shire of Broome.

Document Control Box							
Document Responsibilities:							
Owner:	Director Infrastructure		Owner Business Unit:	Infrastructure			
Reviewer:	Director Infrastructure		Decision Maker:	Council			
Compliance Requirements:							
Legislation:	<a href="#">Local Government Act 1995</a> <a href="#">Local Government (Functions and General) Regulations 1996</a>						
Industry:							
Organisational:							
Document Management:							
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1.	25 November 2010	OMC initial adoption					
2.	12 December 2019	Review and converted to new Policy Template					
3.	7 November 2021	Desktop review, updated logo					
4.							



## COUNCIL POLICY



### Mining, Petroleum and Geothermal Energy Resource Extraction

#### Background

The Shire of Broome does not approve or regulate mining, petroleum or geothermal energy resource projects, however at times may be requested to provide comment or engage with proponents or the State in this regard. The Policy has been prepared to guide the Shire's response and position in the event proponents or the State request comment or engagement with the Shire or Council.

#### Policy Objective

- To support the expansion of industry, and sustainable industry, that helps deliver economic prosperity to its residents, whilst ensuring every effort is undertaken to make sure that the initial assessment as well as compliance and monitoring of any Mining, Petroleum and Geothermal activities carried out are at a level that is compatible with the amenity of the natural and built environment and that of the Shire's residents.
- To promote that any activities associated with mining or the extraction of petroleum and geothermal energy resources are to be thoroughly assessed, monitored and managed effectively by the appropriate agencies and to ensure local economic, environmental and social values are enhanced and developed.
- To provide for the Shire to undertake an advocacy role on behalf of the community when being consulted by the State Government and resource companies regarding future proposals within the Shire and potential benefit to the community. This advocacy role includes encouraging proponents to be as transparent as possible with the project information.

#### Policy Statement

- 1.1 The Shire of Broome supports the extraction of natural resources including mining and petroleum and geothermal energy resources where:
  - a.) Measures are implemented to deliver positive economic benefits to the local economy and programs that would deliver positive outcomes to the community;
  - b.) The impacts on Shire Infrastructure are adequately compensated for in the immediate and future life of that infrastructure and that any additional infrastructure required is adequately provided by the proponent;
  - c.) Due regard is given to the purpose and objectives of the relevant zone/reserve under the gazetted Local Planning Scheme and aims to ensure the proposal is compatible with these and surrounding uses;
  - d.) The potential impacts on the public health and drinking water areas have been considered by the relevant authorities and related approvals granted for the activities to be conducted; and

- e.) Environmental and cultural matters have been taken into account by the relevant authorities and related approvals granted for the activities to be conducted.
  - f.) Proponents fully disclose environmental and groundwater data to the community.
- 1.2 The Shire of Broome accepts the process undertaken by the Department of Mines and Petroleum and/or the proponent with respect to consultation with the relevant people directly affected with regards to land use rights and or compensation.
- 1.3 The Shire of Broome accepts the positions and assessment processes of the relevant regulatory bodies including the Department of Mines, Industry Regulation and Safety, Environmental Protection Authority, Department of Health, Department of Water and Environmental Regulation, Department of Environment and Energy (Federal), Department of Primary Industries and Regional Development and Department of Aboriginal Affairs with regard to the following aspects of the proposals:
- i). potential impacts on the public health (as considered in 1.1 d.);
  - ii). potential impacts on drinking water areas (as considered in 1.1 d.);
  - iii). potential environmental implications have been taken into account and best practice mitigation strategies adopted (as considered in 1.1 e.);
  - iv). potential impacts upon agricultural land and food production; and
  - v). potential impacts on areas of Aboriginal heritage and cultural significance (as considered in 1.1 e.)).
- 1.4 The Shire of Broome seeks annual presentations from the Department of Mines, Industry Regulation and Safety, including a questions and answer session, on its monitoring and compliance of onshore gas, oil and mining operations in the Shire. These presentations will be open to the public.
- 1.5 The Shire of Broome requests a full environmental impact assessment by the EPA of onshore gas proposals which includes assessment of impacts to surface and groundwater.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Office of the CEO		
Reviewer:	Director Development Services			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	<a href="#">Petroleum and Geothermal Energy Resource Act 1967</a> <a href="#">Mining Act 1978</a>						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Triennial	Next Due:	12/2022	Records Ref:	
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1.	17 December 2015		OMC Initial Adoption				
2.	12 December 2019		Review and converted to new Policy Template				
3.	7 December 2021		Review and updated logo				

## COUNCIL POLICY



### Caravan Parks and Camping Grounds – Maximum Number of Sites of a Particular Type That May Be Used at a Facility

## Policy Objective

Ensuring adequate sites are available at caravan parks within the Broome Townsite for tourists towing caravans.

## Policy

The maximum number of sites at caravan parks within the Broome townsite that can be used at a facility (caravan park) for long stay sites and/or on-site caravan sites is to be limited to forty (40) percent.

Document Control Box							
Document Responsibilities:							
Owner:	Director Development Services			Owner Business Unit:	Health, Emergency and Rangers		
Reviewer:	Manager Health, Emergency & Rangers			Decision Maker:	Council		
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:							
Document Management:							
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1.	19 September 2000	Initial adoption OMC Pages 65-67					
2.	12 December 2019	Review and converted to new policy template					
3.	18 November 2021	Minor administrative updates due to Org Structure Changes					
4.	December 2022	No changes made					

## COUNCIL POLICY



### Horses on Cable Beach

## Policy Objective

To facilitate the exercising of horses on Cable Beach whilst maintaining public safety and amenity for all beach users.

## Policy

The Shire of Broome is a horse-friendly local government. Horses may be exercised with due caution within the designated areas. This policy applies to the area known as Cable Beach and is defined as the area of beach between Gantheaume Point and the estuary at Coconut Well.

## Conditions

### Gantheaume Point

The following conditions will apply to horses on Cable Beach foreshore north of the rocks at Gantheaume Point:

- a) Racehorses are only permitted on Cable Beach at Gantheaume Point from the 1 May until 31 August.
- b) Horse access to the Gantheaume Point beach shall be by either horse float or, if ridden or lead, by the Horses Only Access Track;
- c) Persons in control of a horse being ridden or led to the Gantheaume Point beach area shall ensure that the horse crosses over Gantheaume Point Road at the signed Horses Only Access Track.
- d) Horses using the access track are not permitted to use the track at more than a walking pace;
- e) Horses are only permitted within the 2 km Approved Horse Area;
- f) Once on the beach, horses are to proceed to the Approved Horse Exercise Area by either – (1) being lead or walked for the first 500m of the beach foreshore north of the rocks as close as practical to the high water mark or (2) being lead or walked from the Horses Only Access Track directly into the water and thence by swimming or walking;
- g) Horses may only be exercised by trotting or cantering within the Approved Horse Exercise Area;
- h) Horses can be galloped within the Approved Horse Exercise Area only between the hours of 5:30am and 10am;
- i) Horses may only be exercised by swimming or walking in the Horse Swimming Area;
- j) Any person riding or walking a horse must always have the horse under effective control and maintain a safe distance between the horse and any pedestrians, bathers, vehicles and boats of at least 6 metres and the person in control of a horse must give right of way to pedestrians, bathers, vehicles and persons launching boats;

- k) Any person liable for the control of a horse shall ensure that all excreta is removed from the beach foreshore area and from any public land traversed.

**Gantheaume Point Horse Transit Area Map**



**Gantheaume Point Horse Exercise Area Map**





### Cable Beach Reserve to Coconut Well

The following conditions will apply to horses on Cable Beach foreshore north of the rocks from Cable Beach Reserve to Coconut Well:

- a) Horses can only be exercised within the beach foreshore area defined as that land which lies between the high-water mark and the low water mark of the Indian Ocean or in the sea adjacent to the low water mark;
- b) Horses can only access Cable Beach north of the rocks via the access/egress point at Cable Beach Reserve or from the access/egress point at Coconut Well;
- c) Horses must be led or walked on the first 3000m of the beach foreshore north of the rocks as close as possible to the high-water mark;
- d) Horses are permitted to walk, trot, canter, gallop or swim on Cable Beach with the exception that horses can only be galloped on the beach foreshore between 5am and 10am;
- e) A horse may not be galloped within 50 metres of another person unless that person is associated with the person galloping the horse;
- f) Any person riding or walking a horse must always have the horse under effective control and maintain a safe distance between the horse and any pedestrians, bathers, vehicles and boats of at least 6 metres and the person in control of a horse must give right of way to pedestrians, bathers, vehicles and persons launching boats;
- g) Racehorses are not permitted on Cable Beach between 2km north of the rocks at Gantheaume Point to Coconut Well;
- h) Any person liable for the control of a horse shall ensure that all excreta are removed from the beach foreshore area and from any public land traversed.

### Definitions

**‘Approved Horse Exercise Area’** means the area of beach at Gantheaume Point between the high-water mark and low water mark situated between the 500 metre sign and the northern boundary of the 2 km Approved Horse Area.

**‘Horses Only Access Track’** means the track between Gantheaume Point Road and the beach foreshore area that is signposted “Horses Only”

**‘500 Metre Sign’** means the advisory sign situated on the edge of the sand dunes 500 metres north of the Gantheaume Point beach vehicle access road.

**‘Horse Swimming Area’** means the area of sea adjacent to the beach at Gantheaume Point situated within the 2 km Approved Horse Area.

**‘Approval’** means the prescribed Application for Approval to Walk, Lead, Ride, Herd or Drive a Large Animal on Local Government Property and on Public Places issued pursuant to Local Government Property and Public Places Local Law 2016 Clause 3.2(g).

Document Control Box			
Document Responsibilities:			
Owner:	Director Development Services	Owner Business Unit:	Development Services
Reviewer:	Manager Health, Emergency and Rangers	Decision Maker:	Council
Compliance Requirements:			
Legislation:	<a href="#">Local Government Act 1995</a>		
Industry:			



<b>Organisational:</b>		Shire of Broome Property and Public Places Local Law 2016						
<b>Document Management:</b>								
<b>Risk Rating:</b>		Low	<b>Review Frequency:</b>	Triennial	<b>Next Due:</b>	12/2022	<b>Records Ref:</b>	
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1.	9 December 2005		Initial Adoption					
2.	12 December 2019		Review and converted to new Policy Template					
3.	2 December 2020		Review. No changes other than inclusion of maps.					
4.	7 December 2021		Review, updated logo and correction to local law reference					
5.								

## COUNCIL POLICY



### Public Art

#### Policy Objective

- To ensure the development of high-quality public art to contribute to the amenity of the town.
- To involve and collaborate with the community to build local capacity and ensure that public art projects are relevant and reflect the social, cultural, environmental and heritage values of Broome.
- To provide a framework for best practice commissioning, implementation, delivery, asset management and de-commissioning of public art within the Shire.
- To encourage the integration of public art throughout the Shire and to acknowledge the creative industries as potential economic drivers.

#### Management Guidelines

By the implementation of this policy the Shire of Broome aims to:

- a) Focus on expression of local identity and sense of place and celebrate cultural heritage and cultural diversity.
  - b) Provide opportunities for the whole community to participate in the development of Broome specific public art through interpretive, cultural and community public art in public spaces.
  - c) Provide opportunities for engagement, employment and skills development of local artists and arts workers.
  - d) Promote Broome as a tourism destination through diverse and iconic destination art works that reflect and interpret Broome's contemporary cultural richness, its unique natural environment and its archaeological, cultural, pastoral and industrial heritage.
  - e) Provide contemporary and relevant linkages between the growing numbers of distinct precincts within the Broome town site and more widely within the Shire of Broome.
- a) Provide the purpose for attracting local, state and federal funding opportunities and where public art is opportunistically achieved by definition in the public realm.
  - b) Integrate contemporary art with the principles of town planning and design.
  - c) Enhance the visual and experiential amenity of land, country, street and town scapes through diversity in public art using permanent, temporary and event-based public art.

- d) Develop a model of governance and best practice relative to Public Art in a regional centre with a global focus.

## Funding and Development

The Shire of Broome will implement and or commission the design, construction and installation of art works in spaces directly controlled by the Shire of Broome e.g. parks, reserves, streets, Shire buildings etc., with funding that is:

- a) conditional on the annual budgeting process and the Shire's Long-Term Financial Plan, Community Strategic Plan and Corporate Business Plan;
- b) as a result of contributions received under the conditions of Local Planning Policy 8.20; and/or
- c) sought from external sources by Shire officers.

Private developers will ordinarily manage and implement the design, construction and installation of art works within their individual projects consistent with the Shire of Broome Public Art Master Plan and in accordance with the Shire's Guidelines for Developers Provision of Public Art – LPP 8.20.

Land developers will implement the design, construction and installation of public art works within their required POS and undertake a local community involvement strategy for its conceptual design, consistent with the Shire of Broome Public Art Master Plan.

Individuals, private groups and community artists invited to apply for the purpose of producing public art will be expected to seek independent funding for the specific purpose, design, support, construction and installation of their work - where they have agreement from the Shire of Broome, regarding place, concept, form and community involvement that is consistent with the Shire of Broome Public Art Master Plan.

Ownership, insurance, retention, storage and decommissioning of public art in spaces controlled by the Shire of Broome will be determined by the Public Art Reference Group for resolution by the Shire of Broome. Public art in spaces not controlled by the Shire of Broome will be managed contractually by this Policy.

## Ownership and Conservation

Ownership of public art will be defined by the commissioning process and contract, and the land on which it is located. Artwork located on Shire owned or managed land will become the property of the Shire of Broome. Artwork located on private land will be the responsibility of the private owner.

The owner will be responsible for the maintenance and conservation of the artworks from installation to the point of removal or disposal.

## Definitions

**'Public Art'** can be defined as artwork located in public spaces other than supervised outdoor gallery spaces. The term public art may cover a wide range of art forms including but not limited to: permanent three-dimensional and two-dimensional works such as sculptures, murals, mosaics, entry statements and unique street furniture elements;

temporary and ethereal works such as projection works, lighting, multi-media and performance based work.

**‘Outdoor Gallery Art’** can be defined as that artwork which forms part of a collection of stand-alone artwork located in a public space, but not necessarily an integral element within that space. Outdoor Gallery Art may be works that could be moved from one site to another or may be site specific works that have been conceived for a specific site and therefore not transferable. They may also commemorate an individual or event of relevance to the location.

**‘Integrated Art’** can be defined as artwork created by an artist that has been conceived especially for a site or building and forms part of the built environment. Integrated artwork can be considered as both an art piece in its own right but integral to the project environment and/or as artists creating functional elements of the street or landscape environment. Integrated artworks are commissioned as part of civic capital works programs such as streetscapes, parks and building projects.

**‘Community Art’** can be defined as work resulting from a high degree of community consultation and/or participation. A community artist(s) in consultation or collaboration with members of the community may create community artwork.

**‘Public Realm’** can be defined as including but not limited to streets, squares, parks and spaces within buildings that are accessible to the general public and in the ownership of, or under the control of Council, State Government or Commonwealth Government agencies. Spaces accessible to the general public but in private ownership are also perceived to be part of the public realm.

**‘Professional Artist’** for the purposes of this policy, a professional artist will be defined as a person who meets at least two of the following criteria;

- a) Has a university degree or minimum three-year full-time TAFE Diploma in visual arts, or when the brief calls for it, other art forms such as digital-media;
- b) Has a track record of exhibiting their artwork at reputable art galleries that sell the work of professional artists;
- c) Has had work purchased by major public and private collections, including (but not limited to) the Art Gallery of Western Australia, any of the university collections or Artbank;
- d) Earns more than 50% of their income from arts related activities, such as teaching art or design, selling artwork or undertaking public art commissions;
- e) Can produce a referenced folio of works that is of high quality and relevant to the commission.

**‘Art Consultant’** for the purposes of this policy, an arts consultant will be defined as a person who can demonstrate the following previous experience;

- e) Managing art projects and curatorial work with a working knowledge across a range of art forms, media and materials;
- f) Communicating effectively with key project stakeholders;
- g) Developing and working collaboratively with project teams;

- h) Involving the community in collaborative processes and building the capacity of local artists;
- i) Interpreting three dimensional spaces from technical drawings and to generate ideas for the integration of artwork within these spaces.

Document Control Box							
Document Responsibilities:							
Owner:	Manager Community Engagement & Projects			Owner Business Unit:	Office of CEO		
Reviewer:	Manager Community Engagement & Projects			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	<a href="#">Local Government Act 1995</a>						
Industry:							
Organisational:	<a href="#">Local Planning Policy 5.12 Provision of Public Art</a> <a href="#">Public Art Guidelines</a>						
Document Management:							
Risk Rating:	Low	Review Frequency:	Triennial	Next Due:	12/2022	Records Ref:	
Version #	Decision Reference:	Synopsis:					
1.	26 August 2008	OMC Initial Adoption					
2.	12 December 2019	Review and converted to new Policy Template					
3.	22 January 2021	Desktop review and minor grammar edits.					
4.	7 November 2021	Desktop review, new logo and org structure changes					

## COUNCIL POLICY



### Senior Employees

## Policy Objective

Section 5.37 of the *Local Government Act 1995* states that:

1. A local government may, designate employees or persons belonging to a class of employee to be senior employees.
2. The CEO is to inform the Council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the Council may accept or reject the CEO's recommendation but if the Council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.
3. Unless subsection (4A) applies, if the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.

## Policy

The Shire of Broome designates the following positions as Senior Employees for the purpose of section 5.37

- Chief Executive Officer
- Director Corporate Services
- Director Development Services
- Director Infrastructure

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Office of the CEO		
Reviewer:	Manager People and Culture			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	<a href="#">s.5.37 Local Government Act 1995</a>						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	4 Yearly	Next Due:	12/2026	Records Ref:	
Version #	Decision Reference:	Synopsis:					
1.	21 December 2004	OMC Initial Adoption					
2.	12 December 2019	Reviewed and converted to new policy template					
3.	18 November 2021	Desktop Review and change of title DDCS to DDS					
4.	31 December 2022						



## COUNCIL POLICY



### Waste Management

## Policy Objective

To provide:

- An efficient and best value waste and recycling collection service for all householders/ratepayers within the Shire.
- An efficient and best value waste and recycling collection service for commercial properties within the Shire requiring such a service.
- An efficient and best value pre-cyclone clean up service for residential premises within the Broome Townsite.

## Policy

### 1. Residential Waste (Refuse) Collection Services

- 1.1 The Shire shall provide a weekly waste collection service to all residential premises in the Shire. A green coloured MGB will be provided on the basis of one 240 litre MGB per single residential premises.
- 1.2 MGBs will be collected between the hours of 6:00am and 6:00pm Monday to Friday.
- 1.3 MGBs should be placed on the verge in front of the premises by 6.00am on the day of collection, in a position that facilitates ease of pickup by the collection vehicle. MGBs should be placed out for collection no earlier than 5:00pm the day prior to collection.
- 1.4 All MGBs must be removed from the verge by 7:00pm on the day of collection, and stored within the property, failure to do so may result in the Health local Laws being applied.
- 1.5 The following items are prohibited for disposal in the waste MGB:
  - Hot/burning ash.
  - Oil/other flammable liquids.
  - Liquids/paints/solvents.
  - Bricks/concrete/building rubble/sand.
  - Personal medical waste (unless in a sealed container)
  - Commercial medical wastes

Some items not listed may also be prohibited. The Shire of Broome's Waste Management Co-ordinator can provide further information.

If residents are found to be placing items specified in Clause 0 in the MGB, the Contractor shall place a warning sticker on the MGB. The removal of the contamination (items specified in Clause 0) is the responsibility of the resident, after which the MGB can be placed back out for collection on the next collection day for that premises.

- 1.6 MGBs weighing more than 70kg will not be collected by the Contractor. In such an event the Contractor shall place a notification sticker on the MGB, and the resident shall be required to empty the MGB to bring it under the 70kg limit before the bin can be collected on the next collection day for that premises.
- 1.7 MGB lids should be closed at all times to prevent litter and odour. MGBs will not be collected if the lid is not or cannot be closed at the time of collection. The resident shall be required to empty the MGB to enable the lid to be closed before the MGB can be collected on the next collection day for that premises.
- 1.8 Residents are to be made aware of Clauses 0, 0, 0, 0, 0, 0 and 0 upon taking delivery of a MGB by issue of a leaflet.
- 1.9 The resident should notify the Shire if a MGB is not collected on the scheduled collection day despite compliance with Clauses 0, 0, 0, 0, 0 and 0. If notification of the missed collection is received prior to 11.00am, the MGB shall be collected on the same day of notification. In the event that notification of a missed collection service is received after 11.00am, the MGB shall be collected the next day.
- 1.10 All MGBs provided are the property of the Shire and should not be marked or have any item affixed in any way without the prior permission of the Shire of Broome. This includes marking the MGB with a street number or placing stickers or other identifying marks. The MGBs are stamped with a unique identifying bin number (left hand side looking at the front) to which the residents can refer to identify the MGB allocated to them.
- 1.11 To account for general wear and tear, the Shire will replace MGBs without charge on a 10-year cycle (equivalent to 10% of the Shire's MGB stock per year). If a MGB is lost, stolen, or irreparably damaged, the resident should notify the Shire so a replacement MGB can be provided. The resident will be required to pay a MGB replacement fee.
- 1.12 Repairs to MGB lids and wheels will be undertaken by the Collection Contractor free of charge to the resident. The resident will notify the Shire when repairs are required.
- 1.13 Residents can request additional waste MGB services if a single service provides insufficient capacity for the quantity of waste generated on the premises. Fees and charges will apply for additional waste MGB services and approval from the property owner is required given the invoice is raised against the property owner.
- 1.14 The Shire reserves the right to cancel additional MGB services as it deems necessary, however the standard service will not be cancelled.

## 2. Residential Recycling Collection Services

- 2.1 The Shire shall provide a fortnightly recycling collection service to all residential premises in the Shire. A MGB with a light green body and yellow lid will be provided on the basis of one 240 litre or 360 litre MGB per single residential premises. The Shire will transition all residential recycling MGBs from 240 litre to 360 litre MGBs through the annual renewal program.
- 2.2 Recycling MGBs will be collected between the hours of 6:00am and 6:00pm Monday to Friday on the same day of the week that waste MGBs are collected.
- 2.3 MGBs should be placed on the verge in front of the premises by 6.00am on the day of collection, in a position that facilitates ease of pickup by the collection vehicle. MGBs should be placed out for collection no earlier than 5:00pm the day prior to collection.
- 2.4 All MGBs must be removed from the verge by 7:00pm on the day of collection, and stored within the property, failure to do so may result in the Health local Laws being applied.
- 2.5 Only the following items are acceptable for disposal in the recycling MGBs:
  - Paper and Cardboard
  - Aluminum and steel cans
  - PET containers (Code 1 plastics)
  - HDPE containers (Code 2 plastics)
  - Glass Bottles and Jars
- 2.6 If unacceptable items are found in the recycling MGB, the Contractor will place a warning sticker on the MGB and not collect it until the unacceptable items (contamination) are removed. The removal of unacceptable items (contamination) from the MGB is the responsibility of the resident, after which the MGB can be placed back out for collection on the next recycling collection day for that premises.
- 2.7 The Shire maintains a three-strike policy regarding the contamination of recycling MGBs. The first occurrence shall be treated in accordance with Clause 0. For a second occurrence of contamination the resident will also be called or visited by a Shire representative to communicate the appropriate use of the service. The recycling MGB will be removed on a third occurrence with fees and charges for the service remaining. The resident can apply to have the recycling service reinstated after a 30-day cooling off period. When the MGB is returned the resident will be provided with accompanying education material.
- 2.8 Recycling MGBs weighing more than 70kg will not be collected by the Contractor. In such an event the Contractor shall place a notification sticker on the MGB, and the resident shall be required to empty the MGB to bring it under the 70kg limit before the bin can be collected on the next collection day for that premises.
- 2.9 MGB lids should be closed at all times to prevent litter and odour. MGBs will not be collected if the lid is not or cannot be closed at the time of collection. The resident

shall be required to empty the MGB to enable the lid to be closed before the MGB can be collected on the next collection day for that premises.

- 2.10 Residents are to be made aware of Clauses 0, 0, 0, 0, 0, 0, 0 and 0 upon taking delivery of a MGB by issue of a leaflet.
- 2.11 The resident should notify the Shire if a MGB is not collected on the scheduled collection day despite compliance with Clauses 0, 0, 0, 0, 0, 0 and 0. If notification of the missed collection is received prior to 11.00am, the MGB shall be collected on the same day of notification. In the event that notification of a missed collection service is received after 11.00am, the MGB shall be collected the next day.
- 2.12 All MGBs provided are the property of the Shire and should not be marked or have any item affixed in any way without the prior permission of the Shire of Broome. This includes marking the MGB with a street number or placing stickers or other identifying marks. The MGBs are stamped with a unique identifying bin number (left hand side looking at the front) to which the residents can refer to identify the MGB allocated to them.
- 2.13 To account for general wear and tear, the Shire will replace MGBs without charge on 10-year cycle (equivalent to 10% of the Shire's MGB stock per year). If a MGB is lost, stolen, or irreparably damaged the premises occupant should notify the Shire so that replacement MGB can be provided. The occupant will be required to pay a MGB replacement fee.
- 2.14 Repairs to MGB lids and wheels will be undertaken by the Collection Contractor free of charge to the resident. The resident will notify the Shire when repairs are required.
- 2.15 Residents can request additional recycling MGB services if a single service provides insufficient capacity for the quantity of waste generated on the premises. Fees and charges will apply for additional recycling MGB services and approval from the property owner is required given the invoice is raised against the property owner.
- 2.16 The Shire reserves the right to cancel additional recycling services as it deems necessary. The Shire also reserves the right to cancel the standard recycling service under certain circumstances (Clause 0).

### 3. Residential Pre-cyclone Clean up Service

- 3.1 The Shire may provide a Pre-cyclone Clean up each year to all occupied residential premises within the townsite of Broome. The service is provided at the beginning of the Cyclone season and the Shire will provide adequate notice for clean up through local media.
- 3.2 The service **will** collect the following items:
  - Metals - Pile One  
Whitegoods, Fridges with doors removed and degassed, scrap iron, other waste metals and empty tins.

- Non-Metals - Pile Two  
Furniture and Mattresses, E-waste and household electrical items.

3.3 The service **will NOT** collect the following items:

- Tyres
- Batteries
- Car parts
- Household waste (putrescible)
- Gas bottles
- Fire extinguishers
- Hazardous waste (including asbestos, oil, paint and flares)
- Liquid waste
- Chemicals
- Green (garden) waste,
- Commercial building materials.

3.4 The Shire will provide a two-week window prior to the nominated collection date for residents to place the waste out on the verge. All items are to be placed on the verge in front of the premises in two piles as detailed in Clause 0.

3.5 Items placed on the street verge after the nominated collection period and items placed on the verge not meeting the above detailed criteria will not be collected. Removal of these items shall be the responsibility of the resident.

#### 4. Commercial Waste (Refuse) Services

- 4.1 The Shire will provide the standard waste collection service to all commercial premises in the Shire. The standard service is comprised of a single 240 litre green coloured MGB collected on a weekly basis. Collection frequency can be increased to meet the requirements of the premises with additional fees and charges applicable. Billing for additional services will require the approval of the property owner given the invoice is raised against the property owner.
- 4.2 MGBs will be collected between the hours of 6:00am and 6:00pm Monday to Sunday.
- 4.3 MGBs should be placed on the verge in front of the premises by 6.00am on the day of collection, in a position that facilitates ease of pickup by the collection vehicle. MGBs should be placed out for collection no earlier than 5:00pm the day prior to collection.
- 4.4 All MGBs must be removed from the verge by 7:00pm on the day of collection, and stored within the property, failure to do so may result in the Health local Laws being applied.
- 4.5 In Chinatown, all MGBs should be removed from the verge by 8:00am on the day of collection and stored within the property.

- 4.6 The following items are prohibited for disposal in the waste MGB:
- Hot/burning ash.
  - Oil/other flammable liquids.
  - Liquids/paints/solvents.
  - Bricks/concrete/building rubble/sand.
  - Personal medical waste (unless in a sealed container)
  - Commercial medical wastes
- 4.7 If a commercial MGB is found to have any items specified in Clause 4.5 in the MGB, the Contractor shall place a warning sticker on the MGB. The removal of the contamination (items specified in Clause 4.5) is the responsibility of the occupant, after which the MGB can be placed back out for collection on the next collection day for that premises.
- 4.8 MGBs weighing more than 70kg will not be collected by the Contractor. In such an event the Contractor shall place a notification sticker on the MGB, and the occupant shall be required to empty the MGB to bring it under the 70kg limit before the bin can be collected on the next collection day for that premises. This clause does not apply for larger bins collected by front or rear loading collection vehicles as detailed in Clause 0.
- 4.9 Occupants are to be made aware of Clauses 4.2, 4.3, 4.4, 4.5, 4.6, and 4.7 upon taking delivery of a MGB by issue of a leaflet.
- 4.10 The occupant should notify the Shire if a MGB is not collected on the scheduled collection day despite compliance with Clauses 4.2, 4.3, 4.4, 4.5, 4.6, and 4.7. If notification of the missed collection is received prior to 11.00am, the MGB shall be collected on the same day of notification. In the event that notification of a missed collection service is received after 11.00am, the MGB shall be collected the next day.
- 4.11 All MGBs provided are the property of the Shire and should not be marked or have any item affixed in any way without the prior permission of the Shire of Broome. This includes marking the MGB with a street number or placing stickers or other identifying marks. The MGBs are stamped with a unique identifying bin number (left hand side looking at the front) to which the occupants can refer to identify the MGB allocated to them.
- 4.12 To account for general wear and tear, the Shire will replace MGBs without charge on 10-year cycle (equivalent to 10% of the Shire's MGB stock per year). If a MGB is lost, stolen, or irreparably damaged, the occupant should notify the Shire so that a replacement MGB can be provided. The occupant will be required to pay a MGB replacement fee.
- 4.13 Repairs to MGB lids and wheels will be undertaken by the Collection Contractor free of charge to the occupant. The occupant shall notify the Shire when repairs are required.



- 4.14 Commercial premises can request additional 240 litre waste MGBs if a single service provides insufficient capacity for the quantity of waste generated on the premises. Fees and charges will apply for additional waste MGB services.
- 4.15 Commercial premises can also request larger bins for collection by a rear /or front-loading vehicle. Available sizes include 1,100 litre, two cubic metre, and six cubic metre commercial bins. The only difference for commercial bins when compared to the MGBs is that the commercial bins are owned by the contractor, and the 70kgweight limit (Clause 0) will not apply. Fees and charges apply.
- 4.16 Additional waste collection services are optional; the Shire reserves the right to cancel them at its discretion.

## 5. Commercial Recycling Services

- 5.1 The Shire will provide the standard recycling collection service to all commercial premises in the Shire. The standard service is comprised of a single 240 litre, or 360 litre MGB with a light green body and a yellow lid collected on a fortnightly basis. Collection frequency can be increased to meet the requirements of the premises with additional fees and charges applicable. Billing for additional services will require the approval of the property owner given the invoice is raised against the property owner.
- 5.2 MGBs will be collected between the hours of 6.00am and 6.00pm Monday to Sunday.
- 5.3 MGBs should be placed on the verge in front of the premises by 6.00am on the day of collection, in a position that facilitates ease of pickup by the collection vehicle. MGBs should be placed out for collection no earlier than 5:00pm the day prior to collection.
- 5.4 All MGBs must be removed from the verge by 7:00pm on the day of collection and stored within the property. Failure to do so may result in the Health local Laws being applied.
- 5.5 In Chinatown, all MGBs should be removed from the verge by 8:00am on the day of collection and stored within the property.
- 5.6 Only the following items are acceptable for disposal in the recycling MGBs:
- Paper and Cardboard
  - Aluminum and steel cans
  - PET containers (Code 1 plastics)
  - HDPE containers (Code 2 plastics)
  - Glass Bottles and Jars
- 5.7 If unacceptable items are found in the recycling MGB, the Contractor will place a warning sticker on the MGB and not collect it until the unacceptable items (contamination) are removed. The removal of unacceptable items (contamination) from the MGB is the responsibility of the occupant, after which the MGB can be placed back out for collection on the next recycling collection day for that premises.

This service is optional, and contamination may lead to cancellation of the service at any time at the discretion of the Shire.

- 5.8 The Shire maintains a three-strike policy regarding the contamination of recycling MGBs. The first occurrence shall be treated in accordance with Clause 5.6. For a second occurrence of contamination the occupant will also be called or visited by a Shire representative to communicate the appropriate use of the service. The recycling MGB will be removed on a third occurrence with fees and charges for the service remaining. The occupant can apply to have the recycling service reinstated after a 30-day cooling off period. When the MGB is returned the occupant will be provided with accompanying education material.
- 5.9 MGBs weighing more than 70kg will not be collected by the Contractor. In such an event the Contractor shall place a notification sticker on the MGB, and the occupant shall be required to empty the MGB to bring it under the 70kg limit before the bin can be collected on the next collection day for that premises. This clause does not apply for larger bins collected by front or rear loading collection vehicles as detailed in Clause 0.
- 5.10 Occupants are to be made aware of Clauses 0, 0, 0, 0, 0, 5.7 and 5.8 upon taking delivery of a MGB by issue of a leaflet.
- 5.11 The occupant should notify the Shire if a MGB is not collected on the scheduled collection day despite compliance with Clauses 0, 0, 0, 0, 0, and 0. If notification of the missed collection is received prior to 11.00am, the MGB shall be collected on the same day of notification. In the event that notification of a missed collection service is received after 11.00am, the MGB shall be collected the next day.
- 5.12 All MGBs provided are the property of the Shire and should not be marked or have any item affixed in any way without the prior permission of the Shire of Broome. This includes marking the MGB with a street number or placing stickers or other identifying marks. The MGBs are stamped with a unique identifying bin number (left hand side looking at the front) to which the occupants can refer to identify the MGB allocated to them.
- 5.13 To account for general wear and tear, the Shire will replace MGBs without charge on 10-year cycle (equivalent to 10% of the Shire's MGB stock per year). If a MGB is lost, stolen, or irreparably damaged the occupant should notify the Shire so that replacement MGB can be provided. The occupant will be required to pay a MGB replacement fee.
- 5.14 Repairs to MGB lids and wheels will be undertaken by the Collection Contractor free of charge to the occupant. The occupant shall notify the Shire when repairs are required.
- 5.15 Commercial premises can request additional 240 litre, or 360 litre recycling MGBs if a single service provides insufficient capacity for the quantity of recycling generated on a premise. Fees and charges will apply for additional recycling MGB services.
- 5.16 Commercial premises can also request larger bins for collection by a rear or front-loading collection vehicle. Available sizes include 1,100 litre, two cubic metre, and six cubic metre bins. The only difference for commercial bins when compared to

the MGBs is that the commercial bins are owned by the contractor, and the 70kgweight limit (Clause 0) will not apply. Fees and charges apply.

- 5.17 Additional recycling collection services are optional; the Shire reserves the right to cancel them at its discretion.

## 6. Tropical Cyclones / Other

- 6.1 Should a Tropical Cyclone Watch or Blue Alert be issued all MGBs should continue to be placed out for collection as per normal. The Collection Contractor will continue to collect the residential MGBs and commercial bins during this time.

Note: The Shire of Broome Waste Management Facility is closed to the public on a Blue Alert and may be reopened when the all clear is given but only if it is assessed as safe to reopen.

- 6.2 Should an occupant be unable to secure (tie down) a commercial bin in the event of a yellow alert than during the blue alert they should contact the Collection Contractor to request to have the bin emptied and removed. The Collection Contractor should be notified as early as possible. The Collection Contractor will complete the request if time permits.
- 6.3 If the alert is upgraded to a Tropical Cyclone Yellow Alert all MGBs are to be removed from the verge and secured in readiness for the cyclone event. The commercial bins are to be secured in accordance with the Collection Contractors instructions. The Collection Contractor will not collect residential MGBs or commercial bins on a Yellow Alert.
- 6.4 Once the all clear is communicated collection services will be resumed. All MGBs that were not collected due to the Tropical Cyclone event should be placed out for collection. There is likelihood that some debris will be present from the Tropical Cyclone event. Care should be taken by the occupant to place the MGBs in a location where the collection truck can collect the MGBs safely without damage to the truck or to the MGBs.
- 6.5 The collections will occur in the order they would have normally occurred without the Topical Cyclone event and where possible additional services may be added to improve the time taken to perform all the missed collections
- 6.6 Where another event or natural disaster occurs that is not a tropical cyclone but does impact the Shire's ability to perform the collections the Chief Executive Officer (CEO) will determine the responsible course of action. The CEO will endeavor to communicate the interruptions to the collection services to all occupants. The CEO will take action to resume collection services as soon as it is possible to do so.

## Definitions

**Collection Contractor** contractor/s that collects MGBs on behalf of the Shire of Broome.

**Commercial bins** bins with more than 360litre capacity that are collected by a front or rear loading waste collection vehicle.

**MGB** mobile garbage bin.

**Resident** person or persons occupying the premises, not necessarily the property owner  
'Shire' the Shire of Broome.

Document Control Box							
Document Responsibilities:							
Owner:	Director Infrastructure			Owner Business Unit:	Infrastructure		
Reviewer:	Waste Coordinator			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	<a href="#">Waste Avoidance and Resource Recovery Act 2007</a> <a href="#">Waste Avoidance and Resource Recovery Regulations 2008</a>						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Triennial	Next Due:	12/2022	Records Ref:	
Version #	Decision Reference:		Synopsis:				
1.	28 August 2014		Initial Adoption				
2.	12 December 2019		Review and converted to new Policy Template				

## COUNCIL POLICY



### Community Sponsorship Program

#### Policy Objective

The Shire of Broome Community Sponsorship Program aims to enable the Shire to make a proactive contribution to community development.

Funds are provided annually to assist local community-based organisations and to establish a partnership for the promotion and development of social, cultural, economic, recreational, environmental and reconciliation projects and initiatives on an equitable and accountable basis.

Funds are split into two funding pools – Annual Community Matched Funding Sponsorship and Ad Hoc Sponsorship.

Funding priorities are aligned to the Shire's Strategic Community Plan.

#### Policy Statement

##### Annual Community Matched Funding Sponsorship:

1. Each year the Shire of Broome calls for submissions for sponsorship from community groups and organisations with funding being made available to successful applicants after the adoption of the annual budget.
2. Annual Community Matched Funding Sponsorship submissions will be considered to a **maximum of \$10,000** for up to **50% of the total project cost**. The Shire will only financially match the applicants cash contribution (external and/or self funding).
3. Costs associated with the hire of Shire facilities are to be included within the maximum \$10,000 sponsorship amount. No additional In-kind services provided.
4. The Community Sponsorship Assessment Working Group provides recommendations (CSAWG) to Council for adoption prior to the commencement of each financial year.

##### Ad Hoc Sponsorship:

1. A maximum of 10% of the annual budget allocation for the Community Sponsorship Program is to be distributed throughout the year as part of the Ad Hoc Sponsorship program. A further 10% of the annual budget allocation is available for venue hire sponsorship.
2. The CSAWG will set priorities for the Ad Hoc Sponsorship at an annual workshop prior to the commencement of each financial year.

3. Submissions for Ad Hoc Sponsorship are eligible for funding only once per financial year.
4. Ad Hoc Sponsorship recipients are not precluded from also applying for Annual Community Matched Funding Sponsorship.
5. The Chief Executive Officer is granted delegated authority to approve Ad Hoc Sponsorship to a maximum of \$1,000 with reference to priorities set by the CSAWG.
6. Ad Hoc Sponsorship is to be reported monthly to Council via the Information Bulletin.

### **Annual Community Matched Funding Criteria**

The Shire of Broome will endeavour to provide support to projects, activities and events that are consistent with the values and strategies contained within the Shire of Broome Strategic Community Plan.

### **Essential Eligibility Criteria**

Criteria are included and made available within program guidelines. They may include:

1. Be an incorporated not-for-profit organisation (or provide confirmation and details of an auspicing organisation)
2. Be based within the Shire of Broome. Priority is given to local organisations, however organisations based outside the Shire of Broome may partner with a Broome based organisation to submit an application on their behalf
3. Be able to supply financial accounts and/or annual reports.
4. Demonstrate a substantial degree of community support
5. Undertake to give due recognition to the Shire of Broome for its contribution to the project/activity/event
6. Agree to sign an Acceptance of Funding Form and raise a tax invoice prior to a cheque being issued or funds being transferred into a bank account
7. Agree to complete an Acquittal Report and failure to do so may render the applicant ineligible for future funding
8. Have an annual turnover of \$500,000 or less



Document Control Box							
Document Responsibilities:							
Owner:	Manager Community Engagement and Projects			Owner Business Unit:	Office of the CEO		
Reviewer:	Manager Community Engagement and Projects			Decision Maker:	Council		
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:	Sponsorship Guidelines						
Document Management:							
Risk Rating:	Low	Review Frequency:	Triennial	Next Due:	November 2024	Records Ref:	
Version #	Decision Reference:	Synopsis:					
1.	05/06/2008	Initial adoption					
2.	12/12/2019	No changes Item 9.4.7					
3.	22/01/2021	Desktop review and removal of Part B Management Procedure.					
4.	18/11/2021	Review and minor updates due to Org restructure					

**9.4.4 COUNCIL COMMITTEES AND WORKING GROUPS - APPOINTMENTS**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	CTE01
<b>AUTHOR:</b>	Senior Governance & Administration Officer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

A review of Council Committee and Working Group appointments is required due to recent structural changes within Council and the resignation of Cr Wevers.

**BACKGROUND**

Following the resignation of Cr Tracey as Shire President and Cr Wevers as a Councillor the representation on various Council Committees and Working Groups requires review with new representatives to be appointed where required as per section 5.11 of the *Local Government Act 1995* (the Act).

The process for appointment to Council Committees and Working Groups is usually undertaken after a Local Government Ordinary Election, which occur every 2 years. During this process, and in accordance with section 5.10(4) of the Act, the Shire President has the discretion to appoint themselves to any committee of their choosing.

**COMMENT**

Given the recent election of Cr Desiree Male to the role of Shire President there is the opportunity for Cr Male to nominate herself to any of Council's Committees and Working Groups. Cr Male has indicated that she does not intend to nominate for any committees excepting the vacancies stemming from the resignation of Councillor Tracey from Shire President and the resignation of Cr Wevers from Council. Officers recommend that given the close proximity to the next Ordinary Election on 21 October 2023, changes are kept to a minimum with only appointments required following recent resignations to be considered.

Following the election, a full review of Council Committees and Working Groups will be undertaken along with a review of the relevant Terms of References.

Cr Wevers was the Chair of the Arts, Culture and Heritage Community Reference Group and Cr Tracey has advised that he wishes to step down from several Committee and Working Group positions. Further there are instances where the Terms of Reference of the relevant Committee or Working Group require or infer the appointment of the Shire President.

Below is a list of the 5 working groups where new Councillor representatives are required immediately.

Councillors can view the Terms of Reference for each Committee and Working Group that require new appointments on the Shire of Broome [website](#) and Councillor HUB.

<b>COUNCIL WORKING AND REFERENCE GROUPS</b>	
<b>Arts, Culture and Heritage Community Reference Group</b>	<b>Previous Representatives</b>
Council Members	<u>Cr N Wevers</u> <u>Cr H Tracey</u>
Council Proxy Member	Cr P Matsumoto

<b>Cable Beach Community and Stakeholder Reference Group</b>	<b>Previous Representatives</b>
Council Members	Cr D Male <u>Cr H Tracey</u>
Council Proxy Members	Cr P Matsumoto Cr P Taylor Cr B Rudeforth

<b>Community Safety Working Group</b>	<b>Previous Representatives</b>
Council Members	<u>Cr H Tracey</u> Cr P Matsumoto
Council Proxy Members	Cr C Mitchell Cr P Taylor

<b>EXTERNAL COMMITTEES AND OTHER APPOINTMENTS</b>	
<b>Broome Liquor Accord</b>	<b>Current Representatives</b>
Council Member	<u>Cr H Tracey</u>
Council Deputy	Cr E Foy

The Broome Liquor Accord Terms of Reference (**Attachment 1**) have recently been updated and now state that the Shire President or Deputy President is required to be the Chairperson.

Officers recommend that the Shire President is appointed as the Council Member for the Liquor Accord and the Deputy President is elected as the Council Deputy. This will allow the Deputy President to Chair meetings of the Liquor Accord in the Shire Presidents absence as per the intent of the Terms of Reference.

If the Deputy President is not appointed as Council Deputy, under the Liquor Accord Terms of Reference, meetings will be chaired by a representative of the Roebuck Bay Hotel.

Alternatively, the Deputy President could be appointed as the Council Member with the Shire President appointed as the Council Deputy. This would still address the requirements within the Terms of Reference.

<b>WALGA – Kimberley Country Zone – Kimberley Regional Group.</b>	<b>Previous Representatives</b>
Council Member	Cr C Mitchell
Council Deputy	<u>Cr H Tracey</u>

Cr Tracey is currently the deputy on the WALGA – Kimberley Country Zone – Kimberley Regional Group (KRG). It is customary for the Shire President to be either the Council Member or Deputy for the KRG and therefore it is recommended that the Shire President be appointed to the role of Council Deputy for the KRG.

<b>Kimberley Joint Development Assessment Panel</b>	<b>Current Representatives</b>
Council Members	<u>Cr H Tracey</u> Cr C Mitchell

Council Deputies	Cr D Male Cr P Taylor
There have been no KJDAP meetings required for several years and no indication that one will be required prior to the October election. Cr Tracey has requested he not be considered for a DAP panel should one be required. It is recommended that the current membership remain unchanged and new DAP members be nominated post the October 2023 election.	

The below Council Committee's and Working Groups are recommended to remain unchanged.

<b>COUNCIL COMMITTEES</b>	
<b>Audit and Risk Committee</b>	<b>Current Representatives</b>
Council Members	Cr D Male Cr C Mitchell Cr B Rudeforth
Council Deputies	Cr H Tracey Cr P Taylor
Shire Staff (Non-Voting)	Chief Executive Officer Director Corporate Services Manager Financial Services
<b>Behaviour Complaints Committee</b>	<b>Current Representatives</b>
Council Members	Cr B Rudeforth Cr C Mitchell Cr P Taylor
Council Deputies	Cr H Tracey                      Cr D Male Cr P Matsumoto                Cr E Foy Vacant                              Vacant
<b>Bush Fire Advisory Committee</b>	<b>Current Representatives</b>
Council Member	Cr C Mitchell
Council Deputy	Cr E Foy

<b>COUNCIL WORKING AND REFERENCE GROUPS</b>	
<b>Community Sponsorship Assessment Working Group</b>	<b>Current Representatives</b>
Council Members	Cr C Mitchell                      Cr B Rudeforth Cr P Taylor                        Cr P Matsumoto Cr D Male
Council Deputies	Cr E Foy                              Cr H Tracey Vacant                                Vacant
<b>Chinatown Steering Committee</b>	<b>Current Representatives</b>
Council Member	Shire President
Shire Staff	Chief Executive Officer
<b>Community Sponsorship Assessment Working Group</b>	<b>Current Representatives</b>
Council Members	Cr C Mitchell                      Cr B Rudeforth Cr P Taylor                        Cr P Matsumoto Cr D Male
Council Deputies	Cr E Foy                              Cr H Tracey Vacant                                Vacant
<b>Youth Advisory Council</b>	<b>Current Representatives</b>
Council Member	Cr P Matsumoto

Council Proxy Member	Cr B Rudeforth
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<b>EXTERNAL COMMITTEES AND OTHER APPOINTMENTS</b>	
<b>Broome Boat Harbour Advisory Group</b>	<b>Current Representatives</b>
Council Member	Cr H Tracey
Council Proxy Member	Cr C Mitchell
<b>Broome Visitor Centre Board</b>	<b>Current Representatives</b>
Council Member	Cr P Taylor
Council Deputy	Cr P Matsumoto
<b>Kimberley Development Commission</b>	<b>Current Representatives</b>
Current Council Nominee/ KDC Board Member	Cr D Male (Term ends October 2025)
<b>Kimberley Regional Roads Group</b>	<b>Current Representatives</b>
Council Member	Cr C Mitchell
Council Deputies	Cr E Foy Cr P Taylor
<b>WALGA – Broome Roadwise Committee</b>	<b>Current Representatives</b>
Council Member	Cr E Foy
Council Deputy	Cr C Mitchell
<b>Yawuru Park Council</b>	<b>Current Representatives</b>
Council Observers	Cr H Tracey Cr D Male Cr E Foy
Shire Staff	Chief Executive Officer Director Development Services Land Tenure Officer
Shire Staff Proxy	Manager Planning and Building Services

## CONSULTATION

Not applicable.

## STATUTORY ENVIRONMENT

**Part 5, Subdivision 2 — Committees and their meetings, of the *Local Government Act 1995***

## POLICY IMPLICATIONS

Nil.

## FINANCIAL IMPLICATIONS

Costs of administering committees, internal working groups and external working groups form part of the Administration Overhead that is funded annually in the Municipal Budget.

## RISK

Minor reputational risk if Councillor representation on committees is not addressed.

## STRATEGIC ASPIRATIONS

**Performance - We will deliver excellent governance, service & value for everyone.**

**Outcome 11 - Effective leadership, advocacy and governance**

**Objective** 11.1 Strengthen leadership, advocacy and governance capabilities.

**VOTING REQUIREMENTS**

*Simple Majority*

**Arts, Culture and Heritage Community Reference Group**REPORT RECOMMENDATION:

*That Council:*

1. *Declare all Councillor positions on the Arts, Culture and Heritage Community Reference Group vacant due to current member resignations;*
2. *Thanks Cr N Wevers for her contribution to the Arts, Culture and Heritage Community Reference Group;*
3. *Appoints Cr \_\_\_\_\_ as Chairperson of the Arts, Culture and Heritage Community Reference Group;*
4. *Appoints Cr \_\_\_\_\_ as Deputy Chairperson of the Arts, Culture and Heritage Community Reference Group; and*
5. *Appoints Cr \_\_\_\_\_ as Proxy Member of the Arts, Culture and Heritage Community Reference Group.*

**Cable Beach Community and Stakeholder Reference Group**REPORT RECOMMENDATION:

*That Council:*

1. *Declare all Councillor positions on the Cable Beach Community and Stakeholder Reference Group vacant due to current member resignation;*
2. *Thanks Cr H Tracey for his contribution to the Cable Beach Community and Stakeholder Reference Group;*
3. *Appoints Cr \_\_\_\_\_ as Chairperson of the Cable Beach Community and Stakeholder Reference Group;*
4. *Appoints Cr \_\_\_\_\_ as Deputy Chairperson of the Cable Beach Community and Stakeholder Reference Group; and*
5. *Appoints Cr \_\_\_\_\_, Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as Proxy Members of the Cable Beach Community and Stakeholder Reference Group.*

**Community Safety Working Group**REPORT RECOMMENDATION:

*That Council:*

1. *Declare all Councillor positions on the Community Safety Working Group vacant due to current member resignation;*
2. *Thanks Cr H Tracey for his contribution to the Community Safety Working Group;*
3. *Appoints Cr \_\_\_\_\_ as Chairperson of the Community Safety Working Group;*
4. *Appoints Cr \_\_\_\_\_ as Deputy Chairperson of the Community Safety Working Group; and*
5. *Appoints Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as Proxy Members of the Community Safety Working Group.*



**Broome Liquor Accord.**REPORT RECOMMENDATION:

*That Council:*

1. *Declare all Councillor positions on the Broome Liquor Accord vacant due to current member resignation;*
2. *Thanks Cr H Tracey for his contribution to the Broome Liquor Accord;*
3. *Note the revised Terms of Reference for the Broome Liquor Accord;*
4. *Appoints Cr D Male as Shire President to the Broome Liquor Accord in accordance with the revised Terms of Reference ; and*
5. *Appoints Cr C Mitchell as Deputy Shire President to the Broome Liquor Accord as Deputy in accordance with the revised Terms of Reference.*

**WALGA - Kimberley Country Zone – Kimberley Regional Group.**REPORT RECOMMENDATION:

*That Council:*

1. *Confirm Cr C Mitchell be retained as the Council delegate to the WALGA – Kimberley Country Zone – Kimberley Regional Group; and*
2. *Appoints Cr D Male as Shire President to be Deputy delegate to the WALGA – Kimberley Country Zone – Kimberley Regional Group.*

**Attachments**

1. Broome Liquor Accord Terms of Reference

## Broome Liquor Accord Terms of Reference

### 1.0 Members

<b>Chairperson</b>	Shire President and or Deputy President
<b>Secretariat</b>	Shire of Broome
<b>Deputy Chairperson</b>	Roebuck Bay Hotel representative
<b>Licensees of BWS / Woolworths</b>	Two (2) Members
<b>Licensees of Liquorland / Coles</b>	Two (2) Members
<b>Licensees of Divers Tavern</b>	Two (2) Members
<b>Licensees of Matso's Brewery</b>	Two (2) Members
<b>Licensees of Roebuck Bay Hotel</b>	Two (2) Members
<b>Licensees of Continental Hotel</b>	Two (2) Members
<b>Licensees of Moontide Distillery</b>	Two (2) Members
<b>Delegates from WAPOL</b>	Two (2) Members
<b>Delegates from Department of Transport</b>	Two (2) Members
<b>Delegates of Department of Local Government Sport and Cultural Industries</b>	Two (2) Members
<b>Proxies</b>	Each member may delegate a proxy to attend in their place providing it is done in writing to the Chairperson prior to the meeting.
<b>Meeting Location</b>	Shire of Broome Administration Building
<b>Quorum</b>	70 percent of Licensees are required for meetings to proceed, plus one Shire of Broome Councillor and one WAPOL delegate.

### 2.0 Name

The name of the group is **Broome Liquor Accord**.

### 3.0 District / Control Area

Local Government boundaries of the Shire of Broome.

### 4.0 Vision / Purpose

The Broome Liquor Accord is a voluntary group that seeks to minimise alcohol-related problems in Broome and promote responsible practices in the sale, supply and service of liquor and provide a safe environment for the community.

## 5.0 Objectives

1. Reduce alcohol-related harm and problems in the Broome Community.
2. Promote and foster the responsible service of alcohol.
3. Minimise the abuse of alcohol in public areas.
4. Manage contributing factors to excessive alcohol consumption off-premise throughout the town.
5. Reduce the impact of alcohol abuse on the community and visitors.
6. Facilitate and maintain positive communication between stakeholders.
7. Develop, implement, assess and review plans and strategies to reduce and minimise harm caused by liquor abuse in Broome.
8. Regularly evaluate the effectiveness of the Broome Liquor Accord.
9. Improve licensees and club operators', managers' and staff knowledge of legislation and obligations.
- 10.
11. Engage stakeholders in various controls and strategies that affect their community.
12. Lobby for and support changes to legislation that assists the Accord, WAPOL and the Broome community to implement successful policies that reduce and minimise harm caused by liquor abuse and support businesses to operate effectively within such policies..

## 6.0 Roles of Members

Roles of the members of the Liquor Accord are outlined in **Appendix 1**.

## 7.0 Agreed Rules and Positions

The rules and conditions outlined in **Appendix 2** are agreed to by the members of the Liquor Accord.

## 8. Membership

### 8.1 General

The Shire of Broome Council will appoint 1 elected member as a Delegate to the Accord and 1 elected member as the Delegate's proxy.

### 8.2 Tenure of Membership

Where a person is appointed as a member of the Accord the person's membership of the Accord continues until —

- For a Council or WAPOL representative, the person no longer holds office by virtue of which the person became a delegate.
- For a delegate, the person is no longer employed by the licensee.
- The person resigns from membership of the Accord.
- The Accord is disbanded.
- The Accord removes the person from the Accord by agreement of a majority of delegates, including the Council and 1 WAPOL representative.

Shire staff may be appointed and removed from the Accord by the Director/s of the functional area responsible for the Accord.

## 9.0 Meetings

### 9.1 Accord Meetings

Meetings will be held quarterly. Special meetings may be added should urgent Accord matters arise.

### 9.3 Voting

Voting shall be by a show of hands from delegates as directed by the Chairperson, noting that only 1 representative from each Licensee is able to vote on behalf of the Licensee represented. One WAPOL representative may also cast a vote. Voting must be unanimous and all licensees must be present for a vote to occur.

### 9.4 Minutes of Meetings

The Shire of Broome will ensure that minutes are kept of meeting proceedings.

The meeting minutes will be noted by members present at the next meeting. Once the minutes have been confirmed by members they will be recorded by the Shire of Broome.

### 9.5 Who Acts if No Presiding Member

If, in relation to the presiding member of the Accord:

- (a) the office of presiding member and the office of deputy presiding member are vacant; or
- (b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member, then the Accord members present at the meeting are to choose one of themselves to preside at the meeting.

## 10 Evaluation and Monitoring

The following information will be used to develop and evaluate the Liquor Accord's strategies and initiatives:

- Police call outs to Licensed Premises
- Police call outs for alcohol related matters in public areas
- Police enforcement action (by number) relating to on and off-premise alcohol related matters
- Alcohol related hospital admissions
- Sober Up Shelter Admissions
- Kullarri Patrol pick ups
- Domestic violence involving alcohol
- Assaults involving alcohol
- Drink driving offences
- Other data as agreed

## APPENDIX 1 – Roles of Liquor Accord Members

### Role of all members

- Promote community education about responsible liquor trading and consumption.
- Education of the community about the Liquor Accord.
- To encourage and lobby stakeholders associated with the contributing factors or enduring the impact of public drunkenness to engage with the efforts of the Liquor Accord.

### Police role

- To provide support to licensees and their staff, including the provision of information to licensees' staff at the request of the licensee/manager.
- To encourage a clear flow of communication between Licensees and security contractors to reduce misunderstanding of defined roles and responsibilities of both parties.
- The Officer in Charge (OIC) of the Broome Police Station, or his/her delegate, will (as required) meet with Licensees to discuss matters of mutual interest and/or concern.
- To conduct regular foot patrols of licensed premises and areas subject to the Occasional Licence Permits and all other premises that come within the definition of 'Licensed Premises'.
- Police officers are encouraged to serve infringement notices or prefer charges against patrons who breach the *Liquor Licensing Act*. These actions have to be upheld by the availability of all applicable evidence and are supported by Licensees and their staff.
- Police officers are encouraged to take enforcement action or prefer charges against individuals in breach of relevant legislation related to public drunkenness, fracas or antisocial behaviour, where directly linked to the excess consumption of alcohol in public areas.
- Police will review and consider options available to them to address identified issues of Licensees and/or their staff who have breached their legal obligations under the *Liquor Licensing Act*, permits and licences and the responsible service of alcohol.
- To encourage accountability of licensees/staff to deliver a clear message to patrons who fail to obey the authority of a licensee or their representative.
- To continue community education by Police Officers in relation to liquor licensing matters.
- To continue to provide ongoing support to all community groups or organisations assisting in the delivery of service under the agreed rules and conditions of the Liquor Accord.
- To work collaboratively with Licensees to eliminate the access of under-age patronage to licensed premises by those who do not meet the defined authority for access to premises within the *Liquor Licensing Act*.

#### **Licensees' role**

- Licensees will support the principle of equity of access to their premises in accordance with the *Equal Opportunity Act 1984*.
- Licensees will ensure that bar staff will not sell or serve liquor to any person who is noticeably affected by liquor. Bar staff and waiters will receive training to enable them to practice responsible service to patrons.

- Suspected juveniles will be requested to supply authorised identification prior to being served at all times.
- Potable drinking water is to be available free of charge and should be promoted (this is not to suggest bottled or packaged water should be free).
- Security at licensed premises is a responsibility of the licensee. The licensee is also responsible for controlling disorderly behaviour and noise generated on the premises, as well as the conduct of its patrons which is unduly offensive, annoying, disturbing or inconvenient to people who reside or work in the vicinity.
- All of the conditions placed on the liquor licence are to be strictly adhered to.
- Adhere to the Director of Liquor Licensing's policy relating to the responsible promotion of alcohol.
- Ensure crowd controllers are engaged in accordance with the *Security and Related Activities (Control) Act 1996* and discharge their duties in accordance with the liquor licence or as requested by police officers.

**Shire of Broome's role**

- Administration of the Broome Liquor Accord including agendas, minutes etc.
- To issue occupancy certificates and other planning, building and health statutory approvals to licenced premises.
- To promote the Liquor Accord and address wherever possible the concerns of its citizens, including licensees.
- Provide information to those that hire halls and venues under the Shire's control, regarding the hirer's responsibility to ensure appropriate and responsible consumption of liquor.
- To have an Alcohol Policy which it will refer to and abide by.



## APPENDIX 2 – Agreed rules and conditions

1. Licensees will not sell take away liquor prior to 11am on any day of the week from 1 April to 31 October, and 12pm on any day of the week from the Monday before Melbourne Cup until the Monday before Easter or 1 April, which ever is sooner.
2. Sale of take away liquor will cease at 10pm.
3. Licenced premises are to discourage patrons from purchasing fortified wines in glass bottles.
4. Staff/employees of Licensees will report to police any suspected illegal sale of alcohol (sly grogging).
5. In relation to cyclones:
  - (a) On the issue of a Blue Alert by the Department of Fire and Emergency Services (DFES), venues are to consider selling low or mid strength alcohol and there is to be no bulk purchases of alcohol permitted.
  - (b) On the issue of a Yellow Alert by DFES, liquor outlets are to close and remain closed until the All Clear is issued. Restaurants and other licensed premises may continue to trade, however service of liquor is not permitted while under Yellow Alert.
  - (c) On the issue of a Red Alert by DFES, all licensed venues must cease trading and no takeaway sales are permitted under any circumstances.
6. Licensees will not serve to customers where there is a reasonable belief that this will lead to street drinking.
7. Best endeavours will be used to ensure that service will not be provided to customers in taxis, where it is suspected that this will lead to a breach of the Liquor Control Act.
8. Other conditions as agreed.

**9.4.5 MEMBERSHIP AND SIZE OF THE COUNCIL**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	GOB03
<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 item requests that Council confirm to the Local Government Advisory Board (LGAB) that the intention of the Council resolution C/1222/006, made at the 15 December 2022 Ordinary Council Meeting, to move to a no ward system was that the number of offices of Councillor for the Shire of Broome would reduce from 9 to 8 in accordance with section 2.18 (2) of the *Local Government Act 1995* (the Act), noting that the Shire President position is now considered a separate office of Council due to being popularly elected.

**BACKGROUND***Previous Considerations*

OMC 29 September 2022 Item 9.4.1

OMC 15 December 2022 Item 9.4.1

Council conducted a Ward and Representation review between September and December 2022.

At the commencement of this process and as part of the Minister for Local Government's electoral reform agenda, Council voluntarily resolved to change the method of electing the Shire President to a vote by electors of the district under section 2.11(2) of the Act.

At the conclusion of the Ward and Representation Review, Council resolved to move to a no ward system as per the below resolution from the Ordinary Meeting of Council held on 15 December 2022.

**COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Moved: Cr N Wevers**

**Minute No. C/1222/006**

**Seconded: Cr B Rudeforth**

***That Council:***

- 1. Move to a no ward system for the Shire of Broome and retain the current level of representation; and***
- 2. Requests that the Chief Executive Officer prepare a report to be presented to the Local Government Advisory Board proposing that an order be made under section 2.2(1) of the Local Government Act 1995 to abolish all wards for the Shire of Broome District.***

**CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 7/0**

The Department of Local Government, Sport and Cultural Industries (DLGSC) have alerted the Shire to a small legislative anomaly with the above resolution and have requested that Council correct this to enable the necessary legislative process to abolish wards to be completed by the LGAB.

## **COMMENT**

Prior to Council resolving to disband wards and popularly electing the Shire President, the Shire of Broome Council consisted of 9 councillors in accordance with section 2.17(2) of the Act.

Because of Council moving to popularly elect the Shire President, Section 2.17(1) of the Act now applies which states that if the method of filling the office of mayor or president is election by electors, the council is to consist of –

- (a) the mayor or president; and
- (b) not less than 5 nor more than 14 councillors one of whom is to hold the office of deputy mayor or deputy president in conjunction with his or her office as a councillor.

Section 2.18 (2) of the Act states that when an order is made under section 2.2 discontinuing a ward system for a district, the number of offices of councillor on the council remains unchanged unless the order specifies otherwise.

To comply with the legislation and retain the overall make up of council at 9 members (Shire President plus 8 councillors) the DLGSC have requested that Council pass a resolution to reduce the position of councillor under section 2.18(2) from 9 to 8.

## **CONSULTATION**

Department of Local Government, Sport & Cultural Industries

## **STATUTORY ENVIRONMENT**

***Local Government Act 1995***

**Section 2.11 Alternative methods of filling office of mayor or president**

**Section 2.17 Members of council**

**Section 2.18 Fixing and changing number of councillors**

**Schedule 2.2 – Provisions about names, wards and representation**

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **RISK**

Without a correcting resolution of Council, the LGAB is unable to complete the ward abolishment process. There is a level of urgency with this request so that everything is in place for the October 2023 Ordinary Election.

## STRATEGIC ASPIRATIONS

**Performance - We will deliver excellent governance, service & value for everyone.**

### **Outcome 11 - Effective leadership, advocacy and governance**

**Objective** 11.1 Strengthen leadership, advocacy and governance capabilities.

## VOTING REQUIREMENTS

*Absolute Majority*

### REPORT RECOMMENDATION:

*That Council further to resolution C/1222/006 at the Ordinary Meeting of Council held on 15 December 2022:*

- 1. Reduce the number of offices of Councillor at the Shire of Broome in accordance with section 2.18(2) of the Local Government Act 1995 from 9 to 8; and*
- 2. Request the Chief Executive Officer to advise the Local Government Advisory Board to incorporate this amendment within an order made under section 2.2(1) of the Local Government Act 1995 to abolish all wards for the Shire of Broome District.*

## Attachments

Nil

**9.4.6 ELECTED MEMBER RESIGNATION**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	GOC34
<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:**

Councillor Veronica (Nik) Wevers resigned from Council on 1 April 2023. It is proposed that the vacant office created be left unfilled until the Ordinary Local Government Election to be held on 21 October 2023.

**BACKGROUND***Previous Considerations*

OMC 23 October 2014	Item 12.1
OMC 28 March 2019	Item 9.4.1
OMC 18 November 2021	Item 9.4.2

In accordance with section 2.31 of the *Local Government Act 1995* (the Act), Councillor Veronica (Nik) Wevers, provided written notice of her resignation to the Chief Executive Officer on 1 April 2023, with the resignation taking immediate effect.

**COMMENT*****Vacancy of Office – Options***

Two options are typically available for Council consideration when a vacancy occurs:

1. Hold an extraordinary election under section 2.32 of the Act; or
2. Apply to the Electoral Commissioner under section 4.17 to keep the vacant office unfilled until the next ordinary local government election of Council (21 October 2023)

In this case however, an extraordinary election is not considered to be a viable option given the proximity to the 21 October 2023 ordinary local government election.

The minimum number of days required in the lead up to an extraordinary election is 80 meaning the earliest possible date for an extraordinary election would be 22 July 2023, which is only 40 days prior to nominations opening for the next ordinary local government election.

With this being the case, officers spoke with the Western Australian Electoral Commission (WAEC) who have provided approval under section 4.17(2) of the Act to defer filling the vacancy until the next ordinary local government election on the basis of receiving a formal request from Council. (Attachment 1)

## CONSULTATION

Western Australian Electoral Commission

## STATUTORY ENVIRONMENT

### ***Local Government Act 1995***

Section 2.31 – Resignation

Section 4.17 – Cases in which vacant offices can remain unfilled

(2) If a member's office becomes vacant under section 2.32 —

(a) after the third Saturday in January in the election year in which the term of the office would have ended under the Table to section 2.28; but

(b) before the third Saturday in July in that election year,  
the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled and, in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Small saving in the elected member entitlements budget of approximately \$10,000 and expenditure saving of approximately \$40,000 by not conducting an extraordinary election to fill the vacancy.

## RISK

Reputational risk should Council insist on conducting an extraordinary election despite specific provisions in the Act allowing vacancy to remain unfilled after third Saturday in January in an election year.

Council now has two vacant offices. This increases the possibility that quorum issues will arise particularly with agenda items that require an Absolute Majority. This can be mitigated by careful management and early declarations of interest by elected members. Participation approvals or quorum reduction applications to the Minister for Local Government are available through the Department of Local Government, Sport and Cultural Industries.

## STRATEGIC ASPIRATIONS

**Performance - We will deliver excellent governance, service & value for everyone.**

***Outcome 11 - Effective leadership, advocacy and governance***

**Objective** 11.2 Deliver best practice governance and risk management.

## VOTING REQUIREMENTS

*Simple Majority*



**REPORT RECOMMENDATION:**

*That Council:*

1. *Acknowledge Councillor Veronica (Nik) Wevers resignation as of 1 April 2023;*
2. *Thank Councillor Wevers for her contribution to the Shire of Broome;*
3. *In accordance with section 4.17(2) of the Local Government Act 1995, requests the Chief Executive Officer seek the approval of the Electoral Commissioner to allow the office of two elected members in the Broome Ward to remain vacant until the October 2023 ordinary local government election.*

**Attachments**

1. WAEC Elected Member Vacancy



WESTERN AUSTRALIAN  
Electoral Commission

LGE 282

Mr Sam Mastrolembro  
Chief Executive Officer  
Shire of Broome  
PO Box 44  
BROOME WA 6725

Attention: Mr Darren Kennedy

Dear Mr Mastrolembro

**Councillor vacancy remain unfilled**

I refer to your email of the 2 April 2023 advising of the resignation of a Councillor effective immediately, therefore creating a vacancy on the council.

You indicated that council will be requesting permission for the vacancy to remain unfilled until the next ordinary election in October 2023.

Approval is given under section 4.17(2) of the *Local Government Act 1995* to defer filling this vacancy until the next ordinary local government elections.

If you have any further queries please contact Mr Phil Richards, Manager, Election Events on 9214 0443.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Courtney Barron'.

Courtney Barron  
**ACTING ELECTORAL COMMISSIONER**

3 April 2023

182159

Level 2, 111 St Georges Terrace PERTH WA 6000  
GPO Box F316 PERTH WA 6841

T | (08) 9214 0400  
F | (08) 9226 0577

E | waec@waec.wa.gov.au  
W | www.elections.wa.gov.au



**9.4.7 MONTHLY PAYMENT LISTING MARCH 2023**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	FRE02
<b>AUTHOR:</b>	Finance Officer - Creditors
<b>CONTRIBUTOR/S:</b>	Manager Financial Services
<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 March 2023.

**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 March 2023.

**CONSULTATION**

Nil.

**STATUTORY ENVIRONMENT*****Local Government (Financial Management) Regulations 1996***

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
  - (a) *the payee's name;*
  - (b) *the amount of the payment; and*
  - (c) *the date of the payment; and*
  - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
  - (a) *for each account which requires council authorisation in that month —*
    - (i) *the payee's name; and*
    - (ii) *the amount of the payment; and*
    - (iii) *sufficient information to identify the transaction; and*

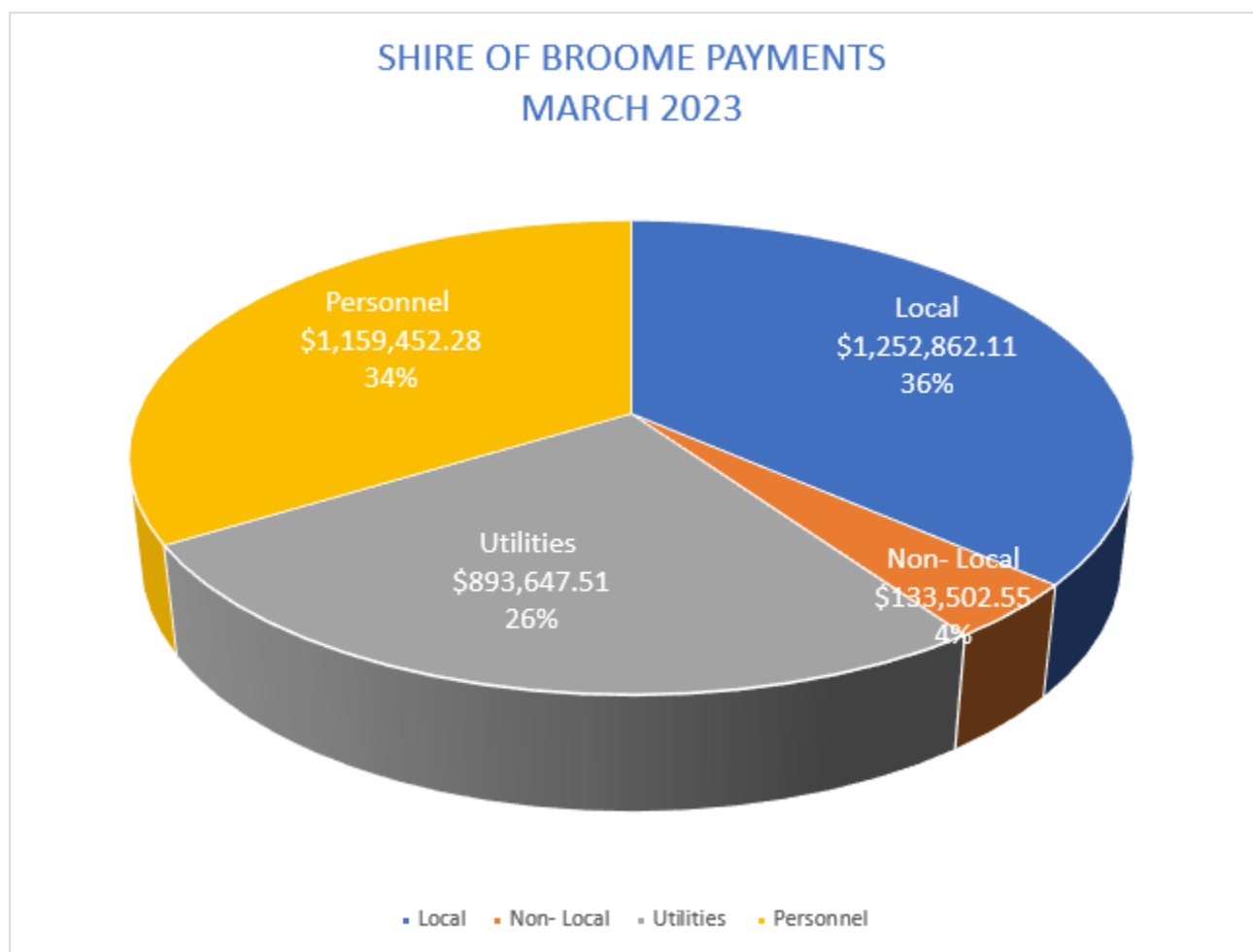
- (b) the date of the meeting of the Council to which the list is to be presented.
- (3) A list prepared under sub regulation (1) or (2) is to be —
- (a) presented to the Council at the next ordinary meeting of the Council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

## POLICY IMPLICATIONS

Nil.

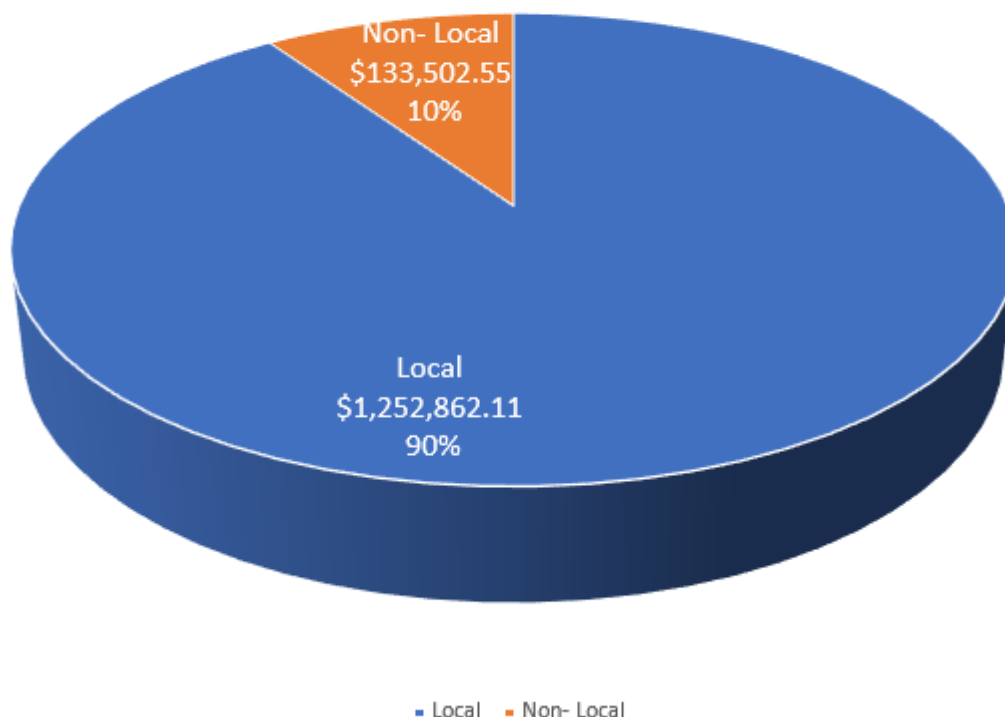
## FINANCIAL IMPLICATIONS

List of payments made in accordance with budget and delegated authority. Payments can also be analysed as follows:



Note: Personnel payments in this analysis include payroll, superannuation (contained within Direct Debit type payments), payroll tax and other deductions (contained within the EFT Payments type payments).

### LOCAL Vs NON-LOCAL PAYMENTS MARCH 2023



The above graph shows the percentage of local spend in comparison to non-local and recoupable spend for March 2023 after \$1,159,452.28 in personnel payments, \$893,647.51 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-22	\$ 5,314.00	\$ 3,047,351.62	\$ 171,200.46	\$ 15,398.08	\$ -	\$ 1,364,058.69	\$ 4,603,322.85
Aug-22	\$ 25,568.89	\$ 2,848,898.04	\$ 174,797.34	\$ 27,115.77	\$ -	\$ 1,093,335.48	\$ 4,169,715.52
Sep-22	\$ 9,920.50	\$ 3,056,121.57	\$ 173,868.29	\$ 37,681.34	\$ -	\$ 1,079,117.52	\$ 4,356,709.22
Oct-22	\$ 13,212.10	\$ 2,793,790.64	\$ 170,971.65	\$ 38,481.39	\$ -	\$ 1,093,182.67	\$ 4,109,638.45
Nov-22	\$ 2,788.50	\$ 3,190,550.76	\$ -	\$ 27,908.69	\$ -	\$ 1,089,624.00	\$ 4,310,871.95
Dec-22	\$ 719.10	\$ 3,133,956.03	\$ 208,135.90	\$ 21,574.62	\$ -	\$ 1,140,459.19	\$ 4,504,844.84
Jan-23	\$ 995.50	\$ 2,597,431.54	\$ 532,241.63	\$ 14,510.88	\$ -	\$ 1,082,477.83	\$ 4,227,657.38
Feb-23	\$ 1,522.22	\$ 2,408,673.90	\$ 267,648.47	\$ 16,299.94	\$ -	\$ 1,121,410.11	\$ 3,815,554.64
Mar-23	\$ 309.45	\$ 2,572,696.54	\$ 88,547.59	\$ 47,685.29	\$ -	\$ 730,225.58	\$ 3,439,464.45
Apr-23							\$ -
May-23							\$ -
Jun-23							\$ -
<b>TOTAL</b>	<b>\$ 60,350.26</b>	<b>\$ 25,649,470.64</b>	<b>\$1,787,411.33</b>	<b>\$ 246,656.00</b>	<b>\$ -</b>	<b>\$ 9,793,891.07</b>	<b>\$ 37,537,779.30</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 ASPIRATIONS

**Performance - We will deliver excellent governance, service & value for everyone.**

**Outcome 13 - Value for money from rates and long term financial sustainability**

**Objective** 13.1 Plan effectively for short- and long-term financial sustainability

## VOTING REQUIREMENTS

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council:*

1. Receives the list of payments made from the Municipal and Trust Accounts in March 2023 totalling in \$3,439,464.45 (Attachment 1) per the requirements of Regulation 12 of the *Local Government (Financial Management) Regulations 1996* covering:
  - a) EFT Vouchers EFT69043 - EFT69518 including Credit Card payments totalling \$2,620,381.83;
  - b) Municipal Cheque Vouchers 57798-57798 totalling \$309.45;
  - c) Trust Cheque Vouchers 0000 - 0000 totalling \$0.00; and
  - d) Municipal Direct Debits DD31969.1-DD31969.1 including payroll totalling \$ 818,773.17
2. Notes the local spend of \$1,252,862.11 included in the amount above, equating to 90% of total payments excluding personnel, utility and other external sole supplier costs.

## Attachments

1. Monthly Payment Listing March 2023



Management Regulation 12.					
Each payment must show on a list the payees name, the amount of the payment, the date of the payment & sufficient information to identify the transaction.					
This report incorporates the Delegation of Authority (Administration Regulation 19)					
PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS & DIRECT DEBITS - MARCH 2023					
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - MARCH 2023					
EFT	Date	Name	Description	Amount	DEL AUTH
EFT69043	1/03/2023	COUNCILLOR RUDEFORTH JNR	Monthly Councillor Sitting Fee and Allowances	\$ 1,783.99	MFS
EFT69044	1/03/2023	COUNCILLOR MITCHELL	Monthly Councillor Sitting Fee and Allowances	\$ 1,783.99	MFS
EFT69045	1/03/2023	COUNCILLOR MALE	Monthly Councillor Sitting Fee and Allowances	\$ 2,798.65	MFS
EFT69046	1/03/2023	COUNCILLOR FOY	Monthly Councillor Sitting Fee and Allowances	\$ 1,783.99	MFS
EFT69047	1/03/2023	COUNCILLOR TRACEY	Monthly Councillor Sitting Fee and Allowances	\$ 6,349.91	MFS
EFT69048	1/03/2023	COUNCILLOR WEVERS	Monthly Councillor Sitting Fee and Allowances	\$ 1,783.99	MFS
EFT69049	1/03/2023	COUNCILLOR TAYLOR	Monthly Councillor Sitting Fee and Allowances	\$ 1,783.99	MFS
EFT69050	1/03/2023	COUNCILLOR MATSUMOTO	Monthly Councillor Sitting Fee and Allowances	\$ 1,783.99	MFS
EFT69051	1/03/2023	A PLUS EVENTS & HIRE	Equipment for Event- Community	\$ 429.00	MFS
EFT69052	1/03/2023	ACT INDUSTRIAL	Hooklift Bin- WMF	\$ 19,426.00	MFS
EFT69053	1/03/2023	ACURIX NETWORKS PTY LTD	Wi Fi Access Service- Library	\$ 490.60	MFS
EFT69054	1/03/2023	ALLPEST (BROOME PEST CONTROL)	Pest Treatment for Oval Lighting- BRAC	\$ 415.00	MFS
EFT69055	1/03/2023	ARBORGREEN LANDSCAPE PRODUCTS (SA)	Equipment for Weed Control- P&G	\$ 288.75	MFS
EFT69056	1/03/2023	ASB MARKETING PROMOTIONAL PRODUCTS	Fight the Bite Women's Shirts- Marketing	\$ 249.98	MFS
EFT69057	1/03/2023	AVERY AIRCONDITIONING PTY LTD	Replace Split System- BOSCCA	\$ 8,429.91	MFS
EFT69058	1/03/2023	BIDFOOD	Kiosk Stock- BRAC	\$ 962.15	MFS
EFT69059	1/03/2023	BLACKWOODS	Fogger- Depot	\$ 664.50	MFS
EFT69060	1/03/2023	BP AUSTRALIA PTY LTD - FUEL	Diesel (9502 Litres @ \$1.7005)- Depot	\$ 17,774.08	MFS
EFT69061	1/03/2023	BROOME BOLT SUPPLIES WA PTY LTD	Bow Shackle for Hilux- WMF	\$ 26.40	MFS
EFT69062	1/03/2023	BROOME CAMPUS NORTH REGIONAL TAFE	Safety Training- Depot	\$ 504.84	MFS
EFT69063	1/03/2023	BROOME CLARK POOLS & SPAS BROOME	Replace Chlorinator- Staff Housing	\$ 2,561.81	MFS
EFT69064	1/03/2023	BROOME CLEANAWAY	Disposal of Outdated Chemicals- Rangers	\$ 450.58	MFS
EFT69065	1/03/2023	BROOME DIESEL & HYDRAULIC SERVICE	Freight for Truck Parts- P&G	\$ 16.40	MFS
EFT69066	1/03/2023	BROOME DOCTORS PRACTICE PTY LTD	Pre-employment- People & Culture	\$ 744.00	MFS
EFT69067	1/03/2023	BROOME PROGRESSIVE SUPPLIES	Chux & Bin Liners- BRAC	\$ 739.28	MFS
EFT69068	1/03/2023	BROOME SMALL ENGINE SERVICES	Landscaping Equipment- P&G	\$ 355.30	MFS
EFT69069	1/03/2023	BROOME VETERINARY HOSPITAL	Monthly Boarding & Vet Costs- Rangers	\$ 3,877.10	MFS
EFT69070	1/03/2023	CABLE BEACH ELECTRICAL SERVICE	Repair Fan- Depot	\$ 242.00	MFS
EFT69071	1/03/2023	CABLE BEACH TYRE SERVICE PTY LTD ( GOODYEAR AUTOCARE BROO	Tyres for Isuzu DMax- Works	\$ 2,044.50	MFS
EFT69072	1/03/2023	CAPITAL DIVISION	Maintenance Works- Various	\$ 1,755.33	MFS
EFT69073	1/03/2023	CIRCUITWEST INC	Presenter's Fee 'Deadset'- Civic Centre	\$ 3,300.00	MFS
EFT69074	1/03/2023	CLARITY COMMUNICATIONS	E Newsletter Software- BRAC	\$ 165.00	MFS
EFT69075	1/03/2023	CLARK EQUIPMENT SALES PTY LTD	Replacement Parts for Bobcat Skid Steer- P&G	\$ 740.95	MFS
EFT69076	1/03/2023	COCA COLA AMATIL (HOLDINGS) LTD	Kiosk Stock- BRAC	\$ 592.14	MFS
EFT69077	1/03/2023	CONPLANT PTY LTD	Parts for Roller- Works	\$ 152.80	MFS
EFT69078	1/03/2023	CS LEGAL	Debt Collection Fees- Rates	\$ 2,647.40	MFS
EFT69079	1/03/2023	DAN GUIDERA	Musical Entertainment- Australia Day	\$ 500.00	MFS
EFT69080	1/03/2023	DIRECTCOMMS PTY LTD	On-Hold & Overdue Telephone Service- Library	\$ 27.80	MFS
EFT69081	1/03/2023	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Service Aircon on Cab Mower- P&G	\$ 1,240.35	MFS
EFT69082	1/03/2023	FIRE & SAFETY SERVICES	Repair Detector- Shire Admin	\$ 736.50	MFS
EFT69083	1/03/2023	FITZWORK	Police Clearance Checks- People & Culture	\$ 577.50	MFS
EFT69084	1/03/2023	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight for Road Signage- Infrastructure	\$ 606.13	MFS
EFT69085	1/03/2023	GO GO MEDIA	In-Store Radio license- BRAC	\$ 198.00	MFS
EFT69086	1/03/2023	GOOLARRI MEDIA ENTERPRISES PTY LTD	Oral History Interview- Library	\$ 990.00	MFS
EFT69087	1/03/2023	GPC ASIA PACIFIC PTY LTD T/AS REPCO	Engine Oil (1000L)- Depot	\$ 6,142.54	MFS
EFT69088	1/03/2023	GRAYTILL	Parts for Spray Unit- P&G	\$ 341.00	MFS
EFT69089	1/03/2023	HOLDFAST FLUID POWER NW PTY LTD	Hydraulics Repair to Roller- Works	\$ 571.94	MFS
EFT69090	1/03/2023	INDUSTRIAL AUTOMATION GROUP	Oval Lighting Repairs- BRAC	\$ 3,201.00	MFS
EFT69091	1/03/2023	IT VISION	Software Upgrade- IT	\$ 554.40	MFS
EFT69092	1/03/2023	KARRATHA ASPHALT (MANNING PAVEMENT SERVICES)	Emulsion Paint- Works	\$ 1,650.00	MFS
EFT69093	1/03/2023	KENNARDS HIRE	Transporting 16 Tonne Multi Wheeled Roller Back to Karratha- Lawr	\$ 2,500.00	MFS
EFT69094	1/03/2023	KIMBERLEY AUTO CARE	Underbody Sandblasting & Rust Protection- Workshop	\$ 5,500.00	MFS
EFT69095	1/03/2023	KIMBERLEY FIRE SYSTEMS PTY LTD	Fire Hydrant Test- Town Beach	\$ 1,320.00	MFS
EFT69096	1/03/2023	KIMBERLEY FITNESS & SUPPORT SERVICES	Group Fitness Classes- BRAC	\$ 1,140.00	MFS
EFT69097	1/03/2023	KIMBERLEY FUEL & OIL SERVICES	Part for Mini Loader- P&G	\$ 514.77	MFS
EFT69098	1/03/2023	LEDA ELECTRONICS PTY LTD	Infrared Thermometers- Health	\$ 955.90	MFS
EFT69099	1/03/2023	LOCK & LOAD LASER TAG	Laser Tag Activity- BRAC	\$ 1,210.00	MFS
EFT69100	1/03/2023	MCCORRY BROWN EARTHMOVING PTY LTD	Footpath Construction (RFT 21-01)- Stewart St	\$ 55,289.34	MFS
EFT69101	1/03/2023	MCINTOSH & SON	Parts for Wheel Loader- WMF	\$ 815.02	MFS
EFT69102	1/03/2023	MCMULLEN NOLAN GROUP PTY LTD (MNG)	Volume Survey (RFT 20-02)- WMF	\$ 5,180.45	MFS
EFT69103	1/03/2023	SAMMY THE DRAGON BROOME	Local Sponsorship- Office of the CEO	\$ 1,000.00	MFS
EFT69104	1/03/2023	SECUREPAY PTY LTD	Security for Ticket Sales- Civic Centre	\$ 26.95	MFS
EFT69105	1/03/2023	TOLL PRIORITY	Freight- Depot	\$ 88.46	MFS
EFT69106	1/03/2023	UDLA	Design Review Panel- Chinatown/Cable Beach	\$ 700.01	MFS
EFT69107	1/03/2023	WATTLEUP TRACTORS	Belts for Mowers- P&G	\$ 662.80	MFS
EFT69108	1/03/2023	WAVE 1	Server Hardware- IT	\$ 968.00	MFS
EFT69109	1/03/2023	WEST AUSTRALIAN NEWSPAPERS	Newspaper Advertising- Community	\$ 1,736.00	MFS
EFT69110	1/03/2023	WESTBOOKS	Book Purchases- Library	\$ 676.59	MFS
EFT69111	1/03/2023	YOGAMON (MONIQUE ELLIS)	Yoga Classes- BRAC	\$ 450.00	MFS
EFT69113	3/03/2023	ALLPEST (BROOME PEST CONTROL)	Planned Pest Inspection- Shire Admin	\$ 1,285.00	MFS
EFT69114	3/03/2023	BAIRD AUSTRALIA PTY LTD	Consultancy Services- Townsite Shoreline Monitoring 2021/2022	\$ 2,927.10	MFS
EFT69115	3/03/2023	BEILBY DOWNING TEAL	Recruitment Services- People & Culture	\$ 3,355.00	MFS
EFT69116	3/03/2023	BLACKWOODS	Energizer Battery- P&G	\$ 228.10	MFS
EFT69117	3/03/2023	BROOME TOYOTA	Car Parts- Depot	\$ 66.62	MFS
EFT69118	3/03/2023	CABLE BEACH ELECTRICAL SERVICE	Starter Replacement- Haynes Oval Pumping Station	\$ 5,852.00	MFS

**Item 9.4.7 - MONTHLY PAYMENT LISTING MARCH 2023**

EFT69119	3/03/2023	CAPITAL DIVISON	Minor Repairs- Shire Admin	\$ 315.15	MFS
EFT69120	3/03/2023	CORSIGN WA PTY LTD	Road Bollards- Cable Beach	\$ 864.60	MFS
EFT69121	3/03/2023	CYGNET WEST	Refund- Rates	\$ 1,222.67	MFS
EFT69122	3/03/2023	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Cleaning- (RFT 17-02)- BRAC	\$ 18,386.63	MFS
EFT69123	3/03/2023	HAMES SHARLEY	Community Engagement Consultants- Planning	\$ 9,845.00	MFS
EFT69124	3/03/2023	HARMONY HORTICULTURE	Weed Spraying- Wattle Drive	\$ 2,860.00	MFS
EFT69125	3/03/2023	JENNY LITTLE	Learn to Swim Program- BRAC	\$ 270.00	MFS
EFT69126	3/03/2023	KIMBERLEY TRUSS (NORTRUSS (NT) PTY LTD)	Consumable Products- Nursery	\$ 141.02	MFS
EFT69127	3/03/2023	KIMBERLEY WASHROOM SERVICES	Sharps Disposal- Various	\$ 2,448.00	MFS
EFT69128	3/03/2023	LIFT 'N' RIG PTY LTD	Machinery Hire- Sam Male Boat	\$ 4,950.00	MFS
EFT69129	3/03/2023	M I AUSTRALIA PTY LTD	Refund- Debtors	\$ 5.00	MFS
EFT69130	3/03/2023	MARKETFORCE	Tender Advertisement- BRAC	\$ 1,067.78	MFS
EFT69131	3/03/2023	NORTH WEST COAST SECURITY	Security Services- Library	\$ 3,432.00	MFS
EFT69132	3/03/2023	OFFICE NATIONAL BROOME	Ink for Colour Printer- WMF	\$ 4,340.35	MFS
EFT69133	3/03/2023	OPTIC SECURITY GROUP- NORWEST	Removing Exiting Swipe Tag Wiring- KRO	\$ 143.00	MFS
EFT69134	3/03/2023	PRITCHARD FRANCIS CONSULTING PTY LTD	Consultancy Services- Surf Club Building Upgrade	\$ 1,259.50	MFS
EFT69135	3/03/2023	PROBAX PTY LTD	Cloud Backup Storage Contract- IT	\$ 1,648.68	MFS
EFT69136	3/03/2023	SPACETOCO PTY LTD	Software License- IT	\$ 165.00	MFS
EFT69137	3/03/2023	STREETER & MALE PTY MITRE 10	West Australian Newspapers- Library	\$ 78.60	MFS
EFT69138	3/03/2023	SUBLIME (ELLYN MARIE HARTVIGSEN)	Design Work Air Raid Event- Community	\$ 240.00	MFS
EFT69139	3/03/2023	TALIS CONSULTANTS	Landfill Approvals Allocation (RFQ21-27)- RRRP	\$ 19,082.25	MFS
EFT69140	3/03/2023	TAPPED PLUMBING & GAS PTY LTD	Bathroom Repairs- Staff Housing	\$ 192.50	MFS
EFT69141	3/03/2023	THE BLINDMAN	Install Blinds- Staff Housing	\$ 1,633.50	MFS
EFT69142	3/03/2023	THINK WATER BROOME	Bore Pump Male Oval- P&G	\$ 7,279.02	MFS
EFT69143	3/03/2023	TOP END MAINTENANCE GARDENING & CLEANING	Cleaning & Maintenance- Vacate Property	\$ 450.00	MFS
EFT69144	3/03/2023	TOTALLY WORKWEAR	Staff Protective Clothing- Works	\$ 529.80	MFS
EFT69145	3/03/2023	TRASH TEST DUMMIES	Trash Test Dummies Performance- Civic Centre	\$ 2,750.00	MFS
EFT69146	3/03/2023	VOCUS COMMUNICATIONS	Monthly Phone Provider Charges- IT	\$ 1,003.86	MFS
EFT69147	3/03/2023	WEST COAST ON HOLD (ON HOLD ONLINE)	Hold Message System- Communications	\$ 77.00	MFS
EFT69148	3/03/2023	WESTERN DIAGNOSTIC PATHOLOGY	Drug & Alcohol Tests- People & Culture	\$ 574.09	MFS
EFT69149	8/03/2023	A2K TECHNOLOGIES PTY LTD	Software Subscription- IT	\$ 5,874.00	MFS
EFT69150	8/03/2023	AVERY AIRCONDITIONING PTY LTD	Aircon Maintenance- Shire Admin	\$ 5,501.83	MFS
EFT69151	8/03/2023	BLACKWOODS	PPR Uniforms- Depot	\$ 3,383.74	MFS
EFT69152	8/03/2023	BROOME PROGRESSIVE SUPPLIES	Staff Kitchen Stock- Depot	\$ 23.50	MFS
EFT69153	8/03/2023	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Landscaping Equipment- P&G	\$ 330.00	MFS
EFT69154	8/03/2023	BROOME SPORTS ASSOCIATION	Bond Refund- Civic Centre	\$ 1,203.50	MFS
EFT69155	8/03/2023	BROOME THE RETURNED & SERVICES LEAGUE OF AUSTRALIA	RSL Morning Tea- Air Raid	\$ 500.00	MFS
EFT69156	8/03/2023	BUNNINGS BROOME	Precision Copper Logs for Boarder Edging- P&G	\$ 5,012.00	MFS
EFT69157	8/03/2023	CABLE BEACH ELECTRICAL SERVICE	Parts & Maintenance for Tanks- P&G	\$ 1,210.00	MFS
EFT69158	8/03/2023	COASTMAC PTY LTD	Parts for Cherry Picker- P&G	\$ 245.00	MFS
EFT69159	8/03/2023	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Aircon Repairs to Truck- P&G	\$ 3,216.20	MFS
EFT69160	8/03/2023	FIRE & SAFETY SERVICES	Fire Equipment Servicing- Shire Admin	\$ 420.20	MFS
EFT69161	8/03/2023	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Forensic Clean of Front Verandah- Library	\$ 60.50	MFS
EFT69162	8/03/2023	GPC ASIA PACIFIC PTY LTD T/AS REPCO	Pinion Seals for Ute- Infrastructure	\$ 78.65	MFS
EFT69163	8/03/2023	HORIZON POWER (ELECTRICITY USAGE)	Electricity- Infrastructure	\$ 68,679.02	MFS
EFT69164	8/03/2023	INTELLIGENT EVE PTY LTD ATF: BAYCREST FAMILY TRUST	Rent- Property	\$ 257.14	MFS
EFT69165	8/03/2023	JANELLE ROSE MCKENZIE	Refund- Rates	\$ 870.57	MFS
EFT69166	8/03/2023	JAYE SMOKER ( UNBOUND SOUND )	Audio Visual Equipment & Staff Hire- Air Raid Event	\$ 3,410.00	MFS
EFT69167	8/03/2023	KARRATHA ASPHALT (MANNING PAVEMENT SERVICES)	Aggregate for Road Patching- Works	\$ 1,344.04	MFS
EFT69168	8/03/2023	LANDGATE	GRV and UV Interim Schedules- Rates	\$ 475.62	MFS
EFT69169	8/03/2023	LHM FABRICATION & FENCING	2 Gate Hinges- Haynes Oval	\$ 99.00	MFS
EFT69170	8/03/2023	MARKETFORCE	Public Notice of Major Transaction- Governance	\$ 539.85	MFS
EFT69171	8/03/2023	MOORE AUSTRALIA AUDIT (WA)	Accounting Services- Governance	\$ 4,950.00	MFS
EFT69172	8/03/2023	NORTH WEST COAST SECURITY	Security Services- Library	\$ 5,852.00	MFS
EFT69173	8/03/2023	NORTH WEST LOCKSMITHS	Fix Shed Locks- P&G	\$ 260.00	MFS
EFT69174	8/03/2023	NUTRIEN AG SOLUTIONS	Herbicide for Weeds- P&G	\$ 593.70	MFS
EFT69175	8/03/2023	NYAMBA BURU YAWURU LTD	Welcome to Country Air Raid Event- Community	\$ 1,907.40	MFS
EFT69176	8/03/2023	PICA'S KITCHEN (HIKARU TS UKIHARA)	Catering- Air Raid	\$ 750.00	MFS
EFT69177	8/03/2023	PMK WELDING & METAL FABRICATION	Part for Side Tipper- Works	\$ 67.67	MFS
EFT69178	8/03/2023	POOL WISDOM	Pool Chemicals- BRAC	\$ 2,219.96	MFS
EFT69179	8/03/2023	REMOTE MECHANICAL CONTRACTING	Repair Dozer Brakes- WMF	\$ 7,590.00	MFS
EFT69180	8/03/2023	ROEBUCK BAY TRIMMING	Whipper Snipper Covers- P&G	\$ 1,133.00	MFS
EFT69181	8/03/2023	SEASHORE ENGINEERING PTY LTD	Seashore Engineering Consultation- Cable Beach Foreshore	\$ 3,091.00	MFS
EFT69182	8/03/2023	SEAT ADVISOR PTY LTD	Ticketing Software- Civic Centre	\$ 132.77	MFS
EFT69183	8/03/2023	SECUREX SECURITY PTY LTD	Repair Security Door- Council Chambers	\$ 1,969.00	MFS
EFT69184	8/03/2023	T - QUIP	Parts for Loader- P&G	\$ 1,006.50	MFS
EFT69185	8/03/2023	TAPPED PLUMBING & GAS PTY LTD	Repair Hot Water Zip Tap- Depot	\$ 579.70	MFS
EFT69186	8/03/2023	TECHNOLOGY ONE LTD	Software Consultancy- IT	\$ 4,576.00	MFS
EFT69187	8/03/2023	TELSTRA	Telephone Charges- IT	\$ 4,876.48	MFS
EFT69188	8/03/2023	TERRY PATTERSON BUILDER (DEVERE CORPORATION PTY LTD )	Remove & Replace Water Damaged Wall in Box Office- Civic Centre	\$ 765.00	MFS
EFT69189	8/03/2023	THINK WATER BROOME	Reticulation Parts- P&G	\$ 1,620.00	MFS
EFT69190	8/03/2023	TNT AUSTRALIA PTY LTD	Freight- Health	\$ 544.93	MFS
EFT69191	8/03/2023	WESTRAC	Parts for Dozer- WMF	\$ 2,874.26	MFS
EFT69192	9/03/2023	AUSTRALIAN SERVICES UNION - WA BRANCH	Payroll deductions for fortnight ending 07/03/23	\$ 595.70	MFS
EFT69193	9/03/2023	AUSTRALIAN TAXATION OFFICE	PAYG Tax: Pay Period Ending 07/03/23	\$ 129,378.00	MFS
EFT69194	9/03/2023	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll deductions for fortnight ending 07/03/23	\$ 640.00	MFS
EFT69195	9/03/2023	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll deductions for fortnight ending 07/03/23	\$ 780.00	MFS
EFT69196	9/03/2023	CHILD SUPPORT AGENCY	Payroll deductions for fortnight ending 07/03/23	\$ 1,658.94	MFS
EFT69197	9/03/2023	EASISALARY PTY LTD T/A EASI	Pre-tax payroll deductions for fortnight ending 07/03/23	\$ 10,532.83	MFS
EFT69198	9/03/2023	LGRCEU	Payroll deductions for fortnight ending 07/03/23	\$ 132.00	MFS
EFT69199	9/03/2023	SPA SALARY PACKAGING AUSTRALIA	Pre-tax payroll deductions for fortnight ending 07/03/23	\$ 1,990.52	MFS
EFT69200	10/03/2023	A PLUS EVENTS & HIRE	Chairs for Air Raid Event- Community	\$ 1,416.80	MFS
EFT69201	10/03/2023	COLIN WILKINSON DEVELOPMENTS PTY LTD	Building Construction Contract (RFT-21/06)- BSLSC	\$ 260,324.82	MFS
EFT69202	10/03/2023	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges - SES Building	\$ 1,355.80	MFS
EFT69203	10/03/2023	IP & ST ELSON PTY LTD	Crossover Subsidy- Infrastructure	\$ 1,000.00	MFS
EFT69204	10/03/2023	MOMAR AUSTRALIA PTY LTD	Lawn Fertilizer- P&G	\$ 3,437.50	MFS

**Item 9.4.7 - MONTHLY PAYMENT LISTING MARCH 2023**

EFT69205	10/03/2023	NEIL MANSELL TRANSPORT PTY LTD	Pick Up & Deliver Skip Bins- WMF	\$	2,252.70	MFS
EFT69206	10/03/2023	NORTHWEST BUILDERS	Crossover Subsidy- Infrastructure	\$	5,000.00	MFS
EFT69207	10/03/2023	NUTRIEN AG SOLUTIONS	Part for Water Tanks- Cygnet Park	\$	7,533.04	MFS
EFT69208	10/03/2023	PROBAX PTY LTD	Monthly Renewal of Cloud Backup Storage- IT	\$	1,648.68	MFS
EFT69209	10/03/2023	TNT AUSTRALIA PTY LTD	Freight- Health	\$	30.61	MFS
EFT69210	10/03/2023	TOLL PRIORITY	Freight Charges- WMF	\$	275.14	MFS
EFT69211	10/03/2023	PRD NATIONWIDE	Rent & Bond- Staff Housing	\$	3,778.52	MFS
EFT69212	10/03/2023	RAY WHITE BROOME (STAFF RENTAL PAYMENTS)	Rental Payment- Staff Housing	\$	254.28	MFS
EFT69213	15/03/2023	ABBY MURRAY PHOTOGRAPHY	Air Raid Event Photography- Community	\$	660.00	MFS
EFT69214	15/03/2023	AVERY AIRCONDITIONING PTY LTD	Replace Air Conditioner- KRO1	\$	7,242.66	MFS
EFT69215	15/03/2023	BEST IT & BUSINESS SOLUTIONS PTY LTD	Monthly Printer Copies- IT	\$	371.44	MFS
EFT69216	15/03/2023	BETTER BATT PTY LTD	Battery Replacement- IT	\$	241.32	MFS
EFT69217	15/03/2023	BIDFOOD	Kiosk Stock- BRAC	\$	2,438.41	MFS
EFT69218	15/03/2023	BLACKWOODS	Parts for Pressure Cleaner- BRAC	\$	398.59	MFS
EFT69219	15/03/2023	BP AUSTRALIA PTY LTD - FUEL	Fuel (11,000 Ltr)- Depot	\$	20,041.84	MFS
EFT69220	15/03/2023	BRETT BARNETT	Photography for Sun Pictures- Air Raid	\$	450.00	MFS
EFT69221	15/03/2023	BROOME PLUMBING & GAS	Repair Leaking Potable Water Pipe- P&G	\$	434.50	MFS
EFT69222	15/03/2023	BROOME PROGRESSIVE SUPPLIES	Kiosk Stock- BRAC	\$	863.28	MFS
EFT69223	15/03/2023	BROOME SMALL ENGINE SERVICES	Brushcutters- P&G	\$	600.00	MFS
EFT69224	15/03/2023	BROOME TOYOTA	Service Prado- Office of the CEO	\$	1,848.94	MFS
EFT69225	15/03/2023	BT EQUIPMENT PTY LTD (TUTT BRYANT)	Gaskets, Radiator & Loop Ring- P&G	\$	8,096.00	MFS
EFT69226	15/03/2023	CABLE BEACH ELECTRICAL SERVICE	Repair External Lighting- P&G	\$	599.50	MFS
EFT69227	15/03/2023	CS LEGAL	Default Inquiry Fees- Debtors	\$	392.60	MFS
EFT69228	15/03/2023	E-QUAL DISABILITY CONSULTANTS	Consultancy Disability Access and Inclusion- Community	\$	2,933.74	MFS
EFT69229	15/03/2023	FE TECHNOLOGIES	RFID Tags For New Items- Library	\$	561.00	MFS
EFT69230	15/03/2023	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Building Cleaning Contract- Various	\$	59,036.98	MFS
EFT69231	15/03/2023	GLASS CO KIMBERLEY (FORMALLY KIMBERLEY GLASS SERVICE)	Replace Damaged Door- Town Beach Cafe	\$	4,781.70	MFS
EFT69232	15/03/2023	GRANICUS AUSTRALIA PTY LTD	Open Forms Software- IT	\$	117.70	MFS
EFT69233	15/03/2023	GRANTS EMPIRE	Development Fund Application- Infrastructure	\$	528.00	MFS
EFT69234	15/03/2023	HOLDFAST FLUID POWER NW PTY LTD	Hose Assembly for Kubota Excavator- P&G	\$	108.49	MFS
EFT69235	15/03/2023	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Street Lighting	\$	89,395.84	MFS
EFT69236	15/03/2023	KIMBERLEY CONTRACTING	Posi Shell Cover- WMF	\$	30,800.00	MFS
EFT69237	15/03/2023	KIMBERLEY FUEL & OIL SERVICES	Air Pump- WMF	\$	1,328.98	MFS
EFT69238	15/03/2023	KIMBERLEY TREE CARE	Tree Removal- P&G	\$	1,925.00	MFS
EFT69239	15/03/2023	KO CONTRACTING	Broome North Bus Zone Marking- Works	\$	484.00	MFS
EFT69240	15/03/2023	NORTH WEST COAST SECURITY	Security Contract- Various	\$	24,673.01	MFS
EFT69241	15/03/2023	NORTH WEST LOCKSMITHS	Repair Door Lock- BRAC	\$	175.00	MFS
EFT69242	15/03/2023	NORTHERN RURAL SUPPLIES PTY LTD	Roundup- P&G	\$	3,181.28	MFS
EFT69243	15/03/2023	OPTIC SECURITY GROUP- NORWEST	Security User Code Maintenance- IT	\$	1,331.00	MFS
EFT69244	15/03/2023	PARKER BLACK & FORREST PTY LTD	Supply Keys- Various	\$	951.50	MFS
EFT69245	15/03/2023	PRD NATIONWIDE *STRATA PAYMENTS ONLY*	Strata Levies- Staff Housing	\$	1,875.00	MFS
EFT69246	15/03/2023	SITE ENVIRONMENTAL & REMEDIATION SERVICES PTY LTD (SERS)	Groundwater Sampling & Analysis- WMF	\$	5,775.00	MFS
EFT69247	15/03/2023	SKYE HEALY	Entertainment Air Raid Event- Community	\$	100.00	MFS
EFT69248	15/03/2023	ST JOHN AMBULANCE AUSTRALIA (WA) INC	First Aid Kits & Training- People & Culture	\$	13,950.00	MFS
EFT69249	15/03/2023	STRATCO WA PTY LTD	Garrison Fence Parts- BRAC	\$	1,738.48	MFS
EFT69250	15/03/2023	STRATEGIC FIRE CONSULTING PTY LTD	Fire Safety Report- Cable Beach Foreshore Upgrade	\$	2,200.00	MFS
EFT69251	15/03/2023	SUBLIME (ELLYN MARIE HARTVIGSEN)	Air Raid Graphic Design Amendments- Community	\$	90.00	MFS
EFT69252	15/03/2023	TERRY PATTERSON BUILDER (DEVERE CORPORATION PTY LTD )	Repair Brick Paving- BRAC	\$	3,455.00	MFS
EFT69253	15/03/2023	TNT AUSTRALIA PTY LTD	Freight- Various	\$	403.05	MFS
EFT69254	15/03/2023	TOTALLY WORKWEAR	Staff PPE- P&G	\$	1,149.20	MFS
EFT69255	15/03/2023	UNIQUE KIMBERLEY	Presentation for Air Raid Function- Community	\$	605.00	MFS
EFT69256	15/03/2023	VORGE PTY LTD	Kiosk Stock- BRAC	\$	1,526.97	MFS
EFT69257	15/03/2023	WESTRAC	Parts for Dozer- WMF	\$	3,387.40	MFS
EFT69258	17/03/2023	HEAD OFFICE DEPARTMENT OF FIRE & EMERGENCY SERVICES	Emergency Services Levy 2022/2023 QTR- Rates	\$	411,679.99	MFS
EFT69259	20/03/2023	DEPARTMENT OF MINES, INDUSTRY AND SAFETY - BUILDING &	FEBRUARY BSL 2023	\$	6,224.17	MFS
EFT69260	20/03/2023	SHIRE OF BROOME	FEBRUARY BSL 2023	\$	140.00	MFS
EFT69261	22/03/2023	AUSSIE BROADBAND LIMITED	NBN Connection- Depot	\$	804.65	MFS
EFT69262	22/03/2023	BLACKWOODS	Staff PPE- Depot	\$	413.82	MFS
EFT69263	22/03/2023	BOAB FENCING	Repair Colorbond Fence- BOSSCA	\$	1,869.78	MFS
EFT69264	22/03/2023	BOC LIMITED	Oxygen Cylinder Hire- Depot	\$	231.08	MFS
EFT69265	22/03/2023	BP AUSTRALIA PTY LTD - FUEL	Bulk Diesel (9,498L \$1.67709 PL)- Depot	\$	30,263.98	MFS
EFT69266	22/03/2023	BROOME BUILDERS PTY LTD	Crossover Subsidy- Infrastructure	\$	2,000.00	MFS
EFT69267	22/03/2023	BROOME CLEANAWAY	Kerbside Recycling Collection- WMF	\$	128,662.58	MFS
EFT69268	22/03/2023	BROOME VETERINARY HOSPITAL	Veterinary Services- Rangers	\$	4,411.00	MFS
EFT69269	22/03/2023	BWS LIQUOR (ENDEAVOUR GROUP)	Bar Stock- Civic Centre	\$	1,304.30	MFS
EFT69270	22/03/2023	CABLE BEACH ELECTRICAL SERVICE	Identify Retic Fault At Oval - BRAC	\$	462.00	MFS
EFT69271	22/03/2023	CABLE BEACH TYRE SERVICE PTY LTD ( GOODYEAR AUTOCARE	Tyre for Loader- WMF	\$	7,242.50	MFS
EFT69272	22/03/2023	CITY OF KARRATHA	Mosquito Management Training- Health	\$	275.00	MFS
EFT69273	22/03/2023	COAST & COUNTRY ELECTRICS	Replace Emergency Lights- Various	\$	18,253.13	MFS
EFT69274	22/03/2023	CYGNET WEST	Broome Boulevard Stall- Youth	\$	82.50	MFS
EFT69275	22/03/2023	DEKK RTP PTY LTD	Tracks for Bobcat Loader- P&G	\$	3,895.10	MFS
EFT69276	22/03/2023	DIRECTCOMMS PTY LTD	SMS Overdue Services- Library	\$	24.24	MFS
EFT69277	22/03/2023	ELSTA REGINA FOY	Reimbursement - Dampier Peninsular Meeting	\$	139.04	MFS
EFT69278	22/03/2023	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Vehicle Parts- Fleet	\$	1,754.50	MFS
EFT69279	22/03/2023	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Cleaning Consumables - Various	\$	5,484.71	MFS
EFT69280	22/03/2023	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight for Shelving- P&G	\$	1,044.26	MFS
EFT69281	22/03/2023	GO GO MEDIA	FM Radio Licence- BRAC	\$	198.00	MFS
EFT69282	22/03/2023	GOOLARRI MEDIA ENTERPRISES PTY LTD	Forum Fees- Communities & Sporting	\$	1,738.00	MFS
EFT69283	22/03/2023	HARMONY HORTICULTURE	Spray Weeds- WMF	\$	2,717.00	MFS
EFT69284	22/03/2023	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- BRAC	\$	19,026.70	MFS
EFT69285	22/03/2023	JAYE SMOKER ( UNBOUND SOUND )	Replace Entec Lighting- Civic Centre	\$	1,644.50	MFS
EFT69286	22/03/2023	JB HI-FI GROUP PTY LTD	HyperX Headsets- IT	\$	1,805.00	MFS
EFT69287	22/03/2023	JOSH BYRNE & ASSOCIATES	Design Consultancy (RFQ 21/31)- Cable Beach Foreshore Upgrade	\$	9,309.74	MFS
EFT69288	22/03/2023	KOLORS PTY LTD (PINDAN PRINTING)	Program Printing- Air Raid Commemoration	\$	866.25	MFS
EFT69289	22/03/2023	NORTHWEST BUILDERS	Crossover Subsidy- Infrastructure	\$	1,000.00	MFS
EFT69290	22/03/2023	ROEBUCK BAY HOTEL	Bar Stock- Civic Centre	\$	1,983.27	MFS

EFT69291	22/03/2023	SEEK LIMITED	Recruitment And Advertising- People & Culture	\$	2,051.50	MFS
EFT69292	22/03/2023	STRATAGREEN (FORMERLY GREENWAY ENTERPRISES)	Horticultural Consumables- Nursery	\$	684.77	MFS
EFT69293	22/03/2023	TAEKWONDO BROOME	Sponsorship - Youth Services	\$	917.90	MFS
EFT69294	22/03/2023	THINK WATER BROOME	Reticulation Parts- P&G	\$	4,386.54	MFS
EFT69295	22/03/2023	TOLL PRIORITY	Freight- Workshop	\$	684.02	MFS
EFT69296	22/03/2023	TOTALLY WORKWEAR	Staff PPE- Depot	\$	482.80	MFS
EFT69297	22/03/2023	WEST AUSTRALIAN NEWSPAPERS	Broome Advertiser Advertisements- Community	\$	3,539.00	MFS
EFT69298	22/03/2023	WESTERN IRRIGATION PTY LTD	Site Control PC, Monitor & Software- BRAC	\$	9,831.80	MFS
EFT69299	22/03/2023	WURTH AUSTRALIA PTY LTD	Consumables- Workshop	\$	745.53	MFS
EFT69300	22/03/2023	YOGAMON (MONIQUE ELLIS)	Yoga Classes- BRAC	\$	825.00	MFS
EFT69301	22/03/2023	ZOHO CORPORATION PRIVATE LIMITED COMPANY	Software Subscription- IT	\$	14,654.20	MFS
EFT69302	24/03/2023	CHARTER PROPERTY GROUP PTY LTD	Staff Rent- April 2023	\$	3,457.72	MFS
EFT69303	24/03/2023	FIRST NATIONAL REAL ESTATE BROOME	Staff Rent- April 2023	\$	7,665.38	MFS
EFT69304	24/03/2023	FIRST NATIONAL REAL ESTATE BROOME - COMMERCIAL TRUST	Staff Rent- April 2023	\$	300.00	MFS
EFT69305	24/03/2023	HUTCHINSON REAL ESTATE	Staff Rent- April 2023	\$	2,464.29	MFS
EFT69306	24/03/2023	INTELLIGENT EVE PTY LTD ATF: BAYCREST FAMILY TRUST	Staff Rent- April 2023	\$	514.26	MFS
EFT69307	24/03/2023	PRD NATIONWIDE	Staff Rent- April 2023	\$	12,885.09	MFS
EFT69308	24/03/2023	RAY WHITE BROOME (STAFF RENTAL PAYMENTS)	Staff Rent- April 2023	\$	8,560.12	MFS
EFT69309	24/03/2023	AUSTRALIAN SERVICES UNION - WA BRANCH	Payroll deductions for fortnight ending 21/03/2023	\$	621.60	MFS
EFT69310	24/03/2023	AUSTRALIAN TAXATION OFFICE	PAYG Tax: Pay Period Ending 21/03/23	\$	132,902.00	MFS
EFT69311	24/03/2023	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll deductions for fortnight ending 21/03/2023	\$	640.00	MFS
EFT69312	24/03/2023	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll deductions for fortnight ending 21/03/2023	\$	810.00	MFS
EFT69313	24/03/2023	CHILD SUPPORT AGENCY	Payroll deductions for fortnight ending 21/03/2023	\$	1,959.94	MFS
EFT69314	24/03/2023	EASISALARY PTY LTD /JA EASI	GST for the reporting period 01/04/2022 to 28/02/2023	\$	18,237.55	MFS
EFT69315	24/03/2023	LGRCEU	Payroll deductions for fortnight ending 21/03/2023	\$	132.00	MFS
EFT69316	24/03/2023	SPA SALARY PACKAGING AUSTRALIA	Pre-tax deductions for fortnight ending 21/03/2023	\$	1,990.52	MFS
EFT69317	24/03/2023	BROOME EVENTS & PARTY HIRE	Marquee Hire Air Raid Event- Community	\$	5,995.00	MFS
EFT69318	24/03/2023	BROOME PRIMARY SCHOOL	Broome Primary Choir Performance- Air Raid Event	\$	200.00	MFS
EFT69319	24/03/2023	CLARK EQUIPMENT SALES PTY LTD	Cylinder for Bobcat- Depot	\$	1,970.44	MFS
EFT69320	24/03/2023	MARK JONES	Refund- Rates	\$	2,640.00	MFS
EFT69321	24/03/2023	MICHAEL BROWN	Refund- Rates	\$	3,955.26	MFS
EFT69322	24/03/2023	PATRICK JOSEPH BEATTIE	Refund- Rates	\$	717.23	MFS
EFT69323	24/03/2023	SOUTHERN CROSS AUSTERO (SCA)	Radio Advertisements- Governance	\$	1,320.00	MFS
EFT69324	24/03/2023	TAPPED PLUMBING & GAS PTY LTD	Test & Report on Backflow Devices- Various	\$	9,493.00	MFS
EFT69326	24/03/2023	TRASH TEST DUMMIES	Don't Mess with the Dummies Show- Civic Centre	\$	2,750.00	MFS
EFT69327	29/03/2023	360 ENVIRONMENTAL PTY LTD	Environmental Surveys- Sanctuary Rd	\$	9,344.50	MFS
EFT69328	29/03/2023	ACURIX NETWORKS PTY LTD	WiFi Access Service- Library	\$	490.60	MFS
EFT69329	29/03/2023	AFGR EQUIPMENT AUSTRALIA PTY LTD	Tractor Parts- Works	\$	1,463.45	MFS
EFT69330	29/03/2023	ALLEN MOORE	Air Raid Performance & PA- Community	\$	600.00	MFS
EFT69331	29/03/2023	ALLOY & STAINLESS PRODUCTS	Blades for Mowers- P&G	\$	973.04	MFS
EFT69332	29/03/2023	ALLPEST (BROOME PEST CONTROL)	Ant Treatments- Haynes Oval	\$	214.50	MFS
EFT69333	29/03/2023	AVERY AIRCONDITIONING PTY LTD	Air Conditioner Repairs- Library	\$	231.00	MFS
EFT69334	29/03/2023	BEST IT & BUSINESS SOLUTIONS PTY LTD	Monthly Printer Copies- Shire Admin	\$	98.18	MFS
EFT69335	29/03/2023	BIDFOOD	Kiosk Stock- BRAC	\$	5,030.90	MFS
EFT69336	29/03/2023	BLACKWOODS	Barrier for Playground Installation- P&G	\$	2,927.99	MFS
EFT69337	29/03/2023	BOC LIMITED	Medical Oxygen Cylinder Hire- BRAC	\$	153.55	MFS
EFT69338	29/03/2023	BROOME BOLT SUPPLIES WA PTY LTD	Spill Containment Equipment- WMF	\$	5,337.42	MFS
EFT69339	29/03/2023	BROOME CHAMBER OF COMMERCE & INDUSTRY (INC) - BCCI	BCCI Funding Agreement- Economic Development	\$	20,900.00	MFS
EFT69340	29/03/2023	BROOME CLARK POOLS & SPAS BROOME	Monthly Pool Servicing- Property	\$	225.82	MFS
EFT69341	29/03/2023	BROOME DOCTORS PRACTICE PTY LTD	Pre-Employment Medicals- People & Culture	\$	886.00	MFS
EFT69342	29/03/2023	BROOME PLUMBING & GAS	Repairs to Drinking Fountain- P&G	\$	206.00	MFS
EFT69343	29/03/2023	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Whipper Snipper Cord- P&G	\$	330.00	MFS
EFT69344	29/03/2023	BROOME TREE & PALM SERVICE	Hire of 13.5 Tonne Excavator- WMF	\$	14,850.00	MFS
EFT69345	29/03/2023	BROOMECECRETE	Concrete for Footpath Maintenance- Works	\$	1,771.44	MFS
EFT69346	29/03/2023	BUNNINGS BROOME	Shade Cloth- Nursery	\$	1,082.70	MFS
EFT69347	29/03/2023	CABLE BEACH ELECTRICAL SERVICE	Repair Electrical Outlet - Town Beach	\$	5,643.00	MFS
EFT69348	29/03/2023	CAPITAL DIVISON	Replace Cafe External Door- Town Beach	\$	1,835.29	MFS
EFT69349	29/03/2023	CLARITY COMMUNICATIONS	Software Subscription- IT	\$	252.03	MFS
EFT69350	29/03/2023	COATES HIRE OPERATIONS PTY LTD	Toilet Hire Air Raid Event- Community	\$	2,198.33	MFS
EFT69351	29/03/2023	CVGNET WEST	Boulevard Stall Booking - Youth	\$	33.00	MFS
EFT69352	29/03/2023	E & M J ROSHER PTY LTD	Parts for Turf Renovator- P&G	\$	1,162.60	MFS
EFT69353	29/03/2023	ELGAS LTD	Fork Lift Gas- Depot	\$	196.66	MFS
EFT69354	29/03/2023	ELMO SOFTWARE LIMITED	Software Licence Fees- IT	\$	9,625.00	MFS
EFT69355	29/03/2023	EUROFINS ARL (ANALYTICAL REFERENCE LABORATORY) PTY LTD	Asbestos Sampling- WMF	\$	8,283.00	MFS
EFT69356	29/03/2023	FE TECHNOLOGIES	Maintenance of FE Technologies Devices- Library	\$	5,226.10	MFS
EFT69357	29/03/2023	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Cleaning Consumables- Various	\$	5,854.10	MFS
EFT69358	29/03/2023	GALVINS PLUMBING SUPPLIES	Zip Tap Filters- Shire Admin	\$	653.29	MFS
EFT69359	29/03/2023	GOOLARRI MEDIA ENTERPRISES PTY LTD	Tourism Funding - Development Services	\$	5,500.00	MFS
EFT69360	29/03/2023	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Various	\$	10,780.35	MFS
EFT69361	29/03/2023	IT VISION	Systems Consultancy- IT	\$	994.40	MFS
EFT69362	29/03/2023	JAYE SMOKER ( UNBOUND SOUND )	Upgrades to Lighting and PA- Civic Centre	\$	3,502.40	MFS
EFT69363	29/03/2023	JOE'S MOW, GARDEN & LANDSCAPING	Gardening Service- Staff Housing	\$	99.00	MFS
EFT69364	29/03/2023	K2 AUDIOVISUAL PTY LTD	Laser Projector- Civic Centre	\$	9,927.50	MFS
EFT69365	29/03/2023	KIMBERLEY AUTO CARE	Cleaning of Plinths- Bedford Park & Town Beach	\$	1,540.40	MFS
EFT69366	29/03/2023	KIMBERLEY FITNESS & SUPPORT SERVICES	Group Fitness Instructor- BRAC	\$	1,800.00	MFS
EFT69367	29/03/2023	KIMBERLEY GOLD PURE DRINKING WATER	Staff Drinking Water- Depot	\$	408.00	MFS
EFT69368	29/03/2023	KIMBERLEY SECURITY SHREDDING	Secure Shredding Service- Shire Admin	\$	480.00	MFS
EFT69369	29/03/2023	KIMBERLEY TRUSS (NORTRUSS (NT) PTY LTD)	Staff Protective Clothing- P&G	\$	486.20	MFS
EFT69370	29/03/2023	LANDGATE	Aerial Mapping Extract- IT	\$	330.35	MFS
EFT69371	29/03/2023	LOCAL GOVERNMENT SUPERVISORS ASSOCIATION OF WA	LGWA Annual Membership- P&G	\$	300.00	MFS
EFT69372	29/03/2023	MALIBU WEST PTY LTD	Sun Pictures Venue Hire- Community	\$	1,650.00	MFS
EFT69373	29/03/2023	MCCORRY BROWN EARTHMOVING PTY LTD	Footpath Construction (RFT21/01) - Infrastructure	\$	55,499.99	MFS
EFT69374	29/03/2023	MCMULLEN NOLAN GROUP PTY LTD (MNG)	Landfill Survey (RFT 20/02)- WMF	\$	6,062.80	MFS
EFT69375	29/03/2023	MEGA MUSIC AUSTRALIA PTY LTD	Sound System Equipment - Library	\$	1,409.35	MFS
EFT69376	29/03/2023	MOQdigital Pty Ltd	Annual Software License- IT	\$	1,365.28	MFS
EFT69377	29/03/2023	MYSTIQUE DIA	Little Bubba Yarns- Library	\$	1,500.00	MFS

EFT69378	29/03/2023	NORTH WEST COAST SECURITY	Security Services- Library	\$ 3,146.00	MFS
EFT69379	29/03/2023	NORTH WEST LOCKSMITHS	Car Keys Cut - Depot	\$ 60.00	MFS
EFT69380	29/03/2023	NORTH WEST SMASH REPAIRS	Excess for Vehicle Claim - Rangers	\$ 500.00	MFS
EFT69381	29/03/2023	NORTH WEST STRATA SERVICES	Strata Levies- Staff Housing	\$ 604.00	MFS
EFT69382	29/03/2023	NORTH WEST STRATA SERVICES	Strata Levies- Staff Housing	\$ 782.50	MFS
EFT69383	29/03/2023	NORTHERN RURAL SUPPLIES PTY LTD	Insecticide for Grass- P&G	\$ 1,950.00	MFS
EFT69384	29/03/2023	OFFICE NATIONAL BROOME	Office Stationery- Shire Admin	\$ 2,017.45	MFS
EFT69385	29/03/2023	OWEN LOARING	Air Raid Event Entertainment- Community	\$ 100.00	MFS
EFT69386	29/03/2023	PAUL ZANETTI	AV Technician- Civic Centre	\$ 415.00	MFS
EFT69387	29/03/2023	PILA GROUP PTY LTD	AFL Goal Posts- Father McMahon Oval	\$ 8,024.50	MFS
EFT69388	29/03/2023	PORT SMITH CARAVAN PARK	Contractor Accommodation- Works	\$ 220.00	MFS
EFT69389	29/03/2023	PRINTING IDEAS	Corflute Printing of Nonja Peters Infographics- Air Raid	\$ 601.70	MFS
EFT69390	29/03/2023	SEEK LIMITED	Recruitment & Advertising - People & Culture	\$ 2,156.00	MFS
EFT69391	29/03/2023	SOUTHERN CROSS AUSTEREO (SCA)	Radio Advertisements- Governance	\$ 3,030.50	MFS
EFT69392	29/03/2023	STORE DJ	Purchase Speakers- Civic Centre	\$ 679.00	MFS
EFT69393	29/03/2023	TELSTRA	Telephone Charges- IT	\$ 5,036.77	MFS
EFT69394	29/03/2023	TNT AUSTRALIA PTY LTD	Freight- Health	\$ 737.66	MFS
EFT69395	29/03/2023	TOTALLY WORKWEAR	Staff Clothing- Depot	\$ 1,239.00	MFS
EFT69396	29/03/2023	WESTERN DIAGNOSTIC PATHOLOGY	Drug & Alcohol Testing- People & Culture	\$ 209.88	MFS
EFT69397	29/03/2023	COCA COLA AMATIL (HOLDINGS) LTD	Kiosk Stock- BRAC	\$ 2,333.50	MFS
EFT69398	29/03/2023	THE TEMP FENCE SHOP PTY LTD	Fencing Panels & Blocks- WMF	\$ 4,716.25	MFS
EFT69399	30/03/2023	CAPITAL DIVISION	Housing Repairs- Property Maintenance	\$ 538.45	MFS
EFT69400	30/03/2023	DEAN TRAILERS AUSTRALIA	Deposit for Trailer- P&G	\$ 19,514.00	MFS
EFT69401	30/03/2023	DEVERE CORP P/L PROPERTY MANAGEMENT AND INVESTMENTS	Refund- Refund- Rates	\$ 6,953.64	MFS
EFT69402	30/03/2023	KIMBERLEY QUARRY PTY LTD	Road Base Buckley Rd - Works	\$ 18,047.02	MFS
EFT69403	30/03/2023	KIMBERLEY WASHROOM SERVICES	Sanitary Services- Various	\$ 958.00	MFS
EFT69404	30/03/2023	MCKENO BLOCKS & PAVERS	Landscaping Materials- P&G	\$ 275.00	MFS
EFT69405	30/03/2023	NORTH WEST COAST SECURITY	Regular Security Services- Various	\$ 7,865.09	MFS
EFT69406	30/03/2023	PEARL TOWN BUS SERVICE / BROOME EXPLORER BUS	Free Transfer Buses Air Raid Event- Community	\$ 660.00	MFS
EFT69407	30/03/2023	PMK WELDING & METAL FABRICATION	Repairs to Turfcutter- P&G	\$ 3,310.82	MFS
EFT69408	30/03/2023	POOL WISDOM	Pool Chemicals- BRAC	\$ 6,242.02	MFS
EFT69409	30/03/2023	ROEBUCK TREE SERVICE	Thin & Lift Tree- P&G	\$ 990.00	MFS
EFT69410	30/03/2023	ROYAL LIFE SAVING SOCIETY - WA	Pool Equipment- BRAC	\$ 254.76	MFS
EFT69411	30/03/2023	SEAT ADVISOR PTY LTD	Ticketing- Civic Centre	\$ 176.72	MFS
EFT69412	30/03/2023	SECUREPAY PTY LTD	Security For Ticket Sales- Civic Centre	\$ 26.95	MFS
EFT69413	30/03/2023	SEEK LIMITED	Recruitment Advertising- People & Culture	\$ 357.50	MFS
EFT69414	30/03/2023	SHINJU MATSURI INC COMMITTEE	Funding Agreement Milestone 3- Governance	\$ 30,250.00	MFS
EFT69415	30/03/2023	SPACETOCO PTY LTD	Software Subscription- IT	\$ 165.00	MFS
EFT69416	30/03/2023	ST JOHN AMBULANCE AUSTRALIA (WA) INC	Air Raid First Aid Services- Community	\$ 425.00	MFS
EFT69417	30/03/2023	STORE DJ	Purchase Speakers- Civic Centre	\$ 679.00	MFS
EFT69418	30/03/2023	STREETER & MALE PTY MITRE 10	West Australian Newspapers- Library	\$ 75.60	MFS
EFT69419	30/03/2023	SURFMET PTY LTD T/A KIMBERLEY SOILS LABORATORY	Testing of Crushed Concrete- WMF	\$ 8,492.00	MFS
EFT69420	30/03/2023	TALIS CONSULTANTS	Regional Resource Recovery Park Detail Design Services (RFQ21-27)	\$ 15,136.01	MFS
EFT69421	30/03/2023	TOTAL PACKAGING (WA) PTY LTD	Compostable Dog Waste Bags- P&G	\$ 1,056.00	MFS
EFT69422	30/03/2023	VOCUS COMMUNICATIONS	Phone Provider Charges- IT	\$ 1,008.10	MFS
EFT69423	30/03/2023	WEST COAST ON HOLD (ON HOLD ONLINE)	Message Hold System- IT	\$ 77.00	MFS
EFT69424	30/03/2023	WESTBOOKS	Book Purchases- Library	\$ 1,409.17	MFS
EFT69425	31/03/2023	AVERY AIRCONDITIONING PTY LTD	Replace Damaged Aircon- Depot	\$ 2,188.45	MFS
EFT69426	31/03/2023	BEILBY DOWNING TEAL	Recruitment Services- People & Culture	\$ 3,025.00	MFS
EFT69427	31/03/2023	BROOME DOCTORS PRACTICE PTY LTD	Pre-employment Medical- People & Culture	\$ 369.00	MFS
EFT69428	31/03/2023	BROOME TOWING & SALVAGE	Abandoned Vehicles Towing- Rangers	\$ 770.00	MFS
EFT69429	31/03/2023	BROOME TOYOTA	Service Hilux Ute- Rangers	\$ 1,573.72	MFS
EFT69430	31/03/2023	BROOMECECRETE	Sand for Playground- P&G	\$ 247.50	MFS
EFT69431	31/03/2023	CABLE BEACH ELECTRICAL SERVICE	Electrical Repairs- Cable Beach	\$ 539.00	MFS
EFT69432	31/03/2023	CLARK EQUIPMENT SALES PTY LTD	Bobcat Replacement Filters & Tubes- P&G	\$ 2,133.84	MFS
EFT69433	31/03/2023	ELEMENT ADVISORY PTY LTD	Consultancy Arts and Culture Strategy- Community	\$ 8,200.50	MFS
EFT69434	31/03/2023	FLOWERS ON SAVILLE STREET	Wreaths for Air Raid Commemoration- Office of the CEO	\$ 325.00	MFS
EFT69435	31/03/2023	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Undertake Cleaning of Park BBQ's- P&G	\$ 1,754.50	MFS
EFT69436	31/03/2023	HAMES SHARLEY	Consultants for Community Engagement (RFQ 22-20)- Town Planning	\$ 12,430.00	MFS
EFT69437	31/03/2023	HARMONY HORTICULTURE	Weed Control - P&G	\$ 1,287.00	MFS
EFT69438	31/03/2023	KIMBERLEY TREE CARE	Tree Removal- P&G	\$ 1,787.50	MFS
EFT69439	31/03/2023	MACKAY URBAN DESIGN	Precinct Structure Plans- Planning	\$ 500.00	MFS
EFT69440	31/03/2023	PHILIP GRESLEY ARCHITECT RAIA	Precinct Structure Plans- Planning	\$ 700.00	MFS
EFT69441	31/03/2023	SOPHIA MARIE HUNTER	Refund- Rates	\$ 406.84	MFS
EFT69442	31/03/2023	TNT AUSTRALIA PTY LTD	Freight- Various	\$ 1,195.37	MFS
EFT69518	30/03/2023	WATER CORPORATION	Water Use and Service Charge Account	\$ 53,814.42	MFS
MUNICIPAL ELECTRONIC FUNDS TRANSFER TOTAL:				\$ 2,572,696.54	

MUNICIPAL CHEQUES - MARCH 2023					
Cheque #	Date	Name	Description	Amount	Del Auth
57798	30/03/2023	SHIRE OF BROOME	Library- Petty Cash	\$ 309.45	MFS
MUNICIPAL CHEQUES TOTAL:				\$ 309.45	

TRUST CHEQUES - MARCH 2023					
Cheque #	Date	Name	Description	Amount	Del Auth
					MFS
TRUST CHEQUES TOTAL:				\$ -	

PAYROLL - MARCH 2023					
DD#	Date	Name	Description	Amount	Del Auth
	23/03/2023	Payroll	W/E 21.03.2023	\$ 362,893.25	MFS
	7/03/2023	Payroll	W/E 07.03.2023	\$ 367,332.33	MFS
PAYROLL TOTAL:				\$ 730,225.58	

MUNICIPAL CREDIT CARD PAYMENTS - MARCH 2023					
EFT#	Date	Card	Description	Amount	
EFT69479	3/04/2023	Administration Officer (Health & Rangers)	Payment	\$ 1,160.13	MFS
	17/02/2023	AUSTRALIAN ENTOMOLOGIC	Equipment for mosquito trapping & monitoring	\$ 260.13	MFS
	14/03/2023	HOTEL AT BOOKING.COM	Accommodation - EHO training course	\$ 900.00	MFS
EFT69480	3/04/2023	Asset and Building Coordinator	Payment	\$ 60.00	MFS
	9/03/2023	NORTH WEST LOCKSMITH	Replacement gate remote	\$ 60.00	MFS
EFT69481	3/04/2023	BRAC Administration Officer	Payment	\$ 1,897.09	MFS
	16/02/2023	Coca-Cola	COFFEE MACHINE MAINTENANCE - BRAC	\$ 447.74	MFS
	16/02/2023	Coca-Cola	COCA COLA AMATIL STOCK - BRAC	\$ 85.60	MFS
	16/02/2023	Coca-Cola	COCA COLA AMATIL STOCK - BRAC	\$ 730.24	MFS
	16/02/2023	Coca-Cola	COCA COLA AMATIL STOCK - BRAC	\$ 125.56	MFS
	16/02/2023	Coca-Cola	COCA COLA AMATIL STOCK - BRAC	\$ 472.50	MFS
	17/02/2023	WOOLWORTHS	Milk for BRAC Kiosk	\$ 6.50	MFS
	24/02/2023	WOOLWORTHS	Milk for BRAC Kiosk	\$ 6.50	MFS
	27/02/2023	WOOLWORTHS	Milk BRAC Kiosk	\$ 13.00	MFS
	3/03/2023	WOOLWORTHS	Milk for kiosk BRAC	\$ 9.45	MFS
EFT69482	3/04/2023	BRAC Operations Supervisor	Payment	\$ 1,414.60	MFS
	15/02/2023	Ezi*POINT HEALTH PTY	Hydration powder - BRAC	\$ 746.55	MFS
	15/03/2023	SMS Broadcast Pty Ltd	SMS Credits - BRAC	\$ 660.00	MFS
	15/03/2023	WOOLWORTHS	Milk - BRAC	\$ 8.05	MFS
EFT69483	3/04/2023	Business Support Officer	Payment	\$ 1,339.05	MFS
	14/03/2023	FIELD AIRCONDITIONING	Circuit Breaker 40a	\$ 26.25	MFS
	14/03/2023	FIELD AIRCONDITIONING	Circuit Breaker 40a Circuit breaker high current 4	\$ 37.00	MFS
	14/03/2023	REPCO	Coil Spring Compressor	\$ 105.45	MFS
	15/03/2023	BROOMECECRETE	Rapid Set Conc	\$ 204.60	MFS
	15/03/2023	CARPET PAINT & TILE	SLT Sikkens Cetol HLSe	\$ 660.00	MFS
	15/03/2023	Autopro Broome	Primer Bulb 8MM	\$ 16.95	MFS
	15/03/2023	KMART	Depot Kitchen Supplies	\$ 77.25	MFS
	15/03/2023	WOOLWORTHS	Morning tea for Clint & Colin last meeting	\$ 36.05	MFS
	16/03/2023	CARPET PAINT & TILE	Primer & Rollers	\$ 175.50	MFS
EFT69484	3/04/2023	Chief Executive Officer	Payment	\$ 357.55	MFS
	27/02/2023	SHORT ST CAFE	BEVERAGES - DAMPIER TRIP MARCH 2023	\$ 10.00	MFS
	27/02/2023	SHORT ST CAFE	BEVERAGES - DAMPIER TRIP MARCH 2023	\$ 5.00	MFS
	8/03/2023	THE BIDYADANGA GENERAL	CATERING - DAMPIER TRIP MARCH 2023	\$ 56.00	MFS
	8/03/2023	COLES EXPRESS	FUEL - DAMPIER TRIP MARCH 2023	\$ 286.55	MFS
EFT69485	3/04/2023	Civic Centre Coordinator	Payment	\$ 1,137.06	MFS
	22/02/2023	BROOME PROGRESSIVE SUPPLIES	Chips	\$ 101.47	MFS
	22/02/2023	GOOGLE	Rocky Horror Picture Show movie	\$ 12.99	MFS
	23/02/2023	RED DOT STORES BROOME	Party Bag Consumables	\$ 47.00	MFS
	23/02/2023	BROOME PROGRESSIVE SUPPLIES	Bags	\$ 28.05	MFS
	23/02/2023	KMART	Balloons and Party Horns	\$ 7.75	MFS
	23/02/2023	WOOLWORTHS	Drinks, toilet paper, gloves	\$ 53.80	MFS
	23/02/2023	WOOLWORTHS	Lemons	\$ 4.50	MFS
	23/02/2023	WOOLWORTHS	Water	\$ 10.13	MFS
	25/02/2023	COLES	Chocolates and lollies	\$ 107.50	MFS
	2/03/2023	DEPT OF RACING GAMING	Occasional Liquor License	\$ 57.00	MFS
	2/03/2023	CANVA	Canva Premium Design	\$ 164.99	MFS
	8/03/2023	NORTH WEST LOCKSMITH	Padlocks and spare keys	\$ 60.00	MFS
	9/03/2023	COLES	Lollies, drinks, cleaning products	\$ 106.44	MFS
	9/03/2023	COLES	Lemons	\$ 3.00	MFS
	10/03/2023	COLES	Popcorn	\$ 3.82	MFS
	10/03/2023	COLES	Popcorn & Bananas	\$ 4.16	MFS
	10/03/2023	ROEBUCK BAY HOTEL	The Roey Meals	\$ 134.00	MFS
	11/03/2023	FACEBOOK	Social Media Advertising	\$ 218.47	MFS
	15/03/2023	SPOTIFY	Spotify	\$ 11.99	MFS
EFT69486	3/04/2023	Director Infrastructure	Payment	\$ 1,187.60	MFS
	1/03/2023	CYGNET BAY PEARLS	Food/beverage associated with work travel	\$ 552.00	MFS
	1/03/2023	CYGNET BAY PEARLS	Food/beverage associated with work travel	\$ 36.00	MFS
	3/03/2023	MATSO'S BROOME BREWERY	Lunch with Japanese Consulate	\$ 375.00	MFS
	3/03/2023	TOTALLY WORKWEAR BROOME	Uniforms - Director Infrastructure	\$ 224.60	MFS
EFT69487	3/04/2023	EA to Chief Executive Officer	Payment	\$ 14,063.36	MFS
	18/02/2023	QANTAS AIRWAYS LIMITED	Flights for Cr Mitchell - State council meeting	\$ 711.44	MFS
	18/02/2023	QANTAS AIRWAYS LIMITED	Flights for Cr Matsumoto to attend event	\$ 821.45	MFS
	18/02/2023	QANTAS AIRWAYS LIMITED	Flights Cr Matsumoto to attend event	\$ 821.45	MFS
	23/02/2023	DEFT LEGAL PAYMENTS	Legal Fees - Paspaley Plaza	\$ 3,850.00	MFS
	2/03/2023	QANTAS AIRWAYS LIMITED	Flights for DAIP consultant	\$ 711.44	MFS
	2/03/2023	QANTAS AIRWAYS LIMITED	Flights for DAIP Consultant	\$ 711.44	MFS
	9/03/2023	DISCOVERY HOLIDAY PARK	RCAWA Accommodation in Port Hedland for CEO	\$ 968.64	MFS
	9/03/2023	LOMBADINA ABORIGINAL	Lombadina Room Hire and Catering for Council mtng	\$ 580.50	MFS
	9/03/2023	ETSY	Shire President farewell gift - caricature	\$ 305.41	MFS
	10/03/2023	QANTAS AIRWAYS LIMITED	Flights for Finance Officer to attend training	\$ 438.53	MFS
	10/03/2023	CORPORATE TRAVEL MANAGEMENT	Flight booking fee for flights for FO training	\$ 5.46	MFS
	10/03/2023	VIRGIN	Flights for Finance Officer to attend training	\$ 389.86	MFS
	11/03/2023	MANGROVE RESORT	Accommodation in Broome for DAIP consultant	\$ 190.92	MFS
	11/03/2023	MANGROVE RESORT	Accommodation for DAIP consultant	\$ 190.92	MFS
	14/03/2023	QANTAS AIRWAYS LIMITED	Flights for presenter at the Library SLWA Grant Sh	\$ 671.18	MFS
	14/03/2023	CORPORATE TRAVEL MANAGEMENT	Flight fee for presenter - SLWA Showcase	\$ 5.46	MFS
	15/03/2023	QANTAS AIRWAYS LIMITED	Flights to CAN for Cr Mitchell - KRG meetings	\$ 2,342.75	MFS
	15/03/2023	CORPORATE TRAVEL MANAGEMENT	Booking fee - CAN - Cr Mitchell	\$ 5.46	MFS
	16/03/2023	QANTAS AIRWAYS LIMITED	Flight for SPC - Precinct Planning Engagement	\$ 335.59	MFS
	16/03/2023	CORPORATE TRAVEL MANAGEMENT	Flight booking fee for SPC - Precinct Planning Eng	\$ 5.46	MFS
EFT69488	3/04/2023	Executive Support Officer - Development Services	Payment	\$ 686.22	MFS
	20/02/2023	COLES	Morning tea for Economic Development Workshop	\$ 24.42	MFS



	20/02/2023	COLES	Morning tea for Economic Development Workshop	\$ 14.69	MFS
	21/02/2023	MCLEODS	Legal Advice - Lot 401 (No11) Sanctuary Rd	\$ 647.11	MFS
EFT69489	3/04/2023	Executive Support Officer - Infrastructure	Payment	\$ 1,218.50	MFS
	1/03/2023	LOCAL GOVERNMENT MANAGERS	Membership	\$ 75.00	MFS
	1/03/2023	INSTITUTE OF PUBLIC WORKS	Membership	\$ 203.50	MFS
	1/03/2023	INSTITUTE OF PUBLIC WORKS	Conference	\$ 1,015.00	MFS
	9/03/2023	LOCAL GOVERNMENT MANAGERS	Refund	\$ 75.00	MFS
EFT69490	3/04/2023	Fleet/Store Administrator	Payment	\$ 6,979.55	MFS
	16/02/2023	NORTHERN RURAL SUPPLIES	Pump for Kubota spray buggy	\$ 269.00	MFS
	17/02/2023	FIELD AIRCONDITIONING	Battery triton ute	\$ 246.40	MFS
	17/02/2023	FIELD AIRCONDITIONING	Emergency stop switch for signs truck	\$ 72.00	MFS
	17/02/2023	REPCO	Pinion seals for HR manager Holden ute	\$ 95.25	MFS
	20/02/2023	PALFINGER AUSTRALIA	Cylinder for Palfinger Hooklift	\$ 649.55	MFS
	21/02/2023	KIMBERLEY FUEL OIL	Filter for the Volvo loader	\$ 67.89	MFS
	21/02/2023	KIMBERLEY FUEL OIL	Colorado Filters	\$ 169.40	MFS
	22/02/2023	ADVANCED ELECTRICAL	Consumables workshop	\$ 20.13	MFS
	22/02/2023	FIELD AIRCONDITIONING	Consumables workshop	\$ 98.70	MFS
	28/02/2023	FIELD AIRCONDITIONING	Consumables Workshop	\$ 31.25	MFS
	28/02/2023	TOTALLY WORKWEAR BROOME	PPE boots Colin Kemp	\$ 215.00	MFS
	28/02/2023	STREETER & MALE HARDWARE	Concrete mix for Chinatown	\$ 194.85	MFS
	1/03/2023	J BLACKWOOD & SON P/L	Consumables Depot	\$ 794.56	MFS
	1/03/2023	FIELD AIRCONDITIONING	Globes Consumables Workshop	\$ 116.90	MFS
	1/03/2023	PTE GROUP PTY LTD	Remote and Cabling replacement ccc trailer	\$ 125.71	MFS
	1/03/2023	PTE GROUP PTY LTD	Price variance for remote and cabling ccc trailer	\$ 148.15	MFS
	1/03/2023	STREETER & MALE HARDWARE	Tools for Chinatown	\$ 58.39	MFS
	1/03/2023	TOTALLY WORKWEAR BROOME	PPE safety boots Carter + Kinney P + G	\$ 450.00	MFS
	2/03/2023	FIELD AIRCONDITIONING	Battery 130 Hyundai car pool vehicle	\$ 235.85	MFS
	3/03/2023	BROOME BOLT SUPPLIES	Clovis grab hooks for the prime mover	\$ 57.20	MFS
	3/03/2023	BROOME BOLT SUPPLIES	Depot consumables	\$ 48.40	MFS
	3/03/2023	KIMBERLEY PHARMACY'S	Depot consumables	\$ 118.41	MFS
	7/03/2023	STREETER & MALE HARDWARE	Plants for Nursery	\$ 95.97	MFS
	7/03/2023	KIMBERLEY FUEL OIL	1 x 18kg Shell Grease	\$ 262.99	MFS
	8/03/2023	BUNNINGS	Moulding Alum & hose fittings Workshop Consumables	\$ 150.60	MFS
	8/03/2023	TOTALLY WORKWEAR BROOME	Rigger gloves for mechanic	\$ 120.00	MFS
	9/03/2023	FIELD AIRCONDITIONING	Bearing for a ride on mower	\$ 33.00	MFS
	9/03/2023	WOOLWORTHS	Catering for staff farewell	\$ 38.39	MFS
	9/03/2023	WOOLWORTHS	Catering for staff farewell	\$ 15.61	MFS
	16/03/2023	ENDEAVOUR TOOLS PTY	Software for diagnostic tablet in workshop	\$ 1,980.00	MFS
EFT69491	3/04/2023	Library Coordinator	Payments	\$ 1,787.30	MFS
	15/02/2023	Ezi	Payment for approved training for Library staff	\$ 365.00	MFS
	15/02/2023	Ezi	Approved training for library staff	\$ 510.00	MFS
	15/02/2023	Ezi	Program materials for NSS annual event	\$ 40.00	MFS
	17/02/2023	W.A. LIBRARY SUPPLIES	Book processing materials	\$ 151.80	MFS
	17/02/2023	ROBERT MUIR BOOKS	Purchased book for library history archive.	\$ 167.00	MFS
	20/02/2023	THE BOSS SHOP OFFICE NATIONAL	Two ergonomic keyboard wrist lifts	\$ 72.10	MFS
	20/02/2023	ENVIRONSKIMBERLEY	Purchase books for the collection Broome Library	\$ 274.75	MFS
	22/02/2023	BUNNINGS	Plastic storage containers	\$ 31.31	MFS
	7/03/2023	BUNNINGS	Storage boxes for library workroom	\$ 14.96	MFS
	7/03/2023	COLES	Cleaning products	\$ 20.00	MFS
	9/03/2023	COLES	Event catering at the Broome Public Library	\$ 18.13	MFS
	17/03/2023	KMART	Consumable items for school holiday program	\$ 122.25	MFS
EFT69492	3/04/2023	Manager - Community Facilities	Payment	\$ 164.45	MFS
	2/03/2023	CLARK RUBBER BROOME	Chlorine for waterpark	\$ 149.75	MFS
	8/03/2023	WOOLWORTHS	Milk for BRAC kiosk	\$ 14.70	MFS
EFT69493	3/04/2023	Manager Governance, Strategy & Risk	Payment	\$ 1,163.73	MFS
	21/02/2023	MCLEODS	Advice regarding Beach Access	\$ 492.80	MFS
	23/02/2023	COLES	Coffee 3 x 400g tins	\$ 58.50	MFS
	23/02/2023	STREETER & MALE HARDWARE	Desk fan x 10	\$ 90.00	MFS
	24/02/2023	GOLDLINE DISTRIBUTORS	Staff kitchen supplies	\$ 7.10	MFS
	24/02/2023	GOLDLINE DISTRIBUTORS	Staff kitchen supplies	\$ 211.33	MFS
	24/02/2023	WOOLWORTHS	Milk for staff kitchen	\$ 10.70	MFS
	28/02/2023	INSIGHT CALL CENTRE	After Hours Call Centre monthly charges	\$ 293.30	MFS
EFT69494	3/04/2023	Manager Information Services	Payment	\$ 672.40	MFS
	11/03/2023	MICROSOFT	M365 Cloud Backup	\$ 517.31	MFS
	11/03/2023	MICROSOFT	M365 Cloud Backup	\$ 155.09	MFS
EFT69495	3/04/2023	Manager People & Culture	Payment	\$ 630.81	MFS
	21/02/2023	AP BROOME POST SHOP	Reward and Recognition Employee of Quarter 1 2023	\$ 5.95	MFS
	21/02/2023	AP BROOME POST SHOP	Reward and Recognition Employee of Quarter 1 2013	\$ 150.00	MFS
	21/02/2023	VISTAPRINT AUSTRALIA	Business cards	\$ 351.89	MFS
	21/02/2023	VISTAPRINT AUSTRALIA	Business cards	\$ 72.97	MFS
	3/03/2023	LOCAL GOVERNMENT MANAGERS	Online webinar enterprise agreement negotiations	\$ 50.00	MFS
EFT69496	3/04/2023	Marketing & Communications Coordinator	Payment	\$ 173.89	MFS
	28/02/2023	CAMPAIGNMONITOR	Campaign Monitor email client	\$ 42.90	MFS
	4/03/2023	CANVA	Canva Account	\$ 20.99	MFS
	15/03/2023	CAMPAIGNMONITOR	Campaign Manager Invoice, March 15 2023	\$ 110.00	MFS
EFT69497	3/04/2023	Parks & Gardens Coordinator	Payment	\$ 437.25	MFS
	21/02/2023	BUNNINGS	Paint and tools for Dakas Park	\$ 437.25	MFS
EFT69498	3/04/2023	Parks Supervisor	Payment	\$ 1,957.48	MFS
	21/02/2023	GALVINS PLUMBING SUPPLIES	Retic poly prodder	\$ 186.67	MFS
	22/02/2023	BUNNINGS	Various tools for P+G teams	\$ 594.24	MFS
	23/02/2023	BUNNINGS	Tools for P+G teams	\$ 176.46	MFS
	23/02/2023	BUNNINGS	Tools for P+G teams	\$ 7.95	MFS
	23/02/2023	STREETER & MALE HARDWARE	Tools for P+G teams	\$ 58.90	MFS
	24/02/2023	BUNNINGS	Tools for P+G teams	\$ 86.61	MFS
	24/02/2023	STREETER & MALE HARDWARE	Tools for P+G teams	\$ 102.95	MFS
	1/03/2023	BUNNINGS	Tools for P+G teams	\$ 287.00	MFS

**Item 9.4.7 - MONTHLY PAYMENT LISTING MARCH 2023**

	8/03/2023	NUTRIEN AG SOLUTIONS	Chemical for tree removal	\$ 136.88	MFS
	8/03/2023	NORTHERN RURAL SUPPLIES	Tools for P+G teams	\$ 144.10	MFS
	13/03/2023	BUNNINGS	Tools for P+G teams	\$ 114.75	MFS
	14/03/2023	STREETER & MALE HARDWARE	Tools for P+G teams	\$ 60.97	MFS
EFT69499	3/04/2023	People & Culture Advisor	Payment	\$ 1,973.27	MFS
	23/02/2023	COLES	Catering Ceo15 23.2.2023	\$ 22.00	MFS
	23/02/2023	COLES	Catering Ceo15 23.2.2023	\$ 37.20	MFS
	25/02/2023	QANTAS AIRWAYS LIMITED	FLIGHTS - BRONTE MACMILLAN 14 - 17 MARCH 2023	\$ 888.60	MFS
	25/02/2023	Mercure Hotel Perth	ACCOMMODATION - CR PHILIP MATSUMOTO 23 - 25 FEBRU	\$ 485.28	MFS
	27/02/2023	COLES	consumables - Dampier Trip 28 Feb 2023	\$ 19.03	MFS
	27/02/2023	COLES	consumables - Dampier Trip 28 Feb 2023	\$ 18.34	MFS
	2/03/2023	Mercure Hotel Perth	accommodation - Cr Chris Mitchell 28 Feb - 2 March	\$ 488.82	MFS
	10/03/2023	COLES EXPRESS 6948	Afternoon Tea 10.03.2023 - Training Inclusive even	\$ 14.00	MFS
EFT69500	3/04/2023	Place Activation & Engagement Coordinator	Payment	\$ 1,576.00	MFS
	2/03/2023	Office National Broome	Air Raid Commemorative Event: Civic function	\$ 48.50	MFS
	2/03/2023	KMART 1359	Air Raid Commemorative Event: event supplies	\$ 46.00	MFS
	2/03/2023	BROOME GOLF CLUB INC	Air Raid Commemorative Event: civic function	\$ 944.50	MFS
	3/03/2023	THE DAILY BREW	Air Raid Commemorative event	\$ 140.00	MFS
	16/03/2023	MR SAIGON	Arts and Culture Strategy engagement	\$ 397.00	MFS
EFT69501	3/04/2023	Senior Administration & Governance Officer	Payment	\$ 588.57	MFS
	21/02/2023	COLES	Refreshments for council meetings	\$ 56.20	MFS
	21/02/2023	DEWAS KITCHEN	Catering OMC 23 Feb 2023	\$ 214.00	MFS
	23/02/2023	COLES	Meeting refreshments	\$ 27.80	MFS
	7/03/2023	WOOLWORTHS	Refreshments workshop 07.03.23	\$ 12.17	MFS
	7/03/2023	WOOLWORTHS	Refreshments workshop 07.03.23	\$ 9.80	MFS
	7/03/2023	LIME LEAF CAFE	Catering workshop 07.03.2023	\$ 268.60	MFS
EFT69502	3/04/2023	Senior Customer Service Officer	Payment	\$ 800.00	MFS
	22/02/2023	DEPARTMENT OF TRANSPORT	Shire of Broome Number plates x 2	\$ 400.00	MFS
	22/02/2023	DEPARTMENT OF TRANSPORT	Shire of Broome Number plate	\$ 200.00	MFS
	23/02/2023	DEPARTMENT OF TRANSPORT	Shire of Broome Number plate	\$ 200.00	MFS
EFT69503	3/04/2023	Sport & Recreation Facility Coordinator	Payment	\$ 97.79	MFS
	22/02/2023	COLES	Kiosk consumables	\$ 6.20	MFS
	22/02/2023	COLES	Kiosk consumables	\$ 91.59	MFS
EFT69504	3/04/2023	Waste Supervisor	Payment	\$ 1,610.62	MFS
	16/02/2023	BUNNINGS	Drill bits & tek bits	\$ 73.43	MFS
	22/02/2023	J BLACKWOOD & SON P/L	Hose and fittings for transfer pump	\$ 235.76	MFS
	22/02/2023	BROOME BOLT SUPPLIES	Fittings for water transfer pump	\$ 39.60	MFS
	22/02/2023	BDH	Fittings for transfer pump	\$ 68.42	MFS
	23/02/2023	BUNNINGS	Paint & sealer for battery box	\$ 121.89	MFS
	24/02/2023	TOTALLY WORKWEAR BROOME	Work Boots	\$ 260.00	MFS
	28/02/2023	AMPOL BROOME	Fuel & oil for whipper snipper	\$ 32.51	MFS
	2/03/2023	J BLACKWOOD & SON P/L	Work shirts	\$ 101.97	MFS
	10/03/2023	BUNNINGS	Retic fittings	\$ 75.28	MFS
	10/03/2023	NWH Solution Pty Ltd	Fittings for waste water pump	\$ 38.47	MFS
	11/03/2023	AMPOL BROOME	Fuel for waste water pump	\$ 202.10	MFS
	13/03/2023	CABLE BEACH TYRE SERVICE	Tyre repairs	\$ 284.00	MFS
	13/03/2023	AMPOL BROOME	Ice for WMF	\$ 24.00	MFS
	14/03/2023	NWH Solution Pty Ltd	Retic fittings	\$ 53.19	MFS
EFT69505	3/04/2023	Works Supervisor	Payment	\$ 1,136.19	MFS
	22/02/2023	BROOMECECRETE	5 cubes of pindan to back fill a washout on Stewart St	\$ 137.50	MFS
	28/02/2023	CARPET PAINT AND TILE	Paint and brushes for bus stop repairs	\$ 488.70	MFS
	8/03/2023	BK SIGNS	Sign for the Cable Beach access ramp 'CLOSED'	\$ 208.79	MFS
	14/03/2023	BUNNINGS	2 x respirators for the crew spraying weeds	\$ 190.00	MFS
	16/03/2023	KENNARDS HIRE	Hire of generator to weld chain on gate at the Cab	\$ 111.20	MFS
EFT69506	3/04/2023	Youth & Community Development Officer	Payment	\$ 1,414.83	MFS
	21/02/2023	COLES	YAC meeting supplies	\$ 6.90	MFS
	27/02/2023	THE FABRIC PRINTER	Skate T-shirts for Youth week Event 2023	\$ 1,305.69	MFS
	2/03/2023	WOOLWORTHS	Workshop catering	\$ 5.75	MFS
	7/03/2023	COLES	Workshop catering	\$ 5.50	MFS
	13/03/2023	RED DOT STORES BROOME	Supplies for YAC engagement activity March 2023	\$ 24.99	MFS
	13/03/2023	WOOLWORTHS	Supplies for YAC engagement activity March 2023	\$ 16.00	MFS
	14/03/2023	KMART	Prize for YAC youth engagement stall	\$ 50.00	MFS
MUNICIPAL CREDIT CARD TOTAL:				\$ 47,685.29	MFS

MUNICIPAL DIRECT DEBIT - MARCH 2023					
DD#	Date	Name	Description	Amount	Del Auth
DD31969.1	7/03/2023	SUPER EMPLOYEE PAYMENT DEFINITIV	SUPER FE 07.03.23	\$ 88,547.59	MFS
MUNICIPAL DIRECT DEBIT TOTAL:				\$ 88,547.59	

MUNICIPAL ELECTRONIC TRANSFER TOTAL	\$	2,572,696.54
MUNICIPAL CHEQUES TOTAL	\$	309.45
PAYROLL TOTAL	\$	730,225.58
TRUST CHEQUE TOTAL	\$	-
MUNICIPAL CREDIT CARD TOTAL	\$	47,685.29
MUNICIPAL DIRECT DEBIT TOTAL	\$	88,547.59
TOTAL PAYMENTS MARCH 2023	\$	3,439,464.45

Key for Delegation of Authority:

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

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**9.4.8 MONTHLY STATEMENT OF FINANCIAL ACTIVITY REPORT - MARCH 2023**

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

**SUMMARY:**

This report recommends that Council receives the Monthly Statement of Financial Activity Report for the period ended 31 March 2023, as required by Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996 (FMR)*.

**BACKGROUND**

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).

**COMMENT**

The 2022/23 Annual Budget was adopted at the Special Meeting on 5 July 2022. The following are key indicators supporting the year to-date budget position with respect to the Annual Forecast Budget:

Budget Year elapsed	75%
Total Rates Raised Revenue	100% (of which 94.92% has been collected)
Total Other Operating Revenue	76% (77% excluding profit on disposal of assets)
Total Operating Expenditure	45% (69% excluding depreciation and loss on disposal of assets)
Total Capital Revenue	56%
Total Capital Expenditure	34%
Total Sale of Assets Revenue	0%

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.

YTD operating expenditure is 45% of the budget, which includes non-cash items of depreciation and loss on sale of assets. Excluding these items, the YTD operating expenditure is 69% of the budget. Similarly, excluding profit on disposal of assets from operating revenue shows 77% of the budget has been received. Asset transactions (including depreciation, and profit and loss on sale) have not been recognised in the

monthly statements this financial year; these are non-cash items which cannot be generated until the completion of the audit of the Annual Financial Statements for 2021/22.

Based on the 2022/23 Annual Budget presented at the Special Meeting on 5 July 2022, Council adopted a balanced budget to 30 June 2023. Amendments to the Original Budget include two Finance and Costing Reviews, carry overs and amendments resolved directly by Council; the specific amendments are listed in Note 5 of the Monthly Statement of Financial Activity.

The Office of the Auditor General conducted the onsite final audit during October 2022. The report "Carry over budgets for 2022/23 and review of closing financial position" and recommendations were adopted by Council at the February OMC, recognising a closing position for 2021/22 of \$2,963,867 deficit. Noting that the audited annual financial report is finalised in April and presented through the Audit and Risk Committee, and any variances to the outcome will be addressed through the Quarter 3 Finance and Costing Review process, and reflected from the April 2023 monthly financial statements.

## **CONSULTATION**

Nil.

## **STATUTORY ENVIRONMENT**

### ***Local Government Act 1995***

#### **Section 6.4 – Financial report**

#### **Section 6.8 – Expenditure from municipal fund not included in the budget**

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

#### **Reg 34. Financial activity statement report — s. 6.4**

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

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 ASPIRATIONS**

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

### ***Outcome 11 – Effective leadership, advocacy and governance:***

**Objective** 11.2 Deliver best practice governance and risk management

### ***Outcome 12 – A well informed and engaged community:***

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

### ***Outcome 13 - Value for money from rates and long term financial sustainability:***

**Objective** 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:***

**Objective** 14.3 Monitor and continuously improve performance levels.

## **VOTING REQUIREMENTS**

*Simple Majority*

### **REPORT RECOMMENDATION:**

*That Council receives the Monthly Financial Activity Statement Report for the period ended 31 March 2023 as attached.*

## **Attachments**

1. Monthly Statement of Activity March 2023



**SHIRE OF BROOME**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 31 March 2023**

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

**TABLE OF CONTENTS**

	<b><u>Pages</u></b>
Compilation Report	2
Monthly Summary Information	3
Statement of Financial Activity by Program	6
Statement of Financial Activity By Nature or Type	8
Statement of Capital Acquisitions and Capital Funding	9
Statement of Budget Amendments	11
Note 2      Explanation of Material Variances	13
Note 3      Net Current Funding Position	15
Note 4      Cash and Investments	16
Note 5      Budget Amendments	17
Note 6      Receivables	24
Note 7      Cash Backed Reserves	25
Note 8      Capital Disposals	27
Note 9      Rating Information	29
Note 10     Information on Borrowings	30
Note 11     Trust	31
Note 12     Details of Capital Acquisitions	32
Appendix A   Supplementary Notes to the Monthly Report	35

**Shire of Broome**  
**Compilation Report**  
For the Period Ended 31 March 2023

### Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*.

### Overview

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.  
No matters of significance are noted.

### Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 March 2023 of \$14,215,311.

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

### Preparation

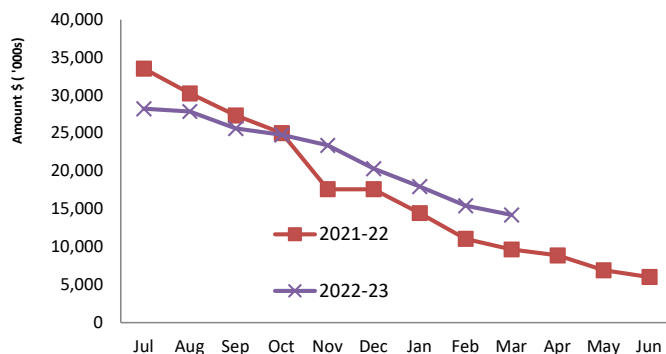
Prepared by: *S Santoro*  
Reviewed by: *E French*  
Date prepared: 13/04/2023

### Summary by date

#### Monthly Summary Information

For the Period Ended 31 March 2023

Liquidity Over the Year (Refer Note 3)

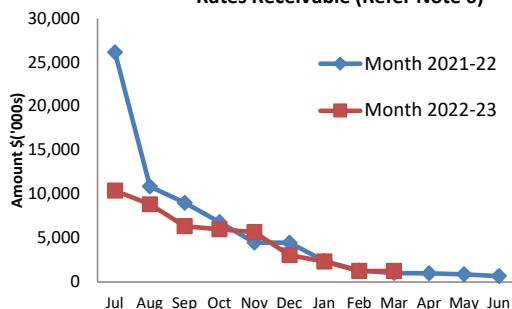
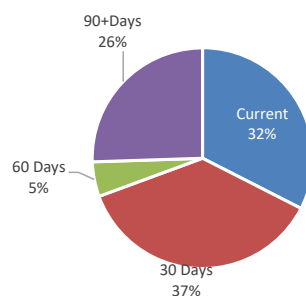
**Cash and Cash Equivalents****as at period end**

Unrestricted	\$ 17,841,606
Restricted	\$ 33,369,312
	<u>\$ 51,210,919</u>

**Receivables**

Rates	\$ 1,308,872
Other	\$ 1,116,417
	<u>\$ 2,425,288</u>

Rates Receivable (Refer Note 6)

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

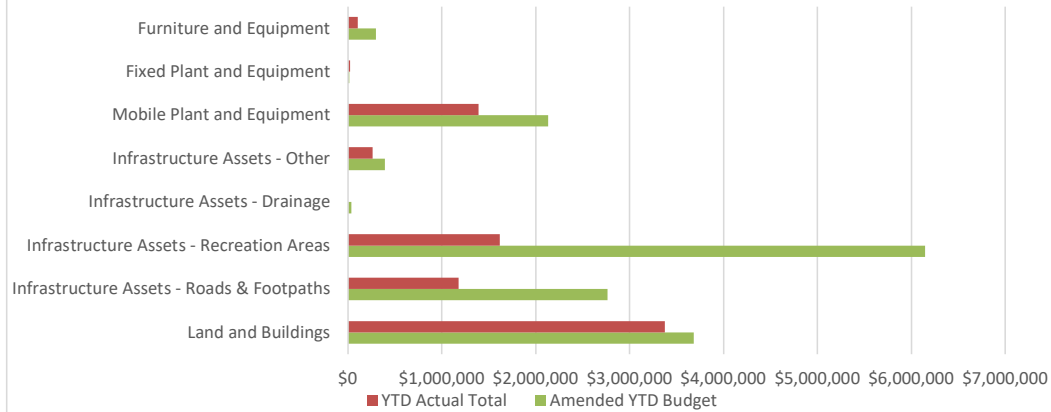
1. Liquidity refers to the Shire of Broome's ability to meet its financial obligations within the current year. Liquidity increased at the start of the financial year by \$22.228M due mainly to the issuance of rates. Liquidity is a combination of unrestricted cash, Current Debtors (including Rates), 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 \$25M with total outstanding rates YTD at \$1.31M.

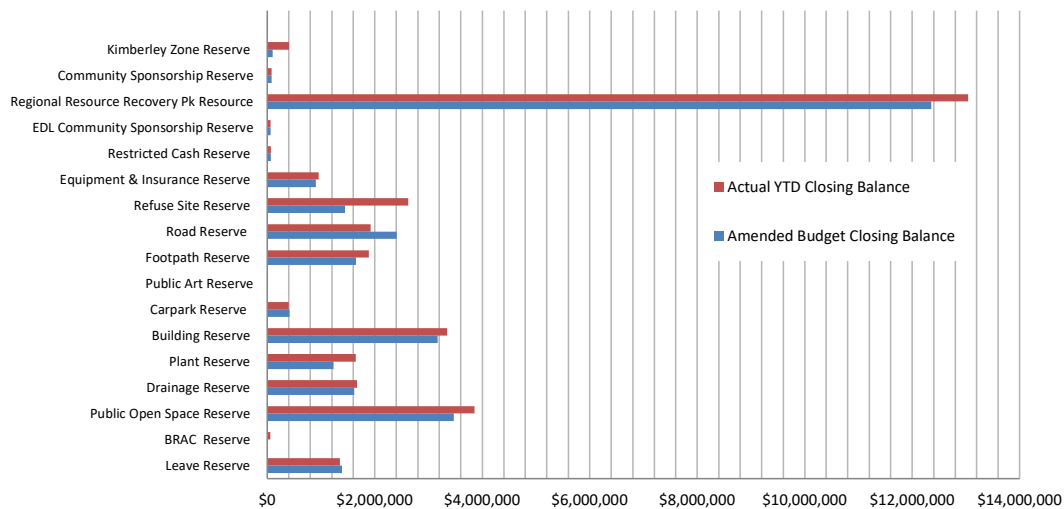
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**Shire of Broome**  
**Monthly Summary Information**  
For the Period Ended 31 March 2023

**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.

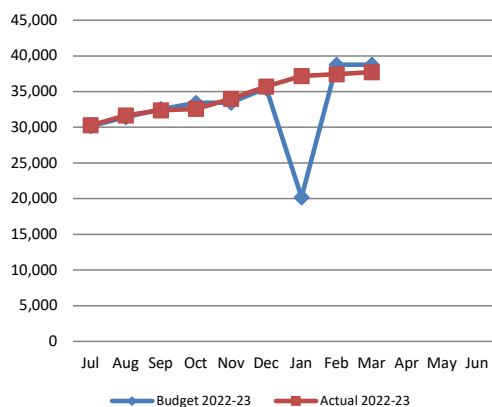
This information is to be read in conjunction with the accompanying Financial Statements and notes.

### Shire of Broome

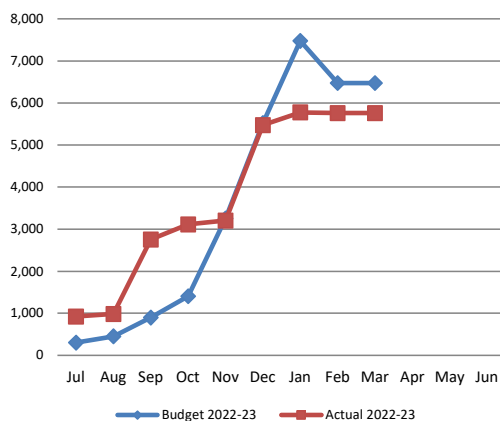
#### Monthly Summary Information

For the Period Ended 31 March 2023

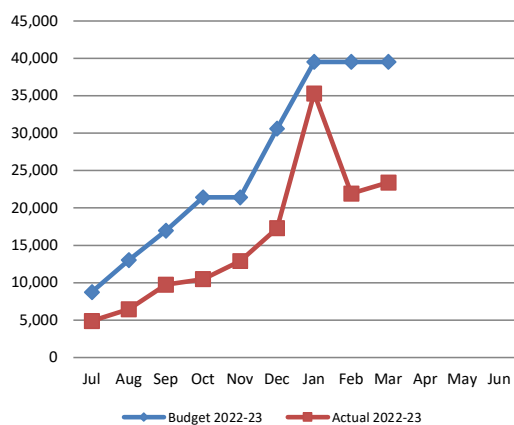
Budget Operating Revenues -v- Actual (Refer Note 2)



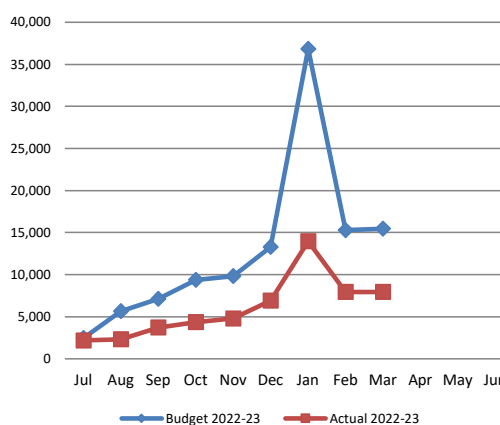
Budget Capital Revenue -v- Actual (Refer Note 2)



Budget Operating Expenses -v- YTD Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



#### 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 March 2023

	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		28,714	15,851	9,490		(6,361)	(40.13%)	
General Purpose Funding - Rates	9	25,435,154	25,351,382	25,339,138		(12,244)	(0.05%)	
General Purpose Funding - Other		585,639	439,230	439,229		(1)	(0.00%)	
Law, Order and Public Safety		132,928	83,628	77,259		(6,369)	(7.62%)	
Health		197,140	173,181	168,464		(4,717)	(2.72%)	
Education and Welfare		103,000	77,247	69,727		(7,520)	(9.74%)	
Housing		1,082,751	812,061	455,538		(356,523)	(43.90%)	▼
Community Amenities		7,108,502	6,180,482	5,797,294		(383,188)	(6.20%)	
Recreation and Culture		1,751,190	1,238,879	1,117,627		(121,252)	(9.79%)	
Transport		1,335,197	1,179,139	823,725		(355,414)	(30.14%)	▼
Economic Services		1,310,487	1,044,929	771,959		(272,970)	(26.12%)	▼
Other Property and Services		2,710,086	2,149,929	2,641,024		491,095	22.84%	▲
<b>Total Operating Revenue</b>		<b>41,780,788</b>	<b>38,745,938</b>	<b>37,710,474</b>	<b>76%</b>	<b>(1,035,464)</b>		
<b>Operating Expense</b>								
Governance		(2,475,094)	(2,004,698)	(1,583,204)		421,494	21.03%	▲
General Purpose Funding		(444,840)	(329,655)	(270,445)		59,210	17.96%	▲
Law, Order and Public Safety		(1,496,764)	(1,104,345)	(979,186)		125,159	11.33%	▲
Health		(813,994)	(604,909)	(553,666)		51,243	8.47%	
Education and Welfare		(799,743)	(591,279)	(621,603)		(30,324)	(5.13%)	
Housing		(1,291,616)	(968,706)	(618,528)		350,178	36.15%	▲
Community Amenities		(11,074,862)	(8,367,570)	(5,555,366)		2,812,204	33.61%	▲
Recreation and Culture		(17,606,280)	(13,122,800)	(6,289,425)		6,833,375	52.07%	▲
Transport		(10,821,093)	(8,098,292)	(2,104,746)		5,993,546	74.01%	▲
Economic Services		(2,789,159)	(1,976,160)	(1,551,301)		424,859	21.50%	▲
Other Property and Services		(2,792,112)	(2,359,319)	(3,279,915)		(920,596)	(39.02%)	▼
<b>Total Operating Expenditure</b>		<b>(52,405,557)</b>	<b>(39,527,733)</b>	<b>(23,407,385)</b>	<b>45%</b>	<b>16,120,348</b>		
Non-cash amounts excluded from operating activities		18,193,700	13,620,572	0				
Adjust Provisions and Accruals		(236,104)	0	0		0		
<b>Net Cash from Operations</b>		<b>7,332,827</b>	<b>12,838,777</b>	<b>14,303,089</b>		<b>15,084,884</b>		
<b>Capital Revenues</b>								
<b>Grants, Subsidies and Contributions</b>		10,259,406	5,901,137	5,759,986		(141,151)	2.39%	
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		0	0	0		0		
Health		0	0	0		0		
Education and Welfare		0	0	0		0		
Housing		0	0	0		0		
Community Amenities		34,423	13,770	34,424		20,654	(149.99%)	
Recreation and Culture		6,878,088	5,267,562	4,949,830		(317,732)	6.03%	
Transport		3,346,895	619,805	766,732		146,927	(23.71%)	
Economic Services		0	0	9,000		9,000		
Other Property and Services		0	0	0		0		
Proceeds from Disposal of Assets	8	728,000	576,750	0	0%	(576,750)	100.00%	▼
<b>Total Capital Revenues</b>		<b>10,987,406</b>	<b>6,477,887</b>	<b>5,759,986</b>	<b>56%</b>	<b>(717,901)</b>		



SHIRE OF BROOME  
STATEMENT OF FINANCIAL ACTIVITY  
(Statutory Reporting Program)  
For the Period Ended 31 March 2023

	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	(5,148,602)	(3,682,166)	(3,374,344)		307,822	8.36%	
Infrastructure Assets - Roads & Footpaths	12	(4,964,511)	(2,764,554)	(1,178,089)		1,586,465	57.39%	▲
Infrastructure Assets - Recreation Areas	12	(8,362,348)	(6,144,628)	(1,615,785)		4,528,843	73.70%	▲
Infrastructure Assets - Drainage	12	(93,370)	(36,500)	0		36,500	100.00%	▲
Infrastructure Assets - Other	12	(617,560)	(391,574)	(262,273)		129,301	33.02%	▲
Mobile Plant and Equipment	12	(3,831,135)	(2,130,531)	(1,391,597)		738,934	34.68%	▲
Fixed Plant and Equipment	12	(18,437)	(13,830)	(23,744)		(9,914)	(71.69%)	
Furniture and Equipment	12	(478,566)	(299,866)	(103,677)		196,189	65.43%	▲
Total Capital Expenditure		(23,514,529)	(15,463,649)	(7,949,510)	34%	7,514,139		
<b>Net Cash from Capital Activities</b>		(12,527,123)	(8,985,762)	(2,189,524)		6,796,238		
<b>Financing</b>								
Proceeds from New Debentures		690,746	0	0		0		
Payments for financial assets at amortised cost - self supporting loans			0	0		0		
Self-Supporting Loan Principal		0	0	0		0		
Transfer from Reserves	7	4,528,069	2,836,144	0		(2,836,144)	100.00%	▲
Advances to Community Groups		(690,746)	0	0		0		
Repayment of Debentures	10	(444,161)	(222,083)	(220,644)		1,439	0.65%	
Repayment of Self Supporting Loan		0	0	0		0		
Asset Rehab Liability		(289,869)	(217,404)	(64,185)		153,219	70.48%	▲
Transfer to Reserves	7	(2,096,555)	(957,481)	(577,292)		380,189	39.71%	▲
<b>Net Cash from Financing Activities</b>		1,697,484	1,439,176	(862,121)		(2,301,297)		
<b>Net Operations, Capital and Financing</b>		(3,496,812)	5,292,191	11,251,444		19,579,825		
<b>Opening Funding Surplus(Deficit)</b>	3	2,963,867	2,963,867	2,963,867		0		
<b>Closing Funding Surplus(Deficit)</b>	3	(532,945)	8,256,058	14,215,311		19,579,825		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.

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

**SHIRE OF BROOME**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 March 2023**

	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	25,024,405	24,999,400	25,000,139		739	0.00%	
Operating Grants, Subsidies and Contributions		2,527,486	1,952,383	1,515,401		(436,982)	(22.38%)	▼
Fees and Charges		11,854,691	9,925,100	8,794,723		(1,130,377)	(11.39%)	▼
Service Charges		0	0	0		0		
Interest Earnings		608,559	395,462	1,197,202		801,740	202.74%	▲
Other Revenue		1,562,653	1,270,599	1,203,009		(67,590)	(5.32%)	
Profit on Disposal of Assets	8	202,995	202,994	0		(202,994)	(100.00%)	▼
<b>Total Operating Revenue</b>		<b>41,780,789</b>	<b>38,745,938</b>	<b>37,710,474</b>	<b>76%</b>	<b>(1,035,464)</b>		
<b>Operating Expense</b>								
Employee Costs		(17,370,957)	(12,728,204)	(12,700,680)		27,524	(0.22%)	
Materials and Contracts		(11,242,060)	(8,908,102)	(6,897,381)		2,010,721	(22.57%)	
Utility Charges		(2,179,208)	(1,634,454)	(1,612,173)		22,281	(1.36%)	
Depreciation on Non-Current Assets		(18,142,152)	(13,606,731)	0		13,606,731	(100.00%)	
Interest Expenses		(202,898)	(91,951)	(120,658)		(28,707)	31.22%	
Insurance Expenses		(785,277)	(710,284)	(1,011,312)		(301,028)	42.38%	
Other Expenditure		(2,228,463)	(1,631,172)	(1,065,181)		565,991	(34.70%)	
Loss on Disposal of Assets	8	(254,543)	(216,835)	0		216,835	(100.00%)	
<b>Total Operating Expenditure</b>		<b>(52,405,558)</b>	<b>(39,527,733)</b>	<b>(23,407,385)</b>	<b>45%</b>	<b>16,120,348</b>		
Non-cash amounts excluded from operating activities		18,193,700	13,620,572	0			(100.00%)	
Adjust Provisions and Accruals		(236,104)		0		0		
<b>Net Cash from Operations</b>		<b>7,332,827</b>	<b>12,838,777</b>	<b>14,303,089</b>		<b>15,084,884</b>		
<b>Capital Revenues</b>								
Grants, Subsidies and Contributions		10,259,406	5,901,137	5,759,986		(141,151)	(2.39%)	
Proceeds from Disposal of Assets		728,000	576,750	0	0%	(576,750)	(100.00%)	▼
<b>Total Capital Revenues</b>		<b>10,987,406</b>	<b>6,477,887</b>	<b>5,759,986</b>	<b>56%</b>	<b>(717,901)</b>		
<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	(5,148,602)	(3,682,166)	(3,374,344)		307,822	(8.36%)	
Infrastructure Assets - Roads & Footpaths	12	(4,964,511)	(2,764,554)	(1,178,089)		1,586,465	(57.39%)	
Infrastructure Assets - Recreation Areas	12	(8,362,348)	(6,144,628)	(1,615,785)		4,528,843	(73.70%)	
Infrastructure Assets - Drainage	12	(93,370)	(36,500)	0		36,500	(100.00%)	
Infrastructure Assets - Other	12	(617,560)	(391,574)	(262,273)		129,301	(33.02%)	
Mobile Plant and Equipment	12	(3,831,135)	(2,130,531)	(1,391,597)		738,934	(34.68%)	
Fixed Plant and Equipment	12	(18,437)	(13,830)	(23,744)		(9,914)	71.69%	▲
Furniture and Equipment	12	(478,566)	(299,866)	(103,677)		196,189	(65.43%)	
<b>Total Capital Expenditure</b>		<b>(23,514,529)</b>	<b>(15,463,649)</b>	<b>(7,949,510)</b>	<b>34%</b>	<b>7,514,139</b>		
<b>Net Cash from Capital Activities</b>		<b>(12,527,123)</b>	<b>(8,985,762)</b>	<b>(2,189,524)</b>		<b>6,796,238</b>		
<b>Financing</b>								
Proceeds from New Debentures		690,746	0	0		0		
Payments for financial assets at amortised cost - self supporting loans		0	0	0		0		
Self-Supporting Loan Principal		0	0	0		0		
Transfer from Reserves	7	4,528,069	2,836,144	0		(2,836,144)	(100.00%)	▼
Advances to Community Groups		(690,746)	0	0		0		
Repayment of Debentures	10	(444,161)	(222,083)	(220,644)		1,439	(0.65%)	
Repayment of Self Supporting Loan		0	0	0		0		
Asset Rehab Liability		(289,869)	(217,404)	(64,185)		153,219	(70.48%)	
Transfer to Reserves	7	(2,096,555)	(957,481)	(577,292)		380,189	(39.71%)	
<b>Net Cash from Financing Activities</b>		<b>1,697,484</b>	<b>1,439,176</b>	<b>(862,121)</b>		<b>(2,301,297)</b>		
<b>Net Operations, Capital and Financing</b>		<b>(3,496,812)</b>	<b>5,292,191</b>	<b>11,251,444</b>		<b>19,579,825</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>2,963,867</b>	<b>2,963,867</b>	<b>2,963,867</b>		<b>0</b>		
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(532,945)</b>	<b>8,256,058</b>	<b>14,215,311</b>		<b>19,579,825</b>		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.

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

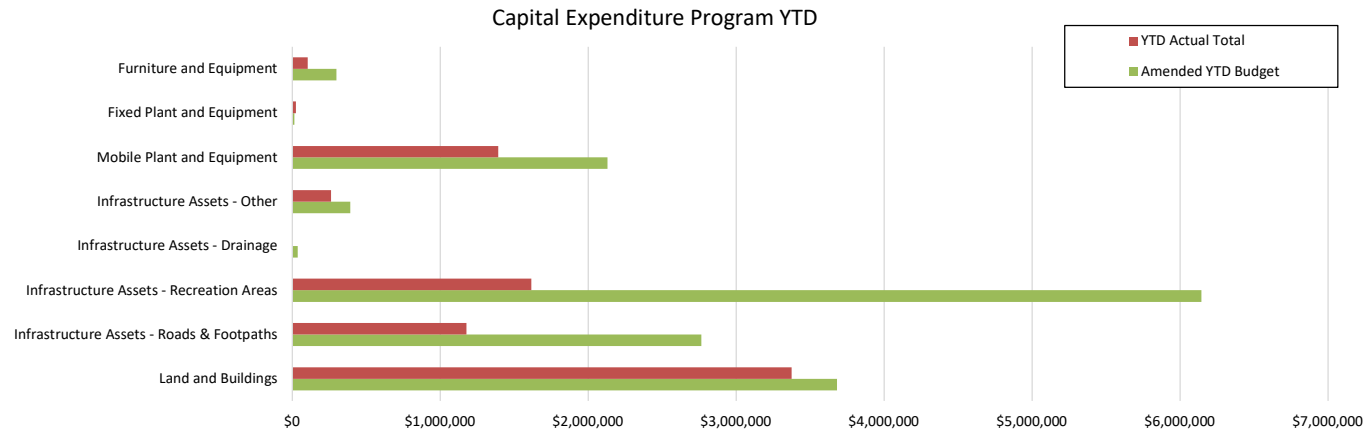
SHIRE OF BROOME  
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING  
For the Period Ended 31 March 2023

Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	12	3,047,630	326,714	3,374,344	3,682,166	5,148,602	(307,822)
Infrastructure Assets - Roads & Footpaths	12	481,385	696,704	1,178,089	2,764,554	4,964,511	(1,586,465)
Infrastructure Assets - Recreation Areas	12	1,474,023	141,762	1,615,785	6,144,628	8,362,348	(4,528,843)
Infrastructure Assets - Drainage	12	0	0	0	36,500	93,370	(36,500)
Infrastructure Assets - Other	12	179,026	83,247	262,273	391,574	617,560	(129,301)
Mobile Plant and Equipment	12	94,237	1,297,360	1,391,597	2,130,531	3,831,135	(738,934)
Fixed Plant and Equipment	12	18,067	5,675	23,742	13,830	18,437	9,912
Furniture and Equipment	12	103,677	0	103,677	299,866	478,566	(196,189)
Other Non Current Liabilities	12	64,185	0	64,185	217,404	289,869	(153,219)
Capital Expenditure Totals		5,462,230	2,551,463	8,013,693	15,681,053	23,804,398	(7,667,360)

### Funded By:

Capital Grants and Contributions	5,759,986	5,901,137	10,259,406	141,151
Borrowings	0	0	690,746	0
Other (Disposals & C/Fwd)	0	576,750	728,000	(576,750)
Total Own Source Funding - Cash Backed Reserves	0	2,836,144	(4,528,069)	(2,836,144)
Own Source Funding - Operations	2,253,707	6,367,022	16,654,315	(4,113,315)
Capital Funding Total	8,013,693	15,681,053	23,804,398	(7,667,360)

**SHIRE OF BROOME**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
**For the Period Ended 31 March 2023**



**SHIRE OF BROOME**  
**STATEMENT OF BUDGET AMENDMENTS**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 March 2023**

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget (a)
<b>Operating Revenues</b>	\$	\$	\$
Governance	28,714	0	28,714
General Purpose Funding - Rates	25,425,375	9,779	25,435,154
General Purpose Funding - Other	547,096	38,543	585,639
Law, Order and Public Safety	132,928	0	132,928
Health	197,140	0	197,140
Education and Welfare	93,000	10,000	103,000
Housing	1,102,751	(20,000)	1,082,751
Community Amenities	7,003,502	105,000	7,108,502
Recreation and Culture	1,589,053	162,137	1,751,190
Transport	868,607	466,590	1,335,197
Economic Services	962,637	347,850	1,310,487
Other Property and Services	2,324,119	385,967	2,710,086
<b>Total Operating Revenue</b>	<b>40,274,922</b>	<b>1,505,866</b>	<b>41,780,788</b>
<b>Operating Expense</b>			
Governance	(2,244,184)	(230,910)	(2,475,094)
General Purpose Funding	(624,840)	180,000	(444,840)
Law, Order and Public Safety	(1,496,764)	0	(1,496,764)
Health	(813,994)	0	(813,994)
Education and Welfare	(799,743)	0	(799,743)
Housing	(1,281,616)	(10,000)	(1,291,616)
Community Amenities	(10,994,485)	(80,378)	(11,074,863)
Recreation and Culture	(17,517,054)	(89,225)	(17,606,279)
Transport	(10,610,233)	(210,860)	(10,821,093)
Economic Services	(2,495,059)	(294,100)	(2,789,159)
Other Property and Services	(2,492,440)	(299,673)	(2,792,113)
<b>Total Operating Expenditure</b>	<b>(51,370,412)</b>	<b>(1,035,146)</b>	<b>(52,405,558)</b>
<b>Funding Balance Adjustments</b>			
Non-cash amounts excluded from operating activities	18,193,700	0	18,193,700
Adjust Provisions and Accruals	0	0	(236,104)
<b>Net Cash from Operations</b>	<b>7,098,210</b>	<b>470,720</b>	<b>7,332,826</b>
<b>Capital Revenues</b>			
Grants, Subsidies and Contributions	12,633,743	(2,374,337)	10,259,406
Proceeds from Disposal of Assets	445,073	282,927	728,000
Proceeds from Sale of Investments	0		0
<b>Total Capital Revenues</b>	<b>13,078,816</b>	<b>(2,091,410)</b>	<b>10,987,406</b>

**SHIRE OF BROOME**  
**STATEMENT OF BUDGET AMENDMENTS**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 March 2023**

	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	(11,220,879)	6,072,276	(5,148,603)
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	(4,085,677)	(878,834)	(4,964,511)
Infrastructure Assets - Recreation Areas	(11,413,967)	3,051,621	(8,362,346)
Infrastructure Assets - Drainage	(26,320)	(67,050)	(93,370)
Infrastructure Assets - Other	(491,906)	(125,654)	(617,560)
Mobile Plant and Equipment	(4,003,999)	172,864	(3,831,135)
Fixed Plant and Equipment	(18,437)	0	(18,437)
Furniture and Equipment	(478,860)	294	(478,566)
<b>Total Capital Expenditure</b>	<b>(31,740,045)</b>	<b>8,225,517</b>	<b>(23,514,528)</b>
<b>Net Cash from Capital Activities</b>	<b>(18,661,229)</b>	<b>6,134,107</b>	<b>(12,527,122)</b>
<b>Financing</b>			
Proceeds from New Debentures	690,746	0	690,746
Payments for financial assets at amortised cost - self supporting loans	0	0	0
Self-Supporting Loan Principal	0	0	0
Transfer from Reserves	9,970,352	(5,442,283)	4,528,069
Purchase of Investments	0	0	0
Advances to Community Groups	(690,746)	0	(690,746)
Repayment of Debentures	(444,161)	0	(444,161)
Repayment of Self Supporting Loan	0	0	0
Asset Rehab Liability	(289,869)	0	(289,869)
Transfer to Reserves	(1,818,355)	(278,200)	(2,096,555)
<b>Net Cash from Financing Activities</b>	<b>7,417,967</b>	<b>(5,720,483)</b>	<b>1,697,484</b>
<b>Net Operations, Capital and Financing</b>	<b>(4,145,052)</b>	<b>884,344</b>	<b>(3,496,812)</b>
<b>Opening Funding Surplus(Deficit)</b>	<b>4,145,052</b>	<b>(1,181,185)</b>	<b>2,963,867</b>
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>(296,841)</b>	<b>(532,945)</b>



**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2023**

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	(6,361)	(40.13%)			
General Purpose Funding - Rates	(12,244)	(0.05%)			
General Purpose Funding - Other	(1)	(0.00%)			
Law, Order and Public Safety	(6,369)	(7.62%)			
Health	(4,717)	(2.72%)			
Education and Welfare	(7,520)	(9.74%)			
Housing	(356,523)	(43.90%)	▼	Permanent	Less rented staff housing than expected on budget due to housing market conditions. This is being reviewed in FACR 2
Community Amenities	(383,188)	(6.20%)			
Recreation and Culture	(121,252)	(9.79%)			
Transport	(355,414)	(30.14%)	▼	Timing	DRFAWA grant less than budgeted
Economic Services	(272,970)	(26.12%)	▼	Timing	Broome Visitor Centre internal journal not yet processed for subsidised rental agreement.
Other Property and Services	491,095	22.84%	▲	Permanent	Rent & outgoings more than budget, Muni interest higher than expected as well as insurance reimbursements and interest on reserves
<b>Operating Expense</b>					
Governance	421,494	21.03%	▲	Timing	Youth development program, and General agenda items & councillor support are under budget
General Purpose Funding	59,210	17.96%	▲	Timing	Timing of admin allocation costs
Law, Order and Public Safety	125,159	11.33%	▲	Timing	Due to timing of multiple small expenses not yet occurred as expected on budget.
Health	51,243	8.47%			
Education and Welfare	(30,324)	(5.13%)			
Housing	350,178	36.15%	▲	Permanent	Less rented staff housing than expected on budget due to housing market conditions combined with Admin costs to be allocated. This is being reviewed in FACR 2
Community Amenities	2,812,204	33.61%	▲	Timing	Less expenditure than budgeted mainly due to Kerbside Recycling Collection, Refuse & Grounds expenditures, Contaminated Site remediation expenses and fixed asset depreciation (depreciation will be processed once the financial audit is complete).
Recreation and Culture	6,833,375	52.07%	▲	Timing	Depreciation will be processed once the financial audit is complete. Timing of expenditure associated with parks and reserves and Festival and events Contributions not expensed
Transport	5,993,546	74.01%	▲	Timing	Less operating expenses than budgeted due to depreciation not yet recognised. In addition, urban road maintenance expenses lower than budget due to timing.
Economic Services	424,859	21.50%	▲	Timing	Broome Visitor Centre internal journal not yet processed for subsidised rental agreement, a sporting chance not yet invoiced, fixed asset depreciation not yet processed, (depreciation will be processed once the financial audit is complete).
Other Property and Services	(920,596)	(39.02%)	▼	Permanent	Private works, more than budgeted, admin costs
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(141,151)	2.39%			
Proceeds from Disposal of Assets	(576,750)	100.00%	▼	Timing	Disposals not yet done, will be in conjunction with acquisitions (trade-in).

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2023**

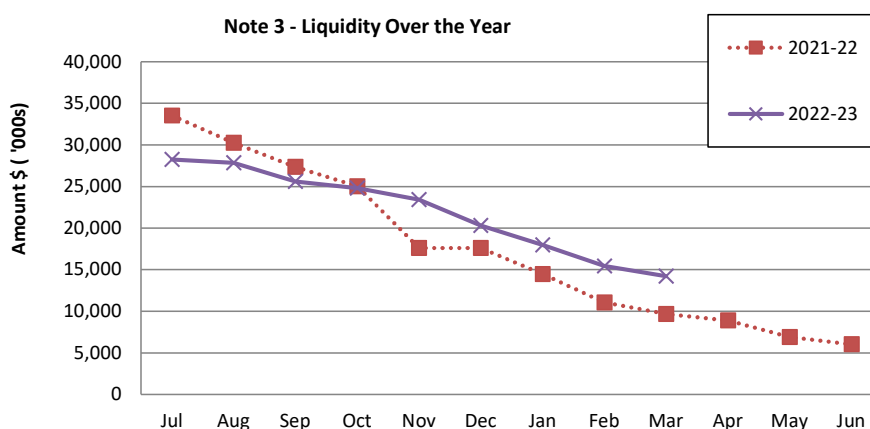
**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Capital Expenses</b>					
Land Held for Resale	0				
Land Under Control (Crown Land)	0				
Land and Buildings	307,822	8.36%			
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	1,586,465	57.39%	▲	Timing	Road and footpath works not yet completed.
Infrastructure Assets - Recreation Areas	4,528,843	73.70%	▲	Timing	Cable Beach project construction not yet started.
Infrastructure Assets - Drainage	36,500	100.00%	▲	Timing	Drainage grate improvements not yet started
Infrastructure Assets - Other	129,301	33.02%			
Mobile Plant and Equipment	738,934	34.68%	▲	Timing	Vehicle replacement occurring throughout the year
Fixed Plant and Equipment	(9,914)	(71.69%)			
Furniture and Equipment	196,189	65.43%	▲	Timing	No significant furniture and equipment purchased for the year compared to the budget.
<b>Financing</b>					
Proceeds from New Debentures	0				
Proceeds from Advances	0				
Self-Supporting Loan Principal	0				
Transfer from Reserves	(2,836,144)	100.00%	▲	Timing	Transfer not yet made, timing.
Advances to Community Groups	0				
Loan Principal	1,439	0.65%			
Repayment of Self Supporting Loan	0				
Transfer to Reserves	380,189	39.71%	▲	Timing	Transfer not yet made, timing.

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2023**

**Note 3: NET CURRENT FUNDING POSITION**

Positive=Surplus (Negative=Deficit)				
	Note	YTD 31 Mar 2023	30 Jun 2022	YTD 31 Mar 2022
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	17,841,606	10,621,784	5,012,003
Cash Restricted	4	33,369,312	32,792,020	30,858,791
Receivables - Rates	6	1,308,872	755,425	1,350,745
Receivables - Rates Other		(57,408)	(91,201)	(23,448)
Receivables - Debtors	6	1,001,282	1,198,881	381,897
Receivables - Other		106,728	152,615	183,681
Other Assets		86,937	225,940	99,482
Inventories		30,947	31,520	33,196
		53,688,276	45,686,984	37,896,347
<b>Less:</b>				
Current Liabilities		(9,191,629)	(13,029,091)	(5,114,756)
Borrowings		(223,518)	(444,162)	(433,265)
		(9,415,147)	(13,473,253)	(5,548,021)
Less: Cash Reserves	7	(33,369,312)	(32,792,020)	(30,858,791)
Adjustments to net current assets		3,311,495	3,469,872	
<b>Net Current Funding Position</b>		<b>14,215,312</b>	<b>2,891,583</b>	<b>1,489,535</b>

**Comments - Net Current Funding Position**

The budget was adopted at the Special Meeting held on 05 July 2022. It was presented to Council with a predicted carried forward surplus of \$4,145,052.

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 March 2023**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Bank Account	2.60%	8,175,237			8,175,237	CommBank	At Call
Business Online Saver	3.70%	10,103,500			10,103,500	CommBank	At Call
BRAC Bank Account	2.60%	35			35	CommBank	At Call
BPAY Bank Account	0.00%	0			0	CommBank	At Call
Reserve Bank Account	3.70%		4,995,964		4,995,964	CommBank	At Call
Trust Bank Account	0.00%			206,771	206,771	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>							
Term Deposit	4.40%		25,000,000		25,000,000	CBA	28-Jun-23
<b>Total</b>		<b>18,282,972</b>	<b>33,369,312*</b>	<b>206,771‡</b>	<b>51,859,056</b>		
<b>Adjustments</b>							
Payment Timing Adjustments**		441,366					
<b>Total</b>		<b>17,841,606</b>	<b>33,369,312.14</b>				

**Comments/Notes - Investments**

\*Note - The total of Restricted Cash balances to the reserves on Note 7.

\*\*NOTE - Payment Timing adjustments indicate payments that have been recorded on the ledger but have yet to be paid out of the bank. The bank accounts are reconciled monthly to ensure no discrepancies occur.

‡Note - A discrepancy between Trust balance and the balance of Note 11 is a result of money in transit, either as a refund or a payment, or an unrepresented cheque.

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 March 2023

**Note 5: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Job Number	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
		<b>Budget Adoption</b>					0
		Closing position deficit for 2021/22 F.Y.	C/Fwd: 23/02/23	Opening Surplus(Deficit)		(1,181,185)	(1,181,185)
113989		Reversal of transfer to POS Reserve (Net surplus from FY 2020/21 allocated for future projects)	C/Fwd: 23/02/23	Capital Income	350,830		(830,355)
113989		Reversal of transfer to POS Reserve (Unallocated budget transfer)	C/Fwd: 23/02/23	Capital Income	46,381		(783,974)
		<b>Permanent Changes</b>					(783,974)
		<b>General Purpose Funding</b>					(783,974)
30301		Grants Commission - Op Inc - Other General Purpose Funding	OMC - 15/12/22- FACR 1	Operating Income	38,543		(745,431)
32220		Valuation Expenses - Op Exp - Rates	OMC - 15/12/22- FACR 1	Operating Expenditure	180,000		(565,431)
30107		Rates Concessions - Op Inc - Rates	OMC - 23/02/23- FACR 2	Operating Income	9,779		(555,652)
32492		Back Rates - Op Inc - Rates	OMC - 23/02/23- FACR 2	Operating Income	13,000		(542,652)
30146		Interest - Rates Instalments - Op Inc - Rates	OMC - 23/02/23- FACR 2	Operating Income		(13,000)	(555,652)
		<b>Governance</b>					(555,652)
23450		Consultants - Op Exp - Other Governance	OMC - 15/12/22- FACR 1	Operating Expenditure		(20,000)	(575,652)
23598		Transfer From Kimberley Zone Reserve - Cap Inc - Kimberley Zone	OMC - 15/12/22	Capital Income	298,453		(277,199)
22137		Kimberley Zone - Transfer of Zone Surplus - Op Exp	OMC - 15/12/22	Operating Expenditure		(298,453)	(575,652)
23015		Executive Travel & Accom - Op Exp - Other Governance	OMC - 23/02/23- FACR 2	Operating Expenditure	12,000		(563,652)
11709		Quarterly Marketing Campaigns - CEO202209 - Op Ex	OMC - 23/02/23- FACR 2	Operating Expenditure	15,000		(548,652)
22290		Sister City Relations/Japanese Youth Ambassador - Op Exp - Other Governance	OMC - 23/02/23- FACR 2	Operating Expenditure	17,800		(530,852)
23040		Youth Development Programme & Working Group - Op Exp - Other Governance	OMC - 23/02/23- FACR 2	Operating Expenditure		(35,000)	(565,852)
23450		Consultants - Op Exp - Other Governance	OMC - 23/02/23- FACR 2	Operating Expenditure	60,000		(505,852)
22124		Contribution to Kimberley Zone Secretariat	OMC - 23/02/23- FACR 2	Operating Expenditure	10,000		(495,852)
24010		Conferences Travel & Accom Op Exp - Members	OMC - 23/02/23- FACR 2	Operating Expenditure	10,000		(485,852)
23017		Special Event/Milestone Celebration	C/Fwd: 23/02/23	Operating Expenditure		(2,257)	(488,109)
22175		CEO Ad hoc Sponsorship Programme - Op Exp - Other Governance	OMC 30/03/23	Operating Expenditure	7,036		(481,073)
22172		Community Sponsorship Program - Op Exp - Other Governance	OMC 30/03/23	Operating Expenditure		(7,036)	(488,109)
		<b>Law, Order and Public Safety</b>					(488,109)
53239		Surf Club Building Upgrade (Inc Plant & Furniture) Cap Exp-Law Ord & PS	C/Fwd: 23/02/23	Capital Expenditure	264,600		(223,509)
52951		Transfer from Plant Replacement reserve - Cap Inc - Ranger Operations	C/Fwd: 23/02/23	Capital Income		(23,000)	(246,509)
53239		Surf Club Building Upgrade (Inc Plant & Furniture) Cap Exp-Law Ord & PS	OMC - 30/03/23	Capital Expenditure		(155,713)	(402,222)
		<b>Health</b>					(402,222)
		<b>Education and Welfare</b>					(402,222)
82670		Grant Income - Comm Services	OMC - 15/12/22- FACR 1	Operating Income		(35,000)	(437,222)
82670		Grant Income - Comm Services	OMC - 15/12/22- FACR 1	Operating Income	5,000		(432,222)
82675		Grants For Community Programs - Op Inc - Community Services	OMC - 23/02/23- FACR 2	Operating Income	40,000		(392,222)
		<b>Housing</b>					(392,222)
96101		Staff Housing - Reactive Maint - Op Exp	OMC - 23/02/23- FACR 2	Operating Expenditure		(10,000)	(402,222)
96202		8/6 Ibis Way - Rent & Recoup Income - Op Inc	OMC - 23/02/23- FACR 2	Operating Income		(10,000)	(412,222)
96203		11/6 Ibis Way - Rent & Recoup Income - Op Inc	OMC - 23/02/23- FACR 2	Operating Income		(10,000)	(422,222)
		<b>Community Amenities</b>					(422,222)
106030	106055	Planning General Project Consult - Op Exp Town Planning/Reg Dev	OMC - 15/12/22- FACR 1	Operating Expenditure		(16,563)	(438,785)

SHIRE OF BROOME

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 March 2023

**Note 5: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Job Number	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
104270	104299	Short St-Paspaley Carnarvon Street New Drainage Const - Cap Exp	OMC - 15/12/22- FACR 1	Capital Expenditure		(67,050)	(505,835)
104480		Transfer From Drainage Reserve - Urban Stormwater Drainage - Cap Inc	OMC - 15/12/22- FACR 1	Capital Income	67,050		(438,785)
101896	101897	Community Recycling Centre - RRP - Cap Exp	OMC - 15/12/22- FACR 1	Capital Expenditure	6,365,904		5,927,119
101995		Transfer from Regional Resource Recovery Reserve - Cap Inc - Reg Res Recov	OMC - 15/12/22- FACR 1	Capital Income		(6,365,904)	(438,785)
101896	101897	Community Recycling Centre - RRP - Cap Exp	OMC - 23/02/23- FACR 2	Capital Expenditure		(119,044)	(557,829)
101995		Transfer from Regional Resource Recovery Reserve - Cap Inc - Reg Res Recov	OMC - 23/02/23- FACR 2	Capital Income	119,044		(438,785)
106030	106055	Planning General Project Consult - Op Exp Town Planning/Reg Dev	OMC - 23/02/23- FACR 2	Operating Expenditure		(5,000)	(443,785)
101411		C'van Pk & Additional Services - Op Inc - Sanitation Gen Refuse	OMC - 23/02/23- FACR 2	Operating Income	35,000		(408,785)
101028	101090	Transfer Station Tyres	OMC - 23/02/23- FACR 2	Operating Expenditure		(150,000)	(558,785)
101028	101091	Transfer Station Concrete	OMC - 23/02/23- FACR 2	Operating Expenditure	150,000		(408,785)
101423		Sundry Income (Inc. GST) - Op Inc - Sanitation Gen Refuse	OMC - 23/02/23- FACR 2	Operating Income	70,000		(338,785)
101895		Transfer to Regional Resource Recovery Park Reserve - Cap Exp - Reg Res Rec Pk	OMC - 23/02/23- FACR 2	Capital Expenditure		(105,000)	(443,785)
107034		Broome Cemetery Survey & Other - Op Exp - Other Comm Amen	OMC - 23/02/23- FACR 2	Operating Expenditure		(5,000)	(448,785)
104482		Headworks Contribution - Non Op Inc - Urban Stormwater Drainage	OMC - 23/02/23- FACR 2	Capital Income	34,423		(414,362)
104281		Transfer to Drainage Reserve - Cap Exp - Urban Stormwater Drainage	OMC - 23/02/23- FACR 2	Capital Expenditure		(34,423)	(448,785)
107028	107033	Cemetery Operating Expense - Op Exp	OMC - 23/02/23- FACR 2	Operating Expenditure		(12,500)	(461,285)
107071	107071	Male Oval Ablutions - Operating Expense - Op Exp	OMC - 23/02/23- FACR 2	Operating Expenditure		(17,500)	(478,785)
101550		Mobile Garbage Bin Replacement - Cap Exp - Sanitation Gen Refuse	OMC - 23/02/23- FACR 2	Capital Expenditure		(153,234)	(632,019)
101896	101897	Community Recycling Centre - RRP - Cap Exp	C/Fwd: 23/02/23	Capital Expenditure		(27,956)	(659,975)
107550	107563	Broome Cemetery Fencing Capx	C/Fwd: 23/02/23	Capital Expenditure		(9,345)	(669,320)
101510		Vehicle & Mob Plant Renewal(Replacement)-Cap Exp- Sanit Gen Refuse	C/Fwd: 23/02/23	Capital Expenditure		(892)	(670,212)
106184		Vehicle & Mobile Plant Renewal (Replacement) Cap Exp - Dev Services	C/Fwd: 23/02/23	Capital Expenditure	84,246		(585,966)
106030	106055	Planning General Project Consult - Op Exp Town Planning/Reg Dev	C/Fwd: 23/02/23	Operating Expenditure		(3,792)	(589,758)
101050		Contaminated Site Remediation- OP Ex	C/Fwd: 23/02/23	Operating Expenditure		(20,023)	(609,781)
101995		Transfer from Regional Resource Recovery Reserve - Cap Inc - Reg Res Recov	C/Fwd: 23/02/23	Capital Income	27,956		(581,825)
101525		Transfer From Refuse Site Reserve - Sanitation Gen Refuse	C/Fwd: 23/02/23	Capital Income	20,000		(561,825)
101525		Transfer From Refuse Site Reserve - Sanitation Gen Refuse	C/Fwd: 23/02/23	Capital Income	20,023		(541,802)
106194		Proceeds From Sale Of Assets - Development Services	C/Fwd: 23/02/23	Capital Income		(29,308)	(571,110)
		<b>Recreation and Culture</b>					(571,110)
113370		Other Recreation Projects & Events Income - Op Inc - Oth Rec	OMC - 15/12/22- FACR 1	Operating Income	10,000		(561,110)
113394		Other Recreation Projects & Events - Op Exp - Other Rec	OMC - 15/12/22- FACR 1	Operating Expenditure		(10,000)	(571,110)
113027	113029	Skatepark New Infrs Const - Cap Exp - Other Rec & Sport	OMC - 15/12/22- FACR 1	Capital Expenditure	37,000		(534,110)
116470	116471	Broome Civic Centre Building General Maint Exps - Op Exp Bme Civic Centre	OMC - 15/12/22- FACR 1	Operating Expenditure		(27,800)	(561,910)
1181425	1181426	Cable Beach Foreshore Upgrade	OMC - 15/12/22- FACR 1	Capital Expenditure		(262,277)	(824,187)
1181425	1181426	Cable Beach Foreshore Upgrade	OMC - 15/12/22- FACR 1	Capital Expenditure	262,277		(561,910)
115260		Consultancy - Op Exp - Libraries	OMC - 23/02/23- FACR 2	Operating Expenditure	50,000		(511,910)
113128		Cable Beach - Non Op Grant - Other Recreation & Sport - CAP INC	OMC - 23/02/23- FACR 2	Capital Income		(1,096,406)	(1,608,316)
1181425		Cable Beach Redevelopment (Detailed Design) - Cap Exp	OMC - 23/02/23- FACR 2	Capital Expenditure	2,735,406		1,127,090
113128		Cable Beach - Non Op Grant - Other Recreation & Sport - CAP INC	OMC - 23/02/23- FACR 2	Capital Income		(1,639,000)	(511,910)
116085		Arts, Culture and Heritage Strategy - Op Exp - Other Culture	OMC - 23/02/23- FACR 2	Operating Expenditure		(6,000)	(517,910)
1138334		Turf Club Masterplan Review - Op Ex - Other Culture	OMC - 23/02/23- FACR 2	Operating Expenditure		(50,000)	(567,910)



SHIRE OF BROOME

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 March 2023

**Note 5: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Job Number	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
1138333		Turf Club contribution to Masterplan Reviews - Op Inc - Other Culture	OMC - 23/02/23- FACR 2	Operating Income	25,000		(542,910)
117010	117011	Aquatic Building & Pool General Maint Exp	OMC - 23/02/23- FACR 2	Operating Expenditure		(10,000)	(552,910)
117081	117082	General Building & Facility Maint - BRAC Dry - Op Exp	OMC - 23/02/23- FACR 2	Operating Expenditure		(15,000)	(567,910)
117156		Program Annual Events - Op Exp - BRAC Dry	OMC - 23/02/23- FACR 2	Operating Expenditure	5,000		(562,910)
116470	116471	Broome Civic Centre Building General Maint Exps - Op Exp Bme Civic Centre	OMC - 23/02/23- FACR 2	Operating Expenditure		(5,000)	(567,910)
116483		Broome Civic Centre Operational Grants & Contributions - Op Inc - Bme Civic	OMC - 23/02/23- FACR 2	Operating Income	80,000		(487,910)
116491		Minor Assets - Op Exp - Bme Civic Centre	OMC - 23/02/23- FACR 2	Operating Expenditure		(50,000)	(537,910)
116489		Operational Expenses - Broome Civic Centre - Production/Events	OMC - 23/02/23- FACR 2	Operating Expenditure		(10,000)	(547,910)
116540		Broome Civic Centre Reimbursements Received - Op Inc - Bme Civic Centre	OMC - 23/02/23- FACR 2	Operating Income	10,000		(537,910)
113411		Venue Hire Inc - Cable Beach & Amphitheatre - Op Inc - Other Rec & Sport	OMC - 23/02/23- FACR 2	Operating Income	5,000		(532,910)
113413		Town Beach Hire - Op Inc - Parks & Ovals	OMC - 23/02/23- FACR 2	Operating Income	20,000		(512,910)
113421		Event Application Fee (No GST) Parks & Ovals & Oth Rec Areas (not Ovals) - Op Inc	OMC - 23/02/23- FACR 2	Operating Income	6,000		(506,910)
113027	113029	Skatepark New Infrs Const - Cap Exp - Other Rec & Sport	OMC - 23/02/23- FACR 2	Capital Expenditure	150,000		(356,910)
1138332		Grant Income & Contributions - Op Inc - Other Culture	OMC - 23/02/23- FACR 2	Operating Income	6,137		(350,773)
113000	113039	Streeters Jetty Park - P&G Maint	OMC - 23/02/23- FACR 2	Operating Expenditure	8,050		(342,723)
113000	113591	Mackie Park - P&G Maint	OMC - 23/02/23- FACR 2	Operating Expenditure	10,000		(332,723)
113000	113070	Sunset Park - P&G Maint	OMC - 23/02/23- FACR 2	Operating Expenditure		(8,780)	(341,503)
113000	113076	Koel Park - P&G Maint	OMC - 23/02/23- FACR 2	Operating Expenditure		(5,000)	(346,503)
113000	113040	Cable Beach - P&G Maint	OMC - 23/02/23- FACR 2	Operating Expenditure		(10,000)	(356,503)
113000	113030	Frederick Street Lookout (R39556)- P&G Maint	OMC - 23/02/23- FACR 2	Operating Expenditure		(6,000)	(362,503)
113000	113033	Haynes Oval - P&G Maint	OMC - 23/02/23- FACR 2	Operating Expenditure		(13,000)	(375,503)
113000	113068	Chippindale Park - P&G Maint	OMC - 23/02/23- FACR 2	Operating Expenditure	20,000		(355,503)
111989		Transfer to POS Reserve - Cap Exp - Parks & Ovals	OMC - 23/02/23- FACR 2	Capital Expenditure		(20,000)	(375,503)
117210	117211	BRAC Ovals - P&G Maint	OMC - 23/02/23- FACR 2	Operating Expenditure	50,000		(325,503)
111989		Transfer to POS Reserve - Cap Exp - Parks & Ovals	OMC - 23/02/23- FACR 2	Capital Expenditure		(50,000)	(375,503)
116283	PPART	Public Art, Monument & Plaque- P&G Maint	OMC - 23/02/23- FACR 2	Operating Expenditure		(7,000)	(382,503)
1181425	1181426	Cable Beach Foreshore Upgrade	OMC - 23/02/23- FACR 2	Capital Expenditure	115,225		(267,278)
1181425	1181426	Cable Beach Foreshore Upgrade	OMC - 23/02/23- FACR 2	Capital Expenditure	102,488		(164,790)
1181425	1181426	Cable Beach Foreshore Upgrade	OMC - 23/02/23- FACR 2	Capital Expenditure	42,022		(122,768)
1181425	1181426	Cable Beach Foreshore Upgrade	OMC - 23/02/23- FACR 2	Capital Expenditure	76,307		(46,461)
1181425	1181426	Cable Beach Foreshore Upgrade	OMC - 23/02/23- FACR 2	Capital Expenditure		(262,277)	(308,738)
117399	117421	BRAC Water Fountain and Entrance - DCS202206	OMC - 23/02/23- FACR 2	Capital Expenditure		(11,780)	(320,518)
1181407		Town Beach Redevelopment - Greenspace Stage 2 - Cap Exp	C/Fwd: 23/02/23	Capital Expenditure	21,212		(299,306)
1181425	1181426	Cable Beach Foreshore Upgrade	C/Fwd: 23/02/23	Capital Expenditure		(14,895)	(314,201)
117450	117452	BRAC Oval Upgrade of Infra - Cap Exp	C/Fwd: 23/02/23	Capital Expenditure	7,062		(307,139)
1181420	YBRA001	Youth Bike Recreation Area - New Construction - Cap Exp	C/Fwd: 23/02/23	Capital Expenditure		(16,163)	(323,302)
113027	113029	Skatepark New Infrs Const - Cap Exp - Other Rec & Sport	C/Fwd: 23/02/23	Capital Expenditure	124,593		(198,709)
113551	113795	Parks & Gardens Works Renewal Infra - Cap Exp	C/Fwd: 23/02/23	Capital Expenditure		(66,359)	(265,068)
117398		Vehicle & Mobile Plant Renewal (Replacement) -Cap Exp- BRAC General	C/Fwd: 23/02/23	Capital Expenditure	795		(264,273)
116085		Arts, Culture and Heritage Strategy - Op Exp - Other Culture	C/Fwd: 23/02/23	Operating Expenditure	1,305		(262,968)
112485		Grant Non Op - State Swim Areas & Beaches	C/Fwd: 23/02/23	Capital Income		(499,177)	(762,145)

SHIRE OF BROOME

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 March 2023

**Note 5: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Job Number	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
113403		Grants - Non Op - Cap Inc - Other Rec & Sport	C/Fwd: 23/02/23	Capital Income		(97,167)	(859,312)
113316		Grants - non Operating Income for Parks & Oval Const - Cap Inc - Parks & Ovals	C/Fwd: 23/02/23	Capital Income		(40,000)	(899,312)
113127		Skatepark - Non Op Grant - Other Recreation & Sport	C/Fwd: 23/02/23	Capital Income		(34,693)	(934,004)
112485		Grant Non Op - State Swim Areas & Beaches	C/Fwd: 23/02/23	Capital Income	440,403		(493,601)
117500		Proceeds From The Sale Of Assets - BRAC General	C/Fwd: 23/02/23	Capital Income	16,405		(477,196)
		<b>Transport</b>					(477,196)
125507		Transfer to Road Reserve - St Lighting - Cap Exp	OMC - 15/12/22- FACR 1	Capital Expenditure		(481,625)	(958,821)
125134		Transfer to Road Reserve (for Bus Shelters)	OMC - 15/12/22- FACR 1	Capital Expenditure		(31,277)	(990,098)
125138		Transfer to Footpath Reserve (Footbridge per Transport AMP)	OMC - 15/12/22- FACR 1	Capital Expenditure		(38,326)	(1,028,424)
120305		WALGGC Road Grants Untied Op Grant Rec'd	OMC - 15/12/22- FACR 1	Operating Income		(213,549)	(1,241,973)
121762		State Direct MRWA/RRG Rd Maint Op Grant Rec'd	OMC - 15/12/22- FACR 1	Operating Income		(13,314)	(1,255,287)
122000	121011	Sector 1 Chinatown - Works Maint	OMC - 15/12/22- FACR 1	Operating Expenditure	66,316		(1,188,971)
122000	121025	Sector 2 Cable Beach - Works Maint	OMC - 15/12/22- FACR 1	Operating Expenditure	42,712		(1,146,259)
122000	121026	Sector 3 Old Broome - Works Maint	OMC - 15/12/22- FACR 1	Operating Expenditure	55,526		(1,090,733)
122000	121027	Sector 4 Sunset Park - Works Maint	OMC - 15/12/22- FACR 1	Operating Expenditure	39,340		(1,051,393)
122000	121028	Sector 5 Roebuck Est - Works Maint	OMC - 15/12/22- FACR 1	Operating Expenditure	44,510		(1,006,883)
122000	121029	Sector 6 Broome North / Blue Haze - Works Maint	OMC - 15/12/22- FACR 1	Operating Expenditure	32,596		(974,287)
122000	121030	Sector 7 LIA, HIA and Port - Works Maint	OMC - 15/12/22- FACR 1	Operating Expenditure	38,216		(936,071)
126000	126021	Sector 1 Chinatown- Operating	OMC - 15/12/22- FACR 1	Operating Expenditure	5,395		(930,676)
126000	126036	Sector 3 Old Broome- Operating	OMC - 15/12/22- FACR 1	Operating Expenditure	11,802		(918,874)
121217	121217	Urban Street House Number - Works Maint	OMC - 15/12/22- FACR 1	Operating Expenditure	13,825		(905,049)
121101	121562	Capital Works Program Projects - Upgrade (stewart St)- Cap Ex	OMC - 15/12/22- FACR 1	Capital Expenditure		(121,842)	(1,026,891)
125000	125025	Dakas, St Marys New Carpark Const - Cap Exp	OMC - 15/12/22- FACR 1	Capital Expenditure		(89,358)	(1,116,249)
121101	121562	Capital Works Program Projects - Upgrade (stewart St)- Cap Ex	OMC - 15/12/22- FACR 1	Capital Expenditure	121,842		(994,407)
125000	125025	Dakas, St Marys New Carpark Const - Cap Exp	OMC - 15/12/22- FACR 1	Capital Expenditure	89,358		(905,049)
122000	121011	Sector 1 Chinatown - Works Maint	OMC - 15/12/22- FACR 1	Operating Expenditure		(66,316)	(971,365)
122000	121025	Sector 2 Cable Beach - Works Maint	OMC - 15/12/22- FACR 1	Operating Expenditure		(42,712)	(1,014,077)
122000	121026	Sector 3 Old Broome - Works Maint	OMC - 15/12/22- FACR 1	Operating Expenditure		(55,526)	(1,069,603)
122000	121027	Sector 4 Sunset Park - Works Maint	OMC - 15/12/22- FACR 1	Operating Expenditure		(39,340)	(1,108,943)
122000	121028	Sector 5 Roebuck Est - Works Maint	OMC - 15/12/22- FACR 1	Operating Expenditure		(44,510)	(1,153,453)
122000	121029	Sector 6 Broome North / Blue Haze - Works Maint	OMC - 15/12/22- FACR 1	Operating Expenditure		(32,596)	(1,186,049)
122000	121030	Sector 7 LIA, HIA and Port - Works Maint	OMC - 15/12/22- FACR 1	Operating Expenditure		(38,216)	(1,224,265)
126000	126021	Sector 1 Chinatown- Operating	OMC - 15/12/22- FACR 1	Operating Expenditure		(5,395)	(1,229,660)
126000	126036	Sector 3 Old Broome- Operating	OMC - 15/12/22- FACR 1	Operating Expenditure		(11,802)	(1,241,462)
121217	121217	Urban Street House Number - Works Maint	OMC - 15/12/22- FACR 1	Operating Expenditure		(13,825)	(1,255,287)
1254421		Access & Inclusion Improvements New Infra - Cap Exp	OMC - 23/02/23- FACR 2	Capital Expenditure		(15,000)	(1,270,287)
121100	121715	Frederick Street/Hamersley Street Intersection Lighting Upgrades	OMC - 23/02/23- FACR 2	Capital Expenditure	1,591		(1,268,696)
121100	121716	Port Drive – Guy Street Intersection Upgrade	OMC - 23/02/23- FACR 2	Capital Expenditure		(99,331)	(1,368,027)
121100	121716	Port Drive – Guy Street Intersection Upgrade	OMC - 23/02/23- FACR 2	Capital Expenditure		(31,899)	(1,399,926)
121771		Black Spot State Non Op Grant	OMC - 23/02/23- FACR 2	Capital Income	289,279		(1,110,647)

SHIRE OF BROOME

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 March 2023

**Note 5: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Job Number	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
121771		Black Spot State Non Op Grant	OMC - 23/02/23- FACR 2	Capital Income		(144,640)	(1,255,287)
121100	121715	Frederick Street/Hamersley Street Intersection Lighting Upgrades	OMC - 23/02/23- FACR 2	Capital Expenditure	8,668		(1,246,619)
121100	121715	Frederick Street/Hamersley Street Intersection Lighting Upgrades	OMC - 23/02/23- FACR 2	Capital Expenditure	15,740		(1,230,879)
121100	121716	Port Drive – Guy Street Intersection Upgrade	OMC - 23/02/23- FACR 2	Capital Expenditure		(8,668)	(1,239,547)
121100	121716	Port Drive – Guy Street Intersection Upgrade	OMC - 23/02/23- FACR 2	Capital Expenditure		(15,740)	(1,255,287)
125253	125045	State Blackspot - Frederick Street off-street carpark Cap (Broome SHS) Exp	OMC - 23/02/23- FACR 2	Capital Income	250,000		(1,005,287)
125000	125045	State Blackspot - Frederick Street off-street carpark Cap (Broome SHS) Exp	OMC - 23/02/23- FACR 2	Capital Expenditure		(250,000)	(1,255,287)
125140	125183	Conti foreshore Footpath Construction (Before Hamersley Street - New Footpath	OMC - 23/02/23- FACR 2	Capital Expenditure		(11,000)	(1,266,287)
121390		Transfer to Carpark Reserve - Cap Exp - Carpark Const	OMC - 23/02/23- FACR 2	Capital Expenditure		(6,137)	(1,272,424)
121782		Dev Contrib - Footpaths	OMC - 23/02/23- FACR 2	Capital Income	62,640		(1,209,784)
125950		Transfer to Footpath Reserve	OMC - 23/02/23- FACR 2	Capital Expenditure		(62,640)	(1,272,424)
123000	123000	Mtce Strees, Rds - Rural Summary Budget Only -No Post-Op Exp	OMC - 23/02/23- FACR 2	Operating Expenditure		(115,225)	(1,387,649)
123000	123000	Mtce Strees, Rds - Rural Summary Budget Only -No Post-Op Exp	OMC - 23/02/23- FACR 2	Operating Expenditure		(102,488)	(1,490,137)
123000	123000	Mtce Strees, Rds - Rural Summary Budget Only -No Post-Op Exp	OMC - 23/02/23- FACR 2	Operating Expenditure		(42,022)	(1,532,159)
123000	123000	Mtce Strees, Rds - Rural Summary Budget Only -No Post-Op Exp	OMC - 23/02/23- FACR 2	Operating Expenditure		(76,307)	(1,608,466)
122000	121011	Sector 1 Chinatown - Works Maint	OMC - 23/02/23- FACR 2	Operating Expenditure	30,286		(1,578,180)
122000	121025	Sector 2 Cable Beach - Works Maint	OMC - 23/02/23- FACR 2	Operating Expenditure	19,506		(1,558,674)
122000	121026	Sector 3 Old Broome - Works Maint	OMC - 23/02/23- FACR 2	Operating Expenditure	25,358		(1,533,316)
122000	121027	Sector 4 Sunset Park - Works Maint	OMC - 23/02/23- FACR 2	Operating Expenditure	17,966		(1,515,350)
122000	121028	Sector 5 Roebuck Est - Works Maint	OMC - 23/02/23- FACR 2	Operating Expenditure	20,327		(1,495,023)
122000	121029	Sector 6 Broome North / Blue Haze - Works Maint	OMC - 23/02/23- FACR 2	Operating Expenditure	14,886		(1,480,137)
122000	121030	Sector 7 LIA, HIA and Port - Works Maint	OMC - 23/02/23- FACR 2	Operating Expenditure	17,453		(1,462,684)
122000	121031	Lighting - Works Maint	OMC - 23/02/23- FACR 2	Operating Expenditure		(20,600)	(1,483,284)
125140		Footpath Construction New - Cap Exp - Cons Streets Roads Bridges	OMC - 23/02/23- FACR 2	Capital Expenditure		(212,309)	(1,695,593)
125300		Footpath Const Renewal - Cap Exp - Cons Streets Roads Bridges	OMC - 23/02/23- FACR 2	Capital Expenditure		(99,507)	(1,795,100)
124300		Car Park Upgrade Wks - Cap Exp - Car Park Const	OMC - 23/02/23- FACR 2	Capital Expenditure		(28,424)	(1,823,524)
121101	121562	Capital Works Program Projects - Upgrade (stewart St)- Cap Ex	OMC- 23/02/23	Capital Expenditure	375,000		(1,448,524)
121100	121716	Port Drive – Guy Street Intersection Upgrade	OMC- 23/02/23	Capital Expenditure		(375,000)	(1,823,524)
129411		Capital Works Program Projects - Upgrade (Stewart St) Non Op Grant	OMC- 23/02/23	Capital Income	100,000		(1,723,524)
121100	121716	Port Drive – Guy Street Intersection Upgrade	OMC- 23/02/23	Capital Expenditure		(100,000)	(1,823,524)
121501	121587	Lawrence Road Upgrade	C/Fwd: 23/02/23	Capital Expenditure	121,000		(1,702,524)
125300	125921	Various Footbridge Renewals - Cap Exp	C/Fwd: 23/02/23	Capital Expenditure	1,500		(1,701,024)
125140	125183	Conti foreshore Footpath Construction (Before Hamersley Street - New Footpath	C/Fwd: 23/02/23	Capital Expenditure		(44,606)	(1,745,630)
125140	125172	Footpaths - Various	C/Fwd: 23/02/23	Capital Expenditure		(106,949)	(1,852,579)
120306		DRFAWA Natural Disaster Grant - Op Grants	C/Fwd: 23/02/23	Operating Income	693,453		(1,159,126)
		<b>Economic Services</b>					(1,159,126)
1367210		Economic Development Program Expense - Op Exp - Other Economic Services	OMC- 28/07/22	Operating Expenditure		(14,000)	(1,173,126)
1367301		Grants & Contributions Received - Op Inc - Economic Services Special Projects	OMC - 15/12/22- FACR 1	Operating Income	173,000		(1,000,126)
1367459		A Sporting Chance - Op Exp - Economic Services Special Projects	OMC - 15/12/22- FACR 1	Operating Expenditure		(173,000)	(1,173,126)
1367301		Grants & Contributions Received - Op Inc - Economic Services Special Projects	OMC - 15/12/22- FACR 1	Operating Income	40,100		(1,133,026)
1367458		SKATE event: Skate park opening activation 2022	OMC - 15/12/22- FACR 1	Operating Expenditure		(77,100)	(1,210,126)

SHIRE OF BROOME

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 March 2023

**Note 5: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Job Number	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
1365355		CRC at Broome Visitor Centre - Rent & Recoup Income - Op Inc	OMC - 15/12/22- FACR 1	Operating Income	34,750		(1,175,376)
132060		Tourism Development - Op Exp - Tourism & Area Promotion	OMC - 15/12/22- FACR 1	Operating Expenditure		(30,000)	(1,205,376)
136723	CT00	Chinatown Activation - Budget Only	OMC - 23/02/23- FACR 2	Operating Expenditure	59,500		(1,145,876)
1367218	TB01	Town Beach Activation	OMC - 23/02/23- FACR 2	Operating Expenditure	59,500		(1,086,376)
1367457		Place Activation Plan	OMC - 23/02/23- FACR 2	Operating Expenditure		(119,000)	(1,205,376)
132410		Roebuck Bay CP - Rent & Recoup Income - Op Inc	OMC - 23/02/23- FACR 2	Operating Income	100,000		(1,105,376)
1367404	1367414	Short Street Streetscape Enhancements (Chinatown Stage 2) - Cap Exp	C/Fwd: 23/02/23	Capital Expenditure		(3,900)	(1,109,276)
1367405	1367419	Streeter's Jetty Refurbishment (Chinatown Stage 2) Cap Exp	C/Fwd: 23/02/23	Capital Expenditure	36,925		(1,072,351)
		<b>Other Property and Services</b>					(1,072,351)
142395		All Employee Paid Parental Leave Reimb - Op Inc - Gen Admin O'Heads	OMC - 15/12/22- FACR 1	Operating Income	20,000		(1,052,351)
142015		All Employee Centrelink Paid Parental Leave - Op Exp - Gen Admin O'Heads	OMC - 15/12/22- FACR 1	Operating Expenditure		(20,000)	(1,072,351)
147457		Transfer to Building Reserve - Cap Exp - Unclassified General	OMC - 15/12/22- FACR 1	Capital Expenditure	551,228		(521,123)
112051	112062	Town Beach Cafe - Planned Maint & Minor Works - Op Exp	OMC - 15/12/22- FACR 1	Operating Expenditure		(50,000)	(571,123)
146555		Transfer From Building Reserve Leased Comm Facilities - Un Clas	OMC - 15/12/22- FACR 1	Capital Income	50,000		(521,123)
143010		Salary - Op Exp - Engineering Office	OMC - 15/12/22- FACR 1	Operating Expenditure	70,000		(451,123)
143038		Consultants Engineering Office	OMC - 15/12/22- FACR 1	Operating Expenditure		(70,000)	(521,123)
141271	141385	Illegal dumping clean up	OMC - 15/12/22- FACR 1	Operating Expenditure	6,744		(514,379)
143508		Wages & Related Sick & Holiday - P & G Ops	OMC - 15/12/22- FACR 1	Operating Expenditure	116,495		(397,884)
141271	141385	Illegal dumping clean up	OMC - 15/12/22- FACR 1	Operating Expenditure		(6,744)	(404,628)
143508		Wages & Related Sick & Holiday - P & G Ops	OMC - 15/12/22- FACR 1	Operating Expenditure		(116,495)	(521,123)
142048		HRM Consultancy - Op Exp	OMC - 23/02/23- FACR 2	Operating Expenditure		(15,000)	(536,123)
142261		Occupation Health & Safety - Op Exp - General Admin O'Heads	OMC - 23/02/23- FACR 2	Operating Expenditure		(15,000)	(551,123)
0112054		Town Beach Cafe preliminary site investigations - Op Exp	OMC - 23/02/23- FACR 2	Operating Expenditure		(60,000)	(611,123)
142231		Consultants Corp Serv - Op Exp - Corp Gov Support	OMC - 23/02/23- FACR 2	Operating Expenditure		(10,000)	(621,123)
142212		Interest Rec on Muni Investment - Op Inc - General Administration O'Heads	OMC - 23/02/23- FACR 2	Operating Income	185,000		(436,123)
143390		Reimb Received No GST Incl Diesel Fuel Rebate & Insurance - Op Inc	OMC - 23/02/23- FACR 2	Operating Income		(9,779)	(445,902)
142500		Local Number Plate Sales Op Inc - Gen Admin	OMC - 23/02/23- FACR 2	Operating Income	5,000		(440,902)
142548		Local Number Plate Purchases - Op Exp - General Administration O'Heads	OMC - 23/02/23- FACR 2	Operating Expenditure		(5,000)	(445,902)
146120		Equip & H'Ware > \$5000 Cap Exp - IT	OMC - 23/02/23- FACR 2	Capital Expenditure	50,000		(395,902)
146110		Minor Assets<\$5000 - IT Exp	OMC - 23/02/23- FACR 2	Operating Expenditure	20,000		(375,902)
146111		IT Contract Consultants - Exp	OMC - 23/02/23- FACR 2	Operating Expenditure		(15,000)	(390,902)
0141450		Works Private Works Income - Not Prepaid	OMC - 23/02/23- FACR 2	Operating Income	65,000		(325,902)
148100	148105	Depot - Reactive Maint - Op Exp	OMC - 23/02/23- FACR 2	Operating Expenditure		(18,000)	(343,902)
143485		Subdivision Engineering Supervision Charges - Op Inc - Eng Off	OMC - 23/02/23- FACR 2	Operating Income	25,116		(318,786)
141600		P & G Private Works - Fees Charged	OMC - 23/02/23- FACR 2	Operating Income	9,000		(309,786)
143384		Reimbursements - W. Comp & Sundry No GST P & G Ops - Op Inc	OMC - 23/02/23- FACR 2	Operating Income	35,000		(274,786)
143508		Wages & Related Sick & Holiday - P & G Ops	OMC - 23/02/23- FACR 2	Operating Expenditure	116,495		(158,291)
146020	141020	Mulberry Tree Child Care - Reactive Maint - Op Exp	OMC - 23/02/23- FACR 2	Operating Expenditure		(12,820)	(171,111)
146050	146052	4 Jones Place - Planned Maint & Minor Works - Op Exp	OMC - 23/02/23- FACR 2	Operating Expenditure		(32,861)	(203,972)
146670	146671	Bowling Club - Planned Maint & Minor Works - Op Exp - Community Facilities	OMC - 23/02/23- FACR 2	Operating Expenditure		(201,000)	(404,972)
147585		Reimbursement of Insurable Claimable Costs - Op Inc - Unclassified General	OMC - 23/02/23- FACR 2	Operating Income	246,681		(158,291)

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 March 2023

**Note 5: BUDGET AMENDMENTS**

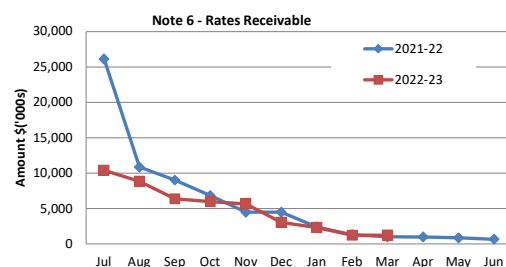
Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Job Number	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
112483		Town Beach Cafe - Rent & Recoup Income - Op Inc	OMC - 23/02/23- FACR 2	Operating Income		(35,000)	(193,291)
146408		Zanders - Rent & Recoup Income - Op Inc	OMC - 23/02/23- FACR 2	Operating Income	15,000		(178,291)
147489		User Charges KRO Outgoings - Op Inc - Office Properties Leased	OMC - 23/02/23- FACR 2	Operating Income		(157,063)	(335,354)
147491		Old Broome Lock Up - Rent & Recoup Income - Op Inc	OMC - 23/02/23- FACR 2	Operating Income		(10,488)	(345,842)
147865		Sam Male Luggier - Op Inc - Other Build Leased	OMC - 23/02/23- FACR 2	Operating Income		(7,500)	(353,342)
143600		Proceeds from Sale of Assets - Cap Inc - Engineering Office	OMC - 23/02/23- FACR 2	Capital Income	66,000		(287,342)
143601		Proceeds from Sale of Assets - Cap Inc - Parks & Gardens Operations	OMC - 23/02/23- FACR 2	Capital Income	92,000		(195,342)
148600		Proceeds from Sale of Assets - Cap Inc - Works Operations	OMC - 23/02/23- FACR 2	Capital Income	131,000		(64,342)
148601		Proceeds From Sale of Assets - Cap Inc - Depot Operations	OMC - 23/02/23- FACR 2	Capital Income	6,830		(57,512)
147500		Building Renewal AMP	C/Fwd: 23/02/23	Capital Expenditure		(155,515)	(213,027)
142550		Vehicle & Mobile Plant New -Cap Exp- Corp Gov	C/Fwd: 23/02/23	Capital Expenditure	1,284		(211,743)
143610		Vehicle & Plant Renewal(Replacement) - Cap Exp - P&G Operations	C/Fwd: 23/02/23	Capital Expenditure	83,832		(127,911)
148611		Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Works Ops	C/Fwd: 23/02/23	Capital Expenditure	3,599		(124,312)
146122		Software Cap Exp - IT (dont use)	C/Fwd: 23/02/23	Capital Expenditure		(37,926)	(162,238)
146111		IT Contract Consultants - Exp	C/Fwd: 23/02/23	Operating Expenditure	33,907		(128,331)
146110		Minor Assets<\$5000 - IT Exp	C/Fwd: 23/02/23	Operating Expenditure	10,000		(118,331)
142232		LGIS Insurance Funded Expenses (Inc in 142393) - Op Exp - Corp Gov	C/Fwd: 23/02/23	Operating Expenditure		(3,894)	(122,225)
142261		Occupation Health & Safety - Op Exp - General Admin O'Heads	C/Fwd: 23/02/23	Operating Expenditure		(21,500)	(143,725)
146555		Transfer From Building Reserve Leased Comm Facilities - Un Clas	C/Fwd: 23/02/23	Capital Income		(76,116)	(219,841)
142794		Transfer From Plant Reserve - Corp Gov & Support	C/Fwd: 23/02/23	Capital Income		(46,284)	(266,125)
148395		Transfer from Plant Reserve - Works Ops	C/Fwd: 23/02/23	Capital Income	69,284		(196,841)
112057	112057	Town Beach Kiosk Cap Build New Const-Cap Exp-Other Build Lea	OMC 30/03/23	Capital Expenditure		(100,000)	(296,841)
					<b>18,024,116</b>	<b>(18,320,957)</b>	<b>(296,841)</b>

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2023

**Note 6: RECEIVABLES**

Receivables - Rates Receivable	YTD 31 Mar 2023	30 Jun 2022
	\$	\$
Opening Arrears Previous Years	755,425	839,534
Levied this year	25,000,139	23,902,635
Less Collections to date	(24,446,692)	(23,986,744)
Equals Current Outstanding	1,308,872	755,425
<b>Net Rates Collectable</b>	<b>1,308,872</b>	<b>755,425</b>
% Collected	94.92%	96.95%



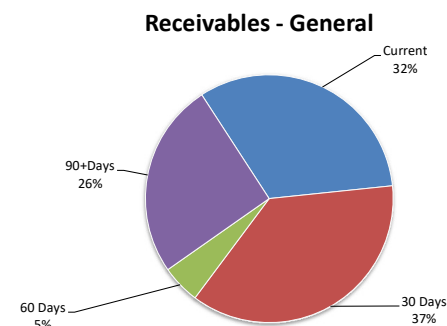
**Comments/Notes - Receivables Rates**

\* NOTE - Rates were raised on 14 July 2022 and are due on 18 August 2022.

\*\*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	(167,978)	369,553	419,244	57,505	290,291
<b>Total Receivables General Outstanding</b>					<b>968,615</b>

Amounts shown above include GST (where applicable)



**Comments/Notes - Receivables General**

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



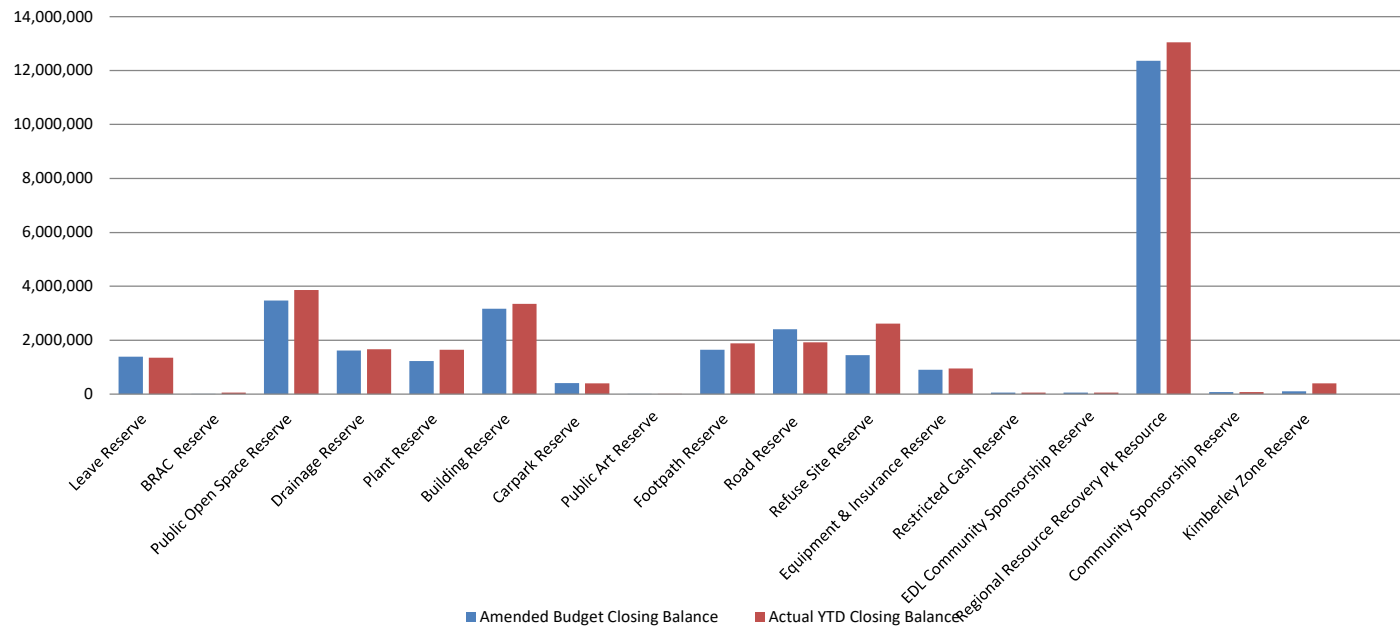
**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2023**

**Note 7: Cash Backed Reserve**

2022-23									
Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	1,324,537	4,795	24,433	57,675	(0)	0	0	1,387,007	1,348,969
BRAC Reserve	58,697	234	1,032	0	(0)	58,000	0	931	59,728
Public Open Space Reserve	3,789,990	5,213	67,502	838,566	0	1,166,712	0	3,467,057	3,857,492
Drainage Reserve	1,636,814	6,162	28,730	38,597	0	67,050	0	1,614,523	1,665,545
Plant Reserve	1,616,587	7,592	28,418	0	0	391,804	0	1,232,375	1,645,005
Building Reserve	3,289,749	11,700	57,831	355,080	(0)	486,818	0	3,169,711	3,347,580
Carpark Reserve	391,357	1,395	6,880	20,792	(0)	0	0	413,544	398,237
Public Art Reserve	6,232	24	110	0	(0)	0	0	6,256	6,341
Footpath Reserve	1,854,112	9,145	32,594	100,966	(1)	316,173	0	1,648,050	1,886,705
Road Reserve	1,892,145	5,024	33,262	512,902	0	0	0	2,410,071	1,925,407
Refuse Site Reserve	2,574,622	10,675	45,259	0	0	1,141,878	0	1,443,419	2,619,882
Equipment & Insurance Reserve	936,537	2,863	16,463	0	0	35,000	0	904,400	953,001
Restricted Cash Reserve	65,000	0	0	0	0	0	0	65,000	65,000
EDL Community Sponsorship Reserve	62,229	248	1,094	0	(0)	0	0	62,477	63,323
Regional Resource Recovery Pk Resource	12,815,817	0	225,290	105,000	(0)	566,181	0	12,354,636	13,041,106
Community Sponsorship Reserve	81,722	327	1,437	0	(0)	0	0	82,049	83,158
Kimberley Zone Reserve	395,873	1,580	6,959	0	0	298,453	0	99,000	402,832
					0	0	0		
	<b>32,792,020</b>	<b>66,977</b>	<b>577,294</b>	<b>2,029,578</b>	<b>(2)</b>	<b>4,528,069</b>	<b>0</b>	<b>30,360,506</b>	<b>33,369,312</b>

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2023

Note 7: Cash Backed Reserve



SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2023

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 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)	0	0	0
				0 P118 Holden Colorado Rangers- (1GND061)	(11,786)	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 P1013 Truck Crew Cab Tipper ST 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 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 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 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 P7419 Toyota Prado T/D 5 Door WGN A/T GXL	(8,856)	0	0
				0 P16319 Toyota Prado GX 2019	12,559	0	0
				0 P12118 Holden Colorado (MC&ED) 1GNC999	6,279	0	0
				0 P4418 Holden Colorado 4x4 Crew Cab Ute (MPBS)	1,759	0	0
				0 P10118 Holden Colorado 4x4 Crew Cab Ute (CHS)	2,615	0	0
				0 P7518 Holden Colorado Crew Cab 4WD Tray Top (Manager P&C)	2,987	0	0
				0 P11318 Holden Colorado 4x4 Crew Cab Ute (ME)	2,035	0	0
				0 P2817 Utility Isuzu D-Max LSM Crew cab 4wd (Mgr Ops)	3,944	0	0
				0 P82813 Paveline Versapatch Asphalt Maintenance unit / Hino 300 series 816	20,652	0	0
				0 P12808 Pump Water 4" Diesel PTG405DS (Works)	1,000	0	0
				0 P7216 Skidsteer Loader Bobcat T650	(38,119)	0	0
				0 P15511 Bobcat Planer (Profiler) Attachment40inch (Refer to Bobcat P7216)	5,991	0	0
				0 P2301 Trailer Polmac 8x4 Single Axle white cage - Signs 1TDC203	1,000	0	0
				0 P1416 Isuzu D-Max Dual Cab (with Fuel Pod)	(38)	0	0
				0 P1616 Isuzu D-Max SX Ute Crew Cab 4WD (with Fuel Pod)	7,693	0	0
				0 New Vacuum Excavation Mobile Plant	0	0	0

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2023

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)				
\$	\$	\$	\$		\$	\$	\$
				0 P14410 Forklift 2.5T 2WD 4.3mtr 3 stage mast. Toyota model 42-7FG25	4,000	0	0
				0 P3017 Isuzu D-Max SX Extra Cab 4WD Tray Top (Workshop)	7,203	0	0
				0 P83705 Dean tipping trailer	3,764	0	0
				0 P6918 John Deere 1585 Front Deck 4WD-Enclosed cab	(217)	0	0
				0 P2916 Isuzu D-Max Extra Cab -Spray Ute	12,670	0	0
				0 P9016 Turf Renovator Amazone GHS210	(25,637)	0	0
				P11615 900LT Silvan Tractor Mounted Fertilizer Spreader	(698)	0	0
				0 P17218 Toro Groundmaster 360 4WD-Team 1	4,795	0	0
				0 P2620 Toro 3100D Ride-On Cylinder Mower	(29,591)	0	0
				0 P6818 Holden Colorado Space Cab Alloy Tray - Retic 3	(531)	0	0
				0 P18118 Holden Colorado Ute Crew Cab 4WD Community Clean Up Crew	4,120	0	0
0	0	0	0		(50,190)	0	0

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 March 2023

**Note 9: RATING INFORMATION**

RATE TYPE	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>Differential General Rate</b>											
<b>Gross Rental Valuations</b>											
GRV - Residential	8.3113	5,009	162,149,978	13,476,771	100,000		13,576,771	13,576,771	100,000	13,000	13,689,771
GRV - Residential - Vacant	17.5995	190	3,619,490	637,012			637,012	637,012			637,012
GRV - Commercial/Industrial	11.0873	554	59,572,694	6,605,003			6,605,003	6,605,003			6,605,003
GRV - Tourism	13.4671	564	21,602,106	2,909,177			2,909,177	2,909,177			2,909,177
<b>Unimproved Value Valuations</b>											
UV - Rural	0.8105	54	17,809,000	144,343			144,343	144,343			144,343
UV - Mining	13.7090	32	1,116,265	153,029			153,029	153,029			153,029
UV - Commercial Rural	3.3886	21	10,560,860	357,865			357,865	357,865			357,865
<b>Sub-Totals</b>		6,424	276,430,393	24,283,200	100,000	0	24,383,200	24,383,200	100,000	13,000	24,496,200
<b>Minimum Payment</b>	<b>Minimum \$</b>										
<b>Gross Rental Valuations</b>											
GRV - Residential	1,268	53	709,210	67,204			67,204	67,204			67,204
GRV - Residential - Vacant	1,268	181	846,368	229,508			229,508	229,508			229,508
GRV - Commercial/Industrial	1,268	22	153,862	27,896			27,896	27,896			27,896
GRV - Tourism	1,268	260	904,134	329,680			329,680	329,680			329,680
<b>Unimproved Value Valuations</b>											
UV - Rural	1,268	4	191,300	5,072			5,072	5,072			5,072
UV - Mining	520	22	42,111	11,440			11,440	11,440			11,440
UV - Commercial Rural	1,268	2	13,300	2,536			2,536	2,536			2,536
<b>Sub-Totals</b>		544	2,860,285	673,336	0	0	673,336	673,336	0	0	673,336
Charitable Concessions							25,056,536				25,169,536
<b>Totals</b>							(54,910)				(45,131)
							<b>25,001,626</b>				<b>25,124,405</b>

**Comments - Rating Information**

NOTE - This note represents the budgeted rating and back rating revenue expected for the 2022/23 financial year. The Statement of Financial Activity (by Reporting Program) examines the reporting program for rates which also includes other items, such as debt recovery and rates instalments charges, which are not represented in this table as they do not form part of ordinary rates modelling.

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2023**

**10. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 30-Jun-22	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
			\$	\$	\$	\$	\$	\$
Loan 197 - Town Beach Redevelopment	1,276,291		44,308	88,975	1,231,983	1,187,316	10,316	20,272
Loan 196 - Chinatown Revitalisation Loan	1,223,136		82,127	165,029	1,141,010	1,058,107	15,856	22,340
Loan 198 - Chinatown Revitalisation Stage 2	1,681,479		52,519	105,549	1,628,961	1,575,930	28,338	32,276
Loan 201- China Town Contingency	1,800,000		41,690	84,609	1,758,310	1,715,391	49,597	84,588
<b>Self Supporting Loans</b>								
Loan 199 - Broome Golf Club	1,250,000		0	0	1,250,000	1,250,000	16,552	24,426
Broome Surf Life Saving Club	0	690,746	0	0	0	690,746	0	18,996
	7,230,907	690,746	220,644	444,162	7,010,263	7,477,491	120,658	202,898

All debenture repayments were financed by general purpose revenue.



**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2023**

**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 22	Amount Received	Amount Paid	Closing Balance 31-Mar-23
Town Planning Related Bond Deposits	\$ 106,562	\$ 0	\$ 0	\$ 106,562
	<b>106,562</b>	<b>0</b>	<b>0</b>	<b>106,562</b>

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 March 2023

Note 12: CAPITAL ACQUISITIONS

YTD 31 Mar 2023										
% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance Under/(Over)	YTD Actual (Renewal Exp)	Strategic Reference / Comment
		<b>Governance</b>								
0%	○	Vehicle & Mobile Plant Renewal (Replacement) Cap Exp - Other Gov	23571		60,000	30,000	0	60,000	0	
0%	○	<b>Governance Total</b>			<b>60,000</b>	<b>30,000</b>	<b>0</b>	<b>60,000</b>	<b>0</b>	
		<b>Law, Order And Public Safety</b>								
88%	●	Surf Club Building Upgrade (Inc Plant & Furniture) Cap Exp-Law Ord & PS	53239		2,983,950	2,276,893	2,638,552	345,398	0	
88%	●	<b>Law, Order And Public Safety Total</b>			<b>2,983,950</b>	<b>2,276,893</b>	<b>2,638,552</b>	<b>345,398</b>	<b>0</b>	
		<b>Education and Welfare</b>								
0%	○	<b>Education and Welfare Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
		<b>Housing</b>								
20%	○	Staff housing 8 & 11/ 6 ibis Way - fit out- Cap Ex	0095810	<b>095810</b>	31,192	23,394	6,211	24,981	0	
20%	○	<b>Housing</b>			<b>31,192</b>	<b>23,394</b>	<b>6,211</b>	<b>24,981</b>	<b>0</b>	
		<b>Community Amenities</b>								
100%	●	Vehicle & Mob Plant Renewal(Replacement)-Cap Exp- Sanit Gen Refuse	0101510		367,000	275,473	0	(119)	367,119	
22%	○	Asset Rehabilitation Obligation (Cap Exp - Sanitation Gen Refuse)	101524		289,869	217,404	64,185	225,684	0	
No Budget	☒	Fixed Plant & Equip New Cap Exp - San Gen Refuse	101535	101536	0	0	18,067	(18,067)	0	
35%	○	Mobile Garbage Bin Replacement - Cap Exp - San Gen Refuse	101550	101552	171,506	128,475	0	112,003	59,503	
71%	●	Community Recycling Centre - RRP - Cap Exp	101896	101897	566,180	431,624	399,869	166,311	0	
0%	○	RRRP Waste Facility - Yr 1 CRC	101896	101898	251,680	143,760	986	250,694	0	
0%	○	Short St-Paspaley Carnarvon Street New Drainage Const - Cap Exp	104270	104299	67,490	17,093	0	67,490	0	
0%	○	Drainage Grate Improvements	104600	104796	25,880	19,407	0	25,880	0	
0%	○	Vehicle & Mobile Plant Renewal (Replacement) Cap Exp - Dev Services	106184		243,448	163,847	0	243,448	0	
211%	●	Implement Cemetery Master Plan	107540	107551	1,980	1,485	4,180	(2,200)	0	
6%	○	Japanese Cemetery New Infra by P & G - Cap Exp	107550	107550	50,000	0	2,800	47,200	0	
99%	●	Broome Cemetery Fencing Capx	107550	107563	165,285	163,800	163,513	1,772	0	
0%	○	Mobile Plant & Equipment Renewal (Replacement) - Cap Exp - Sanitation Other	1042510		208,000	141,500	0	208,000	0	
45%	○	<b>Community Amenities Total</b>			<b>2,408,318</b>	<b>1,703,868</b>	<b>653,600</b>	<b>1,328,095</b>	<b>426,622</b>	
		<b>Recreation And Culture</b>								
94%	●	Skatepark New Infrs Const - Cap Exp - Other Rec & Sport	0113027	113029	562,392	443,487	530,006	32,386	0	
0%	○	Haynes Oval Reserve Renewal of Infrastructure- Cap Exp	113551	113762	1,320	990	0	1,320	0	
0%	○	Male Oval Renewal Infra - Cap Exp - Parks & Ovals	0113551	113763	900	675	0	900	0	
123%	●	Parks & Gardens Works Renewal Infra - Cap Exp	0113551	113795	113,119	101,429	0	(26,557)	139,676	
No Budget	☒	Reticulation Control System New Exp - Cap Exp Parks & Ovals	0113603		0	0	255	(255)	0	
1%	○	Tennis Court Lighting Renewal- Cap Ex	0114105	114105	206,756	10,920	0	204,670	2,086	
0%	○	Broome Public Library - Kitchen Fit Out- Cap Exp	0115460	115460	20,795	5,596	0	20,795	0	
0%	○	Cape Leveque Tourist Bay and Signage	0116125	116132	35,000	26,253	0	35,000	0	
0%	○	Museum Building Renewal- Cap Exp - Other Cult	0116201		75,000	18,750	0	75,000	0	
124%	●	Broome Museum - Air Con- Cap Exp	0116207	116207	4,575	3,434	0	(1,100)	5,675	
0%	○	BRAC Gym and Fitness Facility - Detailed Design / Tender Package- Cap Exp	0117024	117025	485,980	242,895	2,012	483,968	0	
0%	○	Vehicle & Mobile Plant Renewal (Replacement) -Cap Exp- BRAC General	0117398		45,000	33,549	0	45,000	0	
0%	○	BRAC Grid Solar Connection	0117399	117420	238,100	118,704	172	232,928	0	
		BRAC Water Fountain and Entrance - DCS202206	0117399	117421	11,780	2,945	65	11,715	0	
7%	○	BRAC Oval Upgrade of Infra - Cap Exp	0117450	117452	32,938	0	2,375	30,563	0	
0%	○	BRAC Ovals Renewal Infra Works - Cap Exp - BRAC Ovals	0117455	117456	216,354	162,264	0	216,354	0	
101%	●	Town Beach Redevelopment - Greenspace Stage 2 - Cap Exp	1181407		31,860	28,956	32,086	(226)	0	
37%	○	Youth Bike Recreation Area - New Construction - Cap Exp	1181420	YBRA001	100,247	79,226	36,924	63,323	0	
12%	○	Cable Beach Foreshore Upgrade	1181425	1181426	7,096,461	5,316,680	872,377	6,224,084	0	
0%	○	Cable Beach Redevelopment (Construction) - Cap Exp	1181427		1	1	0	(1)	0	
18%	○	<b>Recreation And Culture Total</b>			<b>9,273,578</b>	<b>6,596,755</b>	<b>1,476,271</b>	<b>7,649,867</b>	<b>147,437</b>	

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2023

Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	YTD 31 Mar 2023					Strategic Reference / Comment
					Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance Under/(Over)	YTD Actual (Renewal Exp)	
0%	<input type="radio"/>	Transport								
	<input type="radio"/>	Frederick Street/Hamersley Street Intersection Lighting Upgrades	0121100	121715	14,000	0	0	14,000	0	
7%	<input type="radio"/>	Port Drive – Guy Street Intersection Upgrade	0121100	121716	1,456,278	1,050,220	99,798	1,356,480	0	
2%	<input type="radio"/>	Urban Maint Reseals Renewal Works Cap Exp	0121101	121549	647,820	485,865	0	631,812	16,008	
92%	<input checked="" type="radio"/>	Capital Works Program Projects - Upgrade (stewart St)- Cap Ex	0121101	121562	716,580	537,444	0	56,997	659,583	
No Budget	<input checked="" type="radio"/>	Lawrence Road Upgrade	0121501	121587	0	0	61,953	(61,953)	0	
0%	<input type="radio"/>	Carpark Annual Reseals as per AMP - Various	124600	124611	28,424	11,370	0	28,424	0	
	<input type="radio"/>	Dakas, St Marys New Carpark Const - Cap Exp	125000	125025	0	0	0	0	0	
0%	<input type="radio"/>	State Blackspot - Frederick Street off-street carpark Cap (Broome SHS) Exp	0125000	125045	1,325,835	30,690	930	1,324,905	0	
113%	<input checked="" type="radio"/>	Conti foreshore Footpath Construction (Before Hamersley Street - New Footpath	0125140	125183	153,584	126,344	172,949	(19,365)	0	
0%	<input type="radio"/>	De Pledge Way	0125200	125074	34,654	17,649	0	34,654	0	
0%	<input type="radio"/>	Sahanna Place	0125200	125075	34,654	17,649	0	34,654	0	
0%	<input type="radio"/>	Walcott Street	0125200	125076	34,654	17,649	0	34,654	0	
20%	<input type="radio"/>	Various Footbridge Renewals - Cap Exp	0125300	125921	86,000	64,128	0	68,454	17,546	
2%	<input type="radio"/>	Various Footpath Renewals - Cap Exp	0125300	VARPATH	157,832	157,832	0	154,264	3,568	
27%	<input type="radio"/>	Access & Inclusion Improvements New Infra - Cap Exp	1254421		15,000	11,200	4,100	10,900	0	
48%	<input checked="" type="radio"/>	Broome North Subdivision - New Footpath construction	125140	125277	212,309	148,617	101,817	110,492	0	
1894400%	<input checked="" type="radio"/>	Street Lighting Renewal Const - Cap Exp - St Lighting	125225		1	1	0	18,943	18,944	
0%	<input type="radio"/>	Dakas, St Marys New Carpark Const - Cap Exp	125000	125025	0	(2)	0	0	0	
0%	<input type="radio"/>	Footpaths - Various	0125140	125172	106,949	106,949	0	(106,949)	0	
23%	<input type="radio"/>	Transport Total			5,024,574	2,783,603	441,547	3,691,366	715,649	
		Economic Services								
4%	<input type="radio"/>	Broome Visitor Centre - Packaged Plant Cap Ex	0132029	132040	57,186	1,639	2,039	55,147	0	
15%	<input type="radio"/>	Sam Male Lugger Restoration- Cap EX	0132142	132143	31,100	15,819	0	26,300	4,800	
No Budget	<input checked="" type="radio"/>	Chinatown Project Mgmt, Feasibility & Design Consultancy - Cap Exp - Economic Services Special Projects	1367221		0	0	5,495	(5,495)	0	
78%	<input checked="" type="radio"/>	Short Street Streetscape Enhancements (Chinatown Stage 2) - Cap Exp	1367404	1367414	43,900	33,897	34,343	9,558	0	
No Budget	<input checked="" type="radio"/>	Frederick St Lookout - Other Infra New - Cap Exp	1367405	1367409	0	0	180	(180)	0	
No Budget	<input checked="" type="radio"/>	Public Art (funded from Reserve) - Other Infra New - Cap Exp	1367405	1367412	0	0	(3,803)	3,803	0	
No Budget	<input checked="" type="radio"/>	Smart Cities Enabling Items - Cap Exp	1367405	1367418	0	0	10,116	10,116	0	
0%	<input type="radio"/>	Streeter's Jetty Refurbishment (Chinatown Stage 2) Cap Exp	1367405	1367419	1,540	1,155	0	(1,540)	0	
40%	<input type="radio"/>	Economic Services Total			133,726	52,510	48,370	97,709	4,800	
		Other Property & Services								
90%	<input checked="" type="radio"/>	Vehicle & Mobile Plant New- Cap Exp - Corp Gov	0142550		105,000	63,429	94,237	10,763	0	
No Budget	<input checked="" type="radio"/>	Shire Office Build Haas St Renewal - Cap Exp - Corp Gov	0142558		0	0	0	(2,286)	2,286	
42%	<input checked="" type="radio"/>	Vehicle & Plant Renewal(Replacement) - Cap Exp - P&G Operations	0143610		1,063,326	710,741	0	621,830	441,496	
67%	<input checked="" type="radio"/>	Equip & H'Ware > \$5000 Cap Exp - IT	0146120		113,000	84,753	76,272	36,728	0	
24%	<input type="radio"/>	Software Cap Exp - IT (dont use)	0146122		73,926	64,926	17,732	56,194	0	
1%	<input type="radio"/>	Admin Building - Packaged Plant- Cap Exp	0147100	147100	363,910	272,936	0	360,217	3,693	
0%	<input type="radio"/>	KRO 2 - air-conditioning units- Cap Exp	0147350	1482447	13,862	10,396	0	13,862	0	
20%	<input type="radio"/>	KRO 1 & 2 Security Screens	0147354	147354	46,760	28,538	9,435	37,325	0	
119%	<input checked="" type="radio"/>	Building Renewal AMP	0147500		269,915	241,318	0	(50,821)	320,736	
0%	<input type="radio"/>	Vehicle & Mobile Plant Renewal(Replacement) - Cap Exp - Eng Office	0148004		165,000	82,500	0	165,000	0	
0%	<input type="radio"/>	Vehicle & Mobile Plant New - Cap Exp - Depot Ops	0148021		180,000	90,000	0	180,000	0	
37%	<input type="radio"/>	Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Works Ops	0148611		1,335,841	495,599	0	847,096	488,745	
0%	<input type="radio"/>	Vehicle & Mob Plant New - Cap Exp - Works Ops	0148621		58,520	43,893	0	58,520	0	
0%	<input type="radio"/>	Town Beach Kiosk Cap Build New Const-Cap Exp-Other Build Lea	112057	112057	100,000	25,000	0	(100,000)	0	
37%	<input type="radio"/>	Other Property & Services Total			3,889,060	2,214,029	197,677	2,234,428	1,256,956	
34%	<input type="radio"/>	GRAND TOTAL			23,804,398	15,681,052	5,462,229	15,431,844	2,551,464	

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2023

Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	YTD 31 Mar 2023					Strategic Reference / Comment
					Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance Under/(Over)	YTD Actual (Renewal Exp)	
29%	○	Land & Buildings - New			1,435,032	866,673	409,078	2,75,955	0	
88%	●	Land & Buildings - Upgrade			3,004,745	2,282,489	2,638,552	366,192	0	
46%	●	Land & Buildings - Renewal			708,825	533,004	0	382,110	326,715	
		Works in Progress Land & Buildings			0	0	0	0	0	
66%	●	<b>Land &amp; Buildings - Total</b>			<b>5,148,602</b>	<b>3,682,166</b>	<b>3,047,630</b>	<b>1,574,257</b>	<b>326,715</b>	
19%	○	Recreation Areas Infrastructure - New			7,823,899	5,868,350	1,474,023	6,349,874	0	
		Recreation Areas Infrastructure - Upgrade			0	0	0	0	0	
26%	○	Recreation Areas Infrastructure - Renewal			538,449	276,278	0	396,687	141,762	
		Works in Progress Recreation Areas Infrastructure			0	0	0	0	0	
19%	○	<b>Recreation Areas Infrastructure - Total</b>			<b>8,362,348</b>	<b>6,144,628</b>	<b>1,474,023</b>	<b>6,746,561</b>	<b>141,762</b>	
15%	○	Roads, F/Paths & Bridges Infrastructure - New			1,813,677	423,796	279,796	1,319,983	0	
13%	○	Roads, F/Paths & Bridges Infrastructure - Upgrade			1,514,178	1,084,117	201,589	1,312,589	0	
43%	●	Roads, F/Paths & Bridges Infrastructure - Renewal			1,636,656	1,256,639	0	939,951	696,705	
		Works in Progress - Rds, F/Paths & Bridges			0	0	0	0	0	
24%	○	<b>Roads, F/Paths &amp; Bridges Infrastructure - Total</b>			<b>4,964,511</b>	<b>2,764,552</b>	<b>481,385</b>	<b>3,572,523</b>	<b>696,705</b>	
0%	○	Drainage Infrastructure - New			67,490	17,093	0	67,490	0	
0%	○	Drainage Infrastructure - Upgrade			25,880	19,407	0	25,880	0	
		Drainage Infrastructure - Renewal			0	0	0	0	0	
		Works in Progress Drainage Infrastructure			0	0	0	0	0	
0%	○	<b>Drainage Infrastructure - Total</b>			<b>93,370</b>	<b>36,500</b>	<b>0</b>	<b>93,370</b>	<b>0</b>	
42%	●	Other Infrastructure - New			412,973	245,794	174,846	255,280	0	
211%	●	Other Infrastructure - Upgrade			1,980	1,485	4,180	(2,200)	0	
41%	●	Other Infrastructure - Renewal			202,607	144,295	0	157,246	83,247	
		Works in Progress Other Infrastructure			0	0	0	0	0	
42%	●	<b>Other Infrastructure - Total</b>			<b>617,560</b>	<b>391,574</b>	<b>179,026</b>	<b>410,326</b>	<b>83,247</b>	
27%	○	Mobile Plant & Equip New			343,520	197,322	94,237	249,283	0	
		Mobile Plant & Equip Upgrade			0	0	0	0	0	
37%	○	Mobile Plant & Equipment Renewal (Replacement)			3,487,615	1,933,209	0	2,190,255	1,297,360	
36%	○	<b>Mobile Plant &amp; Equip - Total</b>			<b>3,831,135</b>	<b>2,130,531</b>	<b>94,237</b>	<b>2,439,538</b>	<b>1,297,360</b>	
No Budget	☒	Fixed Plant & Equipment - New			0	0	18,067	(18,067)	0	
0%	○	Fixed Plant & Equipment - Upgrade			13,862	10,396	0	13,862	0	
124%	●	Fixed Plant & Equipment - Renewal			4,575	3,434	0	(1,100)	5,675	
129%	●	<b>Fixed Plant &amp; Equipment - Total</b>			<b>18,437</b>	<b>13,830</b>	<b>18,067</b>	<b>(5,305)</b>	<b>5,675</b>	
22%	○	Furniture & Equipment - New			478,566	299,866	103,677	374,889	0	
22%	○	<b>Furniture &amp; Equipment - Total</b>			<b>478,566</b>	<b>299,866</b>	<b>103,677</b>	<b>374,889</b>	<b>0</b>	
22%	○	Other Non Current Liabilities			289,869	217,404	64,185	225,684	0	
22%	○	<b>Other Non Current Liabilities</b>			<b>289,869</b>	<b>217,404</b>	<b>64,185</b>	<b>225,684</b>	<b>0</b>	
34%	○	<b>Capital Expenditure Total</b>			<b>23,804,398</b>	<b>15,681,052</b>	<b>5,462,229</b>	<b>15,431,844</b>	<b>2,551,464</b>	

**SHIRE OF BROOME**  
**Monthly Statement of Financial Activity**  
**For the Period Ending 31 March 2023**

**Appendix A: SUPPLEMENTARY NOTES TO THE MONTHLY REPORT**

**NOTES TO THIS MONTH'S REPORT**

**OVERVIEW**

For the period ended 31 March 2023, the following are key indicators supporting the year to-date budget position with respect to the Annual Forecast Budget:

Budget Year elapsed	75.07%
Total Rates Raised Revenue	100% (of which 94.92% were collected)
Total Other Operating Revenue	76%
Total Operating Expenditure	45%
Total Capital Revenue	56%
Total Capital Expenditure	34%
Total Sale of Assets Revenue	0%

The budget was adopted at the Special Meeting on 05 July 2022. Council adopted a balanced annual budget, which included a net carried forward balance of \$4,145,052 being \$2,607,572 of carry-over projects, plus \$1,537,480 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 March 2023, the current position stands at \$14.2M

**Cash**

Total Cash Assets are now \$51.2M being \$1.2M decrease from prior month.

The major collections this month include receipt of:

- \$1.1M Various rates
- \$250K Roads to Recovery Quarterly Payment
- \$139K Valmec Australia

The major expenditure items this month include payments of:

- \$411K Emergency Service Levy Quarterly payment – DEFS
- \$260K Broome Life Saving Club Construction – Colin Wilkinson Pty Ltd
- \$129K Kerbside collection – Cleanaway

### **Receivables**

Sundry debtors including GST refundable stand at \$1.1M.

Rates and rubbish debtors stand at \$1.25M. Annual rates were raised on 14th July 2022 with due date of 18 August 2022. 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 \$117K having a \$110K decrease since the previous month.

### **Cash Liabilities**

These stand at \$223K. This represents our obligation on our outstanding loans in 22/23.

### **Creditors and Payables**

Sundry Creditors are \$2.87M, 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 \$1.92M.

### **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 \$0.00 (non-current leave provisions are \$267K). Accruals to reflect the year end position will be completed in the coming months for the 2022-2023 year.

## 10. REPORTS OF COMMITTEES

### 10.1 MINUTES AND RECOMMENDATIONS FROM AUDIT AND RISK COMMITTEE MEETING HELD ON 20 APRIL 2023

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

#### SUMMARY:

This report presents for Council consideration the minutes from the Audit and Risk Committee meeting held on 20 April 2023.

### BACKGROUND

#### Previous Considerations

SMC 5 July 2022	Item 5.4.1
ARC December 2022	Item 5.3
OMC 15 December 2022	Item 13.1.4
ARC 14 February 2023	Item 5.3, Item 5.4
OMC 23 February 2023	Item 10.1

#### **Item 5.1 Annual Financial Report and Audit Report 2021/22**

Under section 7.9 of the *Local Government Act 1995* (the Act), an Auditor is required to examine the accounts and annual financial report submitted by a local government for audit. The Auditor is required to prepare a report by 31 December following the financial year to which the accounts and report relate and forward a copy of that report to:

- (a) The Mayor or President;
- (b) The Chief Executive Officer (CEO); and
- (c) The Minister.

Furthermore, under Regulation 10(4) of the *Local Government (Audit) Regulations 1996* (Audit Regulations), where it is considered appropriate to do so, the Auditor may prepare a Management Report to accompany the Auditor's Report, which is also to be forwarded to the persons specified in section 7.9 of the Act.

Upon finalisation of the Shire's 2021/22 audit, the Auditors presented their initial findings to the Shire President (who also holds the role of Chair of the Audit and Risk Committee) and the Acting CEO for consideration at an informal briefing session held 6 April 2023.

The Audit and Risk Committee (the Committee) is required to examine the reports of the Auditor after receiving a report from the CEO on the matters reported and:

- Determine if any matters raised require action to be taken by the local government; and
- Ensure that appropriate action is taken in respect of those matters.



The Committee is also required to review a report prepared by the CEO on any actions taken in respect of any matters raised in the report of the Auditor and present the report to Council for adoption. A copy of the report is to be forwarded to the Minister prior to the end of the next financial year or 6 months after the last report prepared by the Auditor is received, whichever is relevant.

An analysis of the 2021/22 operating result is provided in this report along with a comparison to the forecast outcomes of the Shire's adopted Integrated Planning and Reporting Framework.

The Strategic Community Plan 2021-2032 (SCP), Corporate Business Plan 2021-2025 (CBP) and the 2021-2025 Long Term Financial Plan (LTFP) were received and adopted by Council at the December 2020 OMC. These plans informed the 2021/22 annual budget process.

The Shire's Infrastructure Asset Management Plan (AMP) was finalised and presented to Council at the December 2020 OMC. The AMP is continuously reviewed as part of the mandated Integrated Planning and Reporting Framework and was used to inform the 2021/22 annual budget process.

The Committee is requested to consider and recommend adoption of the annual financial report to Council.

### ***Item 5.2 3<sup>rd</sup> Quarter Finance and Costing Review 2022/23***

The Shire of Broome has carried out its 3<sup>rd</sup> Quarter Finance and Costing Review (FACR) for the 2022-23 financial year. This review of the 2022-23 Annual Budget is based on actuals and commitments for the first 9 months of the year from 1 July 2022 to 31 March 2023, and forecasts for the remainder of the financial year.

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

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

It should be noted that the 2022-23 annual budget was adopted at the Special Meeting of Council on 5 July 2022 as a balanced budget.

The Quarter 3 FACR commenced on 3 April 2023. At the start of the Q3 FACR, a net deficit of \$277,233 was forecast arising from past budget amendments adopted by Council, including the Q1 and Q2 FACR's.

## **COMMENT**

### ***Item 5.1 Annual Financial Report and Audit Report 2021/22***

#### Financial Highlights of the Annual Financial Report (Attachment 1)

- Net Comprehensive Income (net accounting profit) of \$12,380,131 for the year ended 30 June 2022.

Changes in the asset revaluation surplus are the main contributing factors to this net profit figure; the fair value of land, buildings, and infrastructure is determined at least every five years and the significant valuation changes include Recreation Areas (\$20M), Drainage (\$11M), Buildings (\$6M), and a decrease in Footpaths, Carparks and Bridges (\$19M).

- Net decrease in cash of \$651,725 from \$44M to \$43.4M. A contributing factor to this decrease is deferral of the self-supporting loan for the Surf Club redevelopment to 2022/23 due to timing of construction projects.
- Net Surplus of Municipal Funds of \$2,891,583. The details of the surplus are explained in the table below.

#### Chief Executive Officer's Report to the Audit and Risk Committee

Following is the CEO's report to the Committee on matters arising from the audit and management reports.

#### Independent Auditors Report (Attachment 2)

Under section 7.12A of the Act, Council must prepare a report addressing any matters identified as significant by the auditor in the audit report, and state what action Council has taken or intends to take with respect to each of those matters. The report is to be provided to the Audit and Risk Committee and Council for endorsement, with a copy provided to the Minister within 3 months of the audit report being received by Council.

The Independent Auditors Report contains an "Emphasis of matter – Restatement of comparative balances" which is in relation to the restatement of the 30 June 2021 financial report, the outcome of an independent review of prior years financials was presented to the Audit and Risk Committee (14 February 2023 Item 5.3).

The Audited Annual Financial Report and Independent Auditors Report are attached (Attachment 1 and 2 respectively). There were no matters of statutory non-compliance reported.

#### Audit Management Report

The Audit Management Report (Confidential Attachment 3) provides an overview of the approach undertaken in respect of the annual Audit process and the associated outcomes of the audit. The Management Report also identifies any findings that, whilst generally not material in relation to the overall audit of the financial report, are considered relevant to the day-to-day operations of the Shire. The findings do not impact the outcome of the annual financial audit however they do provide guidance to strengthen internal controls, policies, and procedures.

#### *Matters Identified*

There were 36 issues identified with 19 new issues identified during the 2021/22 audit along with 17 prior year issues. 8 significant matters were identified, compared to 10 in the 2020/21 audit, with 3 identified as new issues during the 2021-22 audit.

The Audit Management Report details identified risks relating to operational controls within the Shire and includes comment from Management on each issue, inclusive of details on how these matters will be mitigated. Details contained within the report are considered confidential as releasing them publicly would increase the likelihood that identified risks could be the target of fraudulent or illegal activities. Complete details of each matter raised are contained in the full report at Confidential Attachment 3.

The majority of items have been identified for completion by June 2023 however 2 items will require more work and have been earmarked for completion by December 2023. 13 items were addressed prior to the finalisation of the 2021/22 audit process. It is worthwhile noting that the Audit Management Report attached is a draft; the final report will be tabled with Council through the Audit and Risk Committee once received. Outstanding items will be

presented at each ensuing Audit and Risk Committee meeting until they have been resolved.

### Audit Adjustments

The auditors identified several non-material errors and misstatements in the financial statements which remain unadjusted. Items listed below are included in the Management Representation Letter (Attachment 4) as required by Auditing Standard ASA 320 'Materiality and Audit Adjustments'.

1. \$147,869 prior year WANDRRA Grant road repairs and maintenance invoice incorrectly recognised as expense in 2021/22.
2. \$68,952 overpayment made to the Shire (Debtors credit balance) which was repaid through Creditors.
3. \$153,666 adjustment identified for PAYG Liability at 30 June based on supporting documentation reviewed.
4. \$53,665 duplicate Debtors invoice which was corrected in the following financial year.
5. \$180,856 capital grant which should have been recognised in prior year to match the timing of the associated expenditure.
6. \$48,757 error identified in provision for doubtful debt calculations.
7. \$382,209 relating to reconciling items in bank at 30 June - identified corrections to reconciling items, and items that should not be recorded in payables.
8. \$53,085 portion of Roads to Recovery grant unspent reflected as revenue rather than contract liability.
9. \$61,294 LRCI Phase 1 should have been contract asset and \$74,039 contract liability for LRCI Phase 2.
10. \$145,053 contract asset not recognised for Broome SLSC revenue, associated with completed works.

### Other Matters

There were no identified matters of fraud to report and there were no disagreements with management about significant accounting matters.

### 2021/22 Operating Result

The Audited Financial Report for the year ended 30 June 2022 received audit signoff on 13 April 2023.

Given the delays in the audit process and time elapsed since the end of the financial year, officers presented a report to the 14 February 2023 Audit and Risk Committee Meeting titled "Carry Over Budgets for 2022/23 and Review of Closing Financial Position" (February Report). The report was considered necessary to provide:

1. Council approval for budget amendments specifically relating to 2021-22 carry over projects;
2. Transparency to Council, following the findings of an external review of prior year opening and closing positions. The amended positions presented in the table below reflect the adjustment to the treatment of contract liabilities over the 3 year period:

Note the figures below were presented in the February Report and have subsequently changed through the finalisation of the Audit.

Audited Closing Position	Adjusted Closing Position	Variance
-----------------------------	------------------------------	----------

<b>2020 Actual</b>	4,188,392	2,828,740	(1,359,652)
<b>2021 Actual</b>	4,839,446	4,535,688	(303,758)
<b>2022 Actual</b>	* 4,145,052	2,963,867	(1,181,185)

*\*2022 Budgeted closing position. The Adjusted closing position has been reflected in the current financials presented to OAG.*

The closing position adjustments have effectively identified discrepancies in the Shire's financial position over this period and therefore it has become apparent that recommendations and decisions have been made to allocate surplus funds to Reserve, which were not available. A review of these Reserve transfers was undertaken, and through the February 2023 OMC, Council resolved to immediately reduce the deficit by reversing \$397,211 in transfers to the Public Open Space Reserve being:

- (a) Reversal of the \$350,830 2020/21 net surplus transferred to POS Reserve, accepting that there was no surplus available; and
- (b) Reversal of the \$46,381 transfer to POS Reserve as budgeted in 2021/22 which was not specifically allocated;

Maintaining commitments from 2021/22 (income and expenditure budget carry overs) and utilising advanced FAGS supporting the 2022/23 budget resulted in a closing position deficit of \$715,622.

Subsequent to the February Report, it was identified that a cash transfer from the Leave Reserve to offset termination payments within the financial year did not apply to the closing position as intended. The impact on the Rate Setting Statement was a cash flow in from Reserves, but also an adjustment to Leave Liability, increasing the Non-cash amounts excluded from operating activities, and essentially reducing the cash impact to \$0.

Subsequent to this adjustment the Audited Financial Report identifies a deficit/closing position for the year ended 30 June 2022 of **\$2,891,583**. The audited closing position differs to the position presented in the February Report by \$72,284, resulting in a final net deficit of \$787,906.

The breakdown is summarised as follows:

	Budgeted Position 30/06/22	Closing Position 30/06/22
<b>Expenditure budget carry over</b>	9,706,606	9,682,820
<b>Income budget carry over</b>	(7,099,034)	(7,540,811)
<b>Advanced FAGS carry over</b>	1,537,480	1,537,480
<b>Net deficit</b>		(787,906)
<b>Closing Position</b>	4,145,052	2,891,583

The itemised carry over list has been scrutinised by the Executive Management Group to ensure every project is critical to keep. These are either grant or reserve funded projects, committed projects, or asset management plan (AMP) renewal (any expenditure committed through AMP renewal would transfer to the appropriate reserve for use in a future year). There are no changes proposed to the carry over list approved by Council in February 2023.

The Net deficit of \$787,906 has increased \$72,284 since the February Report (\$715,622). In that report Council adopted the officer recommendation to immediately reduce the deficit

by reversing \$397,211 of transfers which at the time were believed to be surplus funds from the Public Open Space (POS) Reserve, and to remediate the remaining untied deficit within the 3rd Quarter Finance and Costing Review (FACR) process.

#### Adjustment to Prior Years Annual Report

The adjustments required to prior year reports are contained within the Rate Setting Statement and Note 31 of the Annual Financial Report.

#### **Item 5.2 3<sup>rd</sup> Quarter Finance and Costing Review 2022/23**

The Q3 FACR identifies a cumulative net deficit forecast of **\$117,588**.

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

While officers make every effort to ensure the net impact of each FACR is minimal, the net deficit forecast mainly relates to the following proposed amendments:

- \$242,000 saving in materials and contracts across various works maintenance accounts
- \$267,879 in increased interest revenue due to higher than anticipated interest rates
- \$123,000 saving in materials and contracts across various parks and reserves maintenance accounts.

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

#### Quarter 3 FACR Result

A summary of the Q3 FACR results is as follows:

<b>SHIRE OF BROOME SUMMARY REPORT</b>				
<b>BUDGET IMPACT</b>				
	<b>2022/23 Adopted Budget (Inc) / Exp</b>	<b>YTD Adopted Budget Amendments (Inc) / Exp</b>	<b>FACR Q3 Overall (Inc) / Exp</b>	<b>YTD Overall Position</b>
<b>Office of the CEO</b>	\$0	\$11,200	\$158,885	\$170,085
<b>Corporate Services</b>	\$0	-\$263,194	-\$168,777	-\$431,971
<b>Development Services</b>	\$0	\$51,563	\$83,000	\$134,563
<b>Infrastructure Services</b>	\$0	-\$64,171	-\$560,525	-\$624,696
<b>Council approved budget amendments</b>	\$0	\$14,000	\$255,459	\$269,459

<b>Prior year adjustments for Capital Projects</b>	\$0	\$209,424	\$0	\$209,424
<b>2021-22 Adjusted Closing Position Deficit</b>	\$0	\$318,411	\$72,284	\$390,695
	<b>0,000*</b>	<b>\$277,233</b>	<b>-\$159,675</b>	<b>\$117,588</b>

## CONSULTATION

### **Item 5.1 Annual Financial Report and Audit Report 2021/22**

Office of the Auditor General (OAG)

### **Item 5.2 3<sup>rd</sup> Quarter Finance and Costing Review 2022/23**

All amendments have been proposed after consultation with Executive and Responsible Officers at the Shire.

## STATUTORY ENVIRONMENT

### **Item 5.1 Annual Financial Report and Audit Report 2021/22**

#### **Local Government Act 1995**

6.4 Financial report

7.9 Audit to be conducted

#### **Local Government (Audit) Regulations 1996**

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

Local governments are required to present to Council an audited annual financial report for the preceding financial year, within specified timeframes as prescribed.

The Office of the Auditor General advised that the audit report would not be received by 31 December 2022 as prescribed. Officers wrote to Department of Local Government, Sport and Cultural Industries to advise that the legislative timeframe could not be met.

### **Item 5.2 3<sup>rd</sup> Quarter Finance and Costing Review 2022/23**

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

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

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
  - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government's financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.

- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.  
\*Absolute majority required.
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

## **Local Government Act 1995**

### **6.8. Expenditure from municipal fund not included in annual budget**

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

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

## **POLICY IMPLICATIONS**

### **Item 5.1 Annual Financial Report and Audit Report 2021/22**

Nil.

### **Item 5.2 3<sup>rd</sup> Quarter Finance and Costing Review 2022/23**

Nil.

It should be noted that according to the materiality threshold set at the budget adoption, should a deficit achieve 1% of Shire’s operating revenue (\$402,749) the Shire must formulate an action plan to remedy the over expenditure.

## **FINANCIAL IMPLICATIONS**

### **Item 5.1 Annual Financial Report and Audit Report 2021/22**

The net deficit of \$715,622 was identified in the February 2023 ARC report. Council adopted the officer recommendation to immediately reduce the deficit by transferring \$397,211 from the Public Open Space (POS) Reserve, and to remediate the remaining untied deficit of \$318,411 within the Finance and Costing Review (FACR) process. The \$72,284 identified as additional deficit through the finalisation of the annual financial report has been referred through the Finance and Costing Review (FACR) Quarter 3, contained within this agenda.

### **Item 5.2 3<sup>rd</sup> Quarter Finance and Costing Review 2022/23**

The overall result of the Quarter 3 FACR estimates a total budget deficit position of **\$117,588** to 30 June 2023.

## **RISK**



**Item 5.1 Annual Financial Report and Audit Report 2021/22**

Officers assessed the risks associated with delaying a Council resolution and the outcome was to present the findings to the Audit and Risk Committee in February 2023. It was noted within the report recommendation that any variances to the outcome would be addressed through the Quarter 3 Finance and Costing Review process.

Should Council not endorse the officer recommendation there is a high risk of delay of holding the Annual Electors Meeting.

**Item 5.2 3<sup>rd</sup> Quarter Finance and Costing Review 2022/23**

The Finance and Costing Review (FACR) seeks to provide a best estimate of the end-of-year position for the Shire of Broome at 30 June 2023. Contained within the report are recommendations of amendments to budgets which have financial implications on the estimate of the end-of-year position.

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

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

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

**STRATEGIC ASPIRATIONS**

**Performance - We will deliver excellent governance, service & value for everyone.**

**Outcome 14 - Excellence in organisational performance and service delivery**

**Objective** 14.3 Monitor and continuously improve performance levels.

**Outcome 13 - Value for money from rates and long term financial sustainability**

**Objective** 13.1 Plan effectively for short- and long-term financial sustainability

**VOTING REQUIREMENTS**

*Absolute Majority*

*The recommendations from the Audit and Risk Committee meeting held on 20 April 2023 appear below for Council consideration.*

**10.1.1 ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22**

*Absolute Majority*

COMMITTEE RECOMMENDATION:

That the Audit and Risk Committee recommends that Council:

1. Receive the Chief Executive Officer's report relating to the audit.
2. Recognise the final adjusted 2021/22 closing position of \$2,891,583 and final net deficit position of \$787,906, noting that the deficit has been offset by the reversal of \$397,211 from Public Open Space Reserve and the identification of \$273,137 in operational savings through the 3<sup>rd</sup> Quarter Finance and Costing Review, resulting in a forecast net deficit position of \$117,558 at 30 June 2023;
3. Receive the:
  - (a) Audited Annual Financial Report as per Attachment 1;
  - (b) Audit Opinion Letter as per Attachment 2;
  - (c) Draft Audit Management Report as per Confidential Attachment 3, noting that the final report will be tabled through the Audit and Risk Committee to Council once finalised; and
  - (d) Management Representation Letter as per Attachment 4.
4. Adopt the Audited Annual Financial Report dated 13 April 2023 for the year ended 30 June 2022 as per Attachment 1.

### 10.1.2 3RD QUARTER FINANCE AND COSTING REVIEW 2022-23

*Absolute Majority*

#### COMMITTEE RECOMMENDATION:

That the Audit and Risk Committee recommends that Council:

1. Receives the Quarter 3 Finance and Costing Review Report for the period ended 31 March 2023;
2. Adopts the operating and capital budget amendment recommendations for the year ended 30 June 2023 as attached;
3. Notes a forecast end-of-year deficit position to 30 June 2023 of \$117,588.

#### **Attachments**

1. Minutes and Recommendations from Audit and Risk Committee Meeting held on 20 April 2023
2. Confidential Minutes and Recommendations from Audit and Risk Committee Meeting held on 20 April 2023 (*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".***



# UNCONFIRMED MINUTES

OF THE

AUDIT AND RISK COMMITTEE MEETING

**20 APRIL 2023**

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**  
**AUDIT AND RISK COMMITTEE MEETING**  
**THURSDAY 20 APRIL 2023**  
**INDEX – MINUTES**

1.	OFFICIAL OPENING .....	3
2.	ATTENDANCE AND APOLOGIES .....	3
3.	DECLARATIONS OF FINANCIAL INTEREST / IMPARTIALITY .....	3
4.	CONFIRMATION OF MINUTES .....	3
5.	REPORTS OF OFFICERS .....	4
5.1	ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22.....	4
5.2	3RD QUARTER FINANCE AND COSTING REVIEW 2022-23 .....	70
6.	MATTERS BEHIND CLOSED DOORS .....	89
7.	MEETING CLOSURE .....	89

**MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING OF THE SHIRE OF BROOME,  
HELD IN THE COUNCIL CHAMBERS, CORNER WELD AND HAAS STREETS, BROOME,  
ON THURSDAY 20 APRIL 2023, COMMENCING AT 9:00AM.**

**1. OFFICIAL OPENING**

The Chair welcomed Councillors and Officers and declared the meeting open at 9:05AM.

**2. ATTENDANCE AND APOLOGIES**

**ATTENDANCE**

<b>Members:</b>	Cr D Male Cr C Mitchell Cr P Taylor	Shire President, Chair Deputy President Deputy Member
<b>Apologies:</b>	Cr B Rudeforth	
<b>Leave of Absence:</b>	Nil	
<b>Officers:</b>	Mr S Mastrolembo Mr J Watt Mr J Hall Mr K Williams Ms L French Mr D Cerbino	Chief Executive Officer Director Corporate Services Director Infrastructure Director Development Manager Finance Coordinator Financial Services

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

Committee Member	Item No	Item	Nature of Interest
Cr D Male	5.2	3 <sup>rd</sup> Quarter Finance and Costing Review 2022-23	Proposed budget amendment relates to the Broome Turf Club who are clients of my business

**4. CONFIRMATION OF MINUTES**

<b><u>COMMITTEE RESOLUTION:</u></b>	<b>Minute No. AR/0423/001</b>
<b>Moved: Cr D Male</b>	<b>Seconded: Cr C Mitchell</b>
<b><i>That the Minutes of the Audit and Risk Committee held on 14 February 2023, as published and circulated, be confirmed as a true and accurate record of that meeting.</i></b>	
<b>CARRIED UNANIMOUSLY 3/0</b>	

## 5. REPORTS OF OFFICERS

### 5.1 ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

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

#### SUMMARY:

The Audit and Risk Committee is requested to consider and recommend to Council, the adoption of the annual financial report, examine the audit and management reports, and review the report prepared by the Chief Executive Officer.

#### BACKGROUND

##### Previous Considerations

ARC 14 February 2023 Item 5.3

Under section 7.9 of the *Local Government Act 1995* (the Act), an Auditor is required to examine the accounts and annual financial report submitted by a local government for audit. The Auditor is required to prepare a report by 31 December following the financial year to which the accounts and report relate and forward a copy of that report to:

- (a) The Mayor or President;
- (b) The Chief Executive Officer (CEO); and
- (c) The Minister.

Furthermore, under Regulation 10(4) of the *Local Government (Audit) Regulations 1996* (Audit Regulations), where it is considered appropriate to do so, the Auditor may prepare a Management Report to accompany the Auditor's Report, which is also to be forwarded to the persons specified in section 7.9 of the Act.

Upon finalisation of the Shire's 2021/22 audit, the Auditors presented their initial findings to the Shire President (who also holds the role of Chair of the Audit and Risk Committee) and the Acting CEO for consideration at an informal briefing session held 6 April 2023.

The Audit and Risk Committee (the Committee) is required to examine the reports of the Auditor after receiving a report from the CEO on the matters reported and:

- Determine if any matters raised require action to be taken by the local government; and
- Ensure that appropriate action is taken in respect of those matters.

The Committee is also required to review a report prepared by the CEO on any actions taken in respect of any matters raised in the report of the Auditor and present the report to Council for adoption. A copy of the report is to be forwarded to the Minister prior to the end of the next financial year or 6 months after the last report prepared by the Auditor is received, whichever is relevant.

An analysis of the 2021/22 operating result is provided in this report along with a comparison to the forecast outcomes of the Shire's adopted Integrated Planning and Reporting Framework.

The Strategic Community Plan 2021-2032 (SCP), Corporate Business Plan 2021-2025 (CBP) and the 2021-2025 Long Term Financial Plan (LTFP) were received and adopted by Council at the December 2020 OMC. These plans informed the 2021/22 annual budget process.

The Shire's Infrastructure Asset Management Plan (AMP) was finalised and presented to Council at the December 2020 OMC. The AMP is continuously reviewed as part of the mandated Integrated Planning and Reporting Framework and was used to inform the 2021/22 annual budget process.

The Committee is requested to consider and recommend adoption of the annual financial report to Council.

## **COMMENT**

### **Financial Highlights of the Annual Financial Report (Attachment 1)**

- Net Comprehensive Income (net accounting profit) of \$12,380,131 for the year ended 30 June 2022.

Changes in the asset revaluation surplus are the main contributing factors to this net profit figure; the fair value of land, buildings, and infrastructure is determined at least every five years and the significant valuation changes include Recreation Areas (\$20M), Drainage (\$11M), Buildings (\$6M), and a decrease in Footpaths, Carparks and Bridges (\$19M).

- Net decrease in cash of \$651,725 from \$44M to \$43.4M. A contributing factor to this decrease is deferral of the self-supporting loan for the Surf Club redevelopment to 2022/23 due to timing of construction projects.
- Net Surplus of Municipal Funds of \$2,891,583. The details of the surplus are explained in the table below.

### **Chief Executive Officer's Report to the Audit and Risk Committee**

Following is the CEO's report to the Committee on matters arising from the audit and management reports.

### **Independent Auditors Report (Attachment 2)**

Under section 7.12A of the Act, Council must prepare a report addressing any matters identified as significant by the auditor in the audit report, and state what action Council has taken or intends to take with respect to each of those matters. The report is to be provided to the Audit and Risk Committee and Council for endorsement, with a copy provided to the Minister within 3 months of the audit report being received by Council.

The Independent Auditors Report contains an "Emphasis of matter – Restatement of comparative balances" which is in relation to the restatement of the 30 June 2021 financial report, the outcome of an independent review of prior years financials was presented to the Audit and Risk Committee (14 February 2023 Item 5.3).

The Audited Annual Financial Report and Independent Auditors Report are attached (Attachment 1 and 2 respectively). There were no matters of statutory non-compliance reported.

### **Audit Management Report**



The Audit Management Report (Confidential Attachment 3) provides an overview of the approach undertaken in respect of the annual Audit process and the associated outcomes of the audit. The Management Report also identifies any findings that, whilst generally not material in relation to the overall audit of the financial report, are considered relevant to the day-to-day operations of the Shire. The findings do not impact the outcome of the annual financial audit however they do provide guidance to strengthen internal controls, policies, and procedures.

### **Matters Identified**

There were 36 issues identified with 19 new issues identified during the 2021/22 audit along with 17 prior year issues. 8 significant matters were identified, compared to 10 in the 2020/21 audit, with 3 identified as new issues during the 2021-22 audit.

The Audit Management Report details identified risks relating to operational controls within the Shire and includes comment from Management on each issue, inclusive of details on how these matters will be mitigated. Details contained within the report are considered confidential as releasing them publicly would increase the likelihood that identified risks could be the target of fraudulent or illegal activities. Complete details of each matter raised are contained in the full report at Confidential Attachment 3.

The majority of items have been identified for completion by June 2023 however 2 items will require more work and have been earmarked for completion by December 2023. 13 items were addressed prior to the finalisation of the 2021/22 audit process. It is worthwhile noting that the Audit Management Report attached is a draft; the final report will be tabled with Council through the Audit and Risk Committee once received. Outstanding items will be presented at each ensuing Audit and Risk Committee meeting until they have been resolved.

### **Audit Adjustments**

The auditors identified several non-material errors and misstatements in the financial statements which remain unadjusted. Items listed below are included in the Management Representation Letter (Attachment 4) as required by Auditing Standard ASA 320 'Materiality and Audit Adjustments'.

1. \$147,869 prior year WANDRRA Grant road repairs and maintenance invoice incorrectly recognised as expense in 2021/22.
2. \$68,952 overpayment made to the Shire (Debtors credit balance) which was repaid through Creditors.
3. \$153,666 adjustment identified for PAYG Liability at 30 June based on supporting documentation reviewed.
4. \$53,665 duplicate Debtors invoice which was corrected in the following financial year.
5. \$180,856 capital grant which should have been recognised in prior year to match the timing of the associated expenditure.
6. \$48,757 error identified in provision for doubtful debt calculations.
7. \$382,209 relating to reconciling items in bank at 30 June - identified corrections to reconciling items, and items that should not be recorded in payables.
8. \$53,085 portion of Roads to Recovery grant unspent reflected as revenue rather than contract liability.
9. \$61,294 LRCI Phase 1 should have been contract asset and \$74,039 contract liability for LRCI Phase 2.
10. \$145,053 contract asset not recognised for Broome SLSC revenue, associated with completed works.

**Other Matters**

There were no identified matters of fraud to report and there were no disagreements with management about significant accounting matters.

**2021/22 Operating Result**

The Audited Financial Report for the year ended 30 June 2022 received audit signoff on 13 April 2023.

Given the delays in the audit process and time elapsed since the end of the financial year, officers presented a report to the 14 February 2023 Audit and Risk Committee Meeting titled "Carry Over Budgets for 2022/23 and Review of Closing Financial Position" (February Report). The report was considered necessary to provide:

1. Council approval for budget amendments specifically relating to 2021-22 carry over projects;
2. Transparency to Council, following the findings of an external review of prior year opening and closing positions. The amended positions presented in the table below reflect the adjustment to the treatment of contract liabilities over the 3 year period:

Note the figures below were presented in the February Report and have subsequently changed through the finalisation of the Audit.

	Audited Closing Position	Adjusted Closing Position	Variance
<b>2020 Actual</b>	4,188,392	2,828,740	(1,359,652)
<b>2021 Actual</b>	4,839,446	4,535,688	(303,758)
<b>2022 Actual</b>	* 4,145,052	2,963,867	(1,181,185)

*\*2022 Budgeted closing position. The Adjusted closing position has been reflected in the current financials presented to OAG.*

The closing position adjustments have effectively identified discrepancies in the Shire's financial position over this period and therefore it has become apparent that recommendations and decisions have been made to allocate surplus funds to Reserve, which were not available. A review of these Reserve transfers was undertaken, and through the February 2023 OMC, Council resolved to immediately reduce the deficit by reversing \$397,211 in transfers to the Public Open Space Reserve being:

- (a) Reversal of the \$350,830 2020/21 net surplus transferred to POS Reserve, accepting that there was no surplus available; and
- (b) Reversal of the \$46,381 transfer to POS Reserve as budgeted in 2021/22 which was not specifically allocated;

Maintaining commitments from 2021/22 (income and expenditure budget carry overs) and utilising advanced FAGS supporting the 2022/23 budget resulted in a closing position deficit of \$715,622.

Subsequent to the February Report, it was identified that a cash transfer from the Leave Reserve to offset termination payments within the financial year did not apply to the closing position as intended. The impact on the Rate Setting Statement was a cash flow in from Reserves, but also an adjustment to Leave Liability, increasing the Non-cash amounts excluded from operating activities, and essentially reducing the cash impact to \$0.

Subsequent to this adjustment the Audited Financial Report identifies a deficit/closing position for the year ended 30 June 2022 of **\$2,891,583**. The audited closing position differs to the position presented in the February Report by \$72,284, resulting in a final net deficit of \$787,906.

The breakdown is summarised as follows:

	Budgeted Position 30/06/22	Closing Position 30/06/22	Audited Position 30/06/22	Closing Position 30/06/22
<b>Expenditure budget carry over</b>	9,706,606		9,682,820	
<b>Income budget carry over</b>	(7,099,034)		(7,540,811)	
<b>Advanced FAGS carry over</b>	1,537,480		1,537,480	
<b>Net deficit</b>			(787,906)	
<b>Closing Position</b>	4,145,052		2,891,583	

The itemised carry over list has been scrutinised by the Executive Management Group to ensure every project is critical to keep. These are either grant or reserve funded projects, committed projects, or asset management plan (AMP) renewal (any expenditure committed through AMP renewal would transfer to the appropriate reserve for use in a future year). There are no changes proposed to the carry over list approved by Council in February 2023.

The Net deficit of \$787,906 has increased \$72,284 since the February Report (\$715,622). In that report Council adopted the officer recommendation to immediately reduce the deficit by reversing \$397,211 of transfers which at the time were believed to be surplus funds from the Public Open Space (POS) Reserve, and to remediate the remaining untied deficit within the 3rd Quarter Finance and Costing Review (FACR) process.

#### **ADJUSTMENTS TO PRIOR YEARS ANNUAL REPORTS**

The adjustments required to prior year reports are contained within the Rate Setting Statement and Note 31 of the Annual Financial Report.

#### **CONSULTATION**

Office of the Auditor General (OAG)

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995

6.4 Financial report

7.9 Audit to be conducted

Local Government (Audit) Regulations 1996

Local Government (Financial Management) Regulations 1996

Local governments are required to present to Council an audited annual financial report for the preceding financial year, within specified timeframes as prescribed.

The Office of the Auditor General advised that the audit report would not be received by 31 December 2022 as prescribed. Officers wrote to Department of Local Government, Sport and Cultural Industries to advise that the legislative timeframe could not be met.

### **POLICY IMPLICATIONS**

Nil.

### **FINANCIAL IMPLICATIONS**

The net deficit of \$715,622 was identified in the February 2023 ARC report. Council adopted the officer recommendation to immediately reduce the deficit by transferring \$397,211 from the Public Open Space (POS) Reserve, and to remediate the remaining untied deficit of \$318,411 within the Finance and Costing Review (FACR) process. The \$72,284 identified as additional deficit through the finalisation of the annual financial report has been referred through the Finance and Costing Review (FACR) Quarter 3, contained within this agenda.

### **RISK**

Officers assessed the risks associated with delaying a Council resolution and the outcome was to present the findings to the Audit and Risk Committee in February 2023. It was noted within the report recommendation that any variances to the outcome would be addressed through the Quarter 3 Finance and Costing Review process.

Should Council not endorse the officer recommendation there is a high risk of delay of holding the Annual Electors Meeting.

### **STRATEGIC ASPIRATIONS**

**Performance - We will deliver excellent governance, service & value for everyone.**

**Outcome 13 - Value for money from rates and long term financial sustainability**

**Objective** 13.1 Plan effectively for short- and long-term financial sustainability

**Outcome 14 - Excellence in organisational performance and service delivery**

**Objective** 14.3 Monitor and continuously improve performance levels.

### **VOTING REQUIREMENTS**

*Absolute Majority*

<b><u>COMMITTEE RESOLUTION:</u></b>	
<b>(REPORT RECOMMENDATION)</b>	<b>Minute No. AR/0423/002</b>
<b>Moved: Cr C Mitchell</b>	<b>Seconded: Cr P Taylor</b>
<b>That the Audit and Risk Committee recommends that Council:</b>	
<ol style="list-style-type: none"> <li><b>Receive the Chief Executive Officer's report relating to the audit.</b></li> <li><b>Recognise the final adjusted 2021/22 closing position of \$2,891,583 and final net deficit position of \$787,906, noting that the deficit has been offset by the reversal of \$397,211 from Public Open Space Reserve and the identification of \$273,137 in</b></li> </ol>	

**operational savings through the 3<sup>rd</sup> Quarter Finance and Costing Review, resulting in a forecast net deficit position of \$117,558 at 30 June 2023;**

- 3. Receive the:**
  - (a) Audited Annual Financial Report as per Attachment 1;**
  - (b) Audit Opinion Letter as per Attachment 2;**
  - (c) Draft Audit Management Report as per Confidential Attachment 3, noting that the final report will be tabled through the Audit and Risk Committee to Council once finalised; and**
  - (d) Management Representation Letter as per Attachment 4.**
- 4. Adopt the Audited Annual Financial Report dated 13 April 2023 for the year ended 30 June 2022 as per Attachment 1.**

**CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 3/0**

#### **Attachments**

1. Annual Financial Report - 30 June 2023
2. Audit Opinion Letter & Independent Auditors Report
3. Draft Audit Management Report (*Confidential to Councillors and Directors Only*)  
***This attachment is confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)(f)(i) as it contains "a matter that if disclosed, could be reasonably expected to impair the effectiveness of any lawful method of procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law".***
4. Management Representation Letter

Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

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SHIRE OF BROOME  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

TABLE OF CONTENTS

Certification of Financial Report	2
Statement of Comprehensive Income by Nature or Type	3
Statement of Financial Position	4
Statement of Changes in Equity	5
Statement of Cash Flows	6
Rate Setting Statement	7
Index of Notes to the Financial Report	8
Independent Auditor's Report	51

The SHIRE OF BROOME conducts the operations of a local government with the following community vision:

*Broome - a future, for everyone*

**Principal place of business:**  
27 Weld Street  
BROOME WA 6725

| 1

Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

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**SHIRE OF BROOME  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022**

*Local Government Act 1995  
Local Government (Financial Management) Regulations 1996*

**STATEMENT BY CHIEF EXECUTIVE OFFICER**

The attached financial report of the SHIRE OF BROOME for the financial year ended 30 June 2022 is based on proper accounts and records to present fairly the financial position of the SHIRE OF BROOME at 30 June 2022 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the 13th day of April 2023



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Chief Executive Officer

Salvatore Mastrolembo

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Name of Chief Executive Officer

| 2



## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
STATEMENT OF COMPREHENSIVE INCOME  
BY NATURE OR TYPE  
FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	2022 Actual \$	2022 Budget \$	2021 Actual \$
<b>Revenue</b>				
Rates	26(a),2(a)	23,902,635	23,992,547	23,282,829
Operating grants, subsidies and contributions	2(a)	3,281,048	1,943,852	3,920,623
Fees and charges	25(c),2(a)	9,248,594	12,078,532	9,711,973
Interest earnings	2(a)	419,247	335,984	408,171
Other revenue	2(a)	989,801	1,182,519	1,009,207
		37,841,325	39,533,434	38,332,803
<b>Expenses</b>				
Employee costs		(16,813,230)	(17,141,230)	(15,789,253)
Materials and contracts		(8,059,965)	(10,467,153)	(8,687,789)
Utility charges		(2,359,931)	(2,144,443)	(2,100,053)
Depreciation	10(a)	(14,277,414)	(12,629,134)	(12,525,339)
Finance costs	2(b)	(242,307)	(122,688)	(138,797)
Insurance		(720,985)	(768,853)	(767,166)
Other expenditure	2(b)	(1,019,519)	(2,196,837)	(1,577,698)
		(43,493,351)	(45,470,338)	(41,586,095)
		(5,652,026)	(5,936,904)	(3,253,292)
Capital grants, subsidies and contributions	2(a)	8,583,402	8,226,226	26,883,370
Profit on asset disposals	10(b)	34,267	100,568	11,822
Loss on asset disposals	10(b)	(48,227)	(165,955)	(436,769)
Loss on revaluation of Infrastructure Others	9(a)	(8,383,982)	0	0
		185,460	8,160,839	26,458,423
<b>Net result for the period</b>	25(b)	<b>(5,466,566)</b>	<b>2,223,935</b>	<b>23,205,131</b>
<b>Other comprehensive income for the period</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	17	17,846,697	0	601,628
<b>Total other comprehensive income for the period</b>	17	<b>17,846,697</b>	<b>0</b>	<b>601,628</b>
<b>Total comprehensive income for the period</b>		<b>12,380,131</b>	<b>2,223,935</b>	<b>23,806,759</b>

This statement is to be read in conjunction with the accompanying notes.



| 3

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2022

	NOTE	2022 \$	2021 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	43,413,804	44,065,529
Trade and other receivables	5	2,015,721	3,101,366
Inventories	6	31,520	65,150
Other assets	7	225,940	230,253
<b>TOTAL CURRENT ASSETS</b>		<b>45,686,985</b>	<b>47,462,298</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	5	48,671	34,652
Other financial assets	4	1,347,255	1,342,259
Property, plant and equipment	8	86,054,785	77,802,109
Infrastructure	9	332,051,620	326,972,446
<b>TOTAL NON-CURRENT ASSETS</b>		<b>419,502,331</b>	<b>406,151,466</b>
<b>TOTAL ASSETS</b>		<b>465,189,316</b>	<b>453,613,764</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	12	5,824,127	7,341,078
Other liabilities	13	4,329,941	5,176,832
Borrowings	14	444,162	859,957
Employee related provisions	15	2,783,876	2,244,467
Other provisions	16	91,147	700,158
<b>TOTAL CURRENT LIABILITIES</b>		<b>13,473,253</b>	<b>16,322,492</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings	14	6,786,745	5,430,907
Employee related provisions	15	267,558	193,039
Other provisions	16	3,098,070	2,483,767
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>10,152,373</b>	<b>8,107,713</b>
<b>TOTAL LIABILITIES</b>		<b>23,625,626</b>	<b>24,430,205</b>
<b>NET ASSETS</b>		<b>441,563,690</b>	<b>429,183,559</b>
<b>EQUITY</b>			
Retained surplus		155,253,553	162,665,877
Reserve accounts	29	32,792,021	30,846,263
Revaluation surplus	17	253,518,116	235,671,419
<b>TOTAL EQUITY</b>		<b>441,563,690</b>	<b>429,183,559</b>

This statement is to be read in conjunction with the accompanying notes.



| 4

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	RETAINED SURPLUS \$	RESERVE ACCOUNTS \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
<b>Balance as at 1 July 2020</b>		<b>138,434,050</b>	<b>31,872,959</b>	<b>235,069,791</b>	<b>405,376,800</b>
Comprehensive income for the period					
Net result for the period		23,205,131	0	0	23,205,131
Other comprehensive income for the period	17	0	0	601,628	601,628
Total comprehensive income for the period		23,205,131	0	601,628	23,806,759
Transfers from reserves	29	4,206,993	(4,206,993)	0	0
Transfers to reserves	29	(3,180,297)	3,180,297	0	0
<b>Balance as at 30 June 2021</b>		<b>162,665,877</b>	<b>30,846,263</b>	<b>235,671,419</b>	<b>429,183,559</b>
Comprehensive income for the period					
Net result for the period		(5,466,566)	0	0	(5,466,566)
Other comprehensive income for the period	17	0	0	17,846,697	17,846,697
Total comprehensive income for the period		(5,466,566)	0	17,846,697	12,380,131
Transfers from reserves	29	3,541,907	(3,541,907)	0	0
Transfers to reserves	29	(5,487,665)	5,487,665	0	0
<b>Balance as at 30 June 2022</b>		<b>155,253,553</b>	<b>32,792,021</b>	<b>253,518,116</b>	<b>441,563,690</b>

This statement is to be read in conjunction with the accompanying notes.



| 5

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	2022 Actual \$	2022 Budget \$	2021 Actual \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		24,093,197	23,992,547	23,355,813
Operating grants, subsidies and contributions		3,288,853	1,943,852	7,365,254
Fees and charges		9,055,083	12,078,532	9,771,141
Interest received		419,247	335,984	298,812
Goods and services tax received		3,171,331	0	0
Other revenue		989,801	1,182,519	1,005,974
		41,017,512	39,533,434	41,796,994
<b>Payments</b>				
Employee costs		(16,602,430)	(17,141,230)	(15,955,750)
Materials and contracts		(9,135,633)	(10,467,153)	(7,686,318)
Utility charges		(2,359,931)	(2,144,443)	(2,100,053)
Finance costs		(242,307)	(122,688)	(88,320)
Insurance paid		(720,985)	(768,853)	(767,166)
Goods and services tax paid		(2,846,940)	0	(728,268)
Other expenditure		(1,024,515)	(2,196,837)	(1,577,698)
		(32,932,741)	(32,841,204)	(28,903,573)
<b>Net cash provided by (used in) operating activities</b>	18(b)	8,084,771	6,692,230	12,893,421
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for remediations related expenses	16	(118,562)	0	(121,117)
Payments for financial assets at amortised cost - self supporting loans		0	(300,000)	0
Payments for purchase of property, plant & equipment		(3,624,205)	(7,438,318)	(9,496,603)
Payments for construction of infrastructure	9(a)	(14,655,205)	(15,270,067)	(26,122,834)
Non-operating grants, subsidies and contributions		8,470,388	8,926,384	22,184,375
Proceeds from financial assets at amortised cost - self supporting loans		0	393,483	0
Proceeds from sale of property, plant & equipment	10(b)	251,046	694,000	219,715
<b>Net cash provided by (used in) investing activities</b>		(9,676,538)	(12,994,518)	(13,336,464)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of borrowings	28(a)	(859,958)	(1,011,664)	(854,091)
Advances to community groups	28(a)	0	0	(1,250,000)
Proceeds from new borrowings	28(a)	1,800,000	2,100,000	3,035,000
<b>Net cash provided by (used in) financing activities</b>		940,042	1,088,336	930,909
<b>Net increase (decrease) in cash held</b>		(651,725)	(5,213,952)	487,866
Cash at beginning of year		44,065,529	42,478,719	43,577,663
<b>Cash and cash equivalents at the end of the year</b>	18(a)	43,413,804	37,264,767	44,065,529

This statement is to be read in conjunction with the accompanying notes.

| 6

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
RATE SETTING STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2022

		2022	2022	2021		2021
	NOTE	Actual	Budget	Actual - as Restated	Adjustments*	Actual - as Previously Reported
		\$	\$	\$		
NET CURRENT ASSETS - At start of financial year - surplus/(deficit)	27(c)	4,535,688	5,492,969	2,828,740	(1,359,652)	4,188,392
OPERATING ACTIVITIES						
Revenue from operating activities (excluding general rate)						
Operating grants, subsidies and contributions		3,281,048	1,943,852	3,920,623	0	3,920,623
Fees and charges		9,248,594	12,078,532	9,711,973	0	9,711,973
Interest earnings		419,247	335,984	408,171	0	408,171
Other revenue		989,801	1,182,519	1,009,207	0	1,009,207
Profit on asset disposals	10(b)	34,267	100,568	11,822	0	11,822
		13,972,957	15,641,455	15,061,796	0	15,061,796
Expenditure from operating activities						
Employee costs		(16,813,230)	(17,141,230)	(15,789,253)	0	(15,789,253)
Materials and contracts		(8,059,965)	(10,467,153)	(8,687,789)	0	(8,687,789)
Utility charges		(2,359,931)	(2,144,443)	(2,100,053)	0	(2,100,053)
Depreciation		(14,277,414)	(12,629,134)	(12,525,339)	0	(12,525,339)
Finance costs		(242,307)	(122,688)	(138,797)	0	(138,797)
Insurance		(720,985)	(768,853)	(767,166)	0	(767,166)
Other expenditure		(1,019,519)	(2,196,837)	(1,577,698)	0	(1,577,698)
Loss on asset disposals	10(b)	(48,227)	(165,955)	(436,769)	0	(436,769)
Loss on revaluation of non-current assets		(8,383,982)	0	0	0	0
		(51,925,560)	(45,636,293)	(42,022,864)	0	(42,022,864)
Non-cash amounts excluded from operating activities	27(a)	22,751,821	12,694,521	9,621,389	(1,387,768)	11,009,157
Amount attributable to operating activities		(15,200,782)	(17,300,317)	(17,339,679)	(1,387,768)	(15,951,911)
INVESTING ACTIVITIES						
Non-operating grants, subsidies and contributions		8,583,402	8,226,226	26,883,370	0	26,883,370
Proceeds from disposal of assets	10(b)	251,046	694,000	219,715	0	219,715
Proceeds from financial assets at amortised cost - self supporting loans	28(a)	0	300,000	0	0	0
Payments for financial assets at amortised cost - self supporting loans		0	(300,000)	0	0	0
Payments for remediation related expenses		0	0	0	121,117	(121,117)
Purchase of property, plant and equipment	8(a)	(3,817,999)	(7,438,318)	(9,496,603)	0	(9,496,603)
Purchase and construction of infrastructure	9(a)	(14,593,559)	(15,270,067)	(26,122,834)	0	(26,122,834)
Payments for site remediation costs	16	0	(700,158)	0	0	0
		(9,577,110)	(14,488,317)	(8,516,352)	121,117	(8,637,469)
Non-cash amounts excluded from investing activities	27(b)	236,868	0	2,322,545	2,322,545	0
Amount attributable to investing activities		(9,340,242)	(14,488,317)	(6,193,807)	2,443,662	(8,637,469)
FINANCING ACTIVITIES						
Repayment of borrowings	28(a)	(859,958)	(1,011,664)	(854,091)	0	(854,091)
Proceeds from borrowings	28(a)	1,800,000	2,100,000	3,035,000	0	3,035,000
Advances to community groups	5	0	0	(1,250,000)	0	(1,250,000)
Repayment of self-supporting loans by community groups		0	93,483	0	0	0
Transfers to reserves (restricted assets)	29	(5,487,665)	(2,441,206)	(3,180,297)	0	(3,180,297)
Transfers from reserves (restricted assets)	29	3,541,907	3,562,505	4,206,993	0	4,206,993
Amount attributable to financing activities		(1,005,716)	2,303,118	1,957,605	0	1,957,605
Surplus/(deficit) before imposition of general rates		(21,011,052)	(23,992,547)	(18,747,141)	(303,758)	(18,443,383)
Total amount raised from general rates	26(a)	23,902,635	23,992,547	23,282,829	0	23,282,829
Surplus/(deficit) after imposition of general rates	27(c)	2,891,583	0	4,535,688	(303,758)	4,839,446

\*Refer to Note 31 for information on the adjustments made.

This statement is to be read in conjunction with the accompanying notes.

| 7

Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

**SHIRE OF BROOME**  
**FOR THE YEAR ENDED 30 JUNE 2022**  
**INDEX OF NOTES TO THE FINANCIAL REPORT**

Note 1	Basis of Preparation	9
Note 2	Revenue and Expenses	10
Note 3	Cash and Cash Equivalents	12
Note 4	Other Financial Assets	12
Note 5	Trade and Other Receivables	13
Note 6	Inventories	14
Note 7	Other Assets	15
Note 8	Property, Plant and Equipment	16
Note 9	Infrastructure	18
Note 10	Fixed Assets	20
Note 11	Leases	23
Note 12	Trade and Other Payables	24
Note 13	Other Liabilities	25
Note 14	Borrowings	26
Note 15	Employee Related Provisions	27
Note 16	Other Provisions	28
Note 17	Revaluation Surplus	29
Note 18	Notes to the Statement of Cash Flows	30
Note 19	Contingent Liabilities	31
Note 20	Capital Commitments	31
Note 21	Related Party Transactions	32
Note 22	Financial Risk Management	34
Note 23	Events Occurring After the End of the Reporting Period	38
Note 24	Other Significant Accounting Policies	39
Note 25	Function and Activity	40
<b>Information required by legislation</b>		
Note 26	Rating Information	43
Note 27	Rate Setting Statement Information	46
Note 28	Borrowing and Lease Liabilities	47
Note 29	Reserve accounts	48
Note 30	Trust Funds	49
Note 31	Restatement of Rate Setting Statement	50

Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

1. BASIS OF PREPARATION

**Basis of preparation**

The financial report comprises general purpose financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero cost. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**The local government reporting entity**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 30 of the financial report.

**Judgements and estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, and infrastructure.



## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 2. REVENUE AND EXPENSES

## (a) Revenue

## Contracts with customers

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Timing of revenue recognition
Rates	General Rates	Single point in time	Payment dates adopted by Council during the year	None	When rates notice is issued
Service charges	Charge for specific service	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contractual commitments	General appropriations and contributions with no specific contractual commitments	No obligations	Not applicable	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	On payment and issue of the licence, registration or approval
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	After inspection complete based on a 4 year cycle
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Revenue recognised after inspection event occurs
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Output method based on regular weekly and fortnightly period as proportionate to collection service
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	On entry to facility
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	On entry or at conclusion of hire
Memberships	Gym and pool membership	Over time	Payment in full in advance	Refund for unused portion on application	Output method Over 12 months matched to access right
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Output method based on provision of service or completion of works
Sale of stock	BRAC kiosk	Single point in time	In full in advance, on 30 day credit	Refund for faulty goods	Output method based on goods
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	When assets are controlled
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	When claim is agreed

Consideration from contracts with customers is included in the transaction price.

## Revenue Recognition

Revenue recognised during the year under each basis of recognition by nature or types of goods or services is provided in the table below:

## For the year ended 30 June 2022

## Nature or type

	Contracts with customers	Capital grant / Contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	23,902,635	0	23,902,635
Operating grants, subsidies and contributions	3,135,938	145,110	0	0	3,281,048
Fees and charges	8,582,464	0	666,130	0	9,248,594
Interest earnings	0	0	256,212	163,035	419,247
Other revenue	8,834	0	0	980,967	989,801
Non-operating grants, subsidies and contributions	0	8,219,007	0	364,395	8,583,402
<b>Total</b>	<b>11,727,236</b>	<b>8,364,117</b>	<b>24,824,977</b>	<b>1,508,397</b>	<b>46,424,727</b>

## For the year ended 30 June 2021

## Nature or type

	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	23,282,829	0	23,282,829
Operating grants, subsidies and contributions	3,682,035	238,588	0	0	3,920,623
Fees and charges	9,096,994	0	612,979	0	9,711,973
Interest earnings	0	0	75,728	332,443	408,171
Other revenue	184,953	0	0	824,254	1,009,207
Non-operating grants, subsidies and contributions	0	22,903,196	0	3,980,174	26,883,370
<b>Total</b>	<b>12,965,982</b>	<b>23,141,784</b>	<b>23,971,536</b>	<b>5,136,871</b>	<b>65,216,173</b>

| 10

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 2. REVENUE AND EXPENSES (Continued)

	Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
<b>(a) Revenue (Continued)</b>				
<b>Assets and services acquired below fair value</b>				
Contributed assets		236,868	0	2,322,545
		236,868	0	2,322,545
<b>Interest earnings</b>				
Financial assets at amortised cost - self supporting loans		24,225	21,528	200
Interest on reserve funds		106,508	95,918	263,296
Rates instalment and penalty interest (refer Note 26(b))		256,212	197,000	75,728
Other interest earnings		32,302	21,538	68,947
		419,247	335,984	408,171
<b>(b) Expenses</b>				
<b>Auditors remuneration</b>				
- Audit of the Annual Financial Report		130,000	73,000	59,090
- Other assurance services		27,500	10,000	5,465
		157,500	83,000	64,555
<b>Finance costs</b>				
Borrowings	28(b)	118,453	122,688	90,774
Other provisions: unwinding of discount	16	123,854	0	48,023
		242,307	122,688	138,797
<b>Other expenditure</b>				
Impairment / (reversal of impairment) on trade and other receivables		(193,511)	0	145,665
Sundry expenses		1,213,030	2,196,837	1,432,033
		1,019,519	2,196,837	1,577,698

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 3. CASH AND CASH EQUIVALENTS

Note	2022	2021
	\$	\$
Cash at bank and on hand	43,413,804	44,065,529
<b>Total cash and cash equivalents</b>	<b>43,413,804</b>	<b>44,065,529</b>
Held as		
- Unrestricted cash and cash equivalents	7,357,686	9,199,005
- Restricted cash and cash equivalents	36,056,118	34,866,524
	<b>43,413,804</b>	<b>44,065,529</b>

## SIGNIFICANT ACCOUNTING POLICIES

## Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

## Restricted financial assets

Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

Details of restrictions on financial assets can be found at Note 18.

## 4. OTHER FINANCIAL ASSETS

	2022	2021
	\$	\$
<b>Non-current assets</b>		
Financial assets at amortised cost	1,250,000	1,250,000
Financial assets at fair value through profit and loss	97,255	92,259
	<b>1,347,255</b>	<b>1,342,259</b>
<b>Financial assets at amortised cost</b>		
Self supporting loans receivable	1,250,000	1,250,000
	<b>1,250,000</b>	<b>1,250,000</b>
<b>Financial assets at fair value through profit and loss</b>		
Units in Local Government House Trust	97,255	92,259
	<b>97,255</b>	<b>92,259</b>

## SIGNIFICANT ACCOUNTING POLICIES

## Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using a current market rates. They are classified as level 2 fair values in the fair value hierarchy (see Note 24 (i)) due to the observable market rates.

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

## Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

## Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 22.

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 5. TRADE AND OTHER RECEIVABLES

	Note	2022 \$	2021 \$
<b>Current</b>			
Rates receivable		908,254	1,008,322
Trade and other receivables		1,209,544	2,089,103
Accrued Income		0	(24,863)
Allowance for impairment - rates	22(b)	(244,029)	(241,258)
Allowance for impairment - sundry debtors	22(b)	(10,663)	(206,945)
ATO Receivable		152,615	477,007
		2,015,721	3,101,366
<b>Non-current</b>			
Pensioner's rates and ESL deferred		48,671	34,652
		48,671	34,652

## SIGNIFICANT ACCOUNTING POLICIES

## Trade and other receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

## Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 22.

## Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 6. INVENTORIES

	Note	2022	2021
Current		\$	\$
Fuel and materials		24,924	57,723
BRAC Stock		6,596	7,427
		31,520	65,150

The following movements in inventories occurred during the year:

Balance at beginning of year	65,150	44,406
Inventories expensed during the year	(238,252)	(249,331)
Additions to inventory	204,622	270,075
Balance at end of year	31,520	65,150

## SIGNIFICANT ACCOUNTING POLICIES

## General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**7. OTHER ASSETS****Other assets - current**

Prepayments  
 Bonds and deposits held by others  
 Contract assets

2022	2021
\$	\$
218,779	214,067
7,161	1,800
0	14,386
225,940	230,253

**SIGNIFICANT ACCOUNTING POLICIES****Other current assets**

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

**Contract assets**

Contract assets primarily relate to the Shire's right to consideration for work completed but not billed at the end of the period.

Impairment of assets associated with contracts with customers are detailed at note 2 (b).

Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Note	Land/vested in and under the control of Council \$	Buildings - non- specialised \$	Total land and buildings \$	Furniture and equipment \$	Plant and equipment \$	Work in Progress - Buildings \$	Work in Progress - Furniture & Equipment \$	Total property, plant and equipment \$
Balance at 1 July 2020		3,020,192	57,895,697	60,915,889	1,519,135	7,698,265	2,899,785	0	73,033,074
Additions*		0	8,023,002	8,023,002	117,219	1,120,984	192,324	43,074	9,496,603
Disposals	10(b)	0	(252,028)	(252,028)	0	(392,634)	0	0	(644,662)
Depreciation	10(a)	0	(1,911,701)	(1,911,701)	(520,912)	(1,650,293)	0	0	(4,082,906)
Transfers		0	2,899,785	2,899,785	0	0	(2,899,785)	0	0
Balance at 30 June 2021		3,020,192	66,654,755	69,674,947	1,115,442	6,776,322	192,324	43,074	77,802,109
<b>Comprises:</b>									
Gross balance amount at 30 June 2021		3,020,192	73,815,100	76,835,292	2,495,876	13,191,577	192,324	43,074	92,758,143
Accumulated depreciation at 30 June 2021		0	(7,160,345)	(7,160,345)	(1,380,434)	(6,415,255)	0	0	(14,956,034)
Balance at 30 June 2021		3,020,192	66,654,755	69,674,947	1,115,442	6,776,322	192,324	43,074	77,802,109
Additions*		0	523,751	523,751	593,689	988,670	1,738,277	16,686	3,861,073
Disposals	10(b)	0	0	0	(5,122)	(259,884)	0	0	(265,006)
Revaluation increments / (decrements) transferred to revaluation surplus		2,109,808	5,916,621	8,026,429	0	0	0	0	8,026,429
WIP reversal to expenses		0	0	0	0	0	0	(43,074)	(43,074)
Depreciation	10(a)	0	(2,172,731)	(2,172,731)	(749,873)	(1,538,316)	0	0	(4,460,920)
Transfers		0	145,154	145,154	1,131,039	3,135	(145,154)	0	1,134,174
Balance at 30 June 2022		5,130,000	71,067,550	76,197,550	2,085,175	5,969,927	1,785,447	16,686	86,054,785
<b>Comprises:</b>									
Gross balance amount at 30 June 2022		5,130,000	71,067,550	76,197,550	4,211,693	13,745,057	1,785,447	16,686	95,956,433
Accumulated depreciation at 30 June 2022		0	0	0	(2,126,518)	(7,775,130)	0	0	(9,901,648)
Balance at 30 June 2022		5,130,000	71,067,550	76,197,550	2,085,175	5,969,927	1,785,447	16,686	86,054,785
* Asset additions included additions received at substantially less than fair value:									
During the year ended 30 June 2021		0	1,928,761	1,928,761	0	0	0	0	1,928,761
During the year ended 30 June 2022		0	0	0	0	236,868	0	0	236,868



Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Land and buildings					
Land/vested in and under the control of Council	2 & 3	Market approach using recent observable market data for similar properties	Independent registered valuer	June 2022	Sales comparisons (level 2 and 3 inputs)
Buildings - non-specialised	2 & 3	Market approach using recent observable market data for similar properties	Independent registered valuer	June 2022	Sales comparisons per lettable area (level 2 inputs), depreciated replacement cost per unit area and estimated useful life (Level 3 inputs)

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

Following a change to Local Government (Financial Management) Regulation 17A, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change was effective from 1 July 2019 and represented a change in accounting policy. Revaluations carried out previously were not reversed as it was deemed fair value approximated cost at the date of change.

Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

9. INFRASTRUCTURE

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

							Works in Progress - Roads, Footpaths and Bridges Infrastructure	Works in Progress - Drainage	Works in Progress - Other Infrastructure	Works in Progress - Recreation Areas	Rehabilitation Assets	Total Infrastructure
	Note	Roads	Footpaths, Carparks & Bridges	Drainage	Recreation Areas	Infrastructure Others						
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2020		199,217,223	38,109,448	32,391,767	10,457,147	15,530,198	2,904,842	47,863	660,522	6,005,028	4,802,000	310,126,038
Additions*		4,473,342	378,462	372,859	842,488	250,297	14,417,732	0	5,212,770	174,884	0	26,122,834
Impairment (losses) / reversals		0	0	0	0	0	0	0	0	0	(833,993)	(833,993)
Depreciation	10(a)	(4,171,245)	(938,108)	(710,286)	(1,367,712)	(653,454)	0	0	0	0	(601,628)	(8,442,433)
Transfers		1,728,871	178,573	42,106	5,361,449	344,193	(1,907,444)	(42,106)	(344,193)	(5,361,449)	0	0
Balance at 30 June 2021		201,248,191	37,728,375	32,096,446	15,293,372	15,471,234	15,415,130	5,757	5,529,099	818,463	3,366,379	326,972,446
Comprises:												
Gross balance at 30 June 2021		259,327,870	40,447,276	34,187,890	18,944,933	17,002,775	15,415,130	5,757	5,529,099	818,463	3,366,379	395,045,572
Accumulated depreciation at 30 June 2021		(58,079,679)	(2,718,901)	(2,091,444)	(3,651,561)	(1,531,541)	0	0	0	0	0	(68,073,126)
Balance at 30 June 2021		201,248,191	37,728,375	32,096,446	15,293,372	15,471,234	15,415,130	5,757	5,529,099	818,463	3,366,379	326,972,446
Additions*		1,960,975	3,103,681	130,792	2,690,473	4,443,267	599,152	0	0	1,726,865	0	14,655,205
Revaluation increments / (decrements) transferred to revaluation surplus		23,624	(18,713,163)	10,997,859	20,214,856	(2,702,911)	0	0	0	0	0	9,820,265
Revaluation (loss) / reversals transferred to profit or loss		0	0	0	0	(8,383,982)	0	0	0	0	0	(8,383,982)
WIP reversal to expenses		0	0	0	0	0	0	0	(1,980)	(59,666)	0	(61,646)
Depreciation	10(a)	(4,333,122)	(1,049,256)	(722,485)	(1,847,813)	(1,208,949)	0	0	0	0	(654,869)	(9,816,494)
Transfers		5,073,711	3,629,183	211,943	2,426,610	9,231,182	(15,698,508)	(5,757)	(5,243,741)	(758,797)	0	(1,134,174)
Balance at 30 June 2022		203,973,379	24,698,820	42,714,555	38,777,498	16,849,841	599,152	0	283,378	1,726,865	2,711,510	332,051,620
Comprises:												
Gross balance at 30 June 2022		203,973,379	24,698,820	42,714,555	38,777,498	16,849,841	599,152	0	0	1,726,865	3,366,379	332,706,489
Accumulated depreciation at 30 June 2022		0	0	0	0	0	0	0	0	0	(654,869)	(654,869)
Balance at 30 June 2022		203,973,379	24,698,820	42,714,555	38,777,498	16,849,841	599,152	0	0	1,726,865	2,711,510	332,051,620
* Asset additions included additions received at substantially less than fair value:												
During the year ended 30 June 2021		366,419	0	0	0	27,365	0	0	0	0	0	393,784
During the year ended 30 June 2022		0	0	0	0	0	0	0	0	0	0	0

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 9. INFRASTRUCTURE (Continued)

## (b) Carrying Value Measurements

	Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value						
	Roads	3	Cost approach using depreciated replacement cost	Independent registered valuer	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
	Footpaths, Carparks & Bridges	3	Cost approach using depreciated replacement cost	Independent registered valuer	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
	Drainage	3	Cost approach using depreciated replacement cost	Independent registered valuer	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
	Recreation Areas	3	Cost approach using depreciated replacement cost	Independent registered valuer	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
	Infrastructure Others	3	Cost approach using depreciated replacement cost	Independent registered valuer	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 10. FIXED ASSETS

## (a) Depreciation

	Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
Buildings - non-specialised	8(a)	2,172,731	345,751	1,911,701
Furniture and equipment	8(a)	749,873	10,402	520,912
Plant and equipment	8(a)	1,538,316	4,585,659	1,650,293
Roads	9(a)	4,333,122	5,588,387	4,171,245
Footpaths, Carpark & Bridges	9(a)	1,049,256	0	938,108
Drainage	9(a)	722,485	719,093	710,286
Recreation Areas	9(a)	1,847,813	1,313,858	1,367,712
Infrastructure Others	9(a)	1,208,949	65,984	653,454
Rehabilitation Assets	9(a)	654,869	0	601,628
		14,277,414	12,629,134	12,525,339

## Assets Useful Life

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Estimated Useful Life
Major depreciation periods used for each class of depreciable asset are:	
Buildings	13-100 years
Furniture and equipment	4-10 years
Plant and equipment	4-16 years
Roads	10-250 years
Footpaths, Carpark & Bridges	15-250 years
Drainage	50-80 years
Recreation Areas	5-75 years
Infrastructure Others	4-100 years

| 20

Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

10. FIXED ASSETS (Continued)

(b) Disposals of assets

	2022 Actual Net Book Value	2022 Actual Sale Proceeds	2022 Actual Profit	2022 Actual Loss	2022 Budget Net Book Value	2022 Budget Sale Proceeds	2022 Budget Profit	2022 Budget Loss	2021 Actual Net Book Value	2021 Actual Sale Proceeds	2021 Actual Profit	2021 Actual Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Buildings - non-specialised	0	0	0	0	0	0	0	0	252,028	0	0	(252,028)
Furniture and equipment	5,122	0	0	(5,122)	0	0	0	0	0	0	0	0
Plant and equipment	259,884	251,046	34,267	(43,105)	759,387	694,000	100,568	(165,955)	392,634	219,715	11,822	(184,741)
	265,006	251,046	34,267	(48,227)	759,387	694,000	100,568	(165,955)	644,662	219,715	11,822	(436,769)

The following assets were disposed of during the year.

	2022 Actual Net Book Value	2022 Actual Sale Proceeds	2022 Actual Profit	2022 Actual Loss
<b>Plant and Equipment</b>				
<b>Other property and services</b>				
Bibliotheca RFID Library				
Systems - Smartserve 200	5,122	0	0	(5,122)
Tabletop Kiosk				
Holden Colorado Parks	21,698	26,700	5,002	0
Trailer Dean No 17 Flatbed	0	1,062	1,062	0
Tilting				
Holden Colorado (MRHS)	21,701	28,600	6,899	0
Trailer Caged Tipper Tandem	3,000	2,682	0	(318)
Trailer - Variable Message	19,798	235	0	(19,563)
Display				
Toyota Prado DSL	42,649	50,761	8,112	0
Truck - Prime Mover Hino 700	60,926	50,000	0	(10,926)
series				
Toro Ground Master 360 4WD	17,550	13,500	0	(4,050)
Dean No17 Single Axel Tilt Flat	9,949	1,701	0	(8,248)
Bed				
Trailer Dean No 17 Flatbed	0	1,260	1,260	0
Tilting				
Hino 500 series 2630 Medium	62,613	74,545	11,932	0
Auto Tip				
	265,006	251,046	34,267	(48,227)

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 10. FIXED ASSETS (Continued)

**SIGNIFICANT ACCOUNTING POLICIES****Fixed assets**

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

**Initial recognition and measurement for assets held at cost**

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognised at fair value. Assets held at cost are depreciated and assessed for indicators of impairment annually.

**Initial recognition and measurement between mandatory revaluation dates for assets held at fair value**

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, buildings, infrastructure and investment properties acquired between scheduled revaluation dates of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next revaluation date in accordance with the mandatory measurement framework.

**Revaluation**

The fair value of land, buildings, infrastructure and investment properties is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire.

At the end of each period the carrying amount for each asset class is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

**Revaluation (continued)**

For property, plant and equipment and infrastructure, increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss. Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

**Depreciation**

The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

**Depreciation on revaluation**

When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

**Amortisation**

All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within depreciation in the Statement of Comprehensive Income and in Note 10(a).

| 22

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**11 LEASES****(a) Lessor - Property, Plant and Equipment Subject to Lease**

The table below represents a maturity analysis of the undiscounted lease payments to be received after the reporting date.

Less than 1 year

1 to 2 years

2 to 3 years

3 to 4 years

4 to 5 years

> 5 years

2022 Actual \$	2021 Actual \$
1,622,216	1,433,394
1,246,449	1,328,478
1,154,615	1,239,925
888,483	1,148,091
795,274	881,959
6,950,110	7,790,833
12,657,147	13,822,680

The Shire leases houses to staff with rentals payable monthly. These leases are classified as operating leases as they do not transfer substantially all of the risks and rewards incidental to the ownership of the assets. The staff houses are not considered investment property as they are leased for use in the supply of services to the community.

Lease payments for some contracts include CPI increases, but there are no other variable lease payments that depend on an index or rate. Although the Shire is exposed to changes in the residual value at the end of the current leases, the Shire typically enters into new operating leases and therefore will not immediately realise any reduction in residual value at the end of these leases. Expectations about the future residual values are reflected in the fair value of the properties.

**SIGNIFICANT ACCOUNTING POLICIES****The Shire as Lessor**

Upon entering into each contract as a lessor, the Shire assesses if the lease is a finance or operating lease.

The contract is classified as a finance lease when the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases not within this definition are classified as operating leases. Rental income received from operating leases is recognised on a straight-line basis over the term of the specific lease.

Initial direct costs incurred in entering into an operating lease (eg legal cost, cost to setup) are included in the carrying amount of the leased asset and recognised as an expense on a straight-line basis over the lease term.

When a contract is determined to include lease and non-lease components, the Shire applies AASB 15 to allocate the consideration under the contract to each component.



## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**12 TRADE AND OTHER PAYABLES****Current**

	2022 \$	2021 \$
Sundry creditors	3,681,408	5,659,954
Prepaid rates	522,122	417,615
Accrued salaries and wages	114,143	517,271
Bonds and deposits held	635,329	633,957
Accrued and other liabilities	871,125	112,281
	<b>5,824,127</b>	<b>7,341,078</b>

**SIGNIFICANT ACCOUNTING POLICIES****Financial liabilities**

Financial liabilities are initially recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

**Trade and other payables**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services.

The amounts are unsecured, are recognised as a current liability and are usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

**Prepaid rates**

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 13. OTHER LIABILITIES

## Current

Contract liabilities

Capital Grant Liability

Developer Contributions

## Reconciliation of changes in contract liabilities

Opening balance

Additions

Revenue from contracts with customers included as a contract liability at the start of the period

2022	2021
\$	\$
265,314	393,309
2,363,454	2,598,395
1,701,173	2,185,128
4,329,941	5,176,832
2,991,704	7,534,020
2,517,336	2,991,704
(2,880,272)	(7,534,020)
2,628,768	2,991,704

The Shire expects to satisfy the performance obligations from contracts with customers unsatisfied at the end of the reporting period to be satisfied within the next 12 months.

Performance obligations in relation to capital grant/contribution liabilities are satisfied as project milestones are met or completion of construction or acquisition of the asset.

## SIGNIFICANT ACCOUNTING POLICIES

## Contract liabilities

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

## Capital grant/contribution liabilities

Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as revenue when the obligations in the contract are satisfied.

Non-current capital grant/contribution liabilities fair values are based on discounted cash flows of expected cashflows to satisfy the obligations using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 24(i)) due to the unobservable inputs, including own credit risk.

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 14. BORROWINGS

	Note	2022			2021		
		Current	Non-current	Total	Current	Non-current	Total
Secured		\$	\$	\$	\$	\$	\$
WATC		444,162	6,786,745	7,230,907	859,957	5,430,907	6,290,864
<b>Total secured borrowings</b>	28(a)	444,162	6,786,745	7,230,907	859,957	5,430,907	6,290,864

\* WA Treasury Corporation

## SIGNIFICANT ACCOUNTING POLICIES

## Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 24(i)) due to the unobservable inputs, including own credit risk.

## Risk

Information regarding exposure to risk can be found at Note 22.

Details of individual borrowings required by regulations are provided at Note 28(a).

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**15. EMPLOYEE RELATED PROVISIONS****Employee Related Provisions**

	2022	2021
	\$	\$
<b>Current provisions</b>		
<b>Employee benefit provisions</b>		
Annual Leave	1,574,784	1,407,323
Long Service Leave	1,209,092	837,144
	2,783,876	2,244,467
<b>Non-current provisions</b>		
Long Service Leave	267,558	193,039
	267,558	193,039
	3,051,434	2,437,506

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

Note	2022	2021
	\$	\$
Amounts are expected to be settled on the following basis:		
Less than 12 months after the reporting date	1,535,484	1,256,407
More than 12 months from reporting date	1,515,950	1,181,099
	3,051,434	2,437,506

**SIGNIFICANT ACCOUNTING POLICIES****Employee benefits**

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

**Short-term employee benefits**

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

**Other long-term employee benefits**

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

| 27

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**16. OTHER PROVISIONS**

	Note	Provision for remediation costs \$	Total \$
<b>Opening balance at 1 July 2021</b>			
Current provisions		700,158	700,158
Non-current provisions		2,483,767	2,483,767
		3,183,925	3,183,925
Amounts used		(118,562)	(118,562)
Charged to profit or loss			
- unwinding of discount	2(b)	123,854	123,854
<b>Balance at 30 June 2022</b>		3,189,217	3,189,217
<b>Comprises</b>			
Current		91,147	91,147
Non-current		3,098,070	3,098,070
		3,189,217	3,189,217

**Other provisions**

Amounts which are reliably expected to be paid out within 12 months of the reporting date are classified as current. Exact timing of payment of non-current obligations is unable to be reliably estimated as it is dependent on factors beyond the control of the local government.

**Provision for remediation costs**

Shire of Broome recognised the future remediation liability for the waste management facility in the statement of financial position as it is probable that an outflow of obligation is certain and the amount at which the settlement will take place can be measured reliably. The liability is reported at the present value of the future net cash outflows that are expected to

be required to settle the liability in the normal course of business as per AASB 137. The restoration obligation has been estimated by an independent industry professional and the present value of the future restoration costs is to be reviewed annually and any changes in the estimate are to be reflected in the restoration provision at each reporting date.

**Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

17. REVALUATION SURPLUS

	2022 Opening Balance	2022 Revaluation Increment	2022 Revaluation (Decrement)	Total Movement on Revaluation	2022 Closing Balance	2021 Opening Balance	2021 Change in Accounting Estimate	Total Movement on Revaluation	2021 Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revaluation surplus - Land and Buildings	18,776,908	8,026,429	0	8,026,429	26,803,337	18,776,908	0	0	18,776,908
Revaluation surplus - Furniture and equipment	201,314	0	0	0	201,314	201,314	0	0	201,314
Revaluation surplus - Roads	148,062,212	23,624	0	23,624	148,085,836	148,062,212	0	0	148,062,212
Revaluation surplus - Footpaths, Carparks & Bridges	30,512,688	0	(18,713,162)	(18,713,162)	11,799,526	30,512,688	0	0	30,512,688
Revaluation surplus - Drainage	27,400,598	10,997,860	0	10,997,860	38,398,458	27,400,598	0	0	27,400,598
Revaluation surplus - Recreation Areas	8,014,788	20,214,857	0	20,214,857	28,229,645	8,014,788	0	0	8,014,788
Revaluation surplus - Infrastructure Others	2,702,911	0	(2,702,911)	(2,702,911)	0	2,101,283	601,628	601,628	2,702,911
	235,671,419	39,262,770	(21,416,073)	17,846,697	253,518,116	235,069,791	601,628	601,628	235,671,419

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 18. NOTES TO THE STATEMENT OF CASH FLOWS

## (a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
Cash and cash equivalents	3	43,413,804	37,264,767	44,065,529
<b>Restrictions</b>				
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:				
- Cash and cash equivalents	3	36,056,118	28,348,140	34,866,524
		36,056,118	28,348,140	34,866,524
The restricted financial assets are a result of the following specific purposes to which the assets may be used:				
Restricted reserve accounts	29	32,792,021	28,348,140	30,846,263
Contract & capital grant liabilities from contracts with customers	13	2,628,768	0	2,991,704
Bonds and deposits held	12	635,329	0	633,957
Other Restricted Cash		0	0	394,600
<b>Total restricted financial assets</b>		36,056,118	28,348,140	34,866,524
<b>Reconciliation of Net Result to Net Cash Provided By Operating Activities</b>				
Net result		(5,466,566)	2,223,935	23,205,131
Non-cash items:				
Depreciation/amortisation		14,277,414	12,629,134	12,525,339
(Profit)/loss on sale of asset		13,960	65,387	424,947
Loss on revaluation of fixed assets		8,383,982	0	0
Assets received for substantially less than fair value		(236,868)	0	0
Reversal of WIP to operating expenses		104,720		
Changes in assets and liabilities:				
(Increase)/decrease in trade and other receivables		1,071,626	0	3,057,250
(Increase)/decrease in other assets		(10,074)	0	(111,064)
(Increase)/decrease in inventories		33,630	0	(20,744)
(Increase)/decrease in contract assets		14,386	0	(14,386)
Increase/(decrease) in trade and other payables		(1,516,951)	0	997,807
Increase/(decrease) in employee related provisions		613,928	0	(222,919)
Increase/(decrease) in other provisions		123,854	700,158	(61,337)
Increase/(decrease) in other liabilities		(846,891)	0	(4,698,995)
(Increase)/decrease in Units in LG Housing Trust		(4,996)	0	(3,233)
Non-operating grants, subsidies and contributions		(8,470,383)	(8,926,384)	(22,184,375)
Net cash provided by/(used in) operating activities		8,084,771	6,692,230	12,893,421
<b>Undrawn Borrowing Facilities</b>				
<b>Credit Standby Arrangements</b>				
Bank overdraft limit		700,000		700,000
Bank overdraft at balance date		0		0
Credit card limit		100,000		60,000
Credit card balance at balance date		0		0
<b>Total amount of credit unused</b>		800,000		760,000
<b>Loan facilities</b>				
Loan facilities - current		444,162		859,957
Loan facilities - non-current		6,786,745		5,430,907
<b>Total facilities in use at balance date</b>		7,230,907		6,290,864
<b>Unused loan facilities at balance date</b>		0		0

| 30



## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

**SHIRE OF BROOME**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

**19. CONTINGENT LIABILITIES**

In relation to land owned, vested or leased the Shire of Broome has identified the following sites where there may be possible sources of contamination. At the date of this report the Shire is yet to conduct investigations to ascertain the value and timing of remediation works.

1. 20 Cable Beach Rd, Djugun, 6725, Landfill, Crown Reserve 42502, Cable Beach Road, Broome.
2. 8 Napier Tce, Broome, 6725, Former Landfill, Crown Reserve 8176 (Lot 1317) Napier Terrace, Broome.
3. 317 Kavite Rd, Minyirr, 6725, Broome Turf Club, Crown Reserve 22648, 317 Kavite Road Cnr Gantheaume Point Road, Broome.
4. 197 Port Dr, Minyirr, 6725, Broome Golf Course, Crown Reserve 29300, Port Drive, Broome (Source Site)
5. 223 Port Drive, Minyirr, 6725, Broome Golf Course, Crown Reserve 29300, Port Drive, Broome (Source Site)
6. 73 Wattle Dr, Roebuck, 6725, Former Landfill, Crown Reserve 30803, Lot 73 Wattle Drive, Broome.

**20. CAPITAL COMMITMENTS****(a) Capital Expenditure Commitments**

	2022	2021
	\$	\$
Contracted for:		
- capital expenditure projects	3,479,069	2,298,615
- plant & equipment purchases	1,410,313	218,968
	4,889,382	2,517,583
Payable:		
- not later than one year	4,889,382	2,517,583

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 21. RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration	Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
<b>Cr Harold Tracey</b>				
President's annual allowance		47,515	47,515	47,515
Meeting attendance fees		23,361	23,361	23,361
Annual allowance for ICT expenses		3,500	3,500	3,500
Annual allowance for travel and accommodation expenses		50	50	50
		74,426	74,426	74,426
<b>Cr Desiree Male</b>				
Deputy President's annual allowance		11,879	11,879	11,879
Meeting attendance fees		17,423	17,423	17,423
Annual allowance for ICT expenses		3,500	3,500	3,500
Annual allowance for travel and accommodation expenses		50	50	50
		32,852	32,852	32,852
<b>Cr Chris Mitchell JP</b>				
Meeting attendance fees		17,423	17,423	17,423
Annual allowance for ICT expenses		3,500	3,500	3,500
Annual allowance for travel and accommodation expenses		50	50	50
		20,973	20,973	20,973
<b>Cr Bruce Rudeforth Jnr</b>				
Meeting attendance fees		17,423	17,423	17,423
Annual allowance for ICT expenses		3,500	3,500	3,500
Annual allowance for travel and accommodation expenses		50	50	50
		20,973	20,973	20,973
<b>Cr Peter Taylor</b>				
Meeting attendance fees		17,423	17,423	17,423
Annual allowance for ICT expenses		3,500	3,500	3,500
Annual allowance for travel and accommodation expenses		50	50	50
		20,973	20,973	20,973
<b>Cr Nik Wevers</b>				
Meeting attendance fees		17,423	17,423	17,423
Annual allowance for ICT expenses		3,500	3,500	3,500
Annual allowance for travel and accommodation expenses		50	50	50
		20,973	20,973	20,973
<b>Cr Fiona West</b>				
Meeting attendance fees		5,808	17,423	17,423
Annual allowance for ICT expenses		1,167	3,500	3,500
Annual allowance for travel and accommodation expenses		17	50	50
		6,991	20,973	20,973
<b>Cr Eleta Foy</b>				
Meeting attendance fees		17,423	17,423	17,423
Annual allowance for ICT expenses		3,500	3,500	3,500
Annual allowance for travel and accommodation expenses		50	50	50
		20,973	20,973	20,973
<b>Cr Philip Matsumoto</b>				
Meeting attendance fees		17,423	17,423	17,423
Annual allowance for ICT expenses		3,500	3,500	3,500
Annual allowance for travel and accommodation expenses		50	50	50
		20,973	20,973	20,973
		240,107	254,089	254,089
Fees, expenses and allowances to be paid or reimbursed to elected council members.		2022 Actual \$	2022 Budget \$	2021 Actual \$
President's annual allowance		47,515	47,515	47,515
Deputy President's annual allowance		11,879	11,879	11,879
Meeting attendance fees		151,130	162,745	162,745
Annual allowance for ICT expenses		29,167	31,500	31,500
Annual allowance for travel and accommodation expenses		417	450	450
21(b)		240,107	254,089	254,089
<b>(b) Key Management Personnel (KMP) Compensation</b>				
The total of compensation paid to KMP of the Shire during the year are as follows:		2022 Actual \$	2021 Actual \$	
Short-term employee benefits		938,462	918,166	
Post-employment benefits		88,217	80,696	
Employee - other long-term benefits		64,558	67,403	
Employee - termination benefits		0	2,203	
Council member costs	21(a)	240,107	254,089	
		1,331,344	1,322,556	
<b>Short-term employee benefits</b>				
These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.				
<b>Post-employment benefits</b>				
These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.				
<b>Other long-term benefits</b>				
These amounts represent annual leave and long service leave entitlements accruing during the year.				
<b>Termination benefits</b>				
These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).				
<b>Council member costs</b>				
These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.				

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 21. RELATED PARTY TRANSACTIONS

## (c) Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above the following transactions occurred with related parties:

	2022 Actual	2021 Actual
	\$	\$
Sale of goods and services	162,609	186,549
Purchase of goods and services	22,691	357,037

## (d) Related Parties

The Shire's main related parties are as follows:

## i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any council member, are considered key management personnel.

## ii. Other Related Parties

An associate person of KMP was employed by the Shire under normal employment terms and conditions.

Any entity that is controlled by or over which KMP, or close family members of KMP, have authority and responsibility for planning, directing and controlling the activity of the entity, directly or indirectly, are considered related parties in relation to the Shire.

## iii. Entities subject to significant influence by the Shire

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 22. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - Interest rates	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and debt investments	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

## (a) Interest rate risk

## Cash and cash equivalents

The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents, term deposits, and Treasury bonds held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate %	Carrying Amounts \$	Fixed Interest Rate \$	Variable Interest Rate \$	Non Interest Bearing \$
<b>2022</b>					
Cash and cash equivalents	0.96%	43,413,804	0	43,409,604	4,200
<b>2021</b>					
Cash and cash equivalents	0.93%	44,065,529	0	44,061,129	4,400

## Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2022 \$	2021 \$
Impact of a 1% movement in interest rates on profit and loss and equity*	434,096	440,611

\* Holding all other variables constant

## Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs.

The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 28(a).

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 22. FINANCIAL RISK MANAGEMENT (Continued)

## (b) Credit risk

**Trade and Other Receivables**

The Shire's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The Shire is able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2021 or 1 July 2022 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors.

The loss allowance as at 30 June 2022 and 30 June 2021 for rates receivable was determined as follows:

	Less than 1 year past due	More than 1 year past due	More than 2 years past due	More than 3 years past due	Specific provision	Total	Note
<b>30 June 2022</b>							
Rates receivable							
Expected credit loss	2%	5%	8%	10%			
Gross carrying amount	20,011	499,644	80,115	106,941	201,544	908,254	
Loss allowance	400	24,982	6,409	10,694	201,544	244,029	5
<b>30 June 2021</b>							
Rates receivable							
Expected credit loss	2%	5%	8%	10%			
Gross carrying amount	22,028	560,555	123,785	110,074	191,880	1,008,322	
Loss allowance	441	28,028	9,903	11,006	191,880	241,258	5

The loss allowance as at 30 June 2022 and 30 June 2021 was determined as follows for trade receivables.

	Less than 1 year past due	More than 30 days past due	More than 60 days past due	More than 90 days past due	Specific provision	Total	
<b>30 June 2022</b>							
Trade and other receivables							
Expected credit loss	2%	5%	10%	15%			
Gross carrying amount	859,224	113,548	77,574	153,504	5,693	1,209,544	
Loss allowance	328	284	776	3,582	5,693	10,663	5
<b>30 June 2021</b>							
Trade and other receivables							
Expected credit loss	2%	5%	10%	15%			
Gross carrying amount	1,588,315	70,903	49,015	251,927	128,943	2,089,103	
Loss allowance	31,766	3,545	4,902	37,789	128,943	206,945	5

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 22. FINANCIAL RISK MANAGEMENT (Continued)

## (b) Credit risk

The loss allowances for trade receivables and contract assets as at 30 June reconcile to the opening loss allowances as follows:

	Rates receivable		Trade and other receivables	
	2022 Actual	2021 Actual	2022 Actual	2021 Actual
	\$	\$	\$	\$
Opening loss allowance as at 1 July	241,258	167,704	206,945	134,834
Increase in loss allowance recognised in profit or loss during the year	2,771	73,554	0	72,111
Unused amount reversed	0	0	(196,282)	0
Closing loss allowance at 30 June	244,029	241,258	10,663	206,945

Trade receivables and contract assets are written off where there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include, amongst others, the failure of a debtor to engage in a repayment plan with the Shire, and a failure to make contractual payments for a period of greater than 120 days past due.

Impairment losses on trade receivables and contract assets are presented as net impairment losses within operating profit. Subsequent recoveries of amounts previously written off are credited against the same line item.

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 22. FINANCIAL RISK MANAGEMENT (Continued)

## (c) Liquidity risk

## Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 18(c).

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values	Note
	\$	\$	\$	\$	\$	
<b>2022</b>						
Trade and other payables	5,824,127	0	0	5,824,127	5,824,127	12
Borrowings	444,162	2,868,897	3,917,848	7,230,907	7,230,907	14
	6,268,289	2,868,897	3,917,848	13,055,034	13,055,034	
<b>2021</b>						
Trade and other payables	7,341,078	0	0	7,341,078	7,341,078	12
Borrowings	859,957	2,250,089	3,180,818	6,290,864	6,290,864	14
	8,201,035	2,250,089	3,180,818	13,631,942	13,631,942	



Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

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SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

23. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

There have been no significant events after the reporting period that are to be included in 2021/2022.

| 38

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 24. OTHER SIGNIFICANT ACCOUNTING POLICIES

## a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

## b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

## c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

## d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

## e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

## f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

## g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

## h) Interest earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

## i) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

## Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

## Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

## Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

## Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

## Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

## Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

## Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

## j) Impairment of assets

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regularity to ensure the carrying value does not differ materially from that which would be determined using fair value at the end of the reporting period.

## k) Initial application of accounting standards

During the current year, no new or revised Australian Accounting Standards and Interpretations were compiled, became mandatory and were applicable to its operations.

## New accounting standards for application in future years

The following new accounting standards will have application to local government in future years:

- AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current
- AASB 2020-3 Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments
- AASB 2021-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates
- AASB 2021-7 Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections

It is not expected these standards will have an impact on the financial report.

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 25. FUNCTION AND ACTIVITY

## (a) Service objectives and descriptions

Shire operations as disclosed in this financial report encompass the following service orientated functions and activities.

Objective	Description
<b>Governance</b>	
To provide a decision making process for the efficient allocation of scarce resources.	Administration and operation of facilities and services to members of council; other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.
<b>General purpose funding</b>	
To collect revenue to allow provision of services.	Rates, general purpose government grants and interest revenue.
<b>Law, order, public safety</b>	
To provide services to help ensure a safer and environmentally conscious community.	Supervision of various by-laws, fire prevention, emergency services and animal control.
<b>Health</b>	
To provide an operational framework for environmental and community health.	Food quality, eating house inspection, pest control and child health clinics.
<b>Education and welfare</b>	
To provide services to disadvantaged persons, the elderly, children and youth.	Facilities for senior citizens aged care, infant, day care centres, pre-school; assistance to play group and other community services and development activities.
<b>Housing</b>	
To provide and maintain staff housing.	Provision of staff housing.
<b>Community amenities</b>	
To provide services required by the community.	Rubbish collection services, tip operation, administration of the town planning scheme, maintenance of cemeteries, storm water drainage maintenance, sanitation maintenance and environmental protection.
<b>Recreation and culture</b>	
To establish and effectively manage infrastructure and resource which will help the social being of the community.	Operation/maintenance of halls, Broome Recreation and Aquatic Centre (BRAC), various parks and reserves, beaches, library, museum and other cultural activities.
<b>Transport</b>	
To provide safe, effective and efficient transport services to the community.	Construction and maintenance of streets, roads, bridges, footpaths and street lighting.
<b>Economic services</b>	
To help promote the Council's economic well being.	The regulation and provision of tourism facilities, area promotion and building control.
<b>Other property and services</b>	
To monitor and control Council's overheads operating accounts.	Private works and provision of unclassified civic building facilities. General Administration support for Council's operations, allocated to other functions. Engineering, works and parks and gardens management, allocated to construction and maintenance jobs. Plant and depot operation and maintenance, allocated to construction and maintenance jobs.

| 40

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 25. FUNCTION AND ACTIVITY (Continued)

## (b) Income and expenses

	2022 Actual	2022 Budget	2021 Actual
	\$	\$	\$
<b>Income excluding grants, subsidies and contributions</b>			
Governance	5,575	1,620	60,659
General purpose funding	24,322,390	24,314,912	23,423,975
Law, order, public safety	106,485	120,861	148,313
Health	170,646	189,731	177,286
Housing	582,452	2,031,236	701,892
Community amenities	5,508,477	6,615,788	5,503,069
Recreation and culture	1,268,722	1,318,143	1,214,146
Transport	29,866	26,552	34,526
Economic services	409,612	911,027	1,363,345
Other property and services	2,190,319	2,160,280	1,796,791
	34,594,544	37,690,150	34,424,002
<b>Grants, subsidies and contributions</b>			
Governance	167,320	11,000	249,927
General purpose funding	2,094,859	822,334	1,912,440
Law, order, public safety	236,868	10,000	0
Health	5,185	5,000	6,671
Education and welfare	25,000	25,000	8,716
Community amenities	12,010	12,000	(104,191)
Recreation and culture	5,961,558	5,513,887	10,532,210
Transport	3,083,950	3,455,857	5,629,814
Economic services	150,000	0	12,457,682
Other property and services	127,700	315,000	110,724
	11,864,450	10,170,078	30,803,993
<b>Total Income</b>	46,458,994	47,860,228	65,227,995
<b>Expenses</b>			
Governance	(2,183,664)	(2,240,459)	(2,583,924)
General purpose funding	(538,621)	(339,348)	(503,141)
Law, order, public safety	(1,480,256)	(1,146,436)	(1,156,449)
Health	(716,640)	(806,634)	(721,968)
Education and welfare	(336,997)	(424,795)	(495,116)
Housing	(937,675)	(2,247,459)	(763,371)
Community amenities	(9,396,455)	(10,750,551)	(9,804,428)
Recreation and culture	(13,003,755)	(13,995,567)	(12,532,317)
Transport	(9,557,758)	(11,233,425)	(9,250,596)
Economic services	(2,332,914)	(2,210,496)	(1,953,585)
Other property and services	(11,440,825)	(241,123)	(2,257,969)
<b>Total expenses</b>	(51,925,560)	(45,636,293)	(42,022,864)
<b>Net result for the period</b>	(5,466,566)	2,223,935	23,205,131

| 41

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 25. FUNCTION AND ACTIVITY (Continued)

	2022 Actual	2022 Budget	2021 Actual
	\$	\$	\$
(c) Fees and Charges			
General purpose funding	125,809	95,365	48,553
Law, order, public safety	76,375	90,639	120,193
Health	170,646	189,731	177,286
Housing	582,152	2,031,236	700,436
Community amenities	5,429,026	6,379,383	5,119,044
Recreation and culture	1,190,796	1,252,218	1,181,588
Transport	16,300	15,000	13,501
Economic services	433,499	712,027	1,278,599
Other property and services	1,223,991	1,312,933	1,072,773
	9,248,594	12,078,532	9,711,973
(d) Total Assets			
	\$	\$	
Governance	395,873	394,580	
General purpose funding	13,588,620	12,934,623	
Law, order, public safety	3,684,173	6,645,075	
Health	6,092	0	
Education and welfare	0	2,245,375	
Housing	4,396,200	3,572,304	
Community amenities	68,148,594	33,948,575	
Recreation and culture	81,910,356	57,519,257	
Transport	240,422,236	293,313,271	
Economic services	5,607,215	5,896,080	
Other property and services	47,029,958	37,144,624	
	465,189,316	453,613,764	

Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

26. RATING INFORMATION

(a) General Rates

RATE TYPE

Rate Description

Gross rental valuations

GRV - Residential

GRV - Vacant

GRV - Commercial

GRV - Tourism

Unimproved valuations

UV - Commercial Rural

UV - Mining

UV - Rural

Sub-Total

Minimum payment

Gross rental valuations

GRV - Residential

GRV - Vacant

GRV - Commercial

GRV - Tourism

Unimproved valuations

UV - Commercial Rural

UV - Mining

UV - Rural

Sub-Total

Reversal of prior year concession

Concessions on general rates (Refer note 26(b))

Total amount raised from general rates

\* Rateable value is based on the value of properties at the time the rate is raised.

The entire balance of rates revenue has been recognised at a point in time in accordance with AASB 1058 Income for not-for-profit entities.

Rate in \$	Number of Properties	2021/22 Actual Rateable Value *	2021/22 Actual Rate Revenue	2021/22 Actual Interim Rates	2021/22 Actual Back Rates	2021/22 Actual Total Revenue	2021/22 Budget Rate Revenue	2021/22 Budget Interim Rate	2021/22 Budget Back Rate	2021/22 Budget Total Revenue	2020/21 Actual Total Revenue
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
0.110204	4,942	116,990,608	12,892,833	86,810	4,666	12,984,309	12,892,832	100,000	0	12,992,832	12,641,949
0.201729	187	2,909,899	587,011	46,117	(9,209)	623,919	587,011	0	0	587,011	585,097
0.114171	555	55,404,595	6,325,598	79	247	6,325,924	6,325,598	0	0	6,325,598	6,170,103
0.149349	454	17,635,598	2,633,859	(8,543)	(8,388)	2,616,928	2,633,859	0	0	2,633,859	2,586,525
0.032458	21	13,230,113	429,423	(133,038)	(279,869)	16,516	429,423	0	0	429,423	615,318
0.119883	32	1,135,382	136,113	(5,674)	(1,294)	129,145	136,113	0	0	136,113	128,293
0.007763	54	17,508,953	135,922	0	0	135,922	135,922	0	0	135,922	133,471
Minimum \$	6,245	224,815,148	23,140,759	(14,249)	(293,847)	22,832,663	23,140,758	100,000	0	23,240,758	22,860,756
1,220	61	585,647	74,420	0	0	74,420	74,420	0	0	74,420	81,740
1,220	191	869,843	233,020	0	0	233,020	233,020	0	0	233,020	214,720
1,220	23	170,491	28,060	0	0	28,060	28,060	0	0	28,060	29,280
1,220	371	1,598,998	452,620	0	0	452,620	452,620	0	0	452,620	452,620
1,220	2	13,300	2,440	0	0	2,440	2,440	0	0	2,440	2,440
500	25	48,318	12,500	0	0	12,500	12,500	0	0	12,500	14,500
1,220	4	141,300	4,880	0	0	4,880	4,880	0	0	4,880	4,880
	677	3,427,897	807,940	0	0	807,940	807,940	0	0	807,940	800,180
	6,922	226,243,045	23,948,699	(14,249)	(293,847)	23,640,603	23,948,698	100,000	0	24,048,698	23,660,936
						323,822				0	0
						(61,790)				(56,151)	(378,107)
						23,902,635				23,992,547	23,282,829

Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

26. RATING INFORMATION (Continued)

(b) Waivers or Concessions

Rate or Fee and Charge to which the Waiver or Concession is Granted	Type	Waiver/ Concession	Discount %	Discount \$	2022 Actual \$	2022 Budget \$	2021 Actual \$
General Rates	Rate	Concession	50%		22,478	20,702	20,330
General Rates	Rate	Concession	37%		8,733	8,733	8,576
General Rates	Rate	Concession	90%		26,716	26,716	26,236
General Rates	Rate	Concession	80%		0	0	322,965
General Rates	Rate	Concession	100%		3,863	0	0
					61,790	56,151	378,107
Total discounts/concessions (Note 26)					61,790	56,151	378,107

Rate or Fee and Charge to which the Waiver or Concession is Granted	Circumstances in which the Waiver or Concession is Granted and to whom it was available	Objects and reasons of the Waiver or Concession
General Rates	Varying concessions to a charitable organisation (100%, 90%, 50%, 37%)	Concession offered because of the nature of the undertaking of the organisation providing social housing and affordable housing.
General Rates	80% concession to pastoral properties	Concession offered to reduce the impact of valuation increase and corresponding rates during the period.



## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 26. RATING INFORMATION (Continued)

## (b) Interest Charges &amp; Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge \$	Instalment Plan Interest Rate %	Unpaid Rates Interest Rate %
<b>Option One</b>				
Single full payment	19-August-2021	0.00	0.0%	7.0%
<b>Option Two</b>				
First instalment	19-August-2021	10.20	0.0%	7.0%
Second instalment	06-January-2022	10.20	5.5%	7.0%
<b>Option Three</b>				
First instalment	19-August-2021	10.20	0.0%	7.0%
Second instalment	21-October-2021	10.20	5.5%	7.0%
Third instalment	06-January-2022	10.20	5.5%	7.0%
Fourth instalment	10-March-2022	10.20	5.5%	7.0%

	2022 Actual \$	2022 Budget \$	2021 Actual \$
Interest on unpaid rates	126,432	117,000	75,728
Interest on instalment plan	129,780	80,000	0
Charges on instalment plan	49,684	61,200	0
Payment arrangement fee	1,559	0	50
	307,455	258,200	75,778

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 27. RATE SETTING STATEMENT INFORMATION

Note	2021/22 (30 June 2022 Carried Forward)	2021/22 Budget (30 June 2022 Carried Forward)	2021/22 (1 July 2021 Brought Forward)	Adjustments*	2020/21 (30 June 2021 Carried Forward)
	\$	\$	\$		\$
<b>(a) Non-cash amounts excluded from operating activities</b>					
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .					
<b>Adjustments to operating activities</b>					
Less: Profit on asset disposals	10(b) (34,267)	(100,568)	(11,822)	0	(11,822)
Less: Non-cash grants and contributions for assets	(236,864)	0	(2,322,545)	(2,322,545)	0
Less: Movement in liabilities associated with restricted cash	(356,478)	0	(35,885)	1,578,874	(1,614,759)
Less: Fair value adjustments to financial assets at fair value through profit and loss	(4,996)	0	(3,233)	0	(3,233)
Add: Loss on disposal of assets	10(b) 48,227	165,955	436,769	0	436,769
Add: Loss on revaluation of fixed assets	9(a) 8,383,982	0	0	0	0
Add: Depreciation	10(a) 14,277,414	12,629,134	12,525,339	0	12,525,339
<b>Non-cash movements in non-current assets and liabilities:</b>					
Pensioner deferred rates	(14,019)	0	2,884	0	2,884
Employee benefit provisions	74,519	0	(87,506)	135,413	(222,919)
Other provisions	614,303	0	(2,318,233)	(2,256,896)	(61,337)
Impairment of infrastructure	0	0	1,435,621	1,435,621	0
Other increase/decrease and non-cash movements	0	0	0	41,765	(41,765)
<b>Non-cash amounts excluded from operating activities</b>	<b>22,751,821</b>	<b>12,694,521</b>	<b>9,621,389</b>	<b>(1,387,768)</b>	<b>11,009,157</b>
<b>(b) Non-cash amounts excluded from investing activities</b>					
The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .					
<b>Adjustments to investing activities</b>					
Property, plant and equipment received for substantially less than fair value	8(a) 236,868	0	2,322,545	2,322,545	0
<b>Non-cash amounts excluded from investing activities</b>	<b>236,868</b>	<b>0</b>	<b>2,322,545</b>	<b>2,322,545</b>	<b>0</b>
<b>(c) Surplus/(deficit) after imposition of general rates</b>					
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.					
<b>Adjustments to net current assets</b>					
Less: Reserve accounts	29 (32,792,021)	(28,348,140)	(30,846,263)	4,020,261	(34,866,524)
- Bonds and deposits held by others	0	0	0	1,800	(1,800)
- Other liabilities	0	(873,991)	0	0	0
Add: Current liabilities not expected to be cleared at end of year	14 444,162	854,092	859,957	0	859,957
- Current portion of borrowings	1,701,173	0	2,185,128	(2,991,704)	5,176,832
- Current portion of developer contributions held in reserve	0	0	0	(633,957)	633,957
- Liability associated with restricted cash - bonds and deposits	0	0	0	(700,158)	700,158
- Liability not expected to be paid within 12 months	0	0	0	0	0
- Employee benefit provisions	1,324,537	2,379,880	1,197,060	0	1,197,060
<b>Total adjustments to net current assets</b>	<b>(29,322,149)</b>	<b>(25,988,159)</b>	<b>(26,604,118)</b>	<b>(303,758)</b>	<b>(26,300,360)</b>
<b>Net current assets used in the Rate Setting Statement</b>					
Total current assets	45,686,985	43,562,983	47,462,298	0	47,462,298
Less: Total current liabilities	(13,473,253)	(17,574,824)	(16,322,492)	0	(16,322,492)
Less: Total adjustments to net current assets	(29,322,149)	(25,988,159)	(26,604,118)	(303,758)	(26,300,360)
<b>Net current assets used in the Rate Setting Statement</b>	<b>2,891,583</b>	<b>0</b>	<b>4,535,688</b>	<b>(303,758)</b>	<b>4,839,446</b>

\*Refer to Note 31 for information on the adjustments made.

| 46

Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

28. BORROWING AND LEASE LIABILITIES

(a) Borrowings

Purpose	Note	Actual						Budget			
		Principal at	New Loans	Principal	Principal	New Loans	Principal	Principal at	New Loans	Principal	Principal at
		1 July 2020	During 2020-21	Repayments	at 30 June 2021	During 2021-22	Repayments	at 1 July 2021	During 2021-22	Repayments	at 30 June 2022
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Civic Centre Redevelopment		994,413	0	(487,484)	506,929	0	(506,929)	506,929	0	(506,929)	0
Town Beach Development		1,450,000	0	(86,155)	1,363,845	0	(87,554)	1,363,845	0	(87,554)	1,276,291
BRAC Pavillion		121,517	0	(121,517)	0	0	0	0	0	0	0
Chinatown Revitalisation Stage 1		1,544,026	0	(158,935)	1,385,091	0	(161,954)	1,385,090	0	(161,954)	1,223,136
Chinatown Revitalisation Stage 2		0	1,785,000	0	1,785,000	0	(103,521)	1,785,000	0	(107,655)	1,677,345
China Town Contingency		0	0	0	0	1,800,000	0	0	1,800,000	(54,089)	1,745,911
<b>Total</b>		<b>4,109,956</b>	<b>1,785,000</b>	<b>(854,091)</b>	<b>5,040,865</b>	<b>1,800,000</b>	<b>(859,958)</b>	<b>5,040,864</b>	<b>1,800,000</b>	<b>(918,181)</b>	<b>5,922,683</b>
<b>Self Supporting Loans</b>											
Life Saving Club		0	0	0	0	0	0	0	300,000	(18,094)	281,906
Broome Golf Club		0	1,250,000	0	1,250,000	0	0	1,250,000	0	(75,389)	1,174,611
<b>Total Self Supporting Loans</b>		<b>0</b>	<b>1,250,000</b>	<b>0</b>	<b>1,250,000</b>	<b>0</b>	<b>0</b>	<b>1,250,000</b>	<b>300,000</b>	<b>(93,483)</b>	<b>1,456,517</b>
<b>Total Borrowings</b>	<b>14</b>	<b>4,109,956</b>	<b>3,035,000</b>	<b>(854,091)</b>	<b>6,290,865</b>	<b>1,800,000</b>	<b>(859,958)</b>	<b>6,290,864</b>	<b>2,100,000</b>	<b>(1,011,664)</b>	<b>7,379,200</b>

\* WA Treasury Corporation

Self supporting loans are financed by payments from third parties. These are shown in Note 4 as other financial assets at amortised cost.  
All other loan repayments were financed by general purpose revenue.

(b) Borrowing Interest Repayments

Purpose	Note	Function and activity	Loan Number	Institution	Interest Rate	Actual for year ending 30 June 2022	Budget for year ending 30 June 2022	Actual for year ending 30 June 2021
Civic Centre Redevelopment		Recreation and culture	193	WATC*	3.95%	(14,848)	(15,067)	(34,302)
Town Beach Development		Recreation and culture	195	WATC*	1.62%	(20,730)	(22,554)	(23,032)
BRAC Pavillion		Recreation and culture	194	WATC*	5.86%	0	0	(4,611)
Chinatown Revitalisation Stage 1		Economic services	196	WATC*	1.89%	(24,630)	(26,059)	(28,344)
Chinatown Revitalisation Stage 2		Economic services	198	WATC*	1.95%	(34,020)	(24,790)	(285)
China Town Contingency		Economic services	201	WATC*	4.75%	0	(12,690)	0
<b>Total</b>						<b>(94,228)</b>	<b>(101,160)</b>	<b>(90,574)</b>
<b>Self Supporting Loans Interest Repayments</b>								
Life Saving Club		Recreation and culture	200	WATC*	TBC	0	(4,167)	0
Broome Golf Club		Recreation and culture	199	WATC*	1.95%	(24,225)	(17,361)	(200)
<b>Total Self Supporting Loans Interest Repayments</b>						<b>(24,225)</b>	<b>(21,528)</b>	<b>(200)</b>
<b>Total Interest Repayments</b>	<b>2(b)</b>					<b>(118,453)</b>	<b>(122,688)</b>	<b>(90,774)</b>

\* WA Treasury Corporation

Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

29. RESERVE ACCOUNTS

Restricted by council

	2022 Actual Opening Balance	2022 Actual Transfer to	2022 Actual Transfer (from)	2022 Actual Closing Balance	2022 Budget Opening Balance	2022 Budget Transfer to	2022 Budget Transfer (from)	2022 Budget Closing Balance	2021 Actual Opening Balance	2021 Actual Transfer to	2021 Actual Transfer (from)	2021 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Reserves cash backed - Leave Reserve	1,197,060	315,411	(187,934)	1,324,537	932,995	313,851	(115,646)	1,131,200	1,076,266	120,794	0	1,197,060
(b) Reserves cash backed - Restricted Cash	65,000	0	0	65,000	0	0	0	0	0	65,000	0	65,000
(c) Reserves cash backed - Community Sponsorship	81,454	268	0	81,722	100,799	0	0	100,799	97,271	469	(16,286)	81,454
(d) Reserves cash backed - EDL Sponsorship	62,024	205	0	62,229	55,522	145	0	55,667	134,882	650	(73,508)	62,024
(e) Reserves cash backed - Road Reserve	1,517,285	374,860	0	1,892,145	1,517,140	235,580	0	1,752,720	1,824,122	528,163	(836,000)	1,517,285
(f) Reserves cash backed - Public Art Reserve	6,211	21	0	6,232	6,211	20	0	6,231	6,182	29	0	6,211
(i) Reserves cash backed - BRAC (Leisure Centre) Reserve	58,504	193	0	58,697	58,500	187	(58,000)	687	58,224	290	0	58,504
(j) Reserves cash backed - Public Open Space	1,806,645	2,500,312	(516,966)	3,789,991	1,799,529	1,045,709	(172,800)	2,672,438	1,976,821	1,042,671	(1,212,847)	1,806,645
(k) Reserves cash backed - Drainage reserve	1,538,300	98,513	0	1,636,813	1,553,201	33,608	0	1,586,809	1,235,496	302,804	0	1,538,300
(l) Reserves cash backed - Plant	1,895,391	12,412	(291,216)	1,616,587	1,695,241	5,410	(252,500)	1,448,151	1,886,301	9,090	0	1,895,391
(m) Reserves cash backed - Buildings	2,920,961	559,604	(190,816)	3,289,749	2,896,772	481,416	(499,856)	2,878,332	2,361,421	758,101	(198,561)	2,920,961
(n) Reserves cash backed - Refuse Site Reserve	2,664,994	1,175,246	(1,265,617)	2,574,623	2,109,939	6,766	(1,512,617)	604,088	3,253,067	15,677	(603,750)	2,664,994
(o) Reserves cash backed - Regional Resource Recovery Park Reserve	13,291,670	42,198	(518,051)	12,815,817	13,189,289	44,690	(456,732)	12,777,247	14,121,030	68,052	(897,412)	13,291,670
(p) Reserves cash backed - IT & Equipment	714,651	345,812	(123,926)	936,537	647,704	223,697	(50,000)	821,401	710,263	98,498	(95,110)	714,651
(q) Reserves cash backed - Kimberley Zone	394,580	1,293	0	395,873	317,138	1,475	0	318,613	488,678	64,346	(156,442)	394,580
	26,214,730	5,426,348	(3,094,526)	30,546,552	26,879,980	2,392,554	(3,118,151)	26,154,383	29,228,022	3,076,624	(4,089,916)	28,214,730

Restricted by Legislation

(g) Reserves cash backed - Carpark Reserve	348,224	43,133	0	391,357	348,201	42,980	0	391,181	295,639	52,585	0	348,224
(h) Reserves cash backed - Footpath Reserve	2,283,309	18,184	(447,381)	1,854,112	2,241,258	5,672	(444,354)	1,802,576	2,349,298	51,088	(117,077)	2,283,309
	2,631,533	61,317	(447,381)	2,245,469	2,589,459	48,652	(444,354)	2,193,757	2,644,937	103,673	(117,077)	2,631,533
	30,846,263	5,487,665	(3,541,907)	32,792,021	29,469,439	2,441,206	(3,562,505)	28,348,140	31,872,959	3,180,297	(4,206,993)	30,846,263

All reserves are supported by cash and cash equivalents and are restricted within equity as Reserves - cash backed.

In accordance with Council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Anticipated date of use	Purpose of the reserve
(a) Reserves cash backed - Leave Reserve	Ongoing	To be used to fund annual and long service leave requirements.
(b) Reserves cash backed - Restricted Cash	Ongoing	To be used for unspent grant, contribution and loan funds.
(c) Reserves cash backed - Community Sponsorship	Ongoing	To hold funds remaining as at 30 June after allocation of both Annual and Ad-hoc sponsorships and external donations to be spent on both annual and ad-hoc sponsorships in accordance with the Community Sponsorship Program Policy.
(d) Reserves cash backed - EDL Sponsorship	Ongoing	To hold funds to be spent on community projects as approved by Energy Development Limited.
(e) Reserves cash backed - Road Reserve	Ongoing	To be used for renewal, upgrade or new streets and roads.
(f) Reserves cash backed - Public Art Reserve	Ongoing	To hold funds set aside annually to fund future public art projects and initiatives within the Shire.
(g) Reserves cash backed - Carpark Reserve	Ongoing	To be used for renewal, upgrade or new carparks. Typically funds are from "Cash In Lieu" payments from developers.
(h) Reserves cash backed - Footpath Reserve	Ongoing	To be used for renewal, upgrade or new footpaths. Typically, funds are from contributions made by developers.
(i) Reserves cash backed - BRAC (Leisure Centre) Reserve	Ongoing	To be used for the construction of recreation infrastructure and facilities.
(j) Reserves cash backed - Public Open Space	Ongoing	To be used for renewal, upgrade, replacement or new public open space facilities and garden areas associated with buildings and other freely accessible public recreational facilities. Any contributions from developers are held in Trust.
(k) Reserves cash backed - Drainage reserve	Ongoing	To be used for the renewal, upgrade or construction of drainage services. Typically funds are from contributions made by developers.
(l) Reserves cash backed - Plant	Ongoing	To be used for the renewal, upgrade or purchase of new mobile plant and engineering equipment.
(m) Reserves cash backed - Buildings	Ongoing	To be used for renewal, upgrade, replacement or new building construction and associated infrastructure.
(n) Reserves cash backed - Refuse Site Reserve	Ongoing	To be used for the current and future costs of maintaining and closing the refuse site in accordance with operational needs and environmental guidelines.
(o) Reserves cash backed - Regional Resource Recovery Park Reserve	Ongoing	To hold funds set aside annually and any year end operational profit generated from refuse site business unit to fund: i) The future construction of a new facility.
(p) Reserves cash backed - IT & Equipment	Ongoing	To be used for renewal, upgrade or new office equipment, IT hardware and software.
(q) Reserves cash backed - Kimberley Zone	Ongoing	To hold funds set aside annually to fund future projects and initiatives for the Kimberley Zone of WALGA and/or Regional Collaborative Groups.

## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

## 30. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2021	Amounts Received	Amounts Paid	30 June 2022
	\$	\$	\$	\$
Town Planning Related Bond Deposits	106,562	0	0	106,562
Cash In Lieu Of Public Open Space	100,209	0	0	100,209
	206,771	0	0	206,771

Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

SHIRE OF BROOME  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022

31. RESTATEMENT OF RATE SETTING STATEMENT COMPARATIVES

The Shire of Broome engaged an external accounting firm to perform a review of prior years Rate Setting Statement (RSS) and Rate Setting Statement Information. During this process it came to light that the net current assets used in the 2021 Rate Setting Statement, and net current asset at the start of the year (2020) was overstated. This resulted in a restatement of 2021 Rate Setting Statement including Net current assets used in the RSS for 2021 and 2020 and the related Rate Setting Statement information. The following are the summary of the adjustments made and the explanations:

	2021 Actual as restated \$	Adjustments \$	2021 Actual as previously reported \$	Explanation
<b>NET CURRENT ASSETS - At start of financial year - surplus/(deficit) (FY 2020)</b>	2,828,740	(1,359,652)	4,188,392	
<b>Breakdown of this adjustment and explanation is :</b>				
Current Liability Associated with restricted cash - leave liability (employee provisions)	1,076,266	(1,303,614)	2,379,880	Current employee provision was incorrectly over adjusted in the past. Should be adjusted up to cash backed leave reserves only. Corrected in current year
Current Liability not expected to be paid within 12 months	0	(65,093)	65,093	Error noted in previous workings for reconciling amount in 2020. Corrected in current year
Bonds and deposits held by others	0	9,055	(9,055)	Incorrectly removed in the past. Corrected in current year
		(1,359,652)		
<b>Net Current Assets Used in Rate Setting Statement (FY 2021)</b>	27 ( c ) 4,535,688	(303,758)	4,839,446	
<b>Breakdown of this adjustment and explanation is :</b>				
Current Liability associated with restricted cash - Contract & capital grant liabilities from contracts with customers	(2,991,704)	394,600	(3,386,304)	Current liability for contract and capital grant was incorrectly over adjusted in the past. Should be adjusted up to restricted cash balance only. Corrected in current year.
Current Liability not expected to be paid within 12 months	0	(700,158)	700,158	In 2021, the Shire was less conservative and adjusted their Net current assets with the whole current remediation provision since this amount would not be spent in the next 12 months. Net current assets was incorrectly over adjusted in the past. Corrected in current year
Bonds and deposits held by others	0	1,800	(1,800)	Incorrectly removed in the past. Corrected in current year
		(303,758)		

All other adjustments are reclassification of non-cash amounts between investing and operating and non cash movements between current and non-current balances to reconcile to the adjustments made above

Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

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## Auditor General

### INDEPENDENT AUDITOR'S REPORT 2022 Shire of Broome

To the Councillors of the Shire of Broome

#### Opinion

I have audited the financial report of the Shire of Broome (the Shire) which comprises:

- the Statement of Financial Position at 30 June 2022, the Statement of Comprehensive Income by Nature or Type, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information.

In my opinion, the financial report:

- is based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2022 and its financial position at the end of that period
- is in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

#### Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Emphasis of matter – Restatement of comparative balances

I draw attention to Note 31 to the financial report which states that the amounts reported in the previously issued 30 June 2021 financial report have been restated and disclosed as comparatives in this financial report. My opinion is not modified in respect of this matter.

#### Other information

The Chief Executive Officer (CEO) is responsible for preparing, and the Council for overseeing, the other information. The other information is the information in the entity's annual report for the year ended 30 June 2022, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent

Page 1 of 3

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Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

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with the financial report or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

#### **Responsibilities of the Chief Executive Officer and Council for the financial report**

The Chief Executive Officer of the Shire is responsible for:

- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

#### **Auditor's responsibilities for the audit of the financial report**

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at [https://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf).

#### **My independence and quality control relating to the report on the financial report**

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements*, the Office of the Auditor General maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

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**Matters relating to the electronic publication of the audited financial report**

This auditor's report relates to the financial report of the Shire of Broome for the year ended 30 June 2022 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.



Sandra Labuschagne  
Acting Auditor General for Western Australia  
Perth, Western Australia  
14 April 2023

Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

Our Ref:  
Your Ref: 8250

Ms Caroline Spencer  
Auditor General  
Office of the Auditor General  
7<sup>th</sup> Floor, Albert Facey House  
469 Wellington Street  
PERTH WA 6000



Dear Ms Spencer

**REPRESENTATION LETTER IN RESPECT OF THE SHIRE OF BROOME'S ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2022**

This representation letter is provided in connection with your audit of the Shire of Broome's annual financial report for the year ended 30 June 2022 for the purpose of expressing an opinion as to whether the annual financial report is fairly presented in accordance with the *Local Government Act 1995* (the Act), the *Local Government (Financial Management) Regulations 1996* and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

We submit the following representations for the year ended 30 June 2022 after making appropriate enquiries and according to the best of our knowledge and belief. This representation covers all material items in each of the categories listed below.

**1. GENERAL**

- (a) We have fulfilled our responsibilities for the preparation and fair presentation of the annual financial report in accordance with the *Local Government Act 1995* (the Act), the *Local Government (Financial Management) Regulations 1996* and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.
- (b) We have advised your auditors of all material contentious methods used in the presentation of the financial report.
- (c) There have been no changes in accounting policies or application of those policies that would have a material effect on the financial report.
- (d) The prior period comparative information in the financial report has not been restated, except as disclosed in Note 31 to the financial report.
- (e) Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable. We confirm the disclosures related to accounting estimates are complete and appropriate.



Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

2

- (f) We have established and maintained an adequate internal control structure and adequate financial records as we have determined are necessary to facilitate the preparation of the financial report that is free from material misstatement, whether due to fraud or error.
- (g) We have provided your auditors with
  - (i) Access to all information of which we are aware that is relevant to the preparation of the financial report, such as records, documentation and other matters.
  - (ii) Additional information that your auditors have requested for the purpose of the audit.
  - (iii) Unrestricted access to staff and councillors of the Shire from whom your auditors determined it necessary to obtain audit evidence.
- (h) All transactions have been recorded in the accounting and other records and are reflected in the financial report.
- (i) All internal audit reports and reports resulting from other management reviews, including legal issues and legal opinions which have the capacity to be relevant to the fair presentation of the financial report including, where relevant, minutes of meetings, have been brought to your auditors' attention and made available to them.
- (j) We have advised your auditors of all known instances of non-compliance or suspected non-compliance with laws and regulations, and all known data or security breaches whose effects should be considered when preparing the financial report.
- (k) We have provided to your auditors the results of our assessment of the risk that the financial report may be materially misstated as a result of fraud.
- (l) No frauds or suspected frauds affecting the Shire involving:
  - (i) Management;
  - (ii) Employees who have significant roles in internal control; or
  - (iii) Othershave occurred to the knowledge of management of the Shire.
- (m) To our knowledge no allegations of fraud or suspected fraud affecting the Shire's financial report has been communicated to us by employees, former employees, analysts, regulators or others.
- (n) We have disclosed to your auditors all known actual or possible litigation and claims whose effects should be considered when preparing the financial report, and they have been accounted for and disclosed in accordance with Australian Accounting Standards.

**2. FAIR VALUE MEASUREMENTS AND DISCLOSURES**

We confirm that where assets and liabilities are recorded at fair value, the value attributed to these assets and liabilities is the fair value.



Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

3

We confirm that the carrying amount of each physical non-current asset does not materially differ from its fair value at the end of the reporting period. Significant fair value assumptions, including those with high estimation uncertainty, are reasonable.

We confirm the measurement methods, including related assumptions, used by management in determining fair values are appropriate and have been consistently applied.

We confirm that the fair value disclosures in the financial report are complete and appropriate.

**3. GOING CONCERN**

We confirm that the going concern basis of accounting is appropriate for the annual financial report.

**4. CONTINGENT LIABILITIES**

There are no material contingent liabilities at year end that have not been completely and adequately disclosed in the Notes to the financial report.

**5. COMMITMENTS FOR CAPITAL AND OTHER EXPENDITURE**

Other than those commitments reported in the Notes to the financial report, there were no significant commitments for capital or other expenditure contracts carrying over at year end.

**6. FINANCIAL LIABILITY FOR CONTAMINATED SITES**

We are aware of our obligations under the *Contaminated Sites Act 2003* and have reported to the Department of Water and Environmental Regulation, all land owned, vested or leased by the Shire that is known to be, or is suspected of being, contaminated. All actual liabilities or contingent liabilities, if any, have been recognised and/or disclosed in the financial report as appropriate.

**7. RELATED ENTITIES**

We acknowledge our responsibility under section 17(1) of the *Auditor General Act 2006* (as applied by section 7.12AL of the *Local Government Act 1995*) to give written notice to the Auditor General if any of the Shire's functions are being performed in partnership or jointly with another person or body, through the instrumentality of another person or body, and/or by means of a trust. We confirm that we have provided the Auditor General with details of all related entities in existence at 30 June 2022.

**8. RELATED PARTIES**

We have disclosed to your auditors the identity of the Shire's related parties, as defined in Australian Accounting Standards, of which we are aware, and all the related party relationships and transactions of which we are aware. These include the Shire's key management personnel (KMP) and their related parties, including their close family members and their controlled and jointly controlled entities.



## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

4

We have appropriately accounted for and disclosed such relationships and transactions in accordance with the requirements of Australian Accounting Standards.

#### 9. KEY MANAGEMENT PERSONNEL COMPENSATION

We confirm the Shire's key management personnel (KMP) have not received any other money, consideration or benefit (except amounts being reimbursements for out of pocket expenses) which has not been included in the compensation disclosed in the Notes to the financial report.

#### 10. SUBSEQUENT EVENTS

No matters or occurrences have come to our attention up to the present time which would materially affect the financial statements or disclosures therein, or which are likely to materially affect the future results or operations of the Shire.

#### 11. INTERNAL CONTROL

We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.

#### 12. INSURANCE

We have established procedures to assess the adequacy of insurance cover on all assets and insurable risks. We believe, where appropriate, assets and insurable risks are adequately covered by insurance.

#### 13. RISK MANAGEMENT

We acknowledge our responsibility to identify the risks the Shire is exposed to and to measure, assess and develop a prioritised action plan. We confirm that we have established, maintained, operated and demonstrated an appropriate framework of business controls, to cover all our operational, technical, commercial, financial and administrative activities.

#### 14. ACCOUNTING MISSTATEMENTS

The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial report taken as a whole. A summary of these uncorrected misstatements is listed below.

<b>1. Repairs and maintenance</b>			
DR	Retained Surplus	147,869	
CR	Materials and Contracts	- 147,869	
<i>Prior year WAANDRA Grant road repairs and maintenance invoice incorrectly recognised as expense.</i>			



## Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

5

<b>2. Credit balance in Debtor accounts</b>			
DR	Trade Debtors	68,952	
CR	Trade Creditors	- 68,952	
<i>Relates to an overpayment made to the Shire which needs to be repaid to Department of Treasury.</i>			
<b>3. PAYG Liability</b>			
DR	Employee Costs	153,666	
CR	Trade Payables	- 153,666	
<i>Adjustment identified for PAYG Liability at 30 June based on supporting documentation reviewed.</i>			
<b>4. Cleanaway Invoice</b>			
DR	Fees and Charges	53,665	
CR	Trade Debtors	- 53,665	
<i>Duplicate Cleanaway invoice not corrected.</i>			
<b>5. Town Beach Non-Operating Revenue</b>			
DR	Non-Operating Revenue	180,856	
CR	Retained Surplus	- 180,856	
<i>Town Beach capex project revenue which should have been recognised in prior year rather than current year.</i>			
<b>6. Provision for doubtful debts calculations</b>			
DR	Doubtful Debts Expense	48,757	
CR	Receivables	- 48,757	
<i>Error identified in provision for doubtful debt calculations.</i>			
<b>7. Bank reconciliation reconciling items</b>			
DR	Expenses	65,724	
DR	Payables	316,485	
CR	Cash	- 382,209	
<i>Relates to reconciling items in bank @ 30 June - identified corrections to reconciling items, and items that should not be recorded in payables.</i>			
<b>8. Roads to Recovery Grant</b>			
DR	Non-Operating Revenue	53,085	
CR	Other Liabilities - Grant Liabilities	- 53,085	
<i>Roads to Recovery funding received for Job 121587 Lawrence Road is \$576k, whereas WIP as at 30/06/2022 is 523,035. Unspent portion (contract liability) of \$53k has not been recognised.</i>			
<b>9. Local Roads and Community Infrastructure Grant</b>			
DR	Other Assets - Contract Asset	61,294	
DR	Retained Surplus	38,805	
CR	Non-Operating Revenue	- 26,060	
CR	Other Liabilities - Grant Liabilities	- 74,039	
<i>A contract asset of \$61k should be recognised for Local Roads Community Infrastructure (LRCI) Grant Phase 1, and a contract liability of \$74k should be recognised for LRCI Phase 2.</i>			
<b>10. Broome Surf Lifesaving Club Non-Operating Revenue</b>			
DR	Other Assets - Contract Asset	145,053	
CR	Non-Operating Revenue	- 145,053	
<i>Relates to Broome Surf Lifesaving Club capex project, represents revenue (on completion of work) unrecognised.</i>			



Item 5.1 - ANNUAL FINANCIAL REPORT AND AUDIT REPORT 2021/22

6

**15. ELECTRONIC PRESENTATION OF THE AUDITED ANNUAL FINANCIAL REPORT AND AUDITOR'S REPORT**

- (a) We acknowledge that we are responsible for the electronic presentation of the annual financial report.
- (b) We will ensure that the electronic version of the audited annual financial report and the auditor's report presented on the Shire's website is the same as the final signed versions of the audited annual financial report and the auditor's report.
- (c) We have clearly differentiated between audited and unaudited information in the construction of Shire's website and understand the risk of potential misrepresentation in the absence of appropriate controls.
- (d) We have assessed the security controls over the audited annual financial report and the auditor's report and are satisfied that procedures in place are adequate to ensure the integrity of the information provided.
- (e) We will ensure that where the auditor's report on the annual financial report is provided on the website, the annual financial report is also provided in full.

**16. OTHER (UNAUDITED) INFORMATION IN THE ANNUAL REPORT**

We will provide the final version of the annual report to you when available, to enable you to complete your required procedures.



**Director Corporate Services**  
JAMES WATT

13.4.2023

**Date**



**Chief Executive Officer**  
SAM MASTROLEMBO

13.4.2023

**Date**

**Cr D Male declared a financial interest in item 5.2, the reason being “Proposed budget amendment relates to the Broome Turf Club who are clients of my business”.**

**Cr Male did not participate in the consideration of the item.**

**Cr Mitchell assumed the role of Chair.**

**A typographical error was identified in the Agenda and has been corrected administratively within the Minutes.**

## **5.2 3RD QUARTER FINANCE AND COSTING REVIEW 2022-23**

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

### **SUMMARY:**

The Audit and Risk Committee is requested to consider results of the 3<sup>rd</sup> Quarter Finance and Costing Review (FACR) of the Shire's budget for the period ended 31 March 2023, including forecast estimates and budget recommendations to 30 June 2023.

## **BACKGROUND**

### Previous Considerations

SMC 5 July 2022	Item 5.4.1
OMC 15 December 2022	Item 13.1
OMC 23 February 2023	Item 10.1

The Shire of Broome has carried out its 3<sup>rd</sup> Quarter Finance and Costing Review (FACR) for the 2022-23 financial year. This review of the 2022-23 Annual Budget is based on actuals and commitments for the first 9 months of the year from 1 July 2022 to 31 March 2023, and forecasts for the remainder of the financial year.

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

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

It should be noted that the 2022-23 annual budget was adopted at the Special Meeting of Council on 5 July 2022 as a balanced budget.

The Quarter 3 FACR commenced on 3 April 2023. At the start of the Q3 FACR, a net deficit of \$277,233 was forecast arising from past budget amendments adopted by Council, including the Q1 and Q2 FACR's. Significant amendments approved through the FACR processes to date included:

- a \$213,549 reduction in budgeted Western Australian Local Government Grant Commission Road Grants (Local Roads component of FAGS);
- a \$209,424 increase in expenses relating to the omission of several capital projects previously approved through the budget development process.
- a further \$185,000 increase in interest revenue through higher than anticipated interest rates
- a \$180,000 reduction in property valuation expenses as revaluations were completed in 2021/22;
- a \$157,023 reduction of income identified within the Kimberley Regional Office budget due to a double up of budgeted income;
- \$150,000 savings in the Skatepark project;
- a \$100,000 increase in revenue from Discovery Parks Broome.

### **Adjusted 2021-22 Closing Position**

The 2021-22 Closing Position was also adjusted at the February Ordinary Council Meeting to reflect the identification of the mistreatment of contract liabilities in the 2019-20 and 2020-21 financial years. The adjusted closing position deficit of \$318,411 was included in the Q2 FACR and is contained within the Q2 FACR deficit position of \$277,233.

During the finalisation of the 2021/22 Audit it was identified that a \$72,284 adjustment to the Leave Reserve intended to offset termination payments from the 2021/22 financial year and reduce the net deficit position did not reduce the final closing position figure as intended. As a result the adjusted closing position deficit of \$318,411 included in the Q2 FACR (and within the Q2 FACR deficit position of \$277,233) has increased to \$390,695.

At the February 23 OMC Council requested that the CEO attempt to remediate the untied deficit.

### **COMMENT**

The Q3 FACR identifies a cumulative net deficit forecast of **\$117,588**.

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

While officers make every effort to ensure the net impact of each FACR is minimal, the net deficit forecast mainly relates to the following proposed amendments:

- \$242,000 saving in materials and contracts across various works maintenance accounts
- \$267,879 in increased interest revenue due to higher than anticipated interest rates
- \$123,000 saving in materials and contracts across various parks and reserves maintenance accounts.

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

### **Quarter 3 FACR Result**

A summary of the Q3 FACR results is as follows:

SHIRE OF BROOME SUMMARY REPORT				
BUDGET IMPACT				
	2022/23 Adopted Budget (Inc) / Exp	YTD Adopted Budget Amendments (Inc) / Exp	FACR Q3 Overall (Inc) / Exp	YTD Overall Position
Office of the CEO	\$0	\$11,200	\$158,885	\$170,085
Corporate Services	\$0	-\$263,194	-\$168,777	-\$431,971
Development Services	\$0	\$51,563	\$83,000	\$134,563
Infrastructure Services	\$0	-\$64,171	-\$560,525	-\$624,696
Council approved budget amendments	\$0	\$14,000	\$255,459	\$269,459
Prior year adjustments for Capital Projects	\$0	\$209,424	\$0	\$209,424
2021-22 Adjusted Closing Position Deficit	\$0	\$318,411	\$72,284	\$390,695
	0,000*	\$277,233	-\$159,675	\$117,588

## CONSULTATION

All amendments have been proposed after consultation with Executive and Responsible Officers at the Shire.

## STATUTORY ENVIRONMENT

### Local Government (Financial Management) Regulation 1996

#### r33A. Review of Budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
- (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government's financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.

- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.  
\*Absolute majority required.
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

#### **Local Government Act 1995**

##### **6.8. Expenditure from municipal fund not included in annual budget**

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

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

#### **POLICY IMPLICATIONS**

Nil.

It should be noted that according to the materiality threshold set at the budget adoption, should a deficit achieve 1% of Shire's operating revenue (\$402,749) the Shire must formulate an action plan to remedy the over expenditure.

#### **FINANCIAL IMPLICATIONS**

The overall result of the Quarter 3 FACR estimates a total budget deficit position of **\$117,588** to 30 June 2023.

#### **RISK**

The Finance and Costing Review (FACR) seeks to provide a best estimate of the end-of-year position for the Shire of Broome at 30 June 2023. Contained within the report are recommendations of amendments to budgets which have financial implications on the estimate of the end-of-year position.

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

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

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

## STRATEGIC ASPIRATIONS

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

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

11.2 Deliver best practice governance and risk management.

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

13.1 Plan effectively for short and long term financial sustainability.

## VOTING REQUIREMENTS

*Absolute Majority*

### **COMMITTEE RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. AR/0423/003**

**Moved: Cr C Mitchell**

**Seconded: Cr P Taylor**

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

- 1. Receives the Quarter 3 Finance and Costing Review Report for the period ended 31 March 2023;**
- 2. Adopts the operating and capital budget amendment recommendations for the year ended 30 June 2023 as attached;**
- 3. Notes a forecast end-of-year deficit position to 30 June 2023 of \$117,588.**

**CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 2/0**

## Attachments

1. Quarter 3 Finance and Costing Review

Item 5.2 - 3RD QUARTER FINANCE AND COSTING REVIEW 2022-23

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2022-23									
COA Code	Job Number	IE Code	Job Description	2022/23 Full Year Current Budget	2022/23 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description
Office of the CEO									
ADMIN1 - Chief Executive Officer - S Mastrolembo									
22230		341	Legal Exps Op Exp - Other Governance	\$25,000	\$0	-\$20,000	\$5,000		Net Saving \$20,000 Anticipated full year savings.
						-\$20,000		\$0	
BC - Marketing & Communications Coordinator - D Bonnici									
11709		34	Quarterly Marketing Campaigns - Op Ex	\$15,000	\$2,885	-\$12,115	\$2,885		Net Saving \$12,115 Reduced budget to reflect actual spend; contractors are unavailable this financial year to progress the budgeted activities. Rebudgeted to commence in 2023/24.
116493		34	Advertising Promotion & Printing Expenses - Broome Civic Centre - Op Exp	\$25,000	\$4,371	-\$15,000	\$10,000		Net Saving \$18,000 Minimal advertising required for the rest of the year.
						-\$27,115		\$0	
CMS2 - Manager Community Engagement & Projects - N Roukens									
113751		11	Operating Grants & Contributions Rec'd - Recreation Services - Op Inc	-\$30,000	\$0	-\$15,000	-\$45,000		Net Saving \$15,000 Advised \$45,000 granted for the new Every Club grant. Unsure when this funding will be recieved, awaiting formal grant agreement.
						-\$15,000		\$0	
CS3 - Manager People and Culture - J Maccarone									
142015		61	All Employee Centrelink Paid Parental Leave - Op Exp - Gen Admin O'Heads	\$20,000	\$31,193	\$15,000	\$35,000		Net Expense \$10,000 Five employees total claimed for this financial year.
142395		14	All Employee Paid Parental Leave Reimb - Op Inc - Gen Admin O'Heads	-\$20,000	-\$21,124	-\$5,000	-\$25,000		Includes Shire top-up which is not funded by the government scheme payments.
142042		34	Performance Based Rewards - Gen Admin	\$40,000	\$21,408	-\$10,000	\$30,000		Net Saving \$10,000 Anticipated full year savings.
142043		77	Organisational Training - General	\$235,000	\$129,080	-\$44,000	\$191,000		Net Saving \$44,000 Reduction in expense, considering booked and planned mandatory training for the remainder of the year.



Item 5.2 - 3RD QUARTER FINANCE AND COSTING REVIEW 2022-23

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2022-23									
COA Code	Job Number	IE Code	Job Description	2022/23 Full Year Current Budget	2022/23 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description
142044		79	Uniform - Op Exp - General Admin O'Heads	\$20,000	\$18,725	\$5,000	\$25,000		<b>Net Expense \$5,000</b> Tracking higher than budgeted, a result of ongoing recruitment.
						-\$39,000		\$0	
<b>ES7 - Special Projects Coordinator - A Clark- Hale</b>									
101896	101897	34	Community Recycling Centre - RRP - Cap Exp	\$566,180	\$378,877	\$8,802	\$574,982		<b>Net Impact Nil</b> Draft Works Approval Response Letter, outside of the contracted works, and design of additional concrete pad. Fully funded from the RRRP Reserve.
101995		26	Transfer from Regional Resource Recovery Reserve - Cap Inc - Reg Res Recov	-\$566,180	\$0	-\$8,802	-\$574,982	-\$8,802	
132314		34	Sanctuary Caravan Park Op Exp - Tourism & Area Promotion	\$0	\$0	\$75,000	\$75,000		<b>Net Expense \$75,000</b> Sanctuary Road Phase 1: Procurement, advertising and key worker definition.
23450		34	Consultants - Op Exp	\$60,000	\$48,085	\$50,000	\$110,000		<b>Net Expense \$50,000</b> McMahon Estate Structure Plan [RO: ADMIN1]
1181427		34	Cable Beach Redevelopment (Construction) - Cap Exp	\$0	\$0	\$800,000	\$800,000		<b>Net Impact Nil</b> Funding required to commence Stage 1 works including fabrication of concrete drainage pipes and Horizon Power electrical design. Budget moved from the design GL to construction GL.
1181425	1181426	34	Cable Beach Foreshore Upgrade	\$5,039,868	\$849,751	-\$800,000	\$4,239,868		
1181425	1181426	34	Cable Beach Foreshore Upgrade	\$4,239,868	\$849,751	-\$3,487,170	\$752,698		
111989		43	Transfer to POS Reserve - Cap Exp - Parks & Ovals	\$0		\$651,228	\$651,228	\$651,228	<b>Net Impact Nil</b> Stage 1 construction funds (excluding the \$800k initial budget requirement) moved to Reserve and reduced grant funding received; the construction phase is budgeted new in 2023/24.
113989		26	Transfer From POS Reserve - Parks & Ovals	-\$704,001		\$704,001	\$0	\$704,001	
113128		10	Cable Beach - Non Op Grant - Other Recreation & Sport - CAP INC	-\$3,451,365	-\$2,298,599	\$2,131,941	-\$1,319,424		
1181425	1181426	34	Cable Beach Foreshore Upgrade	\$752,698	\$849,751	\$50,000	\$802,698		<b>Net Expense \$50,000</b> MOLA Mapping for Northern Cable Beach access

Item 5.2 - 3RD QUARTER FINANCE AND COSTING REVIEW 2022-23

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2022-23									
COA Code	Job Number	IE Code	Job Description	2022/23 Full Year Current Budget	2022/23 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description
1181425	1181426	34	Cable Beach Foreshore Upgrade	\$802,698	\$849,751	\$85,000	\$887,698		<b>Net Expense \$85,000</b> Additional design costs outside of the consultant's scope of works - \$50k Art and Interpretation; \$10k for Broome Historical Society research and input; \$20k for NBY input \$5k for Goolarabooloo input.
1181425	1181426	62	Cable Beach Foreshore Upgrade	\$525,616	-\$1,373	-\$525,616	\$0		<b>Net Impact Nil</b> Reallocation of internal Shire resources from Cable Beach to works maintenance - Allocated Salary Costs
	121011	62	Sector 1 Chinatown - Works Maint	\$30,589	\$2,947	\$52,562	\$83,151		
	121025	62	Sector 2 Cable Beach - Works Maint	\$27,163	\$8,548	\$42,049	\$69,212		
	121026	62	Sector 3 Old Broome - Works Maint	\$28,136	\$9,944	\$42,049	\$70,185		
	121027	62	Sector 4 Sunset Park - Works Maint	\$15,220	\$5,027	\$26,281	\$41,501		
	121028	62	Sector 5 Roebuck Est - Works Maint	\$35,972	\$17,948	\$42,049	\$78,021		
	121029	62	Sector 6 Broome North / Blue Haze - Works Maint	\$26,984	\$28,092	\$42,049	\$69,033		
	121030	62	Sector 7 LIA, HIA and Port - Works Maint	\$23,291	\$3,822	\$26,281	\$49,572		
	122008	62	Manari Road - Works Maint	\$0	\$5,994	\$52,562	\$52,562		
	121992	62	Fong Street - Works Maint	\$0	\$0	\$47,305	\$47,305		
	122122	62	Chi Street - Works Maint	\$0	\$342	\$26,281	\$26,281		
	122073	62	Yamashita Street - Works Maint	\$0	\$0	\$47,305	\$47,305		
	122121	62	Kanagae Drive - Works Maint	\$0	\$1	\$47,305	\$47,305		
	122056	62	Williams Road - Works Maint	\$0	\$0	\$15,768	\$15,768		
	122065	62	Carter Road - Works Maint	\$0	\$368	\$15,768	\$15,768		
1181425	1181426	69	Cable Beach Foreshore Upgrade	\$954,467	\$0	-\$954,467	\$0		<b>Net Impact Nil</b> Reallocation of internal Shire resources from Cable Beach to works maintenance - On-Costs on Allocated Salary
	121011	69	Sector 1 Chinatown - Works Maint	\$55,548	\$5,343	\$95,447	\$150,995		
	121025	69	Sector 2 Cable Beach - Works Maint	\$49,325	\$15,407	\$76,357	\$125,682		
	121026	69	Sector 3 Old Broome - Works Maint	\$51,093	\$17,374	\$76,357	\$127,450		
	121027	69	Sector 4 Sunset Park - Works Maint	\$27,639	\$8,946	\$47,723	\$75,362		
	121028	69	Sector 5 Roebuck Est - Works Maint	\$65,321	\$30,453	\$76,357	\$141,678		
	121029	69	Sector 6 Broome North / Blue Haze - Works Maint	\$48,936	\$49,363	\$76,357	\$125,293		
	121030	69	Sector 7 LIA, HIA and Port - Works Maint	\$42,294	\$6,940	\$47,723	\$90,017		
	122008	69	Manari Road - Works Maint	\$0	\$10,884	\$95,447	\$95,447		
	121992	69	Fong Street - Works Maint	\$0	\$241	\$85,902	\$85,902		
	122122	69	Chi Street - Works Maint	\$0	\$621	\$47,723	\$47,723		
	122073	69	Yamashita Street - Works Maint	\$0	\$0	\$85,902	\$85,902		

Item 5.2 - 3RD QUARTER FINANCE AND COSTING REVIEW 2022-23

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2022-23									
COA Code	Job Number	IE Code	Job Description	2022/23 Full Year Current Budget	2022/23 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description
	122121	69	Kanagae Drive - Works Maint	\$0	\$0	\$85,902	\$85,902		
	122056	69	Williams Road - Works Maint	\$0	\$0	\$28,634	\$28,634		
	122065	69	Carter Road - Works Maint	\$0	\$669	\$28,634	\$28,634		
1181425	1181426	33	Cable Beach Foreshore Upgrade	\$47,415	\$0	-\$47,415	\$0		
	122008	33	Manari Road - Works Maint	\$0	\$4,971	\$9,483	\$9,483		
	121992	33	Fong Street - Works Maint	\$0	\$0	\$7,112	\$7,112		
	122122	33	Chi Street - Works Maint	\$0	\$643	\$7,112	\$7,112		
	122073	33	Yamashita Street - Works Maint	\$0	\$0	\$7,112	\$7,112		
	122121	33	Kanagae Drive - Works Maint	\$0	\$0	\$7,112	\$7,112		
	122056	33	Williams Road - Works Maint	\$0	\$1,099	\$4,742	\$4,742		
	122065	33	Carter Road - Works Maint	\$0	\$1,135	\$4,742	\$4,742		
1181425	1181426	42	Cable Beach Foreshore Upgrade	\$40,915	\$0	-\$40,915	\$0		
	122008	42	Manari Road - Works Maint	\$0	\$3,642	\$8,183	\$8,183		
	121992	42	Fong Street - Works Maint	\$0	\$0	\$6,137	\$6,137		
	122122	42	Chi Street - Works Maint	\$0	\$178	\$6,137	\$6,137		
	122073	42	Yamashita Street - Works Maint	\$0	\$0	\$6,137	\$6,137		
	122121	42	Kanagae Drive - Works Maint	\$0	\$0	\$6,137	\$6,137		
	122056	42	Williams Road - Works Maint	\$0	\$396	\$4,092	\$4,092		
	122065	42	Carter Road - Works Maint	\$0	\$641	\$4,092	\$4,092		
						\$260,000		\$1,346,427	
REQ54 - Activation & Engagement Coordinator - M Nutt									
116085		34	Arts, Culture and Heritage Strategy - Op Exp Other Culture	\$23,000	\$26,492	\$10,000	\$33,000		Net Expense \$10,000 Additional costs to finalise the Arts, Culture and Heritage Strategy due to increased consultation.
						\$10,000		\$0	
REQ4 - Special Projects Coordinator - M Renton									
1138333		13	Turf Club contribution to Masterplan Reviews - Op Inc - Other Culture	-\$25,000	\$0	\$10,000	-\$15,000		Net Saving \$10,000 Project budget can be reduced following receipt of quotes and project scope definition. Income reduced to reflect 50% contribution towards the project.
1138334		34	Turf Club Masterplan Review - Op Ex- Other Culture	\$50,000	\$0	-\$20,000	\$30,000		
						-\$10,000		\$0	

Item 5.2 - 3RD QUARTER FINANCE AND COSTING REVIEW 2022-23

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2022-23									
COA Code	Job Number	IE Code	Job Description	2022/23 Full Year Current Budget	2022/23 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description
			Office of the CEO Directorate (Saving)/Expense			\$158,885		\$1,346,427	
			Corporate Services						
			CS1 - Director Corporate Services - J Watt						
142393		13	LGIS Insurance Bonus & Funding - Op Inc - Corp Gov	-\$25,000	\$0	\$25,000	\$0		<b>Net Expense \$25,000</b> Bonus funds are unlikely to be distributed this year.
						\$25,000		\$0	
			BA - Coordinator Financial Services - D Cerbino						
142212		20	Interest Rec on Muni Investment - Op Inc - General Administration O'Heads	-\$192,521	-\$393,707	-\$267,879	-\$460,400		<b>Net Saving \$267,879</b> Municipal funds interest for the full year is anticipated to be higher than budgeted.
						-\$267,879		\$0	
			BRAC1 - Manager Community Facilities - C Zepnick						
113391		14	Haynes Oval & Pavilion Income - Op Inc	-\$136,000	-\$124,058	\$11,942	-\$124,058		<b>Net Expense \$11,942</b> Reimbursement budget reduced to reflect actual receipts.
117246		02	Netball BRAC Program - Op Inc - BRAC Dry	-\$28,999	-\$18,199	\$9,000	-\$19,999		<b>Net Expense \$31,400</b> Overall reduction in income. Insufficient qualified staff available to run programming as budgeted. A decrease in entry fees income where Shire staff memberships were historically charged; changes in accounting methods recommended by auditors that it is no longer appropriate to charge internally generated income.
117262		02	Education Inc - Aquatic	-\$8,400	\$0	\$8,400	\$0		
117275		02	Stadium Venue Hire Inc. Rec'd - Op Inc - Dry BRAC	-\$30,551	-\$17,145	\$5,000	-\$25,551		
117292		02	BRAC Fields - Joseph Nipper Roe Playing Field Fees and Other Income - Op Inc	-\$27,026	-\$6,047	\$9,000	-\$18,026		
117055		61	Salary & Related Duty Manager Expense - BRAC	\$238,368	\$174,192	-\$30,000	\$208,368		<b>Net Saving \$30,000</b> Salary savings used to offset reduced facility income
117272		02	Holiday Program Enrolment Fees Rec'd	-\$50,000	-\$21,932	\$20,000	-\$30,000		<b>Net Impact Nil</b> Lack of appropriately qualified staff to run program

Item 5.2 - 3RD QUARTER FINANCE AND COSTING REVIEW 2022-23

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2022-23									
COA Code	Job Number	IE Code	Job Description	2022/23 Full Year Current Budget	2022/23 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description
117171		61	Salary - Op Exp - Holiday Prog Exps - BRAC Dry	\$65,861	\$8,132	-\$20,000	\$45,861		Lack of appropriately qualified staff to run program. Salaries to offset income reduction
117282		02	Swimming Lessons by BRAC Inc	-\$148,712	-\$76,281	\$60,000	-\$88,712		<b>Net Impact Nil</b> Lack of appropriately qualified staff to run program. Salaries to offset income reduction
117182		61	Salary - Swimming Lessons - Op Exp - BRAC Aquatic	\$126,256	\$15,576	-\$60,000	\$66,256		
117009		34	Plant & Equip Maint - Aquatic	\$9,000	\$9,686	\$8,000	\$17,000		<b>Net Expense \$18,000</b> Urgent repairs and maintenance, including a new auto pool vacuum, coolroom roof and high level sports field lighting.
117081	117082	34	General Building & Facility Maint - BRAC Dry - Op Exp	\$35,000	\$32,917	\$10,000	\$45,000		<b>Net Expense \$10,000</b> An increase in chemical costs, plus ongoing increased delivery charges up 212%. Weather systems including flooding and extreme heat have also contributed.
117015	117015	34	Chemicals - chemical related expenses Aquatic	\$40,000	\$40,215	\$10,000	\$50,000		<b>Net Impact Nil</b> To utilise contract staff for pool lifeguard roles while staffing levels are low at BRAC. Corresponding decrease in Salaries.
117002	117002	61	Salary - Lifeguard - Op Exp - BRAC Aquatic	\$161,898	\$56,316	-\$15,000	\$146,898		
117003		34	Relieving Staff Exp - Op Ex - BRAC Aquatic	\$0	\$0	\$15,000	\$15,000		<b>Net Impact Nil</b> Have utilised contractors more due to the availability of group fitness staff. Corresponding decrease in Salaries. Changes to the IEBA require minimum engagement of staff.
117148		34	Group Fitness Program - Op Exp - BRAC - Aquatic	\$20,000	\$19,968	\$10,000	\$30,000		
117056		61	Salary & Related Program Development Officer Expense	\$26,982	\$8,940	-\$10,000	\$16,982		<b>Net Expense \$41,114</b> BRAC Outdoor Court Scoreboard replacement.
117399		34	BRAC Furniture and Equipment New -Cap Exp	\$0	\$0	\$41,114	\$41,114		
117450	117452	34	BRAC Oval Upgrade of Infra - Cap Exp	\$32,938	\$2,375	-\$15,500	\$17,438		<b>Net Saving \$15,500</b> To allow for installation of lightning protection following damage that has occurred in storms in recent weeks.
						\$66,956		\$0	
CMS4 - Venue Supervisor - S Bowra									
116470	116471	34	Broome Civic Centre Building General Maint Exps - Op Exp Bme Civic Centre	\$34,100	\$26,344	\$5,000	\$39,100		<b>Net Expense \$5,000</b> Unexpected repairs including airconditioning, and mould removal following January rainfall.

Item 5.2 - 3RD QUARTER FINANCE AND COSTING REVIEW 2022-23

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2022-23									
COA Code	Job Number	IE Code	Job Description	2022/23 Full Year Current Budget	2022/23 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description
						\$5,000		\$0	
CS2 - Manager Financial Services - E French									
30106		01	Interim Rates Broome - Op Inc - Rates	-\$100,000	-\$76,777	\$23,223	-\$76,777		<b>Net Expense \$23,223</b> Interim rates have been finalised for the year. Any interim rates received from April until the new rates are levied, will be reflected as back rates in 2023/24.
30146		23	Interest - Rates Instalments - Op Inc - Rates	-\$122,000	-\$113,415	\$8,585	-\$113,415		<b>Net Expense \$8,585</b> Reduction in income - a property was levied instalment charges in error.
30201		23	Rates Non Payment Int - Op Inc - Rates	-\$130,000	-\$100,575	\$15,000	-\$115,000		<b>Net Expense \$15,000</b> Unlikely to generate interest as originally budgeted given the level of rates collection.
30251		58	Rates Reduced/Written Off - Op Exp - Rates	\$3,000	\$8,338	\$5,338	\$8,338		<b>Net Expense \$5,300</b> Council approved write off balance of A103751 at September OMC.
						\$52,146		\$0	
CS6 - Manager Information Services - C Chong									
146110		34	Minor Assets<\$5000 - IT Exp	\$89,000	\$36,529	-\$20,000	\$69,000	\$0	<b>Net Saving \$50,000</b> Transitioning from device purchases to operating lease in this financial year. Remaining funds may be required for fleet device replacement 1st lease payment. Network & Switching funds not required.
146120		34	Equip & H'Ware > \$5000 Cap Exp - IT	\$113,000	\$76,272	-\$30,000	\$83,000		
						-\$50,000			
LS1 - Library Coordinator - A Morris									
115279		34	Minor Assets Expensed - Op Exp Library	\$9,992	\$1,717	-\$8,000	\$1,992		<b>Net Impact Nil</b> Deferred spending minor assets budget to reallocate funds to workroom secure door which is a staff safety priority.
115281	115291	34	Library Reactive Maint - Op Exp	\$4,000	\$2,134	\$8,000	\$12,000		
						\$0		\$0	
			Corporate Services Directorate (Saving)/Expense			-\$168,777		\$0	

Item 5.2 - 3RD QUARTER FINANCE AND COSTING REVIEW 2022-23

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2022-23									
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<b>Development Services</b>									
<b>DS1 - Director Development Services - K Williams</b>									
106038		341	Legal Expenses - Development Services	\$10,000	\$0	-\$10,000	\$0		<b>Net Saving \$10,000</b> No legal expenses required this financial year.
						-\$10,000		\$0	
<b>BS1 - Acting Manager Planning &amp; Building Services - J Gosper</b>									
106030	106055	34	Planning General Project Consult - Op Exp Town Planning/Reg Dev	\$215,855	\$155,540	\$78,000	\$293,855		<b>Net Expense \$78,000</b> Old Broome and Cable Beach Precinct Plans were budgeted as 50/50 split across two financial years. Anticipating higher expense in 2022/23, with a matching reduction in the 2023/24 budget.
106410		04	Planning Fees (GST Free) - Op Inc - Town Planning/Regional Devel	-\$130,000	-\$67,212	\$15,000	-\$115,000		<b>Net Expense \$15,000</b> Value of planning applications is lower than budgeted.
						\$93,000		\$0	
			<b>Development Services Directorate (Saving)/Expense</b>			\$83,000		\$0	
<b>Infrastructure Services</b>									
<b>ES1 - Director Infrastructure - J Hall</b>									
121782		12	Dev Contributions - Footpaths	-\$62,640	-\$88,143	-\$25,503	-\$88,143		<b>Net Impact Nil</b> Footpath contribution from Broome North Stage 11 (WAPC 1160674), transfer to Reserve under developer contributions.
125950		43	Transfer to Reserve	\$71,785	\$29,409	\$25,503	\$97,288	\$25,503	
1367404	1367414	34	Short Street Streetscape Enhancements (Chinatown Stage 2) - Cap Exp	\$43,900	\$34,343	-\$9,000	\$34,900		<b>Net Expense \$1,116</b> Remaining funds following the relocation of the Three Wise Men sculptures and completion of the Chinatown Fibre Upgrade.
1367405	1367418	34	Smart Cities Enabling Items - Cap Exp	\$0	\$10,116	\$10,116	\$10,116		
						\$1,116		\$25,503	



Item 5.2 - 3RD QUARTER FINANCE AND COSTING REVIEW 2022-23

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2022-23									
COA Code	Job Number	IE Code	Job Description	2022/23 Full Year Current Budget	2022/23 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description
ES3 - Manager Works - J Welshman									
120306		11	DRFAWA Natural Disaster Grant - Op Grants	-\$693,453	-\$271,615	\$73,660	-\$619,793		<b>Net Expense \$73,660</b> WANDRRA Claim AGRN793 from 2018 has been resolved and DFES have confirmed the reimbursement amount will be \$620k total.
145101		69	Plant Repair Wages - Op Exp - Plant Operation	\$233,570	\$104,641	-\$100,000	\$133,570		<b>Net Impact Nil</b> Reallocating funds to utilise an external contractor more to cover staff vacancy.
145103		34	Plant Parts & Repairs - Op Exp - Plant Operation	\$372,859	\$322,948	\$100,000	\$472,859		
145102		34	Plant Tyres & Tubes - Op Exp - Plant Operation	\$72,000	\$69,250	\$20,000	\$92,000		<b>Net Expense \$20,000</b> Actual costs incurred and anticipated to be higher than budgeted.
						\$93,660		\$0	
ES5 - Acting Works Coordinator - C Kemp									
102202	102202	58	Drainage - Works Maint	\$41,363	\$13,143	-\$20,000	\$21,363		<b>Net saving \$20,000</b> Allowance for tipping fees not required
122000	121011	34	Sector 1 Chinatown - Works Maint	\$108,011	\$21,882	-\$40,000	\$68,011		<b>Net Saving \$242,000</b> Materials and Contractors not utilised. Balance not required for 2022/23.
122000	121027	34	Sector 4 Sunset Park - Works Maint	\$60,352	\$4,695	-\$25,000	\$35,352		
122000	121025	34	Sector 2 Cable Beach - Works Maint	\$87,352	\$6,190	-\$27,000	\$60,352		
122000	121028	34	Sector 5 Roebuck Est - Works Maint	\$97,775	\$7,813	-\$50,000	\$47,775		
122000	121026	34	Sector 3 Old Broome - Works Maint	\$101,866	\$17,012	-\$40,000	\$61,866		
122000	121029	34	Sector 6 Broome North / Blue Haze - Works Maint	\$58,634	\$19,551	-\$10,000	\$48,634		
122000	121030	34	Sector 7 LIA, HIA and Port - Works Maint	\$96,056	-\$11,860	-\$50,000	\$46,056		
141450		19	Works Private Works Income - Not Prepaid	-\$40,920	-\$105,920	-\$96,631	-\$137,551		<b>Net Impact Nil</b> Return of the balance of funds provided for the maintenance of Morrell Park (as per Yawuru Area Indigenous Land Use Agreement).
141271	141331	58	Private Works By Works Exp	\$0	\$0	\$96,631	\$96,631		
						-\$262,000		\$0	
ES8 - Manager Waste- M Mitchell									
101020		34	Kerbside Refuse Collection - Op Exp - Sanitation Gen Refuse	\$471,001	\$275,173	-\$110,000	\$361,001		<b>Net Saving \$330,000</b> Revised Expenditure for 2022/23 based on actuals
101022		34	Kerbside Recycling Collection -Op Exp - San Gen Refuse	\$1,040,000	\$614,160	-\$220,000	\$820,000		

Item 5.2 - 3RD QUARTER FINANCE AND COSTING REVIEW 2022-23

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2022-23									
COA Code	Job Number	IE Code	Job Description	2022/23 Full Year Current Budget	2022/23 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description
101027		34	Recycling and Education - Op Exp - San Gen Refuse	\$16,000	\$672	-\$10,000	\$6,000		<b>Net Saving \$10,000</b> No waste related advertising for 2022/23 to date.
101028	101094	34	Transfer Station Misc - Op Exp	\$79,360	\$19,063	-\$20,000	\$59,360		<b>Net Saving \$30,000</b> Savings in household/ewaste disposal and disposal of gas bottles.
101028	101093	34	Transfer Satation Steel - Op Exp	\$14,450	\$351	-\$10,000	\$4,450		
101030	101033	62	Waste Facility Operations -Op Exp - San Gen Ref	\$145,068	\$193,112	\$120,000	\$265,068		<b>Net Expense \$150,000</b> Overspend, prestart hours have been allocated to this account through the payroll system transition. Additional expenditure for Radio repeater, Lot 400 fence and CCTV, dry hire use of excavator.
101030	101033	34	Waste Facility Operations -Op Exp - San Gen Ref	\$453,000	\$342,742	\$30,000	\$483,000		
101080	101081	34	WMF - Reactive Maint - Op Exp	\$5,500	\$13,660	\$12,000	\$17,500		<b>Net Expense \$12,000</b> Site switchboard needs to be replaced.
101410		02	Kerbside collection - Op Inc - Sanitation Gen Refuse	-\$3,440,000	-\$3,328,541	\$110,000	-\$3,330,000		<b>Net Expense \$110,000</b> Income less than budgeted, Income levied in full in July.
101550	101552	34	Mobile Garbage Bin Replacement - Cap Exp - San Gen Refuse	\$153,234	\$59,503	-\$40,000	\$113,234		<b>Net Saving \$40,000</b> Under spend from lower number of resident requests. Additional media/advertising to occur in
108020	108021	62	Cyclone Cleanup - Op Exp - Sanitation General Refuse	\$6,777	\$0	-\$6,777	\$0		<b>Net Saving \$6,777</b> Staff time allocated to operational Account.
101895		43	Transfer to Regional Resource Recovery Park Reserve - Cap Exp	\$105,000	\$225,290	\$144,777	\$249,777	\$144,777	<b>Net Impact Nil</b> Net result of waste amendments - savings transferred to RRRP Reserve. Net municipal funds impact is Nil.
102636		02	Kerbside Collection Waste Disposal Op Income - Internal Shire charge - Op Inc - Sanitation Gen Refuse	-\$565,705	\$0	\$565,705	\$0		<b>Net Impact Nil</b> Internal allocation to reflect the true cost and loss of income relating to contracted kerbside disposal. Audit findings have identified that this practice can't continue as it does not generate cash income.
1026218		58	Kerbside Collection Disposal Costs - (Internal Shire Charge) - Op Exp - San Gen Refuse	\$565,705	\$0	-\$565,705	\$0		
						\$0		\$144,777	
ES9 - Manager Engineering - L Mckenzie									

Item 5.2 - 3RD QUARTER FINANCE AND COSTING REVIEW 2022-23

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2022-23									
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113027	113029	34	Skatepark New Infrs Const - Cap Exp - Other Rec & Sport	\$540,612	\$469,968	-\$45,000	\$495,612		<b>Net Saving \$45,000</b> Project savings recognised, last \$25k needed to refurbish the old shade structure.
121550		58	Statutory Contrib for Crossovers - Op Exp - Crossovers & General	\$30,000	\$13,280	\$10,000	\$40,000		<b>Net Expense \$10,000</b> Increase in residential development.
125300	VARPATH	34	Various Footpath Renewals - Cap Exp	\$157,832	\$0	-\$157,832	\$0		<b>Net Impact Nil</b> Timing of work impacted by Contractor availability.
125950		43	Transfer to Footpath Reserve	\$71,785	\$32,594	\$157,832	\$0	\$157,832	Transfer to Footpath Reserve for use in 2023/24.
125300	125921	34	Various Footbridge Renewals - Cap Exp	\$82,700	\$16,905	-\$64,795	\$17,905		<b>Net Impact Nil</b> BSLSC footbridge project - timing of work impacted by Contractor availability.
125138		43	Transfer to Footpath Reserve (Footbridge per Transport AMP)	\$38,326	\$0	\$64,795	\$0	\$64,795	Transfer to Footbridge Reserve for use in 2023/24.
143485		02	Subdivision Engineering Supervision Charges - Op Inc - Eng Off	-\$25,116	-\$57,430	-\$32,314	-\$57,430		<b>Net Saving \$32,314</b> Development WA additional income for Broome North Stage 11.
1254421		34	Access & Inclusion Improvements New Infra - Cap Exp	\$15,000	\$4,100	-\$10,900	\$4,100		<b>Net Saving \$10,900</b> Work is not able to be delivered in FY23 due to resourcing.
						-\$78,214		\$222,627	
<b>PK3 - Parks &amp; Gardens Coordinator - G Fox</b>									
113000	113038	34	Tolentino Park - P&G Maint	\$11,270	\$2,776	-\$8,000	\$3,270		<b>Net Saving \$123,000</b> Parks and Gardens maintenance - reduction in materials budgets not required for the remainder of 2022/23.
113000	113040	34	Cable Beach - P&G Maint	\$28,996	\$14,828	-\$10,000	\$18,996		
113000	113070	34	Sunset Park - P&G Maint	\$13,750	\$3,162	-\$8,000	\$5,750		
113000	113582	34	Solway Park - P&G Maint	\$9,820	\$712	-\$8,000	\$1,820		
113000	113076	34	Koel Park - P&G Maint	\$7,720	\$612	-\$6,000	\$1,720		
113000	113579	34	Frangipani Park - P&G Maint	\$25,620	\$5,791	-\$13,000	\$12,620		
113000	113028	34	Cygnat Park- P&G Maint	\$58,060	\$16,574	-\$25,000	\$33,060		
113000	113037	34	Bedford Park - P&G Maint	\$20,966	\$3,122	-\$12,000	\$8,966		
113000	113047	34	China Town - P&G Maint	\$27,610	\$7,602	-\$10,000	\$17,610		
113000	113080	34	Six Season Park - P&G Maint	\$14,520	\$602	-\$8,000	\$6,520		
113000	113583	34	Herbert St Park - P&G Maint	\$50,820	\$871	-\$10,000	\$40,820		
113005	113010	34	Weed Control- P&G Maint	\$35,000	\$15,100	-\$5,000	\$30,000		

Item 5.2 - 3RD QUARTER FINANCE AND COSTING REVIEW 2022-23

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2022-23									
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113551	113795	34	Parks & Gardens Works Renewal Infra - Cap Exp	\$111,359	\$139,676	\$29,000	\$140,359		<b>Net Impact Nil</b> Haynes Oval tank repair not forecast. Cygnet Tank was higher than budgeted. Repair of effluent lines at BRAC.
117210	117211	34	BRAC Ovals - P&G Maint	\$61,082	\$61,329	\$20,000	\$81,082		
113989		26	Transfer From POS Reserve - Parks & Ovals	-\$1,151,212	\$0	-\$49,000		-\$49,000	
117455	117456	34	BRAC Ovals Renewal Infra Works - Cap Exp - BRAC Ovals	\$208,214	\$0	-\$208,214	\$0		<b>Net Impact Nil</b> BRAC lateral line upgrade has been rescheduled for 2023/24. Transfer AMP funds to POS reserve for Parks AMP project brief 2023/24.
111989		43	Transfer to P&G Reserve	\$843,779	\$67,502	\$208,214	\$1,051,993	\$208,214	
126050	126050	34	Drain Slashing & Maintenance - P & G	\$32,120	\$0	-\$20,000	\$12,120		<b>Net Saving \$20,000</b> Entire scope unable to be carried out in 2022/23.
143510		34	Protective Clothing & Equip Uniforms & Boots - Op Exp - P & G Ops	\$34,000	\$17,251	-\$8,000	\$26,000		<b>Net Saving \$8,000</b> Majority of uniform replacements have been ordered for 2022/23.
						-\$151,000		\$159,214	
<b>PM2 - Asset and Building Coordinator - A Waddell</b>									
112051	112062	34	Town Beach Cafe - Planned Maint & Minor Works - Op Exp	\$51,350	\$6,062	-\$44,000	\$7,350		<b>Net Saving \$4,124</b> Offsetting Council Decision OMC 30 March - detailed design.
113061		34	Town Beach Coastal Infrastructure Maint - Op Exp - Other Rec & Sport	\$0	\$7,813	\$15,000	\$15,000		<b>Net Expense \$15,000</b> Jetty cleaning for 2022/23.
115281	115320	34	Library - Operating Expense - Op Exp	\$74,210	\$68,789	\$43,160	\$117,370		<b>Net Expense \$43,160</b> Additional security costs due to anti social behaviour.
122000	121031	34	Lighting - Works Maint	\$20,600	\$11,411	\$5,000	\$25,600		<b>Net Expense \$5,000</b> Additional repairs after lighting inspection March 2023.
141791	141791	34	Consultancy-Asset Management Plan- Cap Ex	\$10,000	\$1,695	-\$8,305	\$1,695		<b>Net Saving \$8,305</b> Internal review of AMP carried out. Consultant was not required. Artwork only.
142000	142056	34	Haas St Office - Reactive Maint - Op Exp	\$10,700	\$18,999	\$17,000	\$27,700		<b>Net Expense \$17,000</b> Doors, Aircon replacement and pest treatment.

Item 5.2 - 3RD QUARTER FINANCE AND COSTING REVIEW 2022-23

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2022-23									
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142111		34	Minor Asset Purchases - Op Exp - General Administration O'Heads	\$15,000	\$7,860	-\$5,000	\$10,000		<b>Net Saving \$5,000</b> Reduction in budget. Offset with reactive maintenance.
125225	125232	34	Street Lighting at Various Locations - Renewal	\$0	\$18,889	\$18,889	\$18,889		<b>Net Impact Nil</b> Male oval light pole removals. To be funded from street lighting reserve.
125964		26	Transfer From Road Reserve Street Lighting Const - Cap Inc	\$0	\$0	-\$18,889	-\$18,889	-\$18,889	
132029	132040	34	Broome Visitor Centre - Packaged Plant Cap Ex	\$55,000	\$0	\$26,375	\$81,375		<b>Net Impact Nil</b> Higher costs to achieve the Building renewal tasks allocated in the AMP. To be funded from Building Reserve.
147500		34	Building Renewal AMP	\$265,515	\$320,736	\$75,000	\$340,515		
117326		26	Transfer From Building Reserve - Cap Inc - BRAC Dry	-\$224,300	\$0	-\$101,375	-\$325,675	-\$101,375	
						\$22,855		-\$120,264	
<b>PM3 - Property and Leasing Senior Officer - K Martin</b>									
95200		75	Staff Housing Rental Costs (External Arrangement)	\$910,000	\$333,010	-\$470,000	\$440,000		<b>Net Impact Nil</b> Actual projection of rental costs for the full year.
95400		28	Rented Staff Housing Annual Operating Income - Staff housing	-\$910,000	-\$326,199	\$470,000	-\$440,000		
96201		28	8/83 Walcott Street - Rent & Recoup	-\$17,160	-\$17,113	-\$6,000	-\$23,160		<b>Net Saving \$4,124</b> Residential rental reviews and tenancies reviewed, anticipated full year income higher than budgeted.
96202		28	8/6 Ibis Way - Rent & Recoup Income - Op Inc	-\$9,293	-\$16,910	-\$7,617	-\$16,910		
96203		28	11/6 Ibis Way - Rent & Recoup Income - Op Inc	-\$14,507	-\$16,846	-\$11,439	-\$25,946		
96200		28	1/17 Honeyeater Loop - Rent & Recoup Income - Op Inc	-\$24,507	-\$17,860	\$5,000	-\$19,507		
96204		28	2/50 Tanami Drive - Rent & Recoup Income - Op Inc	-\$24,180	\$0	\$24,180	\$0		
147496		28	Mulberry Tree Child Care - Rent & Recoup Income - Op Inc	-\$78,414	-\$72,591	-\$17,000	-\$95,414		<b>Net Saving \$17,000</b> Market rent review adjustment.
112483		28	Town Beach Cafe - Rent & Recoup Income - Op Inc	-\$21,688	-\$11,812	\$9,876	-\$11,812		<b>Net Expense \$9,876</b> Property is untenanted for the remainder of the year.
147478		28	Marrugeku - Office 2 at Civic Centre - Rent & Recoup -156 Office Properties Leased - Unclassified	-\$8,000	\$0	\$8,000	\$0		<b>Net Expense \$8,000</b> Property rent and recoup was budgeted in two accounts.

Item 5.2 - 3RD QUARTER FINANCE AND COSTING REVIEW 2022-23

SHIRE OF BROOME FINANCE & COSTING REVIEW QUARTER 3 2022-23									
COA Code	Job Number	IE Code	Job Description	2022/23 Full Year Current Budget	2022/23 YTD Actuals	Proposed Budget Amendment	Proposed Budget	Reserve Movement	Amendment Description
111021	111021	39	Lotteries House - Operating Expense - Op Exp	\$21,483	\$0	-\$21,483	\$0		<b>Net Saving \$21,483</b> Insurance recoup was budgeted but the organisation is self-insured. No budget required.
142995		14	Reimbursement Property Dept Legal Fee - Op Inc - Corp Gov & Supp (Legal opex refer 144027)	-\$50,000	-\$7,645	\$25,000	-\$25,000		<b>Net Expense \$5,000</b> Anticipated expenditure and recoups for the remainder of the year lower than budgeted.
144027		341	Property Dept Legal Expenses - Op Exp - Property Dep't (see legal recovery opinc 142995)	\$75,000	\$21,847	-\$20,000	\$55,000		
147103		341	Survey & Misc Expenses Leased Properties - Op Exp - Unclassified Gen	\$30,000	\$1,800	-\$20,000	\$10,000		<b>Net Saving \$20,000</b> Budget required for the remainder of the financial year to action Shire property valuations.
						-\$31,483		\$0	
<b>REQ73 - Project Engineer- R Machell</b>									
53239		34	Surf Club Building Upgrade (Inc Plant & Furniture) Cap Exp-Law Ord & PS	\$2,844,910	\$2,557,533	\$153,541	\$2,998,451		<b>Net Saving \$155,459</b> Additional expense available to match the maximum BSLSC Self Supporting Loan top up approved through March OMC.
112485		34	Grant Non Op - State Swim Areas & Beaches	-\$1,860,481	-\$1,801,707	-\$309,000	-\$2,169,481		
						-\$155,459		\$0	
			<b>Infrastructure Services Directorate (Saving)/Expense</b>			-\$560,525		\$431,857	
						-\$487,418			

***Cr Male resumed the Chair.***

<b>6. MATTERS BEHIND CLOSED DOORS</b>
---------------------------------------

Nil

<b>7. MEETING CLOSURE</b>
---------------------------

There being no further business the Chair declared the meeting closed at 10:44 AM.



## 10.2 MINUTES AND RECOMMENDATIONS FROM LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 15 MARCH 2023

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 consideration the minutes from the Local Emergency Management Committee meeting held on 15 March 2023.

## BACKGROUND

### Previous Considerations

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 15 March 2023

The minutes of the LEMC meeting held 15 March 2023 are included as **Attachment 1** of this report.

At the meeting, the LEMC discussed the following:

### Item 5.1 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 request for Agenda items, and an updated list was sent with the Minutes. Members were reminded to send any further updates as required, to the Secretariat.

### Item 5.2 LEMC Status Report

The 2023 Status Report was discussed – there are currently no items outstanding on the Status Report

### Item 5.3 Floodway at Milliamara

Trevor Fish, 12 Mile Community Representative raised concerns about the floodway at Milliamara. This was discussed, and will be raised as a concern at an upcoming Regional Roads Group meeting by Cr Mitchell.

### Item 5.4 Updates from LEMC Members

A round table discussion was conducted allowing Committee members to give an update on their agencies, and any relevant matters.

## **CONSULTATION**

Local Emergency Management Committee members.

## **STATUTORY ENVIRONMENT**

### ***Emergency Management Act 2005***

Section 36. Functions of local government

Section 38. Local emergency management committees

Section 39. Functions of local emergency management committees

Section 41. Emergency management arrangements in local government district

Section 42. Reviewing and renewing local emergency management arrangements

Section 43. Local emergency management arrangements to be available for inspection

## **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 5 - Responsible management of natural resources***

**Objective** 5.1 Mitigate climate change and natural disaster risks.

**Performance - We will deliver excellent governance, service & value for everyone.**

**Outcome 11 - Effective leadership, advocacy and governance**

**Objective** 11.2 Deliver best practice governance and risk management.

**VOTING REQUIREMENTS**

*Simple Majority*

*That Council receives the Minutes from the Local Emergency Management Committee meeting held on 15 March 2023.*

**10.2.1 WEST KIMBERLEY FLOOD EVENT**

*Simple Majority*

COMMITTEE RECOMMENDATION:

*That the Local Emergency Management Committee recommends that Council accept the report on AGRN 1044 West Kimberley Floods.*

**Attachments**

1. Minutes and Recommendations from Local Emergency Management Committee Meeting held on 15 March 2023



# UNCONFIRMED MINUTES

OF THE

LOCAL EMERGENCY MANAGEMENT  
COMMITTEE

**15 MARCH 2023**

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 15 MARCH 2023**  
**INDEX – MINUTES**

1.	OFFICIAL OPENING .....	3
2.	ATTENDANCE AND APOLOGIES .....	3
3.	CONFIRMATION OF MINUTES .....	4
4.	CORRESPONDENCE IN / OUT .....	4
	4.1 CORRESPONDENCE .....	4
5.	BUSINESS ARISING .....	4
	5.1 LEMC DOCUMENT UPDATES .....	4
	5.2 LEMC STATUS REPORT .....	10
	5.3 FLOODWAY AT MILLIAMARA .....	12
	5.4 UPDATES FROM LEMC MEMBERS .....	13
6.	REPORTS OF OFFICERS .....	14
	6.1 WEST KIMBERLEY FLOOD EVENT .....	14
7.	MEETING CLOSURE .....	19

**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 15 MARCH 2023, COMMENCING AT 10:00 AM.**

<b>1. OFFICIAL OPENING</b>
----------------------------

The Chairman welcomed Members and Officers and declared the meeting open at 10:04 am.

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

**ATTENDANCE**

<b>Members:</b>	Cr C Mitchell	Chairperson
	Ivan Davie	Townsite Community Representative
	Trevor Fish	12 Mile Community Representative
	Matt Reimer	Department of Fire and Emergency Services
	Rachael Donovan	Broome SES
<b>Via Teams:</b>	Alan Ingram	Department of Communities
	Troy Lanigan	Australian Border Force
	Peter Ricketts	Royal Flying Doctors Service
	David Keating	Horizon Power
	Sue Ralph	Broome Hospital
	Grant Pilgrim	Department of Communities
	Tim Philips	Kimberley Aboriginal Medical Services
	Nathan McIvor	Djarindjin Community Representative
<b>Apologies:</b>	Tracey Beckett	Royal Flying Doctors Service
	Phil Leach	Broome Volunteer Fire and Rescue
	Leon Gardiner	Department of Fire and Emergency Services
	Michael Sedgman	WA Police – Bidyadanga
	Leonie Sinclair	Broome Regional Prison
	James Sherriff	Broome Hospital
	Steve Longo	Department of Fire and Emergency Services
	Steven Kipkurgat	Manager Health, Emergency and Rangers
<b>Leave of Absence:</b>	Nil	
<b>Officers:</b>	Keith Williams	Director Development Services
<b>Via Teams:</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.

**MOTION:**

**(RECOMMENDATION)**

**Moved: Ivan Davie**

**Seconded: Matt Reimer**

***That the Minutes of the Local Emergency Management Committee held on 14 December 2022, as published and circulated, be confirmed as a true and accurate record of that meeting.***

### 4. CORRESPONDENCE IN / OUT

#### 4.1 CORRESPONDENCE

**INCOMING**

Subject	Date Received	From
Consultation Request – Local Emergency Management Committee (LEMC) Handbook	17/02/2023	DFES

**OUTGOING**

Subject	Date Sent	To
Consultation Request – Local Emergency Management Committee (LEMC) Handbook	17/02/2023	LEMC members

**Attachments**

There are no attachments for this report.

### 5. BUSINESS ARISING

#### 5.1 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.



**Attachments**

1. Resource Register 2023
2. Incident Report 2023
3. Training Schedule 2023

Item 5.1 - LEMC DOCUMENT UPDATES

BROOME LEMC - RESOURCE SCHEDULE - ORGANISATIONS																								
		Agencies																						
		Aviation Fire and Rescue	Australian Border Force	Broome Police	Department of Communities	DFES	SES (Broome Unit)	Kimberley Ports Authority	Fisheries	Sea Rescue Group	Shire of Broome	Parks and Wildlife (formally DEC)	St John Ambulan ce	Surf Life Saving	Water Corporati on	Horizon Power	Main Roads WA	Department of Transport	Broome Intl Airport	Department of Aboriginal Affairs	Nyamba Buru Yawuru	Kimberley Land Council		
VEHICLES																								
AMBULANCE																								
	Mercedes - diesel - single berth												2											
	Toyota 4WD - diesel - single berth												2											
	Toyota 4WD - petrol - single berth												0											
PASSENGER																								
	4WD ute - diesel	1		2			2	2	3	1		6			15	2			10		3			
	4WD ute - petrol										33				0									
	2WD ute - diesel							2																
	2WD ute - petrol							4						1		1								
	4WD Wagon - Landcruiser, Prado,	1	3	4	12	5			3		4	4	1		3	5		4		1				
	4WD - Workmate																			1				
	4WD Ute (79 series dual cab)		1																					
	4WD Wagon (200 Series LC)		1																					
	Ute																							
	Troop carrier			3			1		3												1			
	Motor bike																							
	Quad bike						1		4			1			1									
TRUCK																								
	4x2 tipper truck																		3					
	4x2 truck (tray?)																							
	4x2 patching truck										1													
	4x4 truck										3				1									
	6x4 tipper truck																							
	Truck, tray and Hiab crane										3	1			1									
	Truck (Horizon)																							
	BHB crane (Western Power)																							
	Cherry picker										1					2								
	Prime mover										1													
	Low loader / Supalift										2													
	Semi-trailer																							
PLANT																								
EARTHWORKS																								
	2WD loader																		2					
	4WD loader										3													
	Tractor / loader 4WD									1	3	1			1									
	Tractor 2WD																							
	D6 dozer										1													
	Scraper										1													
	Backhoe / loader										1				1				1					
	Grader										2								1					
	Skid steer loader										1								1					
	Roller - multi wheel										1								3					
	Roller - vibrating										1								1					
	mini excavator										2				1									
	Compactor - Waste										1													
MISCELLANEOUS																								
	Water truck and tank 14,000 litres										2								1					
	Water tank slip on 14,000 litres										1													
	Mechanic's mobile unit 4x4										1													
	Forklift	1						3			1				1				2			1		
	Portable toilet (single unit)							2			1													
	Mobile toilet (multiple unit)																							
VEGETATION CLEARING																								
	Slasher Procut (PTO driven)										2				1				2					
	Woodchipper 450 dia capacity										1													
EQUIPMENT																								
COMMUNICATION																								

**Item 5.1 - LEMC DOCUMENT UPDATES**

BROOME LEMC - RESOURCE SCHEDULE - ORGANISATIONS																						
	Agencies																					
	Aviation Fire and Rescue	Australian Border Force	Broome Police	Department of Communities	DFES	SES (Broome Unit)	Kimberley Ports Authority	Fisheries	Sea Rescue Group	Shire of Broome	Parks and Wildlife (formally DEC)	St John Ambulan- ce	Surf Life Saving	Water Corporati- on	Horizon Power	Main Roads WA	Department of Transport	Broome Intl Airport	Department of Aboriginal Affairs	Nyamba Buru Yawuru	Kimberley Land Council	
	Satellite phone	1	4	2	4	8	2		6	1	1	5	2		2	2		4	2	2		4
	UHF radio	16 ARFF	10	6		12	8	12	1	1	53	5						2	10			15
	HF radio			1		2	1		3	1												
	VHF radio	16 Aviation	0	1		4	2	7	2	1		5		6	18			1	10			
	WEARN Radio									1		1										
	Hand Held radio (EM)											5										
	ICOM CB radio	3 Marine							1													
	HAND TOOLS																					
	Cordless drill			1		3	2	1		3	3			4	6			2	3			
	Reciprocal saw					1				3	1			1								
	Angle grinder			1		1	2			3	2			1				2				
	Chainsaw					4		1		3	3			1	3			2				
	HEAVY PORTABLE																					
	Generator		2	2		4	2	1	1	4	1			3				1			2	
	Compressor							2	1	2		1		1	1			1			1	
	Welder							2	1	2	1			1	2			1				
	Pump							1		3				3	1							
	Concrete cutter			1		1	1			2				1								
	TRAILERS																					
	Trailer (Horizon)														2							
	Trailer - single axle 2 tonne					1	1			8								2			1	
	Trailer - signs							1		1				1								
	Trailer - caravan / sleeping unit																					
	Trailer - Beach Lifeguard									1			1									
	Trailer - gen set (5x3 tandem)									1				2								
	Trailer - skid steer loader									1												
	Trailer - mobile kitchen																					
	Box trailer - 6x4		1		1			2			1			1							1	
	Rescue trailer						2															
	Tandem trailer			1				1	2		2			1								
	MISCELLANEOUS																					
	Tent		2				2				5										25	
	Shade cover					2	1	2	1			4	3					1			12	
	Ladder		2				3	3		6	1				8							
	Larkin frame (?)						2															
	Laptop				10				8	20	4		1					5				
	Oxyviva	1	1			1		2			1	5	3									
	Stretchers - aluminium						2	1				8	2									
	Stretchers - cardboard											9										
	Tables - folding		1	4	2				6	10	2	4	20								50	
	COMMUNITY GROUP FACILITIES																					
	KPAC multi-unit toilet																					
	MATERIALS																					
	Black plastic (roll?)					5	15															
	Tarp					20	18															
	Sandbags					1000	200			100				50								
	Bedding																					
	Clothing																					
	Medical supplies	yes							yes			Yes	Yes					Yes				
	Sand, e.g. spills																					
	Bottom fabric (soil erosion)																					
	Body bags			12								8										

Item 5.1 - LEMC DOCUMENT UPDATES

BROOME LEMC - RESOURCE SCHEDULE - ORGANISATIONS

		Agencies																					
		Aviation Fire and Rescue	Australian Border Force	Broome Police	Department of Communities	DFES	SES (Broome Unit)	Kimberley Ports Authority	Fisheries	Sea Rescue Group	Shire of Broome	Parks and Wildlife (formally DEC)	St John Ambulan ce	Surf Life Saving	Water Corporati on	Horizon Power	Main Roads WA	Department of Transport	Broome Intl Airport	Department of Aboriginal Affairs	Nyamba Buru Yawuru	Kimberley Land Council	
SPECIALIST SERVICES																							
	Sweeper truck										1								1				
	Fire?	3 Tenders																					
	EWP with generator										1					2							
	Meals																						
	Spill clearance (oil, chemicals)							Multiple			3								Yes				
	EM Welfare Support Kits				Multiple																		
	Mass Casualty Kit																						
	First Aid Kits		1										X										
	Boat / RIB / Rescue Vessel	1	1		Multiple			1	6	2	100		Multiple	1				1* April 2014				3	
PERSONNEL																							
	Paramedic												7										
	Volunteer Ambulance Officer												51										
	Vessel crew	15	1											3									
CONTRACTORS AND SUPPLIERS																							
	See schedule on separate sheet																						

Item 5.1 - LEMC DOCUMENT UPDATES

---

LEMC Incident Report 2023	
Date	Details
Jan 2023	Flooding and incidental damage from Ex TC Ellie

[illegible]

## **5.2 LEMC STATUS REPORT**

The 2023 Status Report is attached to track the progress of actions arising from each meeting.

### **Attachments**

1. Status Report 2023





### **5.3 FLOODWAY AT MILLIAMARA**

Trevor Fish, 12 Mile Community Representative, would like to raise concerns with the floodway at Milliamara.

Trevor Fish – Community representative from 12 Mile has been contacted by several community members with concern about the regular flooding of this floodway. Several residents with small vehicles – have had trouble to get into our out of town for work etc.

Are there any plans for this to be upgraded or even the placement of depth markers. Cr Mitchell will raise this at next week's Regional Roads Group meeting and will come back to the group with an update.

#### **Attachments**

Nil

### **5.4 UPDATES FROM LEMC MEMBERS**

Members were given the opportunity to provide an update at the meeting.

**Rob Blok – DBCA** – significant flood event Ex TC Ellie – some sites will be closed for the year. Significant pressure on those that will open. Recovery phase, working on repairs and rehabilitation before the dry season.

**Matt Reimer – DFES** – busy start to the year, flooding incident now well into the recovery phase. Some additional staff still in the Broome office and some staff in Fitzroy Crossing. Vic River was reopened last week which enabled deliveries back to Wyndham, Kununurra and Halls Creek. Barge/pontoon started yesterday at Fitzroy Crossing which will continue whilst there is water in the river, and then a temporary low level crossing will be built. Helicopters also still in Fitzroy Crossing doing resupplies.

**Trevor Fish – 12 Mile Representative** – Cattle on the road – to be raised with Rangers.

**Rachael Donovan - Broome SES** – Busy with Ex TC Ellie assistance and some call outs with fallen trees. Getting back to normal training calendar and will be commencing a recruitment drive to boost volunteer numbers.

**Alan Ingram – Department of Communities** – Shayne Hills leading Fitzroy flood recovery and reporting to Perth on those matters. Government approved semi demountable accommodation which will be coming up from SA to assist temporary homelessness, subject to Traditional Owner approval.

**Sue Ralph - Broome Hospital** – well prepared for the floods, accreditation took place recently which was passed with no issues. Higher number of attendance at ED, possibly due to higher number of people in Broome, and a higher number of code black. PATS office has been impacted with higher numbers as well. Higher increase in number of people coming into use fitpacks.

#### **Attachments**

There are no attachments for this report.

## 6. REPORTS OF OFFICERS

### 6.1 WEST KIMBERLEY FLOOD EVENT

LOCATION/ADDRESS:	Nil
APPLICANT:	Nil
FILE:	EMS02
AUTHOR:	Director Development Services
CONTRIBUTOR/S:	Nil
RESPONSIBLE OFFICER:	Director Development Services
DISCLOSURE OF INTEREST:	Nil

#### SUMMARY:

In January 2023 the West Kimberley was affected by ex tropical cyclone Ellie, causing flooding in the region. This report details the impact on the Shire of Broome.

#### BACKGROUND

##### Previous Considerations

Nil.

#### COMMENT

The Shire of Broome was impacted by event AGRN 1044 West Kimberley Floods. While this incident had severe impacts on the Shire of Derby West Kimberley, impacts in the Shire of Broome were fortunately relatively minor.

Nevertheless, these impacts are important to recognise, and additionally this incident provided an opportunity to put into practice some proactive response and recovery processes.

During the incident the Shire undertook appropriate action to address the impacts of the weather event:

- Inspecting and cleaning drains where required
- Closing roads impacted by localised flooding (Short Street and Robinson Street)
- Closing roads due to potential for damage to assets
- Making safe and then removing fallen trees
- Making safe and then repairing roads

A number of factors improved the outcomes of the incident:

- A significant pre-season drainage maintenance program
- Closing roads early to ensure reduced risk to vehicles and assets
- Neap tides ensured reduced flood risk
- Rainfall consistency (persistent light rain with few heavy falls)

The Shire, through the Chair of the Local Emergency Management Committee (Cr Chris Mitchell) stood up the Incident Support Group (**ISG**) for incident meetings, starting from 3 January until 5 January. This was predominantly required to prepare the impending incident. Once it was evident that the incident had had minor impacts the ISG was stood

down with the last meeting held 5 January 2023, with agencies tasked with addressing response and recovery undertaking these tasks as necessary.

An OASG was stood up for the wider event from 28 December 2022, and most agencies involved in the ISG were also attending the OASG. Updates on impacts in the Shire of Broome were provided to the OASG by the ISG as appropriate by Cr Mitchell as the LEMC chair, as well as the Director Development Services. The OASG met every day from 3 January until mid February, and continues to meet as required in response to the impacts of the incident in Fitzroy Crossing and other communities.

The Shire was also represented on the State Emergency Coordination Group (SECG) by both the CEO and Director Development Services when these have been held.

In accordance with the Shire of Broome's Local Emergency Management Arrangements the Shire also stood up a Local Recover Coordination Group (**LCCG**). This was a largely internally focussed group set up to manage response and recovery at a Shire asset and impacts level.

It is important to note that in a more serious incident the Shire would establish the Local Recovery Coordination Committee (**LRCC**), lead by the Shire President (or LEMC Chair if the Shire President is unavailable). The LRCC would also consist of any relevant agencies required for an appropriate recovery process.

The LCCG collected data on damage to Shire assets, including roads, drains and buildings, data on community enquiries and communication, as well as time and costs associated with mosquito management in the wake of the incident. Information and engagement was also undertaken to gauge the impact on the local and regional economy, with various industries and businesses approached to ensure that there was no detrimental impact on the economy. Meetings were held from 11 to 13 January, culminating in a mock recovery committee meeting.

A significant mosquito management process was activated to minimise the potential impact of mosquito borne illnesses on the community.

An extract of the tabled data collected during this incident is included as **attachment 1**.

Business that are typically impacted by this type of incident were approached to ensure that there was no impact (Magabala Books, Tongs Chinese Restaurant). Other businesses were also contacted that may have specifically been impacted (Broome Port, Kimberley Mineral Sands, NBY, Roebuck Plains Station).

Importantly, the Shire also supported the Shire of Derby West Kimberley with their response to the incident.

Environmental Health Officers (**EHOs**) from Broome worked alongside the EHO team from Shire of Derby West Kimberley and Shire of Halls Creek, both on the ground and providing technical support remotely. Primary role in Fitzroy Crossing was to advise DFES operations on Environmental health issues, with a focus on housing.

- Assessing homes with the support of local Indigenous rangers and SES to determine if it was possible to save the home or the conditions were too dangerous for emergency services to work in. Recommendations for houses unfit for habitation were referred to SDWK for follow up.
- Providing advice on waste management, mosquito management and food safety and security

- Sampling of drinking water, recreational waters and pool water

In addition to the direct assistance on site, during the period that the road between Broome and Derby (and Fitzroy Crossing) cut, Shire of Broome was also a receiving point for mosquito management resources including printed materials, mosquito repellents and bed nets, and later, mosquito control chemicals, and hand sanitiser. These were supplied by the WA Department of Health and were distributed to Shire of Derby West Kimberley, Nirrumbuk Aboriginal Corporation, Royal Flying Doctors Service, Derby Aboriginal Health Service, Kimberley Aboriginal Medical Services, Nindilingarri Cultural Health Service and Kimberley Population Health Unit.

The Shire hosted a Tourism sector workshop, run by Tourism WA, to assess potential longer-term impacts on the tourism sector. This was a well attended and well-run workshop aimed at identifying key impacts and discussing potential solutions. The workshop identified potential for significant impact and this information has been used to develop a support package for the tourism sector [insert link to package](#).

Since this workshop a number of relief packages have been announced by the State Government to provide support for the tourism sector, as well as the broader community where known impacts of the incident have been identified:

- Grants for tradies to rebuild disaster hit Kimberley communities - \$3.5 million program designed to attract skilled workers to disaster affected communities
- Rio Tinto donating accommodation to support Kimberley floods - 40-person mobile workers camp
- New subsidy to reduce freight costs for flood affected Kimberley businesses
- Disaster funding to deliver temporary accommodation for Kimberley flood displaced
- Kimberley Overland Tour Operator Support Program (\$25,000 subsidy)
- ANW campaigns to encourage visitation
  - Kimberley Half Page Broome and Kimberley campaign for Eastern States
  - Caravan Industry Association of WA Tourism Pavilion – Kimberley Regional Sites – 40,000 visitors to the Perth Caravan & Camping Show over five days

## **CONSULTATION**

Consultation was undertaken with various government agencies during the event, as well as with some identified companies known to be affected.

## **STATUTORY ENVIRONMENT**

N/A

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

The current incident costs are summarised in **Attachment 1**. Shire of Broome staff are investigating the merits of submitting a Disaster Relief Funding Arrangements WA (**DRFAWA**) application to recover as many of these costs as possible.

## **RISK**

Nil

### STRATEGIC ASPIRATIONS

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

#### **Outcome 5 - Responsible management of natural resources**

**Objective** 5.1 Mitigate climate change and natural disaster risks.

### VOTING REQUIREMENTS

*Simple Majority*

**MOTION:**

**(RECOMMENDATION)**

**Moved: Matt Reimer**

**Seconded: Ivan Davie**

***That the Local Emergency Management Committee recommends that Council accept the report on AGRN 1044 West Kimberley Floods.***

### Attachments

1. Ex Tc Ellie Damage Assessment

Item 6.1 - WEST KIMBERLEY FLOOD EVENT

Ex Tc Ellic 2022/2023 - Local Recovery Coordination Group							2/7/2023 \$		156,872.44	
Total costs incurred to date:										
Essential Service / Asset	Details of loss / damage	Estimated cost of damage (Staff Time)	During Event	After Event	Estimated Time to Complete Works	Comments				
Infrastructure	Fallen Trees - Large	10 trees removed from road during event and removed after the event	\$ 4,000.00	\$ 5,000.00	One week from LREC Meeting					
	Fallen Trees - small	100 or more small trees and branches	\$ 18,000.00	\$ 15,000.00	By 31 Jan					
	damaged tree	50 trees lodged or leaning in chicanes	\$ 200.00	\$ 9,000.00	By 20 Jan					
	potholes	20 major potholes temporarily patched straight after event	\$ 2,000.00	\$ 2,000.00	By 20 Jan					
	potholes - bitumen roads temporary	40 potholes patched using contractor	\$ -	\$ 20,000.00	By 20 Jan					
	potholes - bitumen roads fully repaired	Signs to be replaced	\$ -	\$ 8,000.00	Before 2 months					
	bridge	100m bridge collapsed	\$ -	\$ 2,000.00	By 31 Jan					
	shoreline	backfill and compact fill material - Centi Foreshore	\$ -	\$ 15,000.00	2 weeks					
	footpath	backfill and compact fill material - Gabiange Road	\$ -	\$ 18,000.00	2 weeks					
	drainage	reinstale gully drainage channels, remove stabiliser and remedia	\$ -	\$ 20,000.00	1 week					
Property & Leasing	drainage	reinstale concrete headwall/gull drain, demoulds and concrete	\$ -	\$ 10,100.00	1 week					
	7 Barker Street, Broome	Leaking ceiling/light panels throughout	\$ 500.00	\$ 127,300.00	One week from LREC Meeting					
	K902, Tenancy 1,2,3 Anglicare	5 water leaks in total - hallway, internal office, female toilets	\$ 500.00	\$ 500.00 Plus GST	One week from LREC Meeting					
Emergency Health	WFO Building 1 & 2	2 x Fire and Safety Call Out - water dripping on sensor	\$ 600.00	\$ 600.00	Completed	Rough estimate based on previous similar situations				
	Coordinator	Survillance of rainfall impacts during event	\$ -	\$ 1,600.00		One week from LREC Meeting				
	Coordinator	Planning, briefing meetings - internal/external	\$ -	\$ 114.32	N/A	Local road travel impacting known risk sites - 3 occasions between 3-5 January				
	Coordinator	Build inspections/complaints management	\$ -	\$ 228.64	N/A	Various meetings, builder, communication etc including Dept Health - various times and durations between 4-12 January				
	Coordinator	Custom collection and distribution of mosquito repellent	\$ -	\$ 228.64	N/A					
	Coordinator	Custom collection and distribution of mosquito repellent	\$ -	\$ 271.60						
	Coordinator	Custom collection and distribution of mosquito repellent, adulticide	\$ -	\$ 571.60	3 weeks - mid February					
	Coordinator	Custom collection and distribution of hand sanitizer	\$ -	\$ 1,143.20		WA Department of Health has used Shire of Broome as point distribution centre for mosquito resources (repellent, layicide, mosquito nets)				
	EHO	Miscellaneous surveillance of mosquito breeding sites	\$ -	\$ 386.00	2 weeks - early February					
	Environmental Health	Cost of freight for water samples sent from Flurry Croving (est mate)	\$ -	\$ 5600.00	proposed for invoicing from Feb					
Eco & Finance		Total	\$ -	\$ 5,072.44						
		Immediate businesses directly affected may receive disaster payments due to reduced income/insurance, however the longer term impacts of reduced highway traffic is harder to quantify and likely ineligible for relief payments.				Unknown - depends on highway damage				
		Shire staff will consult with Broome Chamber, BVC and Tourism WA to determine if there are any avenues the Shire can support								
Eco & Finance	Finance (Economic) subcommittee	No disbursement of the Lord Mayor's Distress Relief Fund (LMDRF) is anticipated in the Shire of Broome.								
		Shire of Broome not considered to be part of disbursement of any non-emergency donations and offers of assistance								
		Highway closures may affect individual businesses, industry and tourism								
Eco & Finance		Shire staff will consult with Broome Chamber, BVC and Tourism WA to determine if there are any avenues the Shire can support								
		No disbursement of the Lord Mayor's Distress Relief Fund (LMDRF) is anticipated in the Shire of Broome.								
		Shire of Broome not considered to be part of disbursement of any non-emergency donations and offers of assistance								
		Immediate businesses directly affected may receive disaster payments due to reduced income/insurance, however the longer term impacts of reduced highway traffic is harder to quantify and likely ineligible for relief payments.								
		Shire staff will consult with Broome Chamber, BVC and Tourism WA to determine if there are any avenues the Shire can support								
		No disbursement of the Lord Mayor's Distress Relief Fund (LMDRF) is anticipated in the Shire of Broome.								
TUESDAY 3RD - FRIDAY 6TH JAN TOTAL INCOMING CALLS		2019								
Storm Related West - no data from Tuesday		96								
In person		73								
Outgoing calls		113								
Total interaction with public		272								
Outgoing calls		45								
CSR received at Customer Service		27								



**Item 6.1 - WEST KIMBERLEY FLOOD EVENT**

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<b>7. MEETING CLOSURE</b>
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There being no further business the Chairman declared the meeting closed at 10:44am.

**10.3 MINUTES AND RECOMMENDATIONS FROM BUSH FIRE ADVISORY COMMITTEE  
MEETING HELD ON 15 MARCH 2023**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	EMM06
<b>AUTHOR:</b>	Executive Support Officer - Development Services
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

This report presents for Council consideration the minutes from the Bush Fire Advisory Committee meeting held on 15 March 2023.

**BACKGROUND***Previous Considerations*

The Bush Fire Advisory Committee (**BFAC**) meets quarterly to provide advice to the Shire of Broome on:

1. All matters relating to the prevention, controlling and extinguishing of bushfires.
2. The planning and layout of fire breaks in the district.
3. Prosecutions for breaches of the *Bush Fires Act 1956*.
4. The formation of Bush Fire Brigades.
5. Coordination and cooperation between agencies within the district.

**COMMENT**

The minutes of the BFAC meeting held 15 March 2023 are included as **Attachment 1** of this report.

At the meeting, the BFAC discussed the following items:

Item 5.1 BFAC Status Report

The 2023 Status Report was discussed.

Item 5.2 Barriers to Attendance

Throughout 2022 the BFAC struggled to reach quorum on several occasions. Shire Officers conducted a survey amongst members to identify if there were any specific barriers to attendance.

Item 5.3 Updates from BFAC Members

A round table discussion was conducted allowing Committee members to give an update on their agencies, and any relevant matters.

**CONSULTATION**

## Bush Fire Advisory Committee

**STATUTORY ENVIRONMENT*****Bush Fires Act 1956***

Section 67. Advisory committees

**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 5 - Responsible management of natural resources***

**Objective** 5.2 Manage and conserve the natural environment, lands and water.

**Performance - We will deliver excellent governance, service & value for everyone.**

***Outcome 11 - Effective leadership, advocacy and governance***

**Objective** 11.2 Deliver best practice governance and risk management.

**VOTING REQUIREMENTS**

*Simple Majority*

*That Council receives the Minutes from the Bush Fire Advisory Committee meeting held on 15 March 2023.*

**Attachments**

1. Minutes and Recommendations from Bush Fire Advisory Committee Meeting held on 15 March 2023



# UNCONFIRMED MINUTES

OF THE

BUSH FIRE ADVISORY COMMITTEE

**15 MARCH 2023**

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**  
**BUSH FIRE ADVISORY COMMITTEE**  
**WEDNESDAY 15 MARCH 2023**  
**INDEX – MINUTES**

1.	OFFICIAL OPENING .....	3
2.	ATTENDANCE AND APOLOGIES .....	3
3.	CONFIRMATION OF MINUTES .....	4
4.	CORRESPONDENCE IN / OUT .....	4
	4.1 CORRESPONDENCE .....	4
5.	BUSINESS ARISING .....	4
	5.1 STATUS REPORT .....	4
	5.2 BARRIERS TO ATTENDANCE REVIEW .....	7
	5.3 UPDATE FROM BFAC MEMBERS .....	8
6.	REPORTS OF OFFICERS .....	9
7.	MEETING CLOSURE .....	9

**MINUTES OF THE Bush Fire Advisory Committee OF THE SHIRE OF BROOME,  
HELD IN THE Committee Room, Corner Weld and Haas Streets, Broome, ON  
Wednesday 15 March 2023, COMMENCING AT 11:00am.**

**1. OFFICIAL OPENING**

The Chairman welcomed Members and Officers and declared the meeting open at 11:01am.

**2. ATTENDANCE AND APOLOGIES**

**ATTENDANCE**

<b>Members:</b>	Cr C Mitchell	Chairperson
	Cait Westlake	Coconut Well Community Representative
	Dane Goodsell	Broome Regional Volunteer Bush Fire Brigade
	Phil Leach	Broome Volunteer Fire and Rescue
	Trevor Fish	12 Mile Community Representative
	Tom Andrews	Nyamba Buru Yawuru
	Denise O'Neill	Nyamba Buru Yawuru
	Dean Bailey	Broome Police
	Simone Puertollano	Broome Police
	Rob Blok	Department of Biodiversity Conservation and Attractions
	Phil DeBruyn	Department of Biodiversity Conservation and Attractions
	Ben Muller	Department of Fire & Emergency Services
	James Taylor	Department of Fire & Emergency Services
<b>Via Teams</b>	Ben Coles	Water Corporation
	Nathan McIver	Djarindjin Community Representative
<b>Apologies:</b>	Erin Tassell	Department of Biodiversity Conservation and Attractions
	Steven Longo	Department of Fire & Emergency Services
	Andrew Morton	Kimberley Land Council
<b>Leave of Absence:</b>	Nil	
<b>Officers:</b>	Keith Williams	Director Development Services
<b>Via Teams:</b>	Sarah Owen	Executive Support Officer Development and Community

### 3. CONFIRMATION OF MINUTES

3.1 The minutes of the BFAC were distributed and taken as read.

**MOTION:**

**Moved: Phil Leach**

**Seconded: James Taylor**

***That the Minutes of the Bush Fire Advisory Committee held on 14 December 2022, as published and circulated, be confirmed as a true and accurate record of that meeting.***

### 4. CORRESPONDENCE IN / OUT

#### 4.1 CORRESPONDENCE

##### INCOMING

Subject	Date Received	From
Monthly DFES LG Report Package – 04/01/2023	04/01/2023	DFES
Monthly DFES LG Report Package – 31/01/2023	01/02/2023	DFES

##### OUTGOING

Subject	Date Sent	To
BFAC – Barriers to Attendance	13/02/2023	All members

##### **Attachments**

Nil

### 5. BUSINESS ARISING

#### 5.1 STATUS REPORT

The 2023 Status Report is attached to track the progress of actions arising from each meeting.

##### **Response to outstanding Actions:**

##### **Shire of Broome to review firebreak notice.**

Fire break notice has been reviewed and updated to make relevant for this year. I have sent on to the Manager of Governance and Risk for consideration of gazettal as required under the Act. I have also passed on to the Coordinator, Communication and Marketing



for the necessary media as also required under the Act. I have attached the notice as PDF to my response.

**Policy review for mitigation requirements when volunteers aren't available to carry out mitigation burns**

Current process is that the preferred and initial contact is with the Bushfire Brigade to carry out any required mitigation burn on Shire of Broome owned or managed lands. Should there be no availability then the second option would be for the Town Brigade to carry these out. In previous years, there has been a significant number of burns required, they tend to be shared between Town and Bushfire Brigades.

Lack of availability of Town and Bushfire Brigade the Shire would have to consider the additional slashing and grounds clearance by the Shire's own employees and equipment. On any lands of significant size, there would have to be the investigation into the Shire outsourcing these tasks. The Shire is not aware of any operating businesses within the northwest area that could accommodate such a request which would mean significant costs the Shire would have to bear for this with no alternative being available.

**Action** – DBCA, DFES, NBY and SoB to review existing lists and prepare a plan for the season ahead – setting priorities. Working Group to work on a long term plan.

**Update to be provided to the BFAC re illegal dumping and fire breaks from Shire of Broome**

Illegal dumping is something that can only be addressed if the offence was witnessed at the time or captured by video or photo. Local Governments will no longer take action based on the items found within the illegal dumping e.g., named prescription items, named and addressed correspondence or other names personal items. There is no proof that the owner of the illegally dumped items carried out the actual littering offence. The Shire should be arranging for the removal of the items if found on Shire land. This is something that has been challenge of late as it was not something that time or staff have been set aside for to deal with such issues. Of late, the litter patrol crew have been attending to illegal dumped items are limited to small areas.

The grading of and clearing of fire breaks on Shire owned or managed lands have been carried as and when staff and equipment are available and not tasked for other matters. Shire Staff and equipment have also been used for the grading and clearing of other government owned lands or unallocated crown lands due to lack of availability of contractors.

**Attachments**

1. BFAC 2023 Status Report

BFAC STATUS REPORT 2023				
MEETING DATE/ITEM NUMBER	DETAILS	STATUS	COMMENT	ESTIMATED COMPLETION
10 June 2020 – Round Table	DFES raised concerns about contamination at Demco, and fire risk.	In Progress	SoB to update BFAC on Demco progress. 08.09.21 – MEHER to investigate further and respond to DFES and DBCA prior to next meeting. Mar 2022 – DDS to continue investigations <b>December 2022 – Shire of Broome to meet internally to discuss and provide update to DFES.</b>	March 2023
14/12/2022 – Questions on notice	Shire of Broome to review firebreak notice	Complete	Response provided in Agenda March 2023.	March 2023
14/12/2022 – Questions on notice	Policy reviews for mitigation requirements when volunteers aren't available to carry out mitigation burns	Complete	Response provided in Agenda March 2023	March 2023
14/12/2022 – Round table	Update to be provided to the BFAC re. illegal dumping and firebreaks from Shire of Broome	Complete	Response provided in Agenda March 2023.	March 2023
14/12/2022 – Round table	Re-advertise Community representative positions – including social media	In progress	Social media posts and advertised on Shire of Broome website.	March 2023
14/12/2022 – Round table	Survey monkey to members to investigate why attendance is so low.	Complete	Emails sent to individual members – responses collated and will be presented at the meeting.	March 2023

Update on Demco matter – confirmation of contamination around NBY Health and Wellbeing campus is contaminated as well as some other blocks which have been added to the contaminated blocks register. Map being prepared to show contaminated blocks – to be circulated.

**Action** – illegal camping Coconut Well McGuigan Rd – rangers to investigate

- SOB will Recirculate advice from EHO in relation to attending a fire on this land.

## **5.2 BARRIERS TO ATTENDANCE REVIEW**

Following the December 2022 meeting, Shire Officers sent emails to all BFAC members asking questions to attempt to understand any barriers to attendance.

The questions asked were:

- 1 – Are you the best representative for your organisation?  
1b- is xxx the correct person to be listed as your proxy?
- 2 – Is the meeting day and time of 11am suitable for you?
- 3 – Are the current meeting dates for 2023 suitable for you?
- 4 – Is there anything more you wish to add?

A summary of the responses received is attached to this report.

The responses did not indicate any specific barriers to attendance, it appears to be standard operations that often interfere with attendance, which is hard to avoid when most are operating with a small team.

It is proposed that the meeting schedule for 2023 remains the same, and Shire Officers will monitor attendance and re-visit this item if required.

## **Attachments**

1. Summary of Responses

**BFAC - Barriers to Attendance**

Organisation	Name	Response received?	Follow up sent	Q1	Q1b	Q2	Q3	Q4
12 Mile Rep	Trevor Fish	N	22/02/2023					
Djarindjin Rep	Nathan McKior	Y		yes	n/a	yes	yes	Will try to organise to be in Broome, but more likely to be via Teams.
Waterbank/Coconut Well	Carl Westlake	Y		Yes	n/a	Yes	Yes	n/a
Bidjallinga Police	Michael Sedgman	Y		Yes	Yes	Yes	No - preference would be earlier in the day	The first meeting on the 15th of March falls on the same day as our Magistrates Court, so unfortunately I will be unable to attend.
Broome Police	Dean Bailey - Police	Y		yes	updated	yes	Yes	Proxy updated
Broome Regional Volunteer	Dean Goodsell	Y		Updated	updated	Yes	Yes	n/a
Bush Fire Brigade	Phil Leach	Y		Yes	updated	Yes	away every 2 weeks on a wed/thurs	
Broome Volunteer Fire and Rescue	James Taylor	Y		Yes	Yes	Yes	yes	Feedback provided and response sent to James.
DFES	Rob Blok - DFCA	Y	22/02/2023	Yes	yes	yes	yes	n/a
DFCA	Andrew Morton	Y		Yes	yes	yes	provisionally yes	Due to work, and small team, may not be able to attend, but will always endeavour to attend.
Kimberley Land Council		Y		Yes	yes	yes		Now located in Broome - able to attend meetings more often
Main Roads WA	Dave Serfini	Y	22/02/2023	Yes	yes	Yes	Yes	
Nyamba Bu'u Yawuru	Julie Melbourne	Y	22/02/2023	Yes	yes	Yes	Yes	n/a

### 5.3 UPDATE FROM BFAC MEMBERS

Members will have the opportunity to provide an update at the meeting.

**Nathan McIvor – Djarindjin Community Representative** – are DFES and co working with Bardi Jawi rangers? Ben will call Nathan to discuss this further.

**Ben Coles – Water Corporation** Plans are progressing for mitigation burning on approx. 3000ha of Corp Land at the Borefield. Plans are currently going through a federal referral. Expecting answer on go / no go by late April – early May. 30ha cleared at Broome North Waste Water Treatment Plant. Vegetation from clearing is being stockpiled on site and to be burnt around this time next year.

**Phil DeBruyn – DBCA** – fire coordinator starting in April – Ewan Noakes. 12 Mile mitigation works have been going well generally. Community support is important and will work with Coconut Well to progress that as well – happy to present to the community members to educate and improve relations.

**Cait Westlake – Coconut Well Community Representative** – will work with DBCA to provide a contact list for residents so they can get in touch as needed.

**Dane Goodsell - BRBFB** – AGM took place recently; new officers coming in – Mat Morrissy has been appointed as Captain. Focusing on training and recruitment. Hoping to increase numbers significantly.

**Phil Leach - BVFRS** – looking for new members – Wednesday night 6pm at the station

**Trevor Fish – 12 Mile Community Representative** – really like the plan to form a group to work through plans for the year – question to Ben Coles – fire mitigation burning – please keep in touch with Trevor to keep him up to speed with the upcoming burns.

**Tom Andrews - NBY** – fire planning – met with Roebuck Plains manager and proposed some burn lines and meeting with lore bosses next week to work through sensitive areas. Looking forward to working together to compile plans for the season ahead – NBY happy to host meeting. A few Country Managers are starting to step up with additional training to some leadership roles.

**Keith Williams – SoB** – meeting proposed for 3pm Tuesday – invite to be circulated.

#### Attachments

Nil

<b>6. REPORTS OF OFFICERS</b>
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Nil.

<b>7. MEETING CLOSURE</b>
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There being no further business the Chairman declared the meeting closed at 12:16pm.

<b>11. NOTICES OF MOTION WITH NOTICE</b>
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<b>12. NOTICES OF MOTION WITHOUT NOTICE</b>
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<b>13. BUSINESS OF AN URGENT NATURE</b>
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**14. MEETING CLOSED TO PUBLIC**

*This item and any attachments are confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(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 23/01 - BROOME RECREATION AND AQUATIC CENTRE REDEVELOPMENT  
ARCHITECTURAL SERVICES**

<b>LOCATION/ADDRESS:</b>	Broome Recreation and Aquatic Centre
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	RFT23/01
<b>AUTHOR:</b>	Special Projects Coordinator
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

This report considers the submissions received for Request for Tender 23/01 Broome Recreation and Aquatic Centre Redevelopment Architectural Services and seeks Council's adoption of the recommendation contained within the attached confidential Evaluation Report.



<b>15. MEETING CLOSURE</b>
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