



# CONFIRMED MINUTES

OF THE

ORDINARY COUNCIL MEETING

**31 AUGUST 2023**

These minutes were confirmed at a meeting held 28 September 2023 and signed below by the Presiding Person, at the meeting these minutes were confirmed.

Signed:

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

**SHIRE OF BROOME**  
**ORDINARY COUNCIL MEETING**  
**THURSDAY 31 AUGUST 2023**  
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**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE SHIRE OF BROOME,  
HELD IN THE COUNCIL CHAMBERS, CORNER WELD AND HAAS STREETS, BROOME,  
ON THURSDAY 31 AUGUST 2023, COMMENCING AT 5:00PM.**

**1. OFFICIAL OPENING**

The Chairperson welcomed Councillors, officers and members of the public and declared the meeting open at 5:08pm.

**2. ATTENDANCE AND APOLOGIES**

**ATTENDANCE**

<b>Councillors:</b>	Cr D Male	Shire President
	Cr C Mitchell	Deputy Shire President
	Cr E Foy	
	Cr P Matsumoto	
	Cr B Rudeforth	(via electronic attendance in accordance with <i>Admin Regulation 14C</i> )
	Cr P Taylor	
<b>Apologies:</b>	Cr H Tracey	
<b>Leave of Absence:</b>	Nil	
<b>Officers:</b>	Mr S Mastrolembo	Chief Executive Officer
	Mr J Hall	Director Infrastructure
	Mr J Watt	Director Corporate Services
	Mr K Williams	Director Development Services
	Mr D Bonnici	Marketing & Communications Coordinator
	Miss K Cookson	Acting Manager, Governance, Strategy & Risk
	Miss E Hallen	Executive Assistant to Director Infrastructure
<b>Media:</b>	M Kardic	ABC Kimberley
	C Andrews	Broome Advertiser
<b>Public Gallery:</b>	J Lewis	
	C Cother	
	C Leahy	
	K Hawke	
	P Brown	
	L Chin	
	D Oliver	
	M Leake	
	B Renkin	
	M Collins	



R Machell  
J Berkeley

Shire Officer  
Shire Officer

### 3. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

Nil

### 4. DECLARATIONS OF INTEREST

FINANCIAL INTERESTS (s5.60A)			
Councillor	Item No	Item	Nature of Interest
Cr B Rudeforth	9.2.1	Proposal To Use 60 Metre Road Trains - Kimberley Mineral Sands	'Kimberley Mineral Sands is a customer of my business'
Cr P Taylor	9.2.1	Proposal To Use 60 Metre Road Trains - Kimberley Mineral Sands	'I have been engaged by a property owner associate with KMS on it's contractors'

IMPARTIALITY			
Councillor	Item No	Item	Nature of Interest
Cr E Foy	9.2.1	Proposal To Use 60 Metre Road Trains - Kimberley Mineral Sands	'Son works for Kimberley Mineral Sands'

The Chair announced that due to the Financial Interests declared by both Cr Rudeforth and Cr Taylor and the absence of Cr Tracey, item 9.2.1 would not be dealt with during this Ordinary Meeting of Council due to not having the required quorum.

### 5. PUBLIC QUESTION TIME

The following questions were received from Jan Lewis prior to the meeting:

#### Question One (1)

The report to be tabled on Kimberley Mineral Sands (KMS) application to use 60 metre PBS trucks states on page 10 that the original EPA decision concluded "noise would be below the Western Australian Planning Commission (WAPC) State Planning Policy 5.4 "Road and Rail Transport and Freight Considerations in Land Use Planning" Are Shire Council aware that the original decision only considered noise modelling for Derby and did not consider any noise modelling for Broome?

#### Answer provided by Director Development Services

Yes the Shire is aware that noise modelling was undertaken for Derby and not Broome, and it is understood that the EPA made its decision to modify the Ministerial Statement 1080 via the Section 45c on the basis that there would be less impact on Broome due to the existence of purpose built heavy haulage road and port infrastructure.

#### Question Two (2)

Kimberley Mineral Sands asserts that 60 metre quad PBS trucks will only increase the volume of heavy vehicles on Broome Road and Gubinge Road from 10% to 19%. The comment in the Shire report to be discussed by Council today appears to accept this, stating "overall traffic increases are considered nominal".

Is the Shire aware that Main Roads data, that they and KMS are relying on, defines a heavy vehicle as anything as large or larger than a 2 axle truck or bus? The real question for discussion should be about what percentage of so-called heavy vehicles counted were actually triple road trains?

#### **Answer provided by Director Development Services**

As the Shire is not the approval authority for any aspects of the proposal, the Shire has not specifically undertaken an assessment of the impacts of the proposal, rather we have analysed the various reports and assessments to ensure that the matters raised by the community are adequately addressed.

Questions related to vehicles classes, traffic volumes and impacts should be directed to Main Roads WA and KMS directly.

#### **Question Three (3)**

I understand that KMS have been asked to prepare a Traffic Impact Statement for traffic movement on Port land while ships are being loaded.

Will the requirement for public consultation be added to the Shire list of recommendations to Main Roads given that this was not a topic specifically canvassed in the recent community consultation by Creating Communities?

#### **Answer provided by Director Development Services**

The recommendations currently include recognition that a Traffic Impact Statement during ship loading is required. Preparation of a TIS should include a community consultation process, however, if elected members want to make this an explicit requirement, Recommendation 6 could be modified as follows:

6. Requests Kimberley Ports Authority and Kimberley Mineral Sands to provide additional Traffic Impact Statements or Assessments, **including comprehensive community engagement**, on the impact of truck movements during ship loading activities prior to commencement of export.

This would require an elected member to move an amendment to the motion.

#### **Question Four (4)**

In response to a letter I wrote to the then Shire President Mr Tracey expressing concerns about Kimberley Mineral Sand's proposal, I was advised that during engagement with the EPA the Shire has requested that any modification of a the KMS license should include conditions: I won't list them all but I'm curious about the last item that should be considered in a Traffic Impact Assessment :

'A complaints management system'

I have seen no mention of a complaints management system in any document produced by KMS or in the report to be tabled today.

Will the Shire continue its efforts to ensure such a system is put in place? And if yes, how?

#### **Answer provided by Director Development Services**

A complaints management system has been suggested in the past. This would provide the community with a clear mechanism for making complaints and ensure that the relevant agencies are accountable. Its exclusion from the recommendations is an oversight, nevertheless any community member has the right to make complaints to KMS and Main Roads at any time.

The Director of Development Services has therefore made the following change to the recommendations:

4. Requests that Main Roads Western Australia applies the following conditions to any permit issued for Kimberley Mineral Sands to utilise Performance Based 60 metre quad road trains through Broome Port:

- a. Logger 25 identified in the Cartage Management Plan and Traffic Impact Statement should be moved to the intersection of Tanami Drive and Broome Highway, given the frequency of accidents at the intersection of Old Broome Road and Broome Highway
- b. Scheduling of Kimberley Mineral Sands truck movements to avoid key impact periods (school drop off and pick up hours and events)
- c. Design and implement, to the satisfaction of Main Roads WA and the Shire of Broome, a complaints management system to be implemented prior to commencement of vehicle movements to the laydown area in Broome.

**Brendan Renkin asked the following question:**

**Question One (1)**

Given there may be people in the gallery that didn't understand what you said before, am I right in saying that because certain Councillors have declared an interest, they can't participate in the vote on the matter related to Kimberley Mineral Sands?

**Answer provided by the Shire President**

If a Councillor has declared a financial interest, you are correct that they are abstained from participating in the vote and as we have a reduced quorum tonight and we have financial interests declared we don't have a quorum present tonight to consider that item.

**The following questions were received from Brendan Renkin prior to the meeting:**

I would like to express my gratitude for the Shire staff in compiling the information and documents.

However, in my mind you left out the most important document which was a letter of 7 April 2022 from the Shire CEO to the EPA about KMS's proposed amendment.

In that letter the Shire CEO wrote, "The Shire of Broome does not regard the proposed amendment as a significant change to the proposal" and "The Shire of Broome is satisfied that KMS has undertaken extensive consultation with community and other stakeholders and has taken on board concerns raised"

And finally "The Shire of Broome is therefore highly supportive of Kimberley Mineral Sands S45c application."

**Question Two (2)**

Given that in fact that KMS had not by April 2022 undertaken any community consultation let alone extensive consultation, can the Shire explain why the false statement was included in the letter? On what basis was the Shire satisfied that the consultation had occurred?

**Answer provided by Chief Executive Officer**

Public consultation was undertaken via the Public Environmental Review, which assessed the environmental and social impacts of the proposal, including impacts on Broome.

The letter referred to specifically refers to the consultation undertaken by KMS, and also refers to the commitment provided to the Shire by KMS to undertake further consultation, as well as the commitment from KMS to undertake a Traffic Management Plan.

Support for the KMS proposal and the Section 45c application has been provided on the basis of the Shire of Broome's Corporate Business Plan Outcome 10 Objective 10.1 Action 10.1.1, which states:

Advocate for Broome to be the logistics supply hub for mining, oil and gas, agriculture, cruise ship services, renewables and emerging industries.

**The following questions were received from Carmel Leahy prior to the meeting:**

**Question One (1)**

The Shire has lobbied hard for a Safe Boating Facility at Entrance Point. 160 truck movements a day equates to 6.4 movements per hour – 1 every 9 mins or so. How is this kind of development consistent with a Safe Boating Facility close by, using the same roads?

**Answer provided by Director Development Services**

The Shire is concerned about the impacts of ship loading activities associated with the KMS proposal, and consequently is requesting a Traffic Impact Statement as Recommendation 6 of the agenda item.

This is clearly identified in the report and recommendations.

**Question Two (2)**

What actions has the Shire taken to ensure a Safe Boating Facility can go ahead in the face of the KMS proposal?

**Answer provided by Director Development Services**

The Shire has strongly advocated for alternative access for recreational users to Entrance Point as part of the Safe Boating Facility for a significant period, and regardless of any other proposal. The same concern arises from the Kimberley Marine Supply Base.

As part of the current KMS proposal the Shire is requesting that the Kimberley Ports Authority and Kimberley Mineral Sands prepare a Traffic Impact Statement to determine the impact. A detailed traffic impact statement should address any impacts of the proposed use on existing facilities, including pedestrian and vehicular safety.

The Shire will continue to advocate for separate access to recreational facilities and has included this outcome in its Corporate Business Plan.

**Michael Leake asked the following questions:**

**Question One (1)**

My question is also in relation to the letter dated 7 April in support of the KMS project. It does say quite clearly that the Shire is supportive of the proposal and I also note that there is no reference in any previous minutes about this item being discussed.

Under what circumstances has the Shire delegated authority to the CEO to write letters of support in relation to projects where there are no formal proceedings such as Council meetings?

**Answer provided by Chief Executive Officer**

I do believe that was outlined in the previous response in that the Shire have an endorsed Strategic Community Plan and Corporate Business Plan and there's a clear action within that of what Council's position is. I don't believe there's any delegation required to respond to a letter of that type.

### **Question Two (2)**

There were some recommendations attached to the item in regards to conditions, and repeated references to the route being a heavy haulage route, but the section of road outside the Golf Club, all the way to the Port is clearly not suitable for a heavy haulage route as it a local access road. How did the Shire identify what the priority items were to attach as recommended conditions on any approval by Main Roads?

### **Answer provided by Director Development Services**

The Director Development Services advised that he wanted to respond partly to the question but also take on notice and follow up with a response or discuss at a later time.

Essentially we took the Main Roads - Road Safety Investigation (A Safety Inspection Report conducted for the section of Broome Highway, Gubinge Road and Port Drive from the Cape Leveque turn off, to the Port) and identified the issues that Main Roads identified on that section of road and compared it against the community comments that we received at the Shire, noting that it's a Main Roads road not a local road, and collated those two along with any issues raised by the community in any of the consultation processes including the KMS consultation process and questions submitted to Ordinary Council Meetings and Annual Electors Meeting. We then put forward the recommendations based on those comments.

**Brendan Renkin asked the following question:**

### **Question Three (3)**

In response to previous questions, it has been that the Strategic Community Plan action wasn't a commitment to any particular community project and that each project would be assessed on the merits. I've heard the Shire CEO say tonight that the Shire supports all projects relating to Broome becoming a logistics hub whether it's oil, gas, chemical processing or renewable energy.

Why have you previously answered saying each project will be assessed on it's merits but now you're saying that Council has given permission for the CEO to lobby and support any project that fits within that description?

The Shire President commented that the position hasn't changed.

### **Answer provided by Chief Executive Officer**

The earlier question was in regard to this specific letter of support and that the rationale and justification as to why that letter of support had been given, which is beyond just that point about the action within the Strategic Community Plan and Corporate Business Plan. The letter of support was about a request to amend an existing approval that was in place so there was a bit more to that in terms of the context of the support.

## **6. APPLICATIONS FOR LEAVE OF ABSENCE**

### **COUNCIL RESOLUTION:**

**Minute No. C/0823/022**

**Moved: Cr C Mitchell**

**Seconded: Cr E Foy**

***That Council grant Cr P Matsumoto a Leave of Absence from Councillor duties inclusive of 17 September 2023 through to 3 October 2023.***

**CARRIED UNANIMOUSLY 6/0**

## **7. CONFIRMATION OF MINUTES**

### **COUNCIL RESOLUTION:**

***Minute No. C/0823/023***

***Moved: Cr P Taylor***

***Seconded: Cr C Mitchell***

***That the Minutes of the Ordinary Meeting of Council held on 27 July 2023, as published and circulated, be confirmed as a true and accurate record of that meeting subject to correcting section 4.***

**CARRIED UNANIMOUSLY 6/0**

## **8. PRESENTATIONS / PETITIONS / DEPUTATIONS**

Paulette Brown presented a petition requesting Council to consider installing a closing fence at the end of Manado Court from the adjacent reserve in the hope of resolving the unwanted anti social behaviour issue experienced on the street.

An agenda item relating to the petition will be prepared for the next Ordinary Meeting of Council in September 2023.

**9. REPORTS FROM OFFICERS****9.1 PEOPLE**

There are no reports in this section.

## 9.2 PLACE

**Cr B Rudeforth declared a Financial Interest in Item 9.2.1, the reason being “Kimberley Mineral Sands is a customer of my business”**

**Cr P Taylor declared a Financial Interest in Item 9.2.1, the reason being ‘I have been engaged by a property owner associate with KMS on it’s contractors’**

**Cr E Foy declared an Impartiality Interest in Item 9.2.1, the reason being “Son works for Kimberley Mineral Sands”. Cr E Foy made a written declaration that she would consider the matter on its merits and vote accordingly.**

**As per the announcement made by the Shire President under section 4 - Declaration of Interest, this item was not able to be discussed due to the reduced quorum.**

### 9.2.1 PROPOSAL TO USE 60 METRE ROAD TRAINS - KIMBERLEY MINERAL SANDS

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	ECI04
<b>AUTHOR:</b>	Director Development Services
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### **SUMMARY:**

Council is requested to consider endorsing a submission to Main Roads Western Australia regarding community comment on the proposal by Kimberley Mineral Sands to utilise 60 metre Performance Based Quad Road Trains in Broome to export mineral sands products through Broome Port.

## **BACKGROUND**

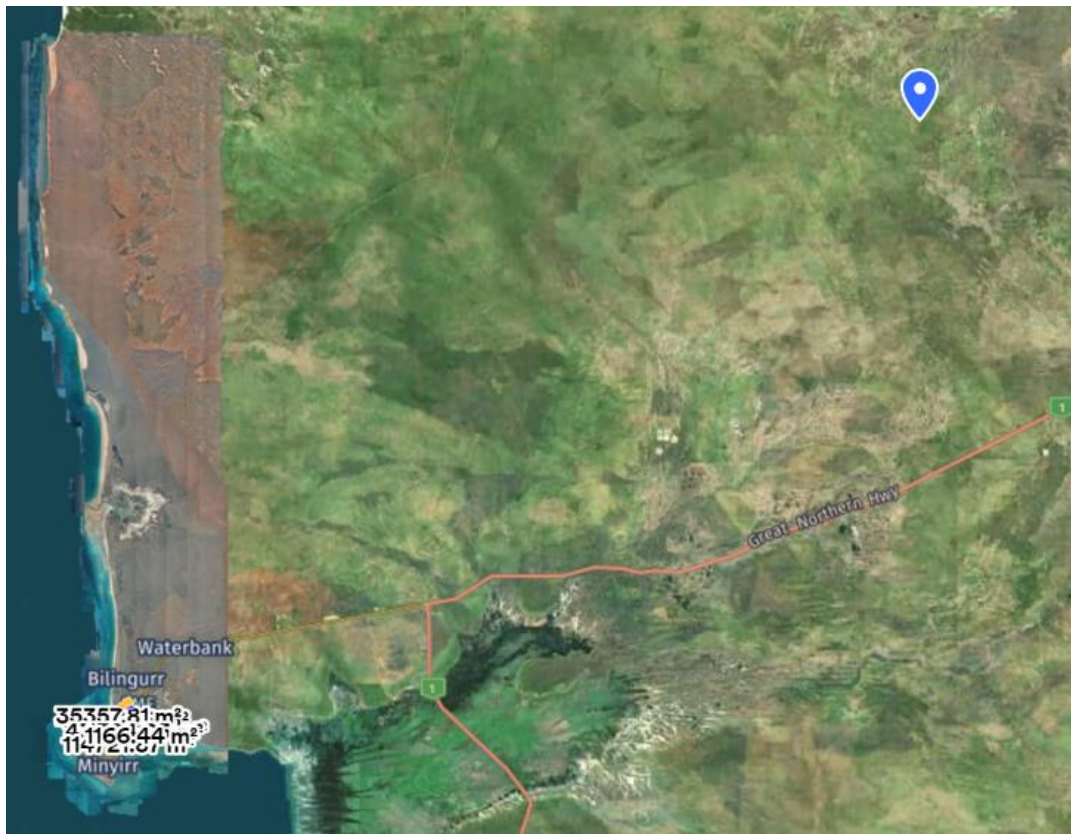
### Previous Considerations

2 Nov 2021 Concept Forum

6 June 2023 Concept Forum

Kimberley Mineral Sands (**KMS**) is developing a mineral sands mine located within the Shire of Broome (although approximately 20 kilometres of the access track to the mine site is located within the Shire of Derby West Kimberley) and will commence export of mineral sands products in late 2023 or early 2024.





It is understood, though not confirmed, that no local roads will be utilised in the freight and logistics operations of KMS. Should any component of the freight and logistics task be required to utilise local roads written consent will be required to be obtained by the operator from the Shire.

It is important to understand the road hierarchy and management arrangements of the roads that are to be utilised, as all of these roads are State Government roads managed by Main Roads Western Australia (**MRWA**). Currently MRWA has rated the roads intended to be utilised by KMS to allow for Restricted Access Vehicle (**RAV**) 10 trucks up to 53.5 metres in length, in various combinations such as quad or triple road trains, to use these roads. The Shire has no mechanism to place restrictions on any vehicles using the subject roads that meet MRWA specifications.

Similarly, The Shire of Broome has no approval mechanism for the use of 60 metre Performance Based Solution (**PBS**) quad trailer (**Quad**) Road Trains on MRWA's road network, however, MRWA requires approval for use of these trucks on it's road network, and as the approval process includes referrals to relevant stakeholders, this provides the opportunity for the Shire to provide comment.

It should therefore be noted that this agenda item relates to the application that KMS has submitted to MRWA to obtain approval to utilise 60 metre PBS Quads, rather than whether specific roads should be utilised, or whether export through Broome Port should be supported.

KMS's initial plans were to export bulk mineral sands products through Derby Port and packaged product through Broome Port. This proposal was assessed and approved via Ministerial Statement 1080, the Ministerial approval document that granted approval for the development of the mine site, clearing of vegetation, construction of processing facilities and work camp, and export through both ports in specific quantities.

However, as a result of investment by Yansteel, which increased production targets, the decision was made to seek consent to export all materials in bulk through Broome Port. KMS accordingly sought a variation to Ministerial Statement 1080 to potentially allow for export of bulk material through Broome Port. The variation is known as a Section 45c Request to Amend a Proposal.

At the time of lodgement of the S45c application, KMS had not made a decision on the export port to be utilised and had not made a Financial Investment Decision on the project (this was announced on 7 October 2022).

The Environmental Protection Authority (**EPA**) assessment of the original application was focussed on environmental impacts and also included an assessment of social impacts such as noise, dust and aboriginal heritage.

The assessment was undertaken via Public Environmental Review (**PER**). The report and recommendations (EPA Report 1606) of the PER determined that dust levels will be substantially below National Environment Protection Measure for Ambient Air Quality limits, and, also concluded that noise would be below the Western Australian Planning Commission (WAPC) State Planning Policy 5.4 "Road and Rail Transport and Freight Considerations in Land Use Planning" (It should be noted that traffic noise is exempt from the Environmental Protection (Noise) Regulations 1997). Report 1606 is available here: [https://www.epa.wa.gov.au/sites/default/files/EPA\\_Report/EPA%20Report%201606%20-%20Thunderbird%20Mineral%20Sands%20Project%20%28PER%29.pdf](https://www.epa.wa.gov.au/sites/default/files/EPA_Report/EPA%20Report%201606%20-%20Thunderbird%20Mineral%20Sands%20Project%20%28PER%29.pdf).

The original EPA PER assessment concluded that 'dust and noise levels will remain within guidelines and limits, and also stated that:

*Export of product through Broome will use existing port facilities and a dedicated heavy haulage route. This is considered unlikely to cause any impacts of environmental significance on the social surroundings of the transport.*

It is understood given the above and that as KMS already had approval for similar vehicle use through urban streets in Derby via the original Ministerial Statement 1080, that the EPA determined that the use of existing heavy haulage roads to Broome Port would result in minimal environmental impact.

Accordingly, the S45c request to amend a proposal was approved (Attachment 1), granting KMS the right to export through Broome Port subject to the conditions listed. The S45c approval does not contain an explicit assessment, and it is assumed that the EPA made its decision based on the previous assessment of the environmental and social impacts referred to above.

KMS subsequently made the decision to export bulk materials through Broome Port. The KMS proposal involves freight of mineral sands in completely sealed rotainers (essentially rotating sea containers) to a laydown area for bulk storage, then shuttling of the rotainers to the port for loading onto ships. The EPA assessment and approval caps freight only on local roads, and does not address vehicle numbers within the port, assuming that port infrastructure has been developed for this purpose.

To support its application to MRWA, KMS was required to undertake community consultation in relation to the use of 60 metre PBS Quad Road Trains. MRWA also undertook a Road Safety Inspection of a section of the highway. The following sections of this report provide a snapshot of the various assessments and reports completed by MRWA and KMS, which are attached.

### Road Safety Inspection

MRWA has recently undertaken a Road Safety Inspection (**RSI**) of part of the route, from the Cape Leveque turnoff to Broome Port, covering Broome Highway, Gubinge Road and Port Drive, all of which are MRWA managed roads. A copy of the RSI is attached as Attachment 3.

The RSI identified several areas of non-compliance with traffic safety standards and made recommendations to address these. Most of these were related to matters such as faded line marking, vegetation obscuring signs, faded and missing signage and missing or damaged guideposts. Issues are rated as Important if they are considered to potentially contribute risk of fatal or serious injury, and are then rated on priority, e.g. Important | Moderate.

The most significant finding – Important | High – related to providing and improving pedestrian crossing signage due to lack of sufficient signage along the route. This is especially important given the results of the community engagement outlined in sections below.

Significantly, one of the recommendations related to a RAV vehicle being observed up to 20km/h above the posted speed limit, with a recommendation to consider restricting RAV activity during peak school periods during school terms, although this was classified as Important | Moderate, and does not specifically relate to KMS trucks.

It was also identified that on-street pick up of bins would require provision of a sealed shoulder to ensure adequate safety and opportunity for overtaking during bin pick up periods. This was observed on Broome Highway and Port Drive, and the recommended course of action is to provide sealed shoulders, bin pads or aprons. It is understood some of these works are planned to be undertaken soon.

The RSI details areas of existing non-compliance and while some of the issues raised in the audit are relevant to the KMS proposal, all of the areas of non-compliance are required to be addressed to resolve risk, in order of priority. It should be noted that KMS is not referenced in the RSI and is not responsible for addressing the issues identified.

### KMS Reports

Shire officers have also received a copy of three documents from KMS, the Traffic Impact Statement (**TIS**) (Attachment 4), Traffic Impact Statement Community Engagement Report (**TIS-CER**) (Attachment 5) and the Cartage Management Plan (**CMP**) (Attachment 6). These reports were provided in confidence, and only the executive summary of the traffic Impact Assessment Community Engagement Report has been provided by KMS.

### Traffic Impact Statement

The TIS covers from the mine site turn off to the port laydown area, and confirms the following vehicle movements and program:

- Trucks operate over a 24-hour period, 7 days per week;
- PBS vehicles up to 60m in length will be utilised;
- Payload being either:
  - 115T for a standard quad PBS vehicle
  - 137T for a super quad PBS vehicle
- 26 round trips (52 truck movements) per day for Stage 1 totalling approx. 0.99M tonnes per annum;

- 42 road trips (84 truck movements) per day for Stage 2 totalling approx. 1.6M tonnes per annum.

Stage 1 is estimated to be for the period between late 2023 – 2029 and Stage 2 is estimated to be from 2029 onwards.

The TIS confirms that for Stage 1 of KMS freight operations the total number of vehicle movements per day will increase by 52, and by 2 per hour, assuming an equal spread across a 24-hour period. The TIS also states that this additional traffic constitutes a 2% increase in traffic on roads from Roebuck Roadhouse to Broome Port, though the increase in heavy vehicle traffic ranges from 10% to 19% dependant on the road section.

For Stage 2 the increase in daily traffic is 84 vehicle movements and 3.5 hourly vehicle movements. For Stage 2 the TIS also states that this additional traffic constitutes a 3% increase in traffic on roads from Roebuck Roadhouse to Broome Port, though the increase in heavy vehicle traffic again ranges from 10% to 19% dependant on the road section, due to expected increase in overall vehicles by the commencement of Stage 2 of the project.

Despite some observed existing noncompliance, the TIS states that no changes are required to the road network, and that pedestrian and cyclist access is adequate. This is considered to be inconsistent with community concerns identified in the Traffic Impact Statement Community Engagement Report (**TISCER**) below and with the road standards identified in the MRWA RSI.

The TIS concludes:

- *The proposed trucking operation will result in an increase in total traffic and heavy traffic on both roads however the risk of this additional traffic is considered low in the context of the existing and forecast future traffic volumes on both roads.*
- *No additional concerns have been identified from an existing or future traffic flow perspective as a result of this proposed development.*
- *The performance and condition of the existing pavement and surfacing should be monitored, and any defects identified, assessed, and rectified in conjunction with the road asset owner promptly.*
- *There may be additional TIA or other considerations required depending on the development conditions associated with access to the laydown area on Port Drive.*

The proposed freight and logistics task during ship loading is not addressed in any of the reports. This matter has not been assessed as this does not occur on public roads – the laydown area is understood to be located within port land, and transfer from the laydown area to the port for ship loading will therefore occur entirely within Port land.

Notwithstanding this, there are significant recreational assets located within and around Broome Port that are accessed by the public. While it is understood that the priority for Broome Port will be commercial activities, this matter needs to be addressed to ensure that public access to boat launching infrastructure remains safe and accessible. Boat launching facilities are a high priority for the Broome community, and the lack of information about how access will be maintained is concerning.

KMS representatives have verbally confirmed that a Traffic Impact Statement will be prepared for this aspect of the proposal, and that this will be a requirement of MRWA in approving the PBS application.

*Traffic Impact Statement Community Engagement Report*

The TISCER sets out the methodology and outcomes of KMS's Community Engagement Strategy undertaken by consultants to support KMS's application to MRWA to utilise 60 metre PBS quad trailer road trains. Only the executive summary report has been provided by KMS, the full report has not been provided.

Consultation undertaken by KMS through consultants consisted of key stakeholder interviews, a local community survey (targeted at residents living along the Gubinge Road route) and focus group meetings.

Key focus areas for the consultation undertaken through the community engagement strategy included Health, Liveability and Wellbeing; Road Safety; and Economic Impacts.

There were numerous submissions on all of these themes.

While Noise was the predominant single issue raised by the community, with 12% of submissions related to noise, Road Safety themes are prominent in the consultation, with 9% related to Road Condition, Design and Features, and 6% related road safety.

The TISCER corroborates feedback received by Council that there is significant concern about road safety, with "significant feedback received about the need for various types of road users (i.e. vehicles, pedestrians, cyclists and e-scooter users) to access, cross or use the Gubinge Road and Port Drive heavy haulage route. Due to Gubinge Road and Port Drive separating key coastal locations like Cable Beach, Gantheaume Point and Minyirr Reserve from other areas of town...".

The report also confirms particular concern regarding the safety of children and families crossing Gubinge Road. One of the suggested management strategies suggested by community members engaged in the process is the scheduling of truck movements to avoid key impact periods (e.g. school periods). This is particularly important given recommendations in the MRWA RSI and the level of concern identified in the KMS TISCER.

It should be noted that traffic noise is exempt under the Noise Regulations and is not regulated. Rather the emphasis is managing traffic noise by urban planning and with the incorporation of buffers and noise barriers.

#### Cartage Management Plan

The CMP was prepared by KMS's cartage contractor, Campbell's Transport. This report is largely an operational report that details daily operational requirements for the safe operation of the freight task.

The CMP confirms that the use of PBS Quad Road Trains allows for technology to address specific issues. For example, GPS data will be used to 'geofence' enforcement of speed limits and pedestrian crossings. The technology required for the utilisation of PBS Quad Road Trains ensures that the issues identified in the RSI, such as speeding, are avoided.

However, this report is considered to fall below the expectations of the community, given the level of concern in the community and a recommendation in the RSI to consider restricting RAV activity during peak school periods during school terms, regarding school crossings. It is considered that the Cartage Management Plan should contain clearer instructions or restrictions around specific timeframes.

Generally, these documents confirm no increased traffic safety risk from the use of the subject roads by KMS with the preferred vehicle type than use of already compliant vehicles in the numbers proposed, and indeed the preferred PBS Quad Road Trains provide



technology that reduces risk, such as geofencing to control speeds, driver alerts, fauna collision radar and driver assist technology to improve handling.

The MRWA RSI and KMS TIS both include road accident data that indicates that despite significant traffic volumes, roads being utilised are considered to be relatively safe. The MRWA RSI indicates that between the Cape Leveque turn off and Broome Port there have been 34 accidents in the last five years, with one fatality, four hospitalisations and three instances of medical assistance provided. The KMS TIS indicates a total of 45 crashes along the entire route in this period.

The data provided indicates that the intersection of Old Broome Road and Gubinge/Broome Road recorded the most crash incidents.

The MRWA RSI and KMS TIS also include data on road use, with the TIS including data on current road use as well as expected increases to daily road use from the KMS trucking operations. This data indicates that for roads being used from Roebuck Roadhouse to Broome Port there is a maximum of 2% increase in total traffic per day and maximum of 19% increase in heavy vehicle traffic per day, dependant on road sections:

Section	Maximum Total Traffic Increase Daily	Maximum HV increase Daily
Roebuck R/House - Cape Leveque Rd	2%	18%
Cape Leveque Rd - Fairway Drive	1%	19%
Fairway Drive - Port Drive	2%	10%

## COMMENT

Given the lack of any management authority over any of the roads to be utilised, the Shire's role is to advocate for the community to address any identified road safety issues, not to seek to prevent the use of the subject roads. An assessment has therefore been undertaken of the RSI, TIS, TISCER and CMP to ensure that they address community concerns.

While overall traffic increases are considered nominal and crash data indicates low risk, there are inconsistencies between the assessment included within and between the KMS and MRWA documents, and with community concern.

For example, Section 4.0 of the TIS states that apart from development of a crossover onto Port Drive from the KMS laydown area, no changes to the road network are required, yet there is recognition in the MRWA RSI that consideration should be given to scheduling to ensure no conflict with school bus or highway crossing periods.

While the KMS Community Engagement Strategy was comprehensive, Shire officers are recommending that the submissions made to Council regarding traffic and road use are recorded and forwarded to MRWA to ensure that all comments are considered in decision making by MRWA.

These comments are provided to ensure that decision making considers all community feedback, that issues raised in the MRWA RSI are considered in the context of the community feedback, and that any approval issued by MRWA has been with adequate due diligence.

Recommendations on the following matters are made as key issues distilled from community feedback direct to the Shire, as well as synthesis of the various reports prepared to date:

It is recommended that Council request that MRWA apply the following conditions on KMS permit to use 60 metre quad road trains:

- Logger 25 identified in the Cartage Management Plan and Traffic Impact Statement should be moved to the intersection of Tanami Drive and Broome Highway, given the frequency of accidents at the intersection of Old Broome Road and Broome Highway
- Ensure scheduling of Kimberley Mineral Sands truck movements to avoid key impact periods (school drop off and pick up hours and events)

It is recommended that Council request that MRWA address the following road safety matters to improve road safety for all users in Broome:

- A Dual Use Path from Vacation Village Caravan Park to Broome Port along Port Drive should be prioritised, in accordance with the Shire's Trails Masterplan
- A dual Use Path along the western side of Gubinge Road to provide a link between the various informal and formal pedestrian crossings should be prioritised
- The construction of an apron for waste collection trucks on Port Drive and Broome Highway should be prioritised, as per Main Roads Western Australia Road Safety Investigation
- Upgrades to Port Drive to improve trafficable surface should be prioritised, as per Main Roads Western Australia Road Safety Inspection and Kimberley Mineral Sands Traffic Impact Statement Community Engagement Review
- Consideration should be given to improvements to Port Drive and associated drainage to reduce flooding on Port Drive
- Additional pedestrian crossing points should be constructed on Gubinge Road and Port Drive as per Main Roads Western Australia Road Safety Investigation and the Kimberley Mineral Sands Traffic Impacts Statement and Traffic Impact Statement Community Engagement Report
- Consideration should be given to upgrades of the intersection of Old Broome Road and Gubinge/Broome Road given the frequency of accidents at this location, as per Main Roads Western Australia Road Safety Investigation
- Consideration should be given to the replacement of the current intersection of Flowerdale Road and Gubinge Road with a roundabout to provide safer access to Blue Haze industrial Area and Roebuck Estate
- Consideration should be given to assisting DevelopmentWA to expedite the extension of Tanami Drive to Sanctuary Road to provide traffic with an alternative to accessing cable beach instead of via Gubinge Road, given traffic volumes evidenced in the Main Roads Western Australia Road Safety Investigation and Kimberley Mineral Sands Traffic Impact Statement
- Consideration should be given to the lengthening of the slip lane at the intersection of Gantheaume Point Road and Gubinge Road
- Consideration should be given to the upgrade of the intersection of Broome Highway and Wattle Drive
- Consideration should be given to the upgrade of the intersection of Broome Highway and Morrell Park Road
- Implementation of the recommendations of the Main Roads Western Australia Road Safety Investigation should be a high priority

Again, it should be noted that these are predominantly existing safety and risk issues and are not specifically generated by the KMS proposal, noting that increase in traffic from the KMS proposal are considered by MRWA and consultants engaged by KMS to be minimal.

It is also evident that none of the reports prepared have assessed the impact of truck movements on access to the Broome Port for recreational purposes during ship loading activities, where it is understood that up to 160 truck movements per day may occur over several days. This may, or may not, have a significant impact on safety and accessibility, and this needs to be clarified. It is therefore requested to request a Traffic Impact Statement from the Kimberley Port Authority and Kimberley Mineral Sands on this activity. KMS have verbally advised that this is their intent.

## **CONSULTATION**

The Shire has had significant engagement with KMS regarding the proposal and has also consulted with MRWA regarding the type of vehicles that KMS intends to use.

This engagement has included advocacy for a comprehensive engagement strategy, as well as development of a Traffic Impact Assessment prior to MRWA issuing any approvals. Both the CEO and Director Development Services have written to KMS requesting that a Traffic Impact Assessment be undertaken, and similarly that a Community Engagement Strategy be implemented.

KMS have made deputations to Council during workshops and most recently KMS consultants met with the Chief Executive Officer (**CEO**), Shire President, and Deputy President on 18 May 2023 at the Shire of Broome as part of the community engagement process.

Shire representatives have also had discussion with MRWA WA to ensure that community comment can be referred to them.

Importantly there have also been meetings with community members, staff and elected members, with a delegation of community members meeting with the former Shire President, CEO and Director Development Services on 11 November 2022, as well as other meetings with staff and members of the community, the most recent being 22 June this year.

There have also been numerous Public Questions submitted to Council during several Ordinary Meetings of Council, as well as public questions through the Annual Electors Meeting. These are tabled as Attachment 2. The issues identified through these submissions have been identified in the KMS TISCER.

## **STATUTORY ENVIRONMENT**

***Environmental Protection Act 1986***

***Planning and Development Act 2005***

***Environmental Protection (Noise) Regulations 1997***

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

Nil.

## **RISK**



MRWA and Kimberley Mineral Sands documents indicate no significant risk from the approval of PBS 60 metre Quad Road Trains utilising MRWA roads to freight mineral sands from KMS mine site to Broome Port, and indeed technology requirements of these vehicles provide additional safety features that existing permitted vehicles are not required to have.

There are however issues that have been identified in the various assessments that require addressing. These are not risks to the Shire, and are identified in the conditions in the recommendation.

There are reputational risks of Council not making community concerns clear to MRWA and KMS. These are addressed by the submission and recommendations to MRWA.

## **STRATEGIC ASPIRATIONS**

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

### **Outcome 7 - Safe, well connected, affordable transport options**

**Objective** 7.3 Provide improved access to safe, affordable public transport, marine and aviation services.

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

### **Outcome 9 - A strong, diverse and inclusive economy where all can participate**

**Objective** 9.1 Increase Broome's domestic and international trade in tourism, agriculture, aquaculture, minerals and energy, culture and the arts, and other emerging industries.

### **Outcome 10 - Appropriate infrastructure to support sustainable, economic growth**

**Objective** 10.1 Invest strategically in property to stimulate economic growth.

The action for this objective is as follows:

**Action** 10.1.1 Advocate for Broome to be the logistics supply hub for mining, oil and gas, agriculture, cruise ship services, renewables and emerging industries.

## **VOTING REQUIREMENTS**

*Simple Majority*

### REPORT RECOMMENDATION:

*That Council:*

- 1. Notes that roads to be utilised are the subject of Main Roads Western Australia management control and are not managed by the Shire of Broome*
- 2. Notes that comment can only be made on the application by Kimberley Mineral Sands for the use of 60 metre Performance Based Solution Quad Trailer Road Trains for freight of mineral sands products*
- 3. Requests the Chief Executive Officer forwards the attached Public Questions Register at Attachment 2 to Main Roads Western Australia for them to consider in determining any applications for use of heavy Vehicles*

4. Requests that Main Roads Western Australia applies the following conditions to any permit issued for Kimberley Mineral Sands to utilise Performance Based 60 metre quad road trains through Broome Port
  - a. Logger 25 identified in the Cartage Management Plan and Traffic Impact Statement should be moved to the intersection of Tanami Drive and Broome Highway, given the frequency of accidents at the intersection of Old Broome Road and Broome Highway
  - b. Scheduling of Kimberley Mineral Sands truck movements to avoid key impact periods (school drop off and pick up hours and events)
  - c. **Design and implement, to the satisfaction of Main Roads WA and the Shire of Broome, a complaints management system to be implemented prior to commencement of vehicle movements to the laydown area in Broome.**
5. Requests that Main Roads considers the following comments/recommended actions to ensure that public safety is improved on roads used for heavy Haulage in Broome:
  - a. A Dual Use Path from Vacation Village Caravan Park to Broome Port along Port Drive should be prioritised, in accordance with the Shire's Trails Masterplan
  - b. A dual Use Path along the western side of Gubinge Road to provide a link between the various informal and formal pedestrian crossings should be prioritised
  - d. The construction of an apron for waste collection trucks on Port Drive and Broome Highway should be prioritised, as per Main Roads Road Safety Investigation
  - f. Upgrades to Port Drive to improve trafficable surface should be prioritised, as per Main Roads WA's Road Safety Inspection and Kimberley Mineral Sands Traffic Impact Statement Community Engagement Review
  - g. Consideration should be given to improvements to Port Drive and associated drainage to reduce flooding on Port Drive
  - h. Additional pedestrian crossing points should be constructed on Gubinge Road and Port Drive as per Main Roads Road Safety Investigation and Kimberley Mineral Sands Traffic Impact Statement and Traffic Impact Statement Community Engagement Report
  - i. Consideration should be given to upgrades of the intersection of Old Broome Road and Gubinge/Broome Road given the frequency of accidents at this location, as per Main Roads Road Safety Investigation
  - j. Consideration should be given to the replacement of the current intersection of Flowerdale Road and Gubinge Road with a roundabout to provide safer access to Blue Haze industrial Area and Roebuck Estate
  - k. Consideration should be given to assisting DevelopmentWA to expedite the extension of Tanami Drive to Sanctuary Road to provide traffic with an alternative to accessing cable beach instead of via Gubinge Road, given traffic volumes evidenced in the Main Roads Road Safety Investigation and Kimberley Mineral Sands Traffic Impact Statement
  - l. Consideration should be given to the lengthening of the slip lane at the intersection of Gantheaume Point Road and Gubinge Road
  - m. Consideration should be given to the upgrade of the intersection of Broome Highway and Wattle Drive
  - n. Consideration should be given to the upgrade of the intersection of Broome Highway and Morrell Park Road
  - o. Implementation of the recommendations of the RSI should be a high priority
6. Requests Kimberley Ports Authority and Kimberley Mineral Sands to provide additional Traffic Impacts Statements or assessments on the impact of truck movements during ship loading activities prior to commencement of export.

## Attachments

1. Ministerial Statement 1080 - S45c Amendment to Proposal
2. KMS Public Questions Register
3. Road Safety Inspection by MRWA - Stantec (*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)(i)) as it contains "a matter that if disclosed, would reveal a trade secret, where the trade secret is held by, or is about, a person other than the local government".***
4. Traffic Impact Statment - Greenfield Technical Services (*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)(i)) as it contains "a matter that if disclosed, would reveal a trade secret, where the trade secret is held by, or is about, a person other than the local government".***
5. Community Engagement Report - Creating Communities (*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)(i)) as it contains "a matter that if disclosed, would reveal a trade secret, where the trade secret is held by, or is about, a person other than the local government".***
6. Transport Cartage Management Plan - Campbells Transport (*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)(i)) as it contains "a matter that if disclosed, would reveal a trade secret, where the trade secret is held by, or is about, a person other than the local government".***

## Attachment 1 to Ministerial Statement 1080

Amendment to proposal and/or implementation conditions approved  
under section 45C of the  
*Environmental Protection Act 1986*

This Attachment replaces Schedule 1 and Schedule 2 of Ministerial Statement 1080.

**Proposal: Thunderbird Mineral Sands Project**

**Proponent: Thunderbird Operations Pty Ltd**

### Changes:

- Export of bulk products via Broome in addition to Derby
- Increase of the number of journeys per day between the Mine Site and Broome.
- Inclusion of the amount of bulk mineral sand products in Mega tonnes per annum being exported from the Port of Broome in Table 2.
- Removal of the amount of storage for packaged mineral sand products at Broome Port from Table 2.
- A 30 ha Increase in clearing for infrastructure and a 30 ha decrease in clearing for mining.

**Table 1: Summary of the proposal**

Proposal Title	Thunderbird Mineral Sands Project
Short Description	<p>The Thunderbird Mineral Sands Project is a heavy mineral sands operation located approximately 95 kilometres (km) north east of Broome and 75 km west of Derby on the Dampier Peninsula in Western Australia. It includes the mining, processing and export of mineral sands over approximately 42 years.</p> <p>The project includes the following:</p> <ul style="list-style-type: none"> <li>• Heavy mineral sands mining above and below the water table.</li> <li>• Groundwater abstraction from the Broome aquifer to provide processing water and access to mineral sands below the water table.</li> <li>• Processing of heavy mineral sands.</li> <li>• Tailings storage facility.</li> <li>• Export of bulk mineral sand products from the mine site via Derby Port, including storage facilities at Derby Port.</li> <li>• Export of <b>bulk</b> mineral sand products via Broome Port, including use of existing storage facilities at Broome Port.</li> <li>• Progressive backfilling of the mine pit to above the water table and rehabilitation of backfilled areas.</li> <li>• Upgrade and extension of an existing road to provide an approximately 32 km long site access road linking the project to the Great Northern Highway.</li> </ul>

Proposal Title	Thunderbird Mineral Sands Project
	<ul style="list-style-type: none"> <li>Supporting infrastructure including internal roadways, accommodation village, power plant, workshops, offices, wastewater treatment plant and a landfill.</li> </ul>

**Table 2: Location and authorised extent of physical and operational elements**

Proposal element	Location / description	Previously authorised maximum extent, capacity or range	Authorised maximum extent, capacity or range
<b>Physical elements</b>			
Mine Pits	Figure 2	Clearing and mining of no more than 1,635 ha within the 5,648 ha Mine Site Development Envelope.  No more than 200 ha of active mine pit will be open at any one time excluding areas being clearing in preparation of mining or areas being rehabilitated post-mining.	Clearing and mining of no more than <b>1,605</b> ha within the 5,648 ha Mine Site Development Envelope.  No more than 200 ha of active mine pit will be open at any one time excluding areas being clearing in preparation of mining or areas being rehabilitated post-mining.
Processing and Supporting Infrastructure, Including the Tailing Storage Facility, Site Access Road, Borefield, Accommodation and Other Mine Site Supporting Infrastructure	Figure 2	Clearing of no more than 326.1 ha within a 5,648 ha Mine Site Development Envelope.	Clearing of no more than <b>356.1</b> ha within a 5,648 ha Mine Site Development Envelope.
Derby Port Storage and Export Facility	Figure 3	Construction and operation of storage/export facility on previously disturbed land on Derby Port land.	Construction and operation of storage/export facility on previously disturbed land on Derby Port land.
<b>Operational elements</b>			
Tailings Storage Facility	Figure 2	Tailings Storage Facility with a design capacity of no more than 45 Mt.	Tailings Storage Facility with a design capacity of no more than 45 Mt.  Tailings Storage Facility operating for

Proposal element	Location / description	Previously authorised maximum extent, capacity or range	Authorised maximum extent, capacity or range
		Tailings Storage Facility operating for approximately 5 years from the commencement of mining operations.	approximately 5 years from the commencement of mining operations.
Overburden Waste and Tailings Disposal and Management (Backfilling Mine Voids)	Figure 2	Overburden waste and tailings co-disposed into mine voids once Tailing Storage Facility is closed.	Overburden waste and tailings co-disposed into mine voids once Tailing Storage Facility is closed.
Groundwater Abstraction	Figure 5	Up to 13 GL abstraction per annum during commissioning.  Up to 33 GL abstraction per annum during mining.	Up to 13 GL abstraction per annum during commissioning.  Up to 33 GL abstraction per annum during mining.
Groundwater Reinjection	Figure 5	Up to 22 GL reinjection per annum during mining.	Up to 22 GL reinjection per annum during mining.
Transport and Storage of Bulk Mineral Sand Products – Derby Port	Figure 3	Enclosed storage of up to 50,000 tonnes of bulk mineral sand products at Derby Port at any one time.  Up to 20 return journeys (40 truck movements) per day between the Mine Site and Derby Port operating 24 hours per day.	Enclosed storage of up to 50,000 tonnes of bulk mineral sand products at Derby Port at any one time.  Up to 20 return journeys (40 truck movements) per day between the Mine Site and Derby Port operating 24 hours per day.
Transport and Storage of Bulk Mineral Sand Products – Broome Port	N/A	Storage of up to 10,000 tonnes of packaged mineral sand products at Broome Port at any one time.  Up to 7 return journeys (14 truck movements) per day between the Mine Site and Broome	<b>Less than 50 return journeys (100 truck movements) per day between the Mine Site and Port of Broome</b> operating 24 hours per day.

Proposal element	Location / description	Previously authorised maximum extent, capacity or range	Authorised maximum extent, capacity or range
		Port operating 24 hours per day.	
Transshipment of Bulk Mineral Sands from Derby Port	Figure 3	Bulk mineral sand products to be loaded into barges via an enclosed loading system, transported by barge to a sea transfer site at Point Torment in King Sound, and then loaded into ships.	Bulk mineral sand products to be loaded into barges via an enclosed loading system, transported by barge to a sea transfer site at Point Torment in King Sound, and then loaded into ships.
Shipping for Export (Derby Port)	Figure 3	Up to 40 sailings per annum for the export of bulk mineral sand products from Derby Port.	Up to 40 sailings per annum for the export of bulk mineral sand products from Derby Port.
Shipping for Export (Broome Port)	N/A	Up to 30 sailings per annum for the export of packaged mineral sand products from Broome Port.	<b>Export of up to 1.6 Mtpa bulk mineral sand products from the Port of Broome.</b>

Note: Text in **bold** in Table 1 and Table 2 indicates a change to the proposal.

**Table 3: Abbreviations and Definitions**

Acronym or Abbreviation	Definition or Term
CEO	The Chief Executive Officer of the Department of the Public Service of the State responsible for the administration of section 48 of the <i>Environmental Protection Act 1986</i> , or his delegate.
CPI	The real value of offset expenditure described in condition 10-3(2) will be maintained throughout the life of the proposal through indexation to the financial year annual Perth Consumer Price Index rate from the date of this Statement, with the first adjustment to be applied to the first amount and each subsequent amount to be calculated from the previous year's amount.
EPA	Environmental Protection Authority
EP Act	<i>Environmental Protection Act 1986</i>
DWER	Department of Water and Environmental Regulation
GL	Gigalitres
ha	Hectare
Mt	Mega Tonnes
Management actions	Risk-based actions to be implemented to meet the environmental objective.

Management targets	Targets to determine the effectiveness of the management actions.
Monitoring	Monitoring to measure the effectiveness of management actions.
Process for revision of management actions	Process for revision of management actions and changes to proposal activities, in the event that the management targets are not achieved. The process shall include an investigation to determine the cause of the management target/s being exceeded.
Reporting	Reporting of implementation of management actions and reporting on the effectiveness of management actions to demonstrate that the objective/s have been met.

### Figures (attached)

Figure 1 Regional map

Figure 2 Mine site development envelope and conceptual mine layout

Figure 3 Derby Port development envelope

Figure 4 Aboriginal Heritage exclusion zones

Figure 5 Groundwater drawdown contours

### Development Envelope Coordinates

Coordinates defining the regional location, Mine site development envelope and, Derby Port development envelope, Heritage exclusion zones and groundwater drawdown contours in Figures 1 to 5 are held by the Department of Water and Environmental Regulation, Document Reference Number 2017-1504678381308 and the updated conceptual mine layout is Document Reference Number DWERDT639819.



### Professor Matthew Tonts

CHAIR

Environmental Protection Authority

Delegate of the Minister for Environment

8 November 2022





Figure 1: Regional map

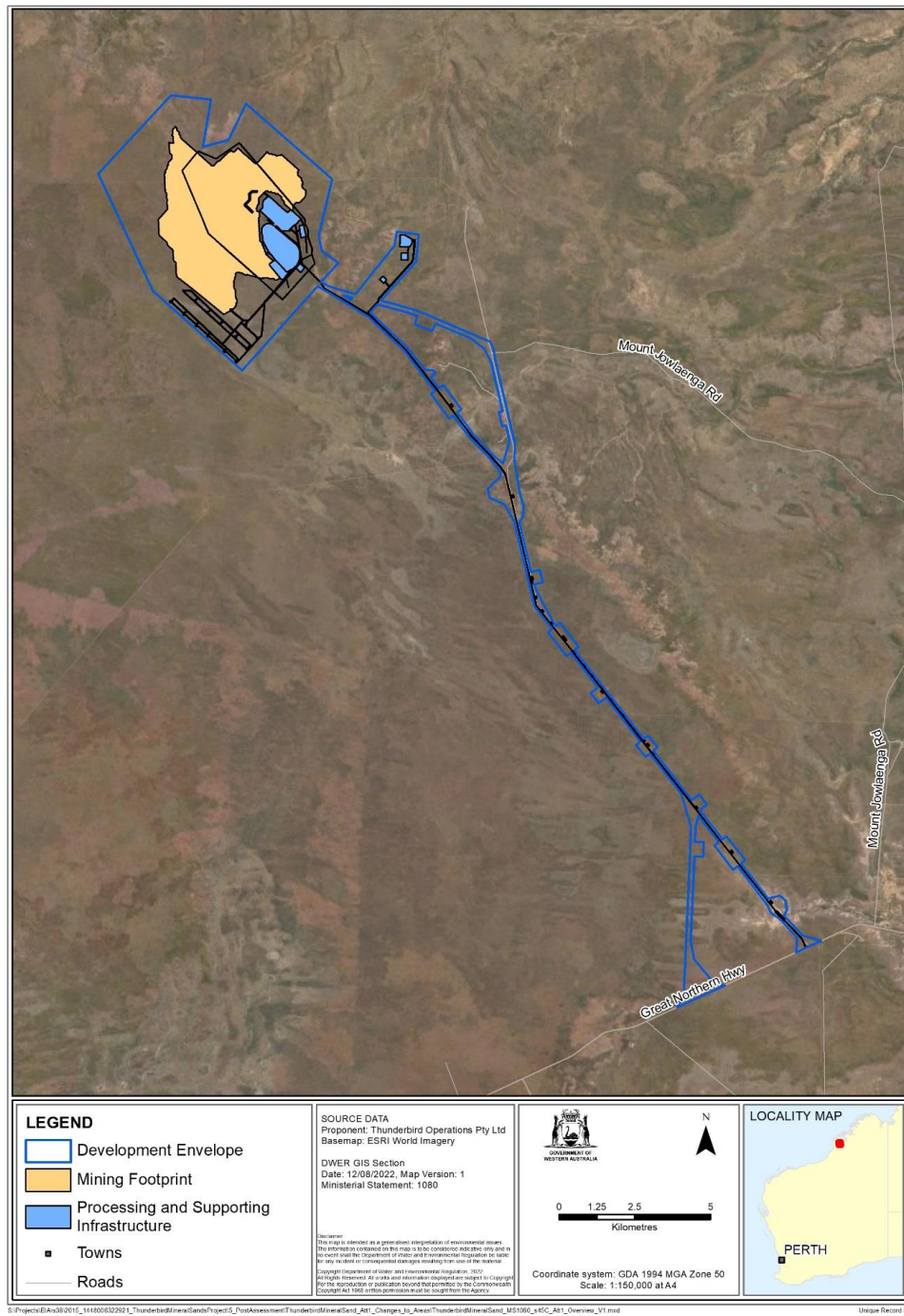


Figure 2: Mine site development envelope and conceptual mine layout



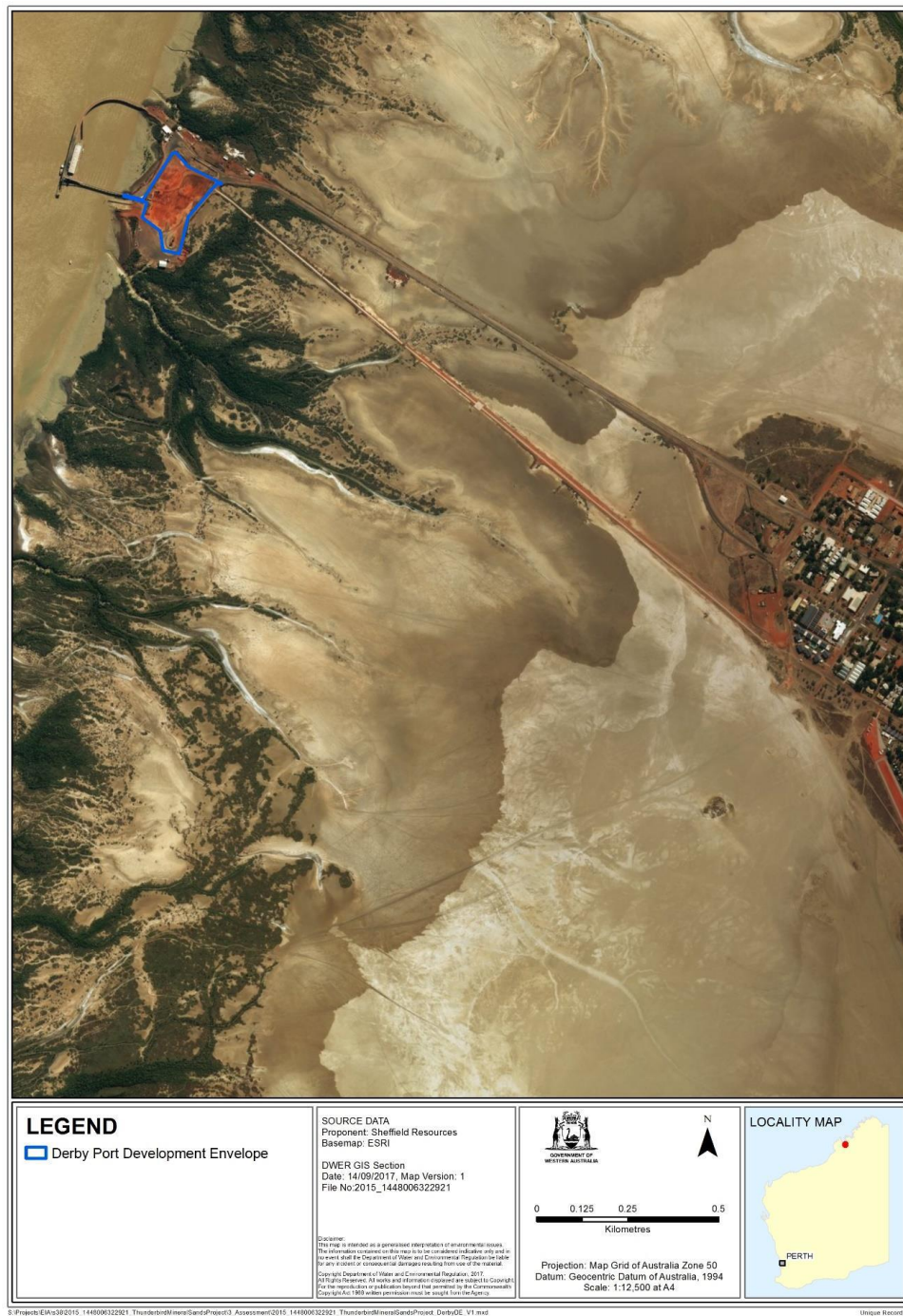


Figure 3: Derby Port development envelope

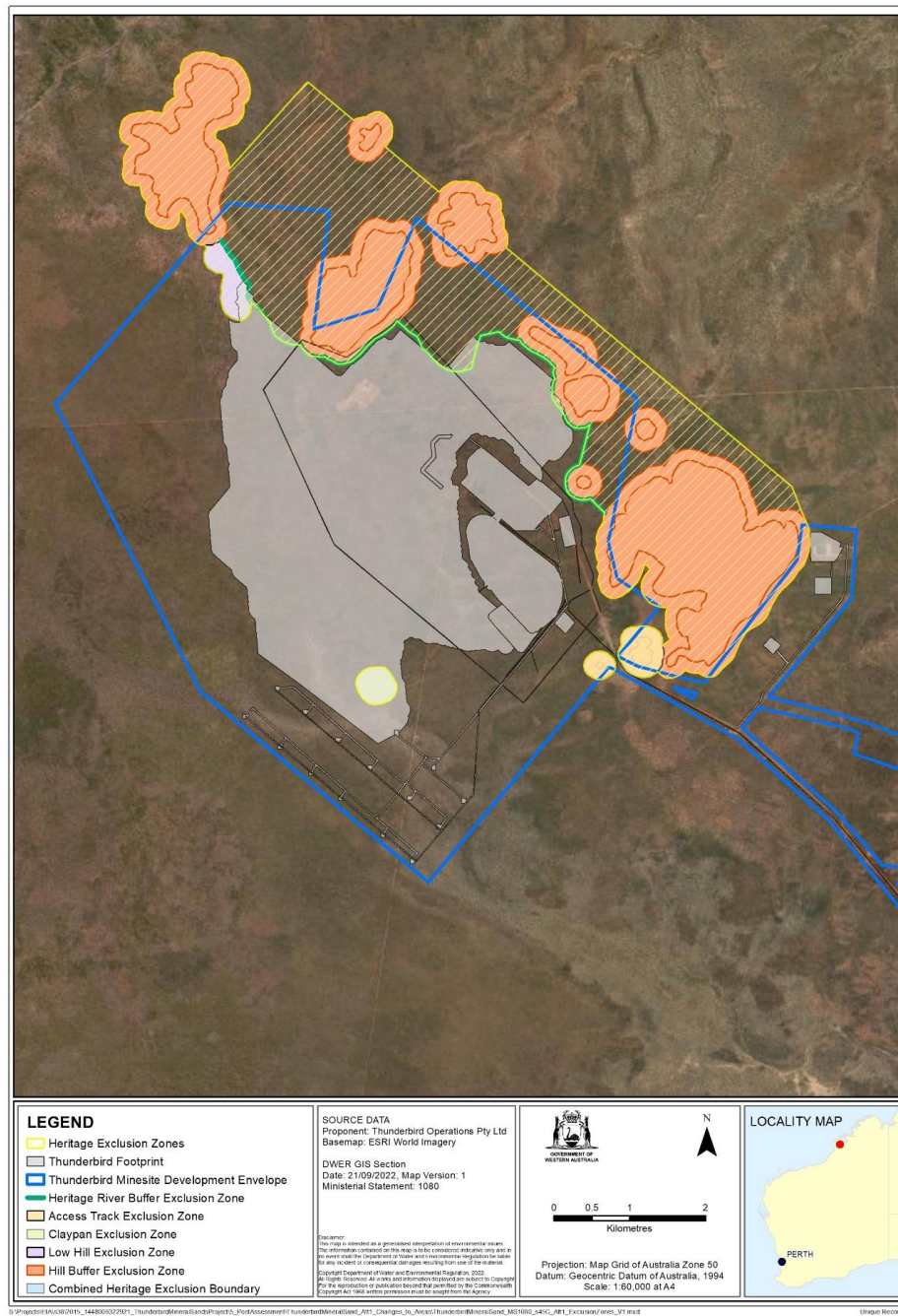


Figure 4: Aboriginal Heritage exclusion zones



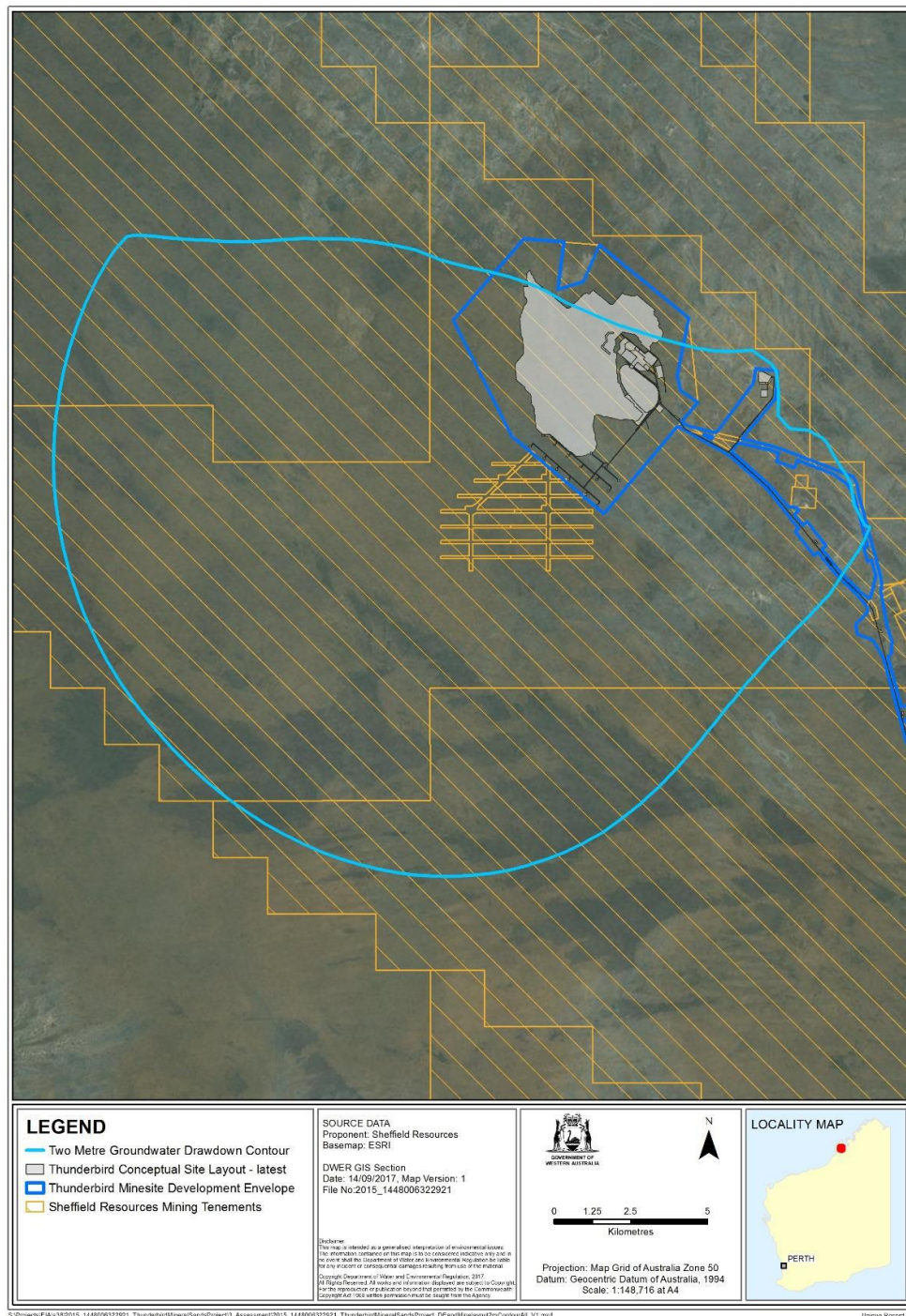


Figure 5: Groundwater drawdown contours

OMC Meeting Date	Submitter	Question	Answer
17-Nov-22	Jan Lewis	<p>Can the Shire provide details of any consultation with other organisations that occurred regarding the Kimberley Mineral Sands (KMS) application to the Environmental Protection Authority (EPA) for a variation to allow 100 truck trips per day through Broome, including:</p> <p>a) when this consultation occurred  b) which organisations spoke to the Shire and who spoke on behalf of the Shire to each organisation  c) did any organisation consult directly with the Shire Councillors in their councillor role, and if so which organisation(s)  d) what advice was given by the Shire to the EPA, by whom and when?</p> <p>In a letter from the Shire President to myself I was advised that the Shire had recommended that a comprehensive community consultation, a traffic impact assessment and establishment of a complaints management system be required as a condition of the approval. The EPA has ignored the Shire's recommendation and approved the variation to allow 100 truck trips per day through Broome at any time of the day or night.</p> <p>Can the Shire inform residents what it will do to ensure that the Shire's recommendation of community consultation, a traffic assessment and a complaints management system will occur?</p>	<p>a) The Shire of Broome has had numerous engagements with Kimberley Mineral Sands on a formal and informal basis, including face to face meetings, attendance at stakeholder meetings as well as phone calls and emails. This is normal practice for a developer or proponent to request meetings and provide updates to Shire staff.</p> <p>b) The CEO, Director Development Services, Economic Development Coordinator have all had interaction with various employees and representatives of KMS.</p> <p>c) Cr Male advised that a meeting will be held with KMS Tuesday 22 November 2022.</p> <p>d) The Shire of Broome sent a letter to the EPA on 7 April 2022 that included recommended conditions that the EPA should consider in any decision to support the variation to the S42 licence. The letter sent to the EPA by the Shire was also sent to KMS to ensure that KMS is aware of the Shire's recommended conditions.</p>
	Virginia Westwood	<p>As a cyclist who regularly rides on Gubinge Road and Port Drive, is the Shire aware that Main Roads has never done a count of traffic on the busiest section of Gubinge Road between Cable Beach Rd East and Gantheaume Point Road?</p> <p>Does the Shire agree with the Main Roads Regional Manager who describes traffic on this section of road as "low volume"?</p>	<p>Gubinge Road and Port Drive are managed by Main Roads WA and are already rated for triple road trains up to RAV 10 at 53.5 metres in length, and the Shire will have little say in any use of these roads by permitted vehicles.</p> <p>While the EPA licence may not be conditional, the Shire has been advised by Main Roads WA that any permit to utilise the subject roads by larger vehicles such as Performance Based Solution Quad Road Trains to a maximum of 60 metres will be conditional on a community consultation process as well as engagement with the Local Government. During this engagement the Shire will reiterate the recommended conditions that were provided to the EPA.</p> <p>The Shire is not aware of any information related to traffic counts on Gubinge Road and is not the manager of the road.</p> <p>The Shire cannot make any comment on volumes without traffic data, and has no responsibility for Main Roads WA roads.</p>

		<p>What impact on Broome's tourism industry does the Shire think will occur once 50 heavy haulage trucks start travelling to and from Broome Port (100 movements) and mixing with tourist traffic heading for Cable Beach, Entrance Point or Gantheaume Point, thereby physically dividing tourists from iconic beaches and sites?</p>	<p>The Shire has not done any assessment of the impact of an additional 50 heavy vehicles per day, and has no control over vehicle movements on the sections of road intended to be utilised by KMS as these roads fall under the management of Main Roads WA.</p> <p>Our current understanding is that this will be a maximum of 26 vehicles per day in Stage 1 and 42 vehicles per day in Stage 2, though no confirmation has been received on actual vehicle movements proposed.</p> <p>The Shire has sought conditions to ensure any impacts on local road users and residents are minimised.</p>
	Brendan Renkin	<p>Does the Shire think that the addition of 100 truck movements a day at the Broome Port is likely to have any impact on access to the proposed new boat launching facility at Entrance Point? If so, what will the Shire recommend to mitigate these impacts?</p>	<p>Gubinge Road and Port Drive are managed by Main Roads WA.</p> <p>The Shire has not done any assessment of the impact of an additional 42 heavy vehicles per day, and has no control over vehicle movements on the sections of road intended to be utilised by KMS as these roads fall under the management of Main Roads WA.</p> <p>The Shire will request conditions on any approval issued by Main Roads WA to use any category of vehicles currently not permitted to ensure that any impacts on local road users and residents are minimised.</p> <p>The Chief Executive Officer also advised that the Shire is working closely with the Department of Transport and the Kimberley Port Authority to look at an alternative road around the outside of the industrial area for access to the Port land.</p>
		<p>The 2021-2031 Strategic Community Plan (SCP) has an action "Advocate for Broome to be the logistics supply hub for mining, oil and gas, agriculture, cruise ship services, renewables and other emerging industries".</p> <p>Can the Shire explain whether any assessment has taken place about the potential impact on both liveability and the tourism industry of Broome becoming a logistics supply hub, and specifically did that assessment include a projection on the increase of heavy haulage traffic and consideration of the impact of an additional 100 24 hours a day 4 trailer truck movements through the town, or future movements?</p>	<p>The Strategic Community Plan action is to advocate for this outcome related to logistics. This action covers broad outcomes that are not assessed until specific projects or development is proposed.</p> <p>No specific assessment was undertaken on heavy haulage traffic, as this is dependant on specific proposals – for example some logistics outcomes relate to the airport rather than traffic or port activities.</p> <p>It should be noted that the SCP was developed in collaboration with the community and has been widely advertised.</p>
		<p>If no formal assessment has occurred, does the Shire have a plan for how to consult the community and manage the potential impact on tourism and liveability of Broome becoming a logistics supply before it is too late and Broome becomes the metaphorical dead frog in a pot of boiling water?</p>	<p>Any logistics hub proposal, such as the Kimberley Marine Supply Base or Kimberley Mineral Sands export proposal, will be assessed by a range of authorities during the approvals process. In some cases these are assessed by the Shire, in others they are assessed by the Environmental Protection Authority or Main Roads WA, or other agencies.</p> <p>The Shire will advocate for industries that benefit the community, including logistics, and will provide advice to assessment agencies to ensure any potential negative impacts on other industry sectors are minimised.</p>

	Mandy McInery	How can the Shire assist residents of old Cable Beach, especially those on Harman and Taylor Roads, Smirnoff Place and Wirl Buru Gardens whose lives are already disrupted by traffic noise on Gubinge Road, particularly at night, and who will bear the brunt both of additional disturbance and falling property values?	<p>Gubinge Road and Port Drive are managed by Main Roads WA and are already rated for triple road trains up to RAV 10 at 53.5 metres in length, and the Shire will have little say in any use of these roads by permitted vehicles from any operator.</p> <p>The Shire has been advised by Main Roads WA that any permit to utilise the subject roads for any larger vehicles, such as Performance Based Solution Quad Road Trains to a maximum of 60 metres, will be conditional on a community consultation process as well as engagement with the Local Government. During this engagement the Shire will reiterate the recommended conditions that were provided to the EPA.</p>
AEM 25 May 2023	Jan Lewis	<p><u>ELECTOR MOTION 3:</u> Minute No. /0523/005</p> <p>Moved: Jan Lewis Seconded: Gwendolyn Knox</p> <p>That the Shire of Broome undertakes a study, this calendar year, on the impacts that increased truck volumes on Gubinge Road will have on Shire-managed roads in nearby residential areas and on residents attempting to access to Gubinge Road. The study should:</p> <ul style="list-style-type: none"> <li>· include extensive consultation with residents and consider road safety issues raised in the 2023 KMS funded Creating Communities consultation;</li> <li>· include possible mitigation strategies, including speed abatement measures and road closure suggestions; and</li> <li>· be available in draft form for all residents to peruse and comment on prior to a final report being tabled at December's council meeting.</li> </ul> <p>CARRIED</p>	
		<p><u>ELECTOR MOTION 4:</u> Minute No. /0523/006</p> <p>Moved: Jan Lewis Seconded: Virginia Westwood</p> <p>That the Shire of Broome undertakes a study, this calendar year, which includes extensive consultation with all residents, on the impacts on residents and businesses of the town becoming a logistics hub for the oil, gas and mining industries, with particular emphasis on liveability/social amenity and the effect on the tourism industry, with the draft of the consultants' report available for all residents to peruse prior to the report being tabled at December's council meeting.</p> <p>CARRIED</p>	



	Jan Lewis	What studies has the Shire done on the impacts for residents and existing businesses of Broome becoming a logistics hub for the oil, gas, renewable energy and mining industries?	<p>The Shire has not undertaken a specific assessment of the impacts of the Shire supporting logistics for oil, gas, renewable energy and mining industries.</p> <p>The Shire of Broome Corporate Business Plan 2022-2026 (CBP) contains Outcome 10 that includes Objective 10.1 which is to 'Invest strategically in property to stimulate economic growth', and the following specific action:</p> <p>10.1.1 Advocate for Broome to be the logistics supply hub for mining, oil and gas, agriculture, cruise ship services, renewables and emerging industries.</p> <p>As this is an Advocate action in the CBP, the Shire assesses and supports these proposals related to these industry sectors, but does not drive or develop them.</p> <p>Any proposals from a business related to these industry sectors are required to address any external impacts such as noise, dust, traffic and light emissions as part of the approvals processes through the Environmental Protection Act, as well as through the Planning and Development Act.</p> <p>Similarly, when a proposal is submitted for the Shire to consider, assess or approve, the economic impact is also assessed to determine the benefit to the community.</p> <p>Council's Local Planning Strategy and Local Planning Scheme identify specific land uses and allocates land for these types of land uses.</p> <p>The CBP action is related to the Economic Development Strategy that contains various actions and objectives related to diversifying the Broome economy.</p> <p>All of these documents have been adopted by Council after extensive community engagement.</p>
	Jan Lewis	How does the Shire define a logistics hub?	<p>There is no specific definition of a logistics hub, other than the general meaning of the term, and in the context of the industry sectors referred to.</p>

27/07/2023 Jan Lewis	<p>My question relates to the Shire's response to my motion at the Elector's meeting in relation to the impact on shire managed roads adjacent to the route to be taken to KMS trucks. The response stated the Shire would:</p> <ul style="list-style-type: none"><li>· Table the Kimberley Mineral Sands Traffic Impact Assessment submitted to Main Roads with Council when completed</li><li>· Prepare a submission on the Kimberley Mineral Sands Traffic Impact Assessment to Main Roads WA</li></ul> <p>Will the Broome community have the opportunity to provide input to the Shire's response?</p>	<p>As Kimberley Mineral Sands has undertaken a comprehensive Community Engagement Strategy it is not expected that the Shire will undertake a separate consultation process that duplicates this.</p> <p>Comments already received by the Shire through correspondence and Public Question Time will be forwarded to Main Roads as part of any Shire submission – these are being collated already.</p> <p>The Shire of Broome was provided with some of these documents today and is currently waiting to be provided with a copy of the Road Safety Audit by main Roads WA. Once all are received Shire officer's will review them and provide advice to Council and subsequently to Main Roads.</p> <p>As the roads being utilised by KMS are State Government roads managed by Main Roads WA, any further comment from community members should be directed to KMS and Main Roads.</p>
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**9.2.2 PROPOSED PERMANENT CLOSURE OF THE BIN SALLIK LANEWAY**

<b>LOCATION/ADDRESS:</b>	31 and 33 Bin Sallik Avenue, Broome Reserve 50253 (Lot 642 Lilarr Retreat, Cable Beach)
<b>APPLICANT:</b>	Timothy Webster - Adjoining Resident
<b>FILE:</b>	BIN-1/GEN
<b>AUTHOR:</b>	Land Tenure Officer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

The Applicant has lodged a Crown Land Enquiry Form to the Department of Planning, Lands and Heritage (DPLH) requesting to purchase Lot 642 Lilarr Retreat, Cable Beach. The Lot is currently vested with the Shire of Broome as Reserve 50253 with the purpose of Pedestrian Accessway (the PAW). DPLH advised the Applicant that as the PAW is vested with the Shire that there is a process that the Shire must undertake before they can consider the request.

The Applicant, who is one of the adjoining property owners to the PAW, has contacted the Shire to complete the required process to allow for the purchase of the PAW to take place.

**BACKGROUND**Previous Considerations

OMC 2 June 2015	Petition
OMC 25 June 2015	Item 9.1.3
OMC 12 Dec 2015	Item 9.2.1

At the Ordinary Meeting of Council (OMC) held 2 June 2015, a petition was presented by Cr Mitchell on behalf of residents within the vicinity of Bin Sallik Avenue.

The petition requested:

*"The Shire of Broome to close/block off the laneway passing from Larja Link through to Bin Sallik Avenue for the following reasons – Damage to property, vandalism to Council foot-paths, light poles and barriers. Large scale graffiti damage to residents fences, damage to parked vehicles verge side, burglary and anti social behaviour."*

An item was subsequently presented to Council at the OMC held 25 June 2015 to seek Council's determination in relation to whether the petition should be investigated. At that meeting Council resolved the following:

**COUNCIL RESOLUTION:****(REPORT RECOMMENDATION)**

**Moved: Cr D Male**

**Seconded: Cr H Tracey**

***That Council request the Chief Executive Officer:***

- 1. To prepare a community engagement plan and advertise the proposal to close the laneway between 31 and 33 Bin Sallik Avenue for a period of 35 days.***
- 2. To contact the signatories of the petition to advise of Council's determination.***

***CARRIED UNANIMOUSLY 7/0***

At the OMC held 17 December 2015 Council considered the feedback received following the community engagement plan. Council resolved the following:

**COUNCIL RESOLUTION:*****Moved: Cr M Croft******Seconded: Cr C Mitchell******That Council:***

- 1. Notes all submissions received during the public consultation period.***
- 2. Authorises the Chief Executive Officer to gate and fence the laneway at the northern side of Lot 642 of Reserve 50253 to prevent the laneway being used as a thoroughfare, without delay.***
- 3. Requests the Chief Executive Officer to:***
  - Gate and fence the laneway at the Woods Drive end without delay, in accordance with Council's previous resolution of 15 October 2015;***
  - Contact the submitters to advise of Council's resolution and to outline the modified pedestrian network;***
  - Undertake a strategic review of all Shire vested / owned laneways with the intent to recommend closure or otherwise in accordance with Designing-Out-Crime principles;***
  - Further address antisocial behaviour in laneways in the Community Safety Plan which is to be developed in 2015/2016.***

***CARRIED 8/1***

**Reason: To prevent the laneway being used as a thoroughfare and undertake a strategic review of all Shire laneways with respect to Designing Out Crime principles.**

It was also noted at this Council meeting that the laneway could not be permanently closed and sold to the adjacent residents, as the laneway contains Water Corporation assets that could not be moved.

**COMMENT**

The laneway between 31 and 33 Bin Sallik Avenue (Bin Sallik Laneway) is a reserve for public access (Lot 642 of Reserve 50253) that has been closed with a gate and fence since December 2015. The location of the laneway is shown below and in Attachment 1:



One of the actions in the Community Safety Plan 2021 – 2025 was for Shire officers to undertake a strategic review of the laneway and drainage network. The Land Tenure Officer has recently undertaken this review and is working through recommendations that are to be presented to Council at a later time. However, initial findings of the review have identified that this PAW has not contributed to the pedestrian network since its closure and there is no reason for the Shire to retain the Reserve or seek to re-open it.

Further, since the closure of this PAW the Shire has not received any complaints from the community to indicate that the closure has adversely affected the wider pedestrian network or the pedestrian permeability of the area.

**DPLH PAW Closure Process – Procedure for the Closure of Pedestrian Access Way Planning Guidelines – October 2009 Western Australian Planning Commission (WAPC)**

DPLH require the Shire to undertake a total of 8 steps before they will consider the request from the adjoining landowner to purchase and amalgamate the land with their own.

The 8 steps include consultation with affected community members, written support from abutting landowners, the Council writing to the WAPC for them to assess the proposal and if the WAPC endorse the proposal then having the proposal processed with Landgate. The outcome of the consultation with the community and a final determination following that will be returned to Council for a decision on whether to close the pedestrian access way or retain it.

For the purposes of this report Shire officers are recommending to undertake Steps One, Two and Three out of the Eight. These initial steps are outlined below. See the full procedure contained within the guide here: [https://www.wa.gov.au/system/files/2021-07/GD\\_closure\\_pedestrian\\_access\\_ways.pdf](https://www.wa.gov.au/system/files/2021-07/GD_closure_pedestrian_access_ways.pdf)

Step 1. The Shire must prepare a Closure Report, being these Council minutes.

Step 2. The Closure Report must then be referred to all relevant infrastructure providers and any other agencies that may have an interest in the PAW and request any comments in writing.

Step 3. The Shire must consult with anyone in the community likely to be affected by the permanent closure using two methods and seek comments in writing.

*This report recommends that Council resolve to refer this Closure Report to all relevant infrastructure providers and consult with anyone in the community likely to be affected by the permanent closure.*

Following that Shire Officers will return the matter to Council to review any comments received and determine whether to proceed with the full closure.

## **CONSULTATION**

During consultation in 2015 it was identified that the PAW could not be permanently closed and sold to adjacent residents because the Water Corporation has assets located within the PAW. Water Corporation have now indicated that these assets can be removed from the PAW at the Applicant's cost. The Applicant has received a quote for the removal and has indicated that they are willing to cover all costs.

It is noted that Council's Election Caretaker Policy clause 6.1 prohibits community consultation being undertaken during the caretaker period on an issue which is contentious. Officers do not consider this issue to be applicable under clause 6.1 of the policy.

## **STATUTORY ENVIRONMENT**

### ***Land Administration Act 1997***

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

### Option 1 – No Action

No additional costs would be incurred. The existing regular maintenance activities undertaken in the reserve will continue to be incurred under the existing operational budget.

### Option 2 – Permanently Close the Laneway to allow for the purchase by Adjoining Landowners

Costs would reduce due to the Reserve no longer being under the management of the Shire. Through the closure of the Reserve the Shire will not be required to undertake any maintenance and this will deliver minor savings to works operational budgets. Should Council endorse the sale of the property adjoining landowners would take on any costs of maintenance and fencing of land.

## **RISK**

The consequence of not undertaking the full permanent closure of the laneway, would result in a low impact to the Shire's reputation.

## STRATEGIC ASPIRATIONS

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

### **Outcome 8 - Cost effective management of community infrastructure**

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

## VOTING REQUIREMENTS

*Simple Majority*

### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0823/024**

**Moved: Cr C Mitchell**

**Seconded: Cr P Taylor**

**That Council:**

- 1. Requests the Chief Executive Officer to undertake Step 2 and Step 3 as outlined in the Procedure for the Closure of Pedestrian Access Way Planning Guidelines, and seek public comment on the proposed closure of the Pedestrian Access Way (Reserve 50253, Lot 642 Lilarr Retreat, Cable Beach): and**
- 2. Requests the Chief Executive Officer to provide an update to Council once the above steps have been undertaken for Council to assess any comments received and make a final determination on the closure of the Pedestrian Access Way.**

**CARRIED UNANIMOUSLY 6/0**

## Attachments

1. Attachment No 1 - Location Plan



ATTACHMENT NO 1 – LOCATION OF PAW





**9.3 PROSPERITY****9.3.1 AMENDMENT TO 2023/24 FEES AND CHARGES - ADVERTISING WITHIN THE VISITOR INFORMATION BAY ON CAPE LEVEQUE ROAD**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	ENR07
<b>AUTHOR:</b>	Economic Development Coordinator
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Development Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

Council is requested to consider adoption by absolute majority a proposed new fee for businesses who wish to advertise on the Visitor Information Bay signage on the turn off to the Cape Leveque Road.

**BACKGROUND***Previous Considerations*

The Visitor Information Bay is located at the intersection of Broome Road and Broome Cape Leveque Road, approximately 400m from Broome Road. As part of the sealing of the Cape Leveque Road project, the Shire committed to Main Roads that it would design, install and manage a sign for commercial operators to advertise on.



The advertising sign is one of four signs that will be placed at the Visitor Information Bay. The first three signs were designed by Main Roads in consultation with Traditional Owners and they cover Native Title, Visitor Information, and a Welcome to the Dampier Peninsula. These have now been installed.

The need for the signage arose from Main Road's discussion with organisations, groups and community members that were affected by the sealing of the Cape Leveque Road. The rationale to support advertising at this location is to provide information to tourists about accommodation in order to discourage illegal camping and to promote accommodation and tourism businesses who operate on the Dampier Peninsula.

Despite recognising the need for the advertising sign, Main Roads declined the ongoing management of the signage as it does not fit within their policy or mandate. The Shire is therefore stepping in to do this work to ensure that businesses on the Dampier Peninsula have the opportunity to advertise.

## COMMENT

The sign is coming to Council's attention as Council is requested to consider adoption by absolute majority a proposed new fee for businesses that wish to advertise on the Visitor Information Bay signage. A new fee requires unanimous Council approval. Council is also being provided the opportunity to read the process that officers will follow to determine priority and eligibility to advertise on the sign.

The advertising sign has been designed by Shire of Broome staff. There will be up to 24 boxes available, and the fee for advertising is priced at cost recovery. The sign will be vinyl laminate and replaced as necessary or on an annual schedule. Attached below is the sign

that has been designed and is currently in production. It is simple enough that the square sizes can be adjusted if necessary, at a later date.

Shire of Broome A future, for everyone						Visitor Information					

Special Thanks to: VisitBroome.com.au  
Broome Visitor Centre

The ongoing advertising of the signs will be managed by the Shire's Infrastructure directorate, within the same management and oversight structure as the existing Blue and White Directional signs. To ensure that the sign remains within the objective of its intended purpose (to discourage illegal camping and support businesses based on the Dampier Peninsula) officers have created a process to determining priority and eligibility for advertising on the sign.

If the fee is approved by Council, the opportunity to advertise on the Cape Leveque Advertising Sign will be published on the Shire's website. In order to pay the advertising fee, businesses who wish to advertise will be asked to agree to the following provisions:

- Accommodation providers will be given first option to advertise on the sign.
- In the event that an accommodation operator seeks to advertise on the sign, and the sign is fully utilised at that time, that accommodation provider will be given first option to advertise as soon as a space becomes available.
- All other businesses, are offered space to advertise in order of preference as follows:
  - o Businesses operating with a physical presence on the peninsula;
  - o Any other business that offers a good or service that the Shire considers relevant and/or particular to the Cape Leveque road/ Dampier Peninsula (e.g. flight service).
- The business to be advertised must be located upon a parcel of land which has the appropriate land use approved by council.
- If, under relevant legislation, the business meets the requirements to be considered a health premises, then it must be an approved health premise. This includes food businesses, caravan parks, lodging houses and aquatic facilities.

After receiving a request to advertise on the sign, officers will conduct a short internal review to ensure that the business has met the criteria. This is necessary to ensure that businesses that advertise have met relevant legislative requirements and this is not negotiable due to the Shire's regulatory role.

## **CONSULTATION**

The advertising sign and the information bay is an outcome of the Dampier Peninsula working group. Organisations representing tourism providers have been consulted, which includes Main Roads, Western Australian Indigenous Tourism Operators Council (WAITOC), Ardi Indigenous Tourism Operators Inc (ARDI), TourismWA and Kimberley Development Commission (KDC).

Main Roads has also had a dedicated community engagement person who has worked on the Visitor Information Bay signage project with individual businesses, industry representatives, Traditional Owners, and communities since pre-2019. Shire officers have also been involved in the working group over this time.

Individual businesses have also been approached for feedback and they have been very supportive.

## **STATUTORY ENVIRONMENT**

***As per the Local Government Act 6.16 Imposition of Fees and Charges an absolute majority decision from Council is required.***

### **Local Government Act 1995 - Sect 6.19**

#### **6.19 . Local government to give notice of fees and charges**

*If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —*

- (a) its intention to do so; and*
- (b) the date from which it is proposed the fees or charges will be imposed.*

### **Local Government (Administration) Regulations 1996 - REG 3A**

#### **3A . Requirements for local public notice (Act s. 1.7)**

### **Shire of Broome – Meeting Procedures Local Law 2020**

#### **Section 15.3 Implementing a decision**

## **POLICY IMPLICATIONS**

N/A

## **FINANCIAL IMPLICATIONS**

The fees are set at cost recovery and in line with the blue and white directional signage. If fully utilised, the 24 spaces will generate revenue for the Shire up to \$2,068 annually.

Shire staff will seek replacement of the individual stickers on the sign as part of their regular work schedule. An annual fee is required in order to ensure that the signage remains up to date with information.

Information bay advertising sign fee schedule:

<b>Fee</b>	<b>2023/24 ex GST</b>	<b>2023/24 Inc GST</b>
Information Bay Advertising Sign Establishment Fee	\$340.43	\$374.47
Information Bay Advertising Sign Annual Fee	\$86.18	\$94.80

## **RISK**

A risk is that some businesses or entities may be unsatisfied that they are not eligible to advertise on the sign, however this is not negotiable due to the Shire's regulatory role.

The intention of the sign is to mitigate the risk from people travelling without having booked or considered accommodation and to reduce the incidence of illegal camping.

## **STRATEGIC ASPIRATIONS**

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

**Outcome 9 - A strong, diverse and inclusive economy where all can participate**

**Objective** 9.3 Activate the Dampier Peninsula.

## **VOTING REQUIREMENTS**

*Absolute Majority*

### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0823/025**

**Moved: Cr P Taylor**

**Seconded: Cr P Matsumoto**

**That Council:**

- 1. Requests the Chief Executive Officer to advertise the introduction of a new fee, as per the Local Government Act 1995 section 6.19**
- 2. Authorises the Chief Executive Officer to introduce a new fee, to begin September 30, 2023 subject to the following conditions:**
  - (a) The statutory advertising period has been satisfied.**
  - (b) The fee is to be set at the following amounts: an establishment fee of \$374.47 including Goods and Services Tax (GST); and an annual fee of \$94.80 inclusive of GST.**

**CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 6/0**

## **Attachments**

Nil

**9.3.2 PROVISION OF KEY WORKER HOUSING**

<b>LOCATION/ADDRESS:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>FILE:</b>	LSS/GEN
<b>AUTHOR:</b>	Project Officer
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Infrastructure
<b>DISCLOSURE OF INTEREST:</b>	Nil

**SUMMARY:**

The Shire is being impacted by a lack of access to housing for its key workers. This is affecting the Shire's ability to attract and retain key workers which in turn is having a negative impact on service delivery to the community.

The report seeks Council's endorsement of an increase to the number of Shire key worker properties from 8 to 18 properties and recommends that the Shire commence immediately with the provision of additional housing by:

- a) borrowing funds from the Western Australian Treasury Corporation, at reduced interest rates, to support the provision of land and dwellings; and
- b) purchasing land and constructing four dwellings for the purpose of key worker housing.

**BACKGROUND**Previous Considerations

OMC 27 July 2023                      Item 9.4.1

The Shire currently owns 8 residential properties in Broome for the purpose of staff housing.

The properties are a mix of units and freestanding houses and vary from one bedroom to four bedrooms;

Type	Bed / Bath	Year	Indicative Value
Unit	2 / 2	2013	\$500,000
Unit	2 / 1	1995	\$442,000
Unit	2 / 2	2006	\$450,000
Unit	1 / 1	2006	\$350,000
Unit	2 / 2	2014	\$483,000
Unit	2 / 2	2014	\$487,000
House	4 / 2	2016	\$754,000
House	4 / 2	1970	\$725,000
<b>Total</b>			<b>\$4,191,000</b>

The Shire acquired seven of the properties through the Country Local Government Fund (CLGF) Key Worker Housing initiative with \$3,137,736 grants funds and \$623,140 Shire funding



however the CLGF key worker housing initiative no longer exists. The eighth property was acquired as a strategic property acquisition as the premises is collocated with the Broome Museum at the Town Beach Precinct.

The Shire has the 'Head Lease' for a further 20 residential properties which are then 'Sub Leased' to Shire staff, allowing the rent to be salary sacrificed.

In line with the Shire's Corporate Business Plan the Shire aims to have "**An engaged and effective workforce that strives for service excellence**". Two of the many actions required to achieve this outcome are: Action 15.1.7 – 'Provide a Staff Housing Investment Strategy to support employee attraction and retention' and; Action 15.1.8 – 'Fund expansion of Shire owned housing to meet organisational needs and reduce impost on private housing market'.

These actions align with feedback received from the Broome Community through the 2022 Market Community Scorecard where '**Access to Housing**' was the second highest priority for the Broome Community.

At the Ordinary Meeting of Council held 27 July 2023 the Shire's Long Term Financial Plan (LTFP) was adopted. Within the LTFP the Shire allocated a \$250,000 annual transfer to the Housing Reserve. The annual allocation recognises that there is an issue for Shire key worker housing and that a longer-term approach to the issue needs to occur in order to build sufficient funds to enable a future staff housing project. In 2027/28 there was a one off project allocation of \$1,500,000 part funded by the housing Reserve and part funded by borrowings.

In addition to the adoption of the LTFP Council requested the Chief Executive Officer to consider inclusion of project funds in the next review and update of the LTFP.

#### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Moved: Cr P Taylor**

**Minute No. C/0723/008**

**Seconded: Cr C Mitchell**

**That Council:**

- 1. Adopt the Long Term Financial Plan 2023 – 2038;**
- 2. Requests the Chief Executive Officer undertake an annual review of the Long Term Financial Plan as part of the Corporate Business Plan review with consideration given in the December 2023 review for inclusion of project funds to construct or purchase Shire staff housing.**

**CARRIED UNANIMOUSLY 6/0**

**Reason: To consider the inclusion of a project fund to construct or purchase Shire staff housing in the December 2023 review of the Long Term Financial Plan.**

This report investigates if the annual LTFP transfer to the Housing Reserve can instead be utilised to cover loan repayments and enable the Shire to progress an increase in the number of staff houses immediately.

The Western Australian Treasury Corporation (WATC) provides a range of flexible lending products to meet the debt financing requirements of the Western Australian public sector, universities and local governments. These loans provide reduced interest rates to public

entities by passing on the rates at which WATC securities trade on the Australian debt market at the time the loan is priced, plus the WATC's administrative cost margin.

## **COMMENT**

Access to key worker housing is a major issue the Shire. Staff who are renting can be subjected to significant rent increases, up to 20% at one time, and unfortunately in some instances are being given 60 days notice by the owner to vacate their tenancy.

Rental vacancy rates are currently extremely low to zero and where rentals are available the weekly rent is so high that depending on the employees' circumstances the rentals can be unaffordable.

These factors are contributing to high staff turnover rates and create very challenging recruitment conditions. The WA Local Government Association (WALGA) Salary and Workforce Survey 2023 which measures a number of key metrics across Local Governments reported that the median annual employee turnover rate for the 2021/22 financial year was 27.6% compared to 22.9% in 2020/21 and 19.9% in June 2019. For Regional local governments the turnover rate is higher at 28.4%.

The Shire's Workforce Plan identifies that the Shire aspires to be an employer of choice – where the staff are proud to work and which is well regarded by all generations, the local community and the wider labour market.

To achieve this the Shire must attract and recruit the right people at the right time and provide a conducive environment for staff development and retention. This includes attraction and selection to match skills to strategic and service objectives, and to achieve an overall workforce which is dynamic, with both a breadth and depth of diverse knowledge and perspectives (reflecting the diversity of the community) and a high level of commitment to the ideals of community service.

### **The way forward**

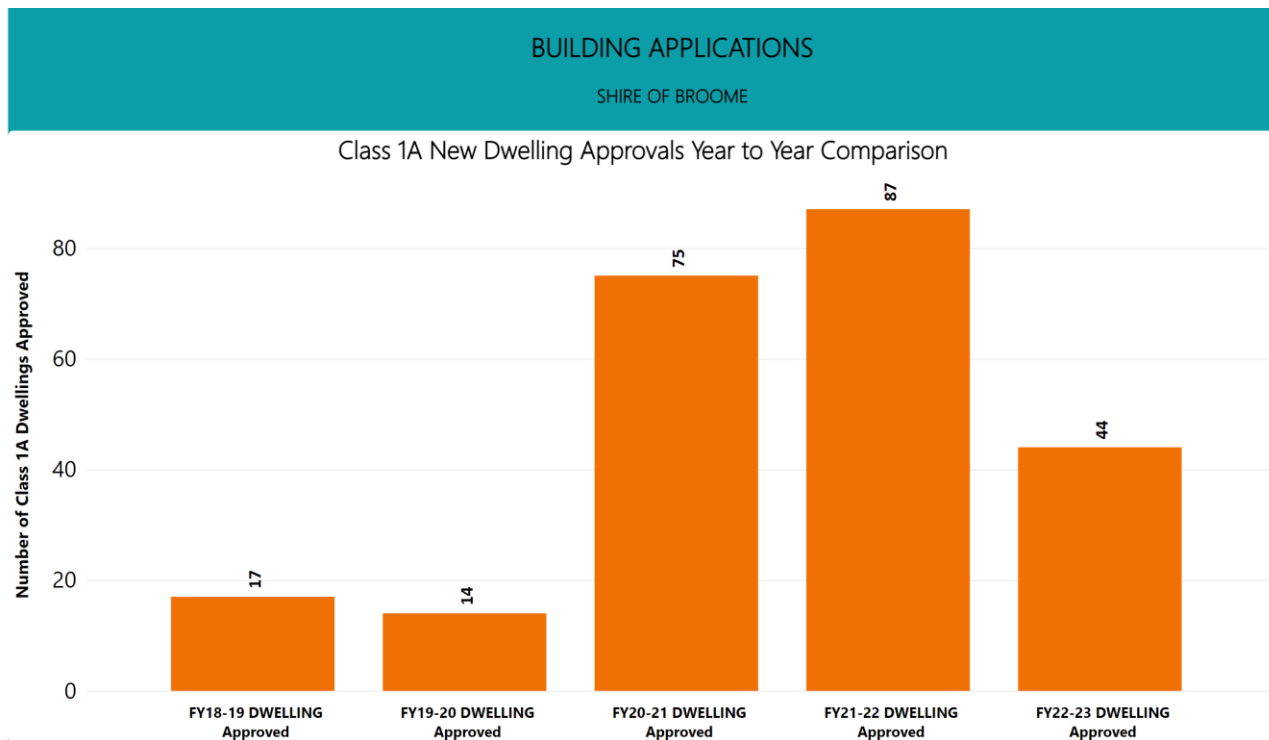
The Shire has identified 35 key worker roles based on the criticality of the role, the qualification/experience required to perform the role and/or the difficulty attracting an experienced candidate locally.

Not all key worker roles require access to staff housing however it is considered that it is reasonable to target Shire owned staff housing for at least 50% of key worker roles i.e. 18 roles. The other 50% of key workers would potentially purchase their own property, rent, or have access to housing through a spouse's employer.

The Shire currently owns 8 properties for staff housing and would therefore need to increase this by 10 properties to meet the target of 18 properties.

The Shire is highly aware that low rental vacancy rates are contributing to high rents which is further contributing to the difficulty of attracting key workers to Broome. The rate of construction of new dwellings in Broome has slowed. In 2021/22 there were 87 new dwelling approvals, in 2022/23 there were only 44 new dwelling approvals issued.





Therefore, the number of new houses coming onto the rental market is low versus demand which remains high. Demand is being driven by both the private and government sectors however, it appears that the largest driver is government housing through the Government Regional Officer Housing (GROH) program. As at September 2022 GROH owned 75 properties and leased a further 355 properties, a total of 430 properties.

Accordingly, 17.5% of GROH homes are owned in Broome, while 82.5% are leased from the private rental market. With 17.5% ownership of housing in Broome, it is considered that GROH has compromised the housing sector in Broome by not investing in building new dwellings. As a result, the Shire has identified in the Corporate Business Plan the need to advocate for the State Government to construct houses on development ready sites within Broome for GROH to ease pressure on the private rental market.

As the local government, there is a broader role for the Shire to play, in not only providing housing to attract and retain its own staff, but to also underpin, build, and support the Shire's broader social and economic values. If the Shire were to purchase existing properties, the Shire would contribute to the pressure on housing in Broome. Alternatively, by purchasing land and building new dwellings the Shire would provide additional housing stock to Broome whilst also investing in the local businesses that support the building and construction industry in Broome.

Therefore, officers recommend that any new shire staff housing be built by the Shire rather than purchased.

### **Preliminary Assessment**

In addition to the internal demand for increased staff housing for attraction and retention, officers have considered other relevant factors to determine the timing of the construction of the additional 10 properties. These factors include;

- Economic Outlook;
- Population Forecast;
- Accommodation Supply Forecast;
- Broome Rental, Land and Housing Market; and
- Current and Future Land Availability.

## Economic Outlook

The current economic outlook is challenging, characterised by high inflation and relatively low unemployment rates, significant demand for housing, tourism and commercial sectors experiencing resourcing pressure, significant increases in cost of materials and delays in accessing goods and services.

## Population Forecast

Population forecasts are difficult to predict, however WA Tomorrow medium-term forecasts (published in 2019) projected an average annual growth rate of 0.67 per cent from 2016 to 2031 based on the median (Band C) forecast.

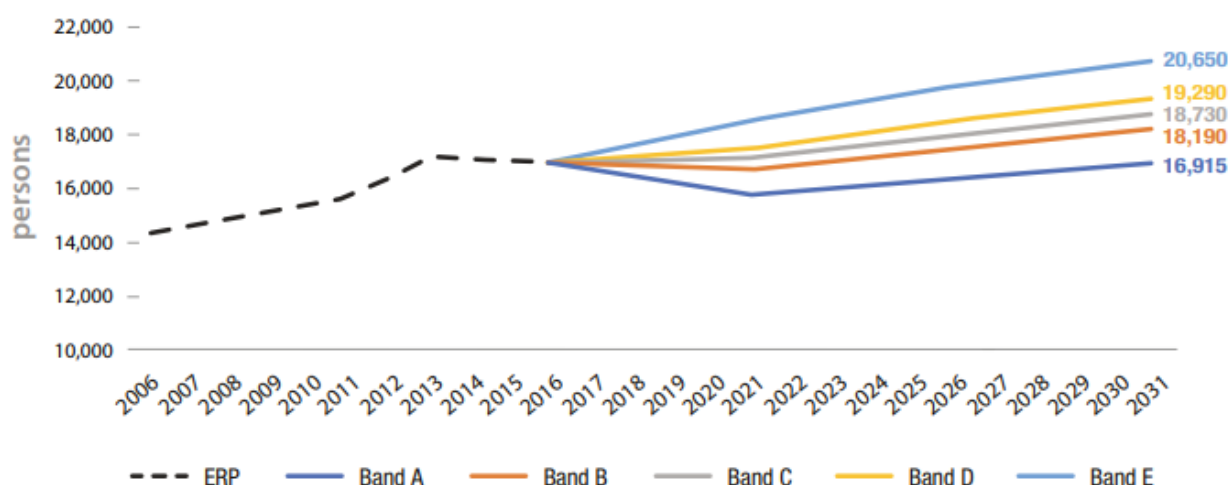
Shire of Broome Forecast population (2016-2031)

Year	Band				
	A	B	C	D	E
2016	16,955	16,955	16,955	16,955	16,955
2021	15,795	16,740	17,125	17,495	18,485
2026	16,295	17,455	17,980	18,490	19,740
2031	16,915	18,190	18,730	19,290	20,650

Source: Western Australian Planning Commission (2019) WA Tomorrow Population Report No. 11

The Broome Regional Land Supply Assessment 2022 notes that each band includes one-fifth of the permutations, with Band A representing the lowest quintile of projected population growth; Band C the median; and Band E the highest.

Broome Total Population (2006-2016 historical and 2016-2031 projections)



Source: Western Australian Planning Commission (2019) WA Tomorrow Population Report No. 11

The Australian Bureau of Statistics, Estimated Resident Population (ERP) for 2021 for the Shire of Broome was 18,209 and 18,361 for 2022, a population increase of 0.83% since the previous year. While this indicates that the population may be increasing at a higher rate than previously predicted it also highlights that if the Shire of Broome continues to meet and exceed population increases, a sustained pressure on housing affordability and provision would be experienced. By securing more Shire owned properties this will continue to insulate the workforce from housing supply and demand issues.

### Accommodation Supply Forecast

From the above forecasting (WA Tomorrow) preliminary dwelling demand analysis estimates a shortfall of more than 400 dwellings in Broome by 2031. However, that dwelling demand analysis does not include confirmed and prospective Kimberley projects.

Some confirmed and active projects include:

<i>Kimberley Mineral Sands – Thunderbird Operations</i>
Located on the Dampier Peninsula, approximately halfway between Derby and Broome, Kimberley Mineral Sands is expected to provide 235 jobs over the next 3 years
<i>Kimberley Marine Offloading Facility (KMOF)</i>
KMOF is a \$110 million facility comprising a floating wharf and associated onshore terminal facilities. An estimated 260 construction jobs and 1,650 long term jobs (across WA) will be created. Approximately 700 jobs will be created in the next 2 years.
<i>Nexus Airlines – Broome aviation hub</i>
Nexus Airlines operates a new inter-regional flight network based in Broome, which will operate flights between Karratha, Geraldton, Port Hedland. The IRFN will create 23 new Broome-based jobs in 2023.

Other confirmed or likely and prospective projects include:

Confirmed or Likely Projects	Prospective Projects
Campbells Transport (Kimberley Mineral Sands Contract)	Regional Resource Recovery Park (RRRP)
Sanctuary Road Caravan Park	Barramundi Group
Replacement/relocation Broome Custodial Facility	Cable Beach Foreshore Development
Broome North Childcare Facility	Inpex – Ichthys
Marine Services Hub – Broome Port	Shell – Prelude
	Rio Tinto – Winu Project
	Woodside – Browse to North West Shelf

Based on an assumption of 2.7 persons per dwelling current estimates suggest the following new dwellings will be required in the next 3 -7 years.

DWELLING NEED	2023	2024	2025	2026
Minimum dwellings needed based on population growth – Estimated Resident Population (ERP) & Census 2021	100	102	105	106
Minimum dwellings - with confirmed projects	178	129	307	334
Minimum dwellings - with un-confirmed projects	178	140	334	651

If the Shire chose to purchase an existing property, rather than build a property the Shire would be contributing to the increasing shortfall in dwellings.

## Broome Rental, Land and Housing Market

The town of Broome is dependent on the success of main local industries, being tourism, pearling, mining and agriculture. As with most regional towns, Broome has the potential to be affected by price fluctuations in keeping with the success or otherwise of key industries. Broome does however have a relatively diverse industry base in comparison to some other North west towns which are heavily reliant on the mining industry.

The Broome rental vacancy rate has remained consistent and is currently fluctuating between 0 – 1% ([www.realestateinvestar.com.au/Property/Broome](http://www.realestateinvestar.com.au/Property/Broome)). A vacancy rate of 3% is generally considered a sustainable vacancy rate. Anything below this tends to drive rents to unsustainable levels and increases financial pressures on renters. Over the last twelve months the availability of rental properties peaked in December 2022 at 52 houses/units however in August 2023 the market has tightened to just 14.

The Real Estate Institute of Western Australia (REIWA) provides rental market trends for all four major Broome suburbs, being Bilingurr, Broome, Cable Beach and Djugun. The rental data is based on year or year 3 month rolling figures up to the latest completed month. The current market conditions reflect a 10-year high price and low availability. Links to relevant trend data can be found at <https://reiwa.com.au/the-wa-market/>.

COVID -19 caused major economic disruption however a period of falling property prices was short lived. A swift economic recovery, low listing volumes, government incentives and low mortgages rates (although have risen through 2022 and 2023) contributed to a recovery and a period of price growth. This resulted in improved demand for vacant residential land within Broome which increased from mid 2020 when both the state and federal governments announced building grants until the end of that year to stimulate the building industry, which was subsequently extended to the end of March 2021 at a reduced rate.

Removal of the grants at the end of March 2021 did not see the appetite for vacant land abate however demand for land has stabilised over the last 12 months on the back of the Reserve Bank of Australia (RBA) increasing the official cash rate 12 times from May 2022 to June 2023 by 4.00% off a very low base (0.10%). In addition, construction costs have been increasing on the back of material shortages, high inflation, and a tight labour market.

The residential housing market has demonstrated a similar trend with a period of recovery and price growth post COVID followed by a market stabilisation in recent months following the RBA increased the cash rate.

REIWA also provides house, unit and land median sale price and sale volume data. This data indicates that some Broome suburbs are at 10-year high prices and that sales volume though stabilised has remained high.

Median price presented by REIWA for Broome suburbs were as follows:

Suburb	Median House Price Aug 23	Median Unit Price Aug 23	Median Land Price Aug 23
Bilingurr	\$692,000	\$375,000	\$211,000
Broome	\$479,000	\$366,000	\$380,000
Cable Beach	\$639,000	\$380,000	\$250,000
Djugun	\$650,000	\$385,000	\$191,000

### Current and Future Land Availability

There are currently 61 advertised land parcels available for sale in Broome, **Attachment 1**.

There are two main residential land developers active within the Broome market at present. These developers include DevelopmentWA who are developing Waranyjarri Estate/Broome North which is located within Bilingurr and Roebuck Estate Development Pty Ltd who are developing Roebuck Estate within Djugun.

Waranyjarri Estate/Broome North DevelopmentWA are currently selling land within Stage 11 of the Estate. At the date of this advice, there were fifteen (15) vacant sites available for purchase. These allotments are advertised for sale from \$218,000 - \$248,000 and are between 630 - 784 sqm in size.

Following on from Stage 11, DevelopmentWA will develop Stages 12 & 13 to the west of the existing stages within the estate, with Tanami Road extending in a westerly direction. Combined these two stages will provide a further 66 residential allotments. Construction of these stages/allotments is yet to commence.

Roebuck Estate Development Pty Ltd are currently selling land within Stage 11c, being land positioned to the northern end of the estate bound by Gubinge Road to the north and Jigal Drive to the west. There are currently twenty nine (29) vacant sites available for purchase. These allotments were advertised for sale from \$290,000 - \$315,000 and are between 700 - 874 sqm in size. Following on from Stage 11c, Stage 11d is in place with roadways constructed, however titles are yet to be issued. This stage will provide a further 22 residential allotments towards the northern end of the estate.

Roebuck Estate Development Pty Ltd also has land positioned within the Western Triangle located to the western side of Jigal Drive. There is currently no land available for sale within this portion of the estate, having been advised the next Stage 17a (4) comprising 7 vacant single residential allotments have been reserved with contracts pending (yet to be executed). The prices are \$200,000 - \$220,000 and are between 501 - 605 sqm in size. The advised price includes a \$10,000 cash rebate to the purchaser at settlement with titles still yet to be issued.

Following on from Stage 17a (4), Stage 17a (5, 6 & 7) are in place with roadways constructed, however titles are yet to be issued. These stages will provide a further 36 residential allotments, while Stage 17b which is yet to be developed will provide an additional 68 residential allotments. Lot 918 Sandpiper Avenue is currently listed for sale asking \$230,000 for a 791 sqm allotment. Further land fronting Sandpiper Avenue can be subdivided and is incorporated within Stages 8c & 15a (3), which are not currently listed for sale. These sites have the capacity to provide an additional fifteen (15) larger single residential allotments.

The table below estimates future land availability in Broome. The estimates are focused on subdivision and land releases by Development WA (Broome North) and Roebuck Estate Development (Roebuck Estate).

Suburb	Stage	2023	2024	2025
Broome North (Bilingurr)	11	33		
	12		40	
	13			26
Roebuck Estate (Djugun)	8c and 15a		15	
	11c	36		

	11d		22	
	17a (3)	22		
	17a (4)	7		
	17a (5)	15		
	17a (6)	6		
	17a (7)	8		
	17b			68
	Grouped Housing		10	
<b>Total</b>		<b>127</b>	<b>87</b>	<b>93</b>

Future land availability may provide the Shire with alternative land parcels and group development opportunities. Current land availability is mostly suited to single dwelling developments.

For the purposes of this report officers have adopted \$218,000 in Broome North and \$305,000 in Roebuck Estate (Northern Portion) plus an estimated \$2,000 for settlement costs.

### Other Land/Housing Future Availability

The Shire is also considering two key housing projects and seeking joint project partners for both projects;

- *McMahon Estate Development* is a project outlined in the Shire's Corporate Business Plan that enables detailed investigations into feasibility, design, costing and valuation of an in-fill development on Reserve 41551, Reid Road, Cable Beach.
- *Sanctuary Road Caravan Park, Key Worker and Over 55's Village* project involves developing Lot 3130 Sanctuary Road into a caravan park. The park will encompass tourist camping, cabins and caravan sites, as well as relocatable homes for a key worker and over 55s residential village. A grant application for \$16.5 million was submitted to the Investment Infrastructure Development Fund (IDF) on 4 May 2023 with an outcome expected to be known around September/October.

The Shire may be able to negotiate a priority allocation purchase in either project for the purposes of key worker housing. However, the timing of available land and/or key worker housing on these projects is not immediate and most likely between 2-5 years.

The Shire could also consider:

- Conversion of Lazy Land to Yield

Other local governments have in the past converted miscellaneous Shire vested parks, and recreational reserves ("Lazy Land") into residential land and then purchased the land back from the State. At this stage, the Shire does not have any land suitable for this purpose.

- Land Swap with the State Government

The Shire of Broome purchased 33 Hamersley Street as a strategic acquisition in 2018. Arguably incorrectly zoned, the land could be transferred to the State Government (converted to reserve) and exchanged for State Government vested land to be converted into residential land. The Shire is currently investigating this option further however an outcome is not likely in the shorter term.

### Housing Types Required

The Shire has identified a target of 18 Shire owned properties. The housing type of the Shire's current properties is as follows:

Housing type	Current properties	% Breakup
<b>Small</b> 1 of (1x1); 1 of (2x1); 4 of (2x2)	6	75%
<b>Large</b> 0 off (3x2); 2 off (4x2)	2	25%

Most of the Shire's existing properties are small and accordingly the preferred focus for future acquisitions would be on large properties to accommodate employees with families and/or group housing. This would ensure that the housing type mix is able to meet the requirements of the Shire's employee demographic.

To support this preferred focus, Shire officers have considered various modelling based on:

- Current Shire owned and leased properties;
- REIWA housing demographics, by suburb; and
- 2021 Census Demographic and Persons Resident Data.

For the purposes of modelling officers assumed that the;

- Demographic applied to the small housing type included couples with no children or lone occupancy; and
- Demographic applied to the large housing types included couples with children and/or other family, single parents with children or group housing.

The modelling represents slightly different allocations for 18 properties however the data from the current REIWA housing demographics, current Shire properties and REIWA Persons Usually Resident represent a similar percentage composition for the 18 properties.

House type	Current properties	Build type required	Total properties
<b>Small</b> (1x1); (2x1); (2x2)	6	2	8 (45%)
<b>Large</b> (3x2); (4x2)	2	8	10 (55%)
<b>Total</b>	<b>8</b>	<b>10</b>	<b>18</b>

If a further assumption was applied that 4 x 2 properties are generally allocated to executive employees or key worker staff with larger families, the possible breakdown of house type may be as follows.

House type	Current properties	Build type required	Total properties
(1x1)	1	0	1
(2x2)	5	2	7
(3x2)	0	6	6
(4x2)	2	2	4
<b>Total</b>	<b>8</b>	<b>10</b>	<b>18</b>

## Development Costs

Detailed broad/high level guidance has been provided by Opteon Solutions in respect of development costs for development sites in Waranyjarri/Broome North, Roebuck Estate (Western Triangle) and Roebuck Estate (Northern Portion). The report is included as confidential **Attachment 2**.

The guidance considers current building costs for the construction of:

- 2 bedroom, 2 bathroom dwellings with an assumed living area of 100 sqm;
- 3 bedroom, 2 bathroom dwellings with an assumed living area of 115 sqm and 130 sqm; and
- 4 bedroom, 2 bathroom dwellings with an assumed living area of 130 sqm and 145 sqm.

The costs estimates were based on the following assumptions:

- Builder supplied plans will be used, with no additional costs allowed for drafting/architects.
- Each dwelling will be a single level dwelling of colorbond construction having an assumed conventional design with a double carport (34 sqm) and outdoor areas (20 sqm). Carport, outdoor areas, and driveway will feature grey concrete.
- A standard level of builder's fit out to a turnkey finish including vinyl flooring to main living areas and tiled wet areas, while roller blinds will be featured to living/bedroom windows.
- Ancillary improvements will include standard pine lap boundary fencing and full landscaping to yard area.

The State Government provides design guidelines for its GROH and Key Worker housing and recommends typical floor areas which the Shire has used as a guide for adopted sqm sizing for the purposes of this report.

House type	State Government Typical Floor Area	Shire of Broome Adopted sqm
(2x2)	93sqm	100sqm
(3x2)	135sqm	130sqm
(4x2)	150sqm	145sqm

For the purposes of this report the following development costs were adopted:

House type	Land cost	Construction cost Inc GST	Ancillary Improvements Inc GST
(2x2) 100sqm	\$220,000	\$400,000 / \$4,000 sqm	\$60,000
(3x2) 130sqm	\$220,000	\$461,500 / \$3,550 sqm	\$60,000
(4x2) 145sqm	\$220,000	\$507,500 / \$3,500 sqm	\$60,000

### Current Properties

The Shire could fund or partly fund the construction of new dwellings for employees by selling down all or part of the properties currently owned by the Shire.

Ideally, the properties could be sold with a long-term lease in place, with the key worker relocating to the newly constructed property upon completion. The funds from the sale of the properties could be used to support any loan required for purchase of land and construction. That said, a deposit is not a requirement to access funding from the Western Australian Treasury Corporation (WATC).



Arguably, this would only be beneficial if the Shire was able to commit to a significant number of houses being constructed at the same time, which incorporated new properties and renewal of existing properties. Otherwise, the strategy is limited to simply renewal rather than providing additional properties.

The initial officer recommendation is to retain the current stock and develop a detailed renewal strategy incorporating optimal timeframes for renewal of both current and new staff housing. Major considerations (although not limited to), should include:

- Availability of affordable land within desirable/acceptable locations.
- Transactional costs (selling older stock & buying new stock/land).
- Capital required to develop new stock (financing costs).
- Potential rental revenue from existing stock vs newly developed housing stock.
- Ongoing/increasing annual maintenance costs for older housing stock.
- Standard of housing required for staff.
- Market conditions.

Broome is subject to harsh environmental conditions which can see buildings depreciate at a higher rate, if not subject to regular maintenance to preserve the integrity, condition, and functioning order of the asset. Anecdotal information suggests that issues tend to begin for some elements of the asset (i.e. air-conditioning units & hot water systems) 7-10 years post construction/installation (if used on a regular basis). When routine maintenance is not conducted and the asset is not maintained to a good standard, the functioning order of the asset and general presentation can be compromised resulting in diminishing asset values and high upfront costs to rectify.

From an asset value preservation perspective (under current market conditions), once dwellings are beyond 20 years old there tends to be a big contrast in values for similar builds which are newly built/modern. Therefore, it is expected that renewal should take place from 10-20 years depending on the maintenance and use of the building.

However, if it was decided that the Shire would prefer to sell some properties now to assist with the funding of any new builds, then the recommended order could be as follows:

Sale Order	Street	Type	Bed / Bath	Year	Indicative Value
1	Ibis	Unit	2 / 2	2006	\$450,000
1	Ibis	Unit	1 / 1	2006	\$350,000
2	Walcott	Unit	2 / 1	1995	\$442,000
3	Tanami	Unit	2 / 2	2014	\$483,000
3	Tanami	Unit	2 / 2	2014	\$487,000
4	Honeyeater	Unit	2 / 2	2013	\$500,000
5	Shelduck	House	4 / 2	2016	\$754,000
N/A	Robinson	House	4 / 2	1970	\$725,000
<b>Total</b>					<b>\$4,191,000</b>

Jones Lang Laselle prepared a Building Asset Valuation Report for the Shire's Staff Housing on 30 June 2022. In that report, the two Ibis properties built in 2006 scored a lower condition grade than other similar properties (Honeyeater and Tanami).

The Walcott property built in 1995 is the second oldest in the portfolio and received the second lowest condition grading.

Robinson Street had the lowest condition grade within the portfolio. However, the property was a strategic property acquisition as the premises is collocated with the Broome Museum at the Town Beach Precinct. For this reason, officers would not recommend selling the property at this time.

### Rental return

REIWA weekly rental figures for houses in the four Broome suburbs vary and are represented below.

House type	Bilingur	Broome	Cable Beach	Djugun
(2x2)	\$900	\$450 (unit)	\$750	\$700 (unit)
(3x2)	Not available	\$725	\$825	\$950
(4x2)	Not available	\$1,175	\$1,350	\$1,075

Detailed guidance in respect of rental values is included in confidential **Attachment 2**.

For the purpose of this report officers have adopted a rental rate for a 3x2 dwelling of \$900 per week.

### Furnished or Unfurnished

Currently 6 of the 8 Shire owned properties are furnished. The two 4x2 properties are unfurnished.

Officers recommend that new properties are provided unfurnished. Should there be a requirement to furnish then this would be considered as a part of the recruitment and annual budget process. Furthermore, if any of the current properties are sold then the furnishings may be able to be transferred to new properties where required.

That said, if the Shire was to purchase land in Broome North, there is an opportunity to have 5 star or 6 star whitegoods refunded under the Development WA Broome North Rebate up to the value of \$5,000. The rebate also applies to waterwise fittings so the Shire would need to decide during the construction planning stage what the rebate could be applied to.

### Construction Timing

The Shire has contacted several local Broome builders and the feedback indicates that there is sufficient availability to build new houses with several builders even prepared to sign contracts with a maximum six month build time. Most of the builders can commence building immediately after contracted.

The following options consider the timing of construction based on average land and building construction costs.

### Option 1 Provide 10 new properties in first year

The expected cost of providing all 10 properties in the current year is \$7,412,000. This would require principal and interest and loan fee repayments of approximately \$968,975 per annum.

### Disadvantages

- Large borrowings put pressure on availability of funding for other projects;

- Funding would need to come from a reduction in service levels elsewhere or an increase to rates;
- All properties will reach life and arguably require renewal at same time; and
- Does not allow the Shire the ability to access future land development opportunities (McMahon Estate, Sanctuary Road, potential land swaps).

#### Advantages

- Potential for better unit pricing through economies of scale;
- The staff housing need is fully met in the short term without placing pressure on the broader Broome rental market; and
- Investment into local economy at a time when the number of new builds is slowing.

This option is not recommended as the annual repayments are significantly higher than the LTFP annual allocation of \$250,000.

#### Option 2 Provide reduced number of new properties in first year

As the Shire does not consider the full provision of all 10 new properties as possible in the first year an assessment was done regarding what number of new properties could be provided in the first year. This was based on the expected annual rental revenue, the LTFP allocation minus the loan repayments and annual operational expenses associated with the new properties with the intent being to ensure that the provision of new properties does not alter the overall expenditure compared to the Shire's LTFP.

The outcome of the analysis was to provide four 3 x 2 properties in the first year. The expected cost of providing four 3x2 properties in the current year is \$2,966,000. This would require principal and interest and loan fee repayments of approximately \$389,564 per annum.

The financial detail is provided below under the financial implications section of the report.

#### Disadvantages

- Does not meet the identified staff housing needs.

#### Advantages

- Provides some immediate staff housing relief;
- Increases housing stock in Broome;
- Does not jeopardise access to any new land development opportunities in the future i.e. Sanctuary Road and McMahon Estate;
- Repayments on borrowings in line with LTFP; and
- Works towards the preferred demographic representation of staff housing.

House Type (Four new properties)	Current Stock	Build Now	% Breakup	Target % Breakup
<b>Small</b> 1 of (1x1); 1 of (2x1); 4 of (2x2)	6	0	50%	45%
<b>Large</b> 4 of (3x2); 2 of (4x2)	2	4	50%	55%

This staged approach gives the Shire the opportunity to access alternative land development releases at any of the Shire coordinated housing projects including McMahon Estate, Sanctuary Road or should a land swap eventuate with the State Government. This would also allow the Shire to consider the suitability of future land releases including opportunities for group development sites.

It also allows the Shire to investigate and develop a staff housing renewal strategy for current and new properties for consideration with the Shire's Asset Management Plan.

In summary, officers recommend:

- The Shire implements a strategic intent to increase the number of Shire owned staff houses from 8 to 18 properties;
- The annual Long Term Financial Plan Housing Reserve allocation of \$250,000 be used for the purposes of loan repayments towards the acquisition of land and the construction of staff housing;
- The Shire borrow up to a maximum of \$2,966,000 from the Western Australian Treasury Corporation for a maximum period of 10 years for the purposes of staff housing; and
- The Shire purchase land and construct four (3x2) dwellings for the purposes of Shire key worker housing.

## **CONSULTATION**

Access to staff housing has been discussed through various workshops with Council when discussing the annual budget process or the review and development of the LTFP. More recently, at the Council workshop held 11 July 2023 attended by Cr Male, Cr Mitchell, Cr Matsumoto, and Cr P Taylor, officers presented a summary of staff housing to identify and discuss the next steps for staff housing at the Shire.

The Shire has informally discussed staff housing with other regional Local Governments in the Pilbara and Kimberley. It appears that some have formal housing strategies and others are considering developing housing strategies. Generally, all the local governments find that housing is a key consideration of attracting and retaining employees.

The Shire obtained current market data for land availability, building costs, renewal timeframes and future sale prices from Opteon Property Group Pty Ltd.

The Shire also utilised information from Jones Lang Lasalle for property fair values and depreciation and WALGA Tax professionals - Moore Australia for tax implications on the purchase and sale of staff housing.

## **STATUTORY ENVIRONMENT**

### ***Local Government Act 1995***

#### ***3.59 Commercial enterprises by local governments***

A Major Land Transaction, acquisition or disposal, is where the land transaction entered into by the local government is the lesser of \$2,000,000 or 10% of the operating expenditure

incurred by the local government from its municipal fund in the last completed financial year.

Where the land transaction exceeds the major land transaction the local government is to prepare a business plan in accordance with 3.59 (2) of the Local Government Act 1995 unless under the Local Government (Functions and General) Regulations 1996 the transaction is an exempt transaction.

### **Local Government (Functions and General) Regulations 1996**

#### **8. Exempt land transactions prescribed (Act s. 3.59)**

A land transaction is an exempt land transaction for the purposes of section 3.59 of the Local Government Act 1995 if the local government enters into it without intending to produce profit to itself. For this consideration the Shire intends only to provide for staff housing and does not intend to provide property for the purposes of making a profit and the land transaction is therefore considered an exempt land transaction.

#### **30. Dispositions of property excluded from Act s. 3.58**

A disposition of land is an exempt disposition if it is the leasing of land to an employee of the local government for use as the employee's residence.

### **Local Government Act 1995**

#### **6.20 Power to Borrow**

Local Governments have the power to borrow however where the borrowings have not been included in the annual budget for that financial year the local government must give one month's local public notice of the proposal; and must obtain a resolution of Council to borrow by absolute majority.

The Local Government Act also provides conditions for the security of borrowings under **6.21 Restrictions on Borrowings**.

### **POLICY IMPLICATIONS**

There are no Policy implications related to the provision of Shire staff housing.

### **FINANCIAL IMPLICATIONS**

#### **Long Term Financial Plan Provision**

Housing has been identified as a significant issue in Broome, and a major barrier in attracting and retaining key employees. In response, the 2023 -2038 LTFP identified an annual transfer of \$250,000 to the Shire's Housing Reserve.

The LTFP also includes \$1,500,000 allocated for the 2027/2028 financial year for the provision of staff housing from the accumulated Housing Reserve.

#### **Transactional Costs**

<b>Capital Gains Tax</b>	Not Payable Local Government is exempt from Income Tax
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<b>Stamp Duty</b>	Not Payable Under the <b>Duties Act 2008 Part 6 s92 (1), Section 3</b> the Local Government is an exempt body, except when it acts in its capacity as the trustee of a superannuation fund.
<b>Shire Rates</b>	Not Payable
<b>Settlement Fees</b>	Payable approx. \$2,000 per property
<b>Landgate Transactional Costs</b>	Nominal \$253 –\$273 depending on land size/cost
<b>Land Tax</b>	Not Payable
<b>Building Approvals</b>	Inbuilt to building costs exempt if in our name

### Operational Expenses

Based on the current Shire properties the average annual operational expenses for a Shire staff house are estimated to be \$12,000 per annum.

Operational expenses include insurance, inspections and property condition reports, rubbish collection fees, minor maintenance, landscaping, air conditioning, electrical, plumbing, pest control, fire and safety systems, painting, and utility service charges not recoupable from the tenant.

### Annual Depreciation

Construction costs for a new dwelling would be capitalised and the Shire would therefore recognise the depreciation of the asset. Independent advice on specific depreciation rates for the dwellings components would be sought once the construction was finalised however the noncash recognition for depreciation of a large 3x2 or 4x2 dwellings is estimated to be between \$12,000 per annum.

### Ongoing Tax Considerations

#### Providing Housing to Employees – Fringe Benefit Tax (FBT) Considerations

If an employer provides accommodation rent-free or at a reduced rent, and it is the employees usual place of residence, it is generally considered a housing fringe benefit.

However, the Australian Tax Office considers Broome a 'remote area' and where the Shire provides the housing to employees (or the employees' associates), and the housing is in Broome, then the remote area housing benefits will be exempt from FBT. Note, the housing will be exempt from FBT regardless of whether it is provided rent-free or at a reduced rent.

### Goods and Services Tax (GST)

Advice from the WALGA Tax Team at Moore Australia (WA) Pty Ltd has confirmed the following in relation to GST:

- The supply of the housing would be an input taxed supply, so the Shire will not be eligible to claim an input tax credit.
- The future receipt of rental income will not be subject to GST as the supply of the house for rent is input taxed.
- The operating costs on the housing would generally include GST. However, as the supply of the housing is input taxed, the Shire cannot claim the associated GST credits.
- However, if the house is sold when it is still considered 'new', then a portion of the input tax credits may be claimed (as the resulting sale would be a taxable supply).

Officers don't expect that any newly constructed property would be sold within 5 years, however, if this occurred the relevant input tax credits could be claimed.

### Cost of New Shire Staff Housing

Shire officers have calculated the likely annual costs for the provision of new Shire staff housing. The costs are provided in the following table. Note, loan information is provided further in the report.

#### House Type - 3x2

Description	Cost, per annum
Principal and Interest repayments for \$741,500 (land and settlement fees, building construction, ancillary improvements); 10 year loan, semi annual repayments	\$97,391
Operational expenses (\$12,000 per annum)	\$12,000
Operational Income – Rent (\$900 per week)	-\$46,800
Net Cost, per annum	\$62,591

Therefore, per new property the Shire needs to allocate \$62,591 per annum to cover costs or for four new properties \$250,364 per annum. This matches the the planned annual allocation in the Shire's LTFP.

### Loan Expenses

The Shire can access WATC loans at a reduced interest rate. The forecast loan interest rate for January 2024 would 4.8% plus a loan guarantee rate of 0.7%. Therefore, a total loan interest rate of 5.5%.

The WATC loans can be repaid over different loan terms with varying payment per year from annual to monthly. The recommended loan term for this consideration is 10 years with semi annual repayments.

While there is an option to extend the term of the loan to a term of 15 years this is not recommended because the Shire has the ability to repay the loan within 10 years and therefore does not need to carry the debt for a longer period of time. This allows the Shire to consider other borrowings as the need arises.

The recommended loan amount is \$2,966,000.

### Forecasting Funding Requirements Debt Service Cover Ratio and Indebtness Ratios

At 31 July 2023, the Shire has outstanding loans and debentures due to the WATC totalling \$7,679,879 comprised as follows:

Loan Number	Loan Purpose	Outstanding Principal
196	Chinatown Revitalisation	\$1,054,973
197	Town Beach Redevelopment	\$1,185,872
198	Chinatown Revitalisation Stage 2	\$1,573,861



199	Broome Golf Club (Self Supporting)	\$1,153,846
201	Chinatown Revitalisation Stage 2 Contingency	\$1,711,326
	Broome Surf Club (Self Supporting)	\$1,000,000
		\$7,679,879

In addition to the current borrowings, there are proposed future borrowings within the current version of the 2023 – 2038 Long Term Financial Plan (LTFP). These align to future projects considered significant to the Council, and borrowings are utilised to spread the financial burden across future ratepayers to lessen the impact on current ratepayers. Noting that while these borrowings are earmarked for future projects, these are not locked in until adopted within an annual budget.

Future borrowing considerations which are currently included in the LTFP include:

<b>Loan Number</b>	<b>Financial Year Repayments Commence</b>	<b>Loan Amount</b>
Cable Beach Foreshore Upgrades Stage 2	2024/25	\$3,138,148
Cable Beach Foreshore Upgrades Stage 3	2025/26	\$2,000,000
RRRP Waste Facility Stage 1	2026/27	\$11,500,000
BRAC Dry Facilities	2026/27	\$4,801,451
KRO 3 Building	2027/28	\$7,000,000
Depot Relocation/Construction	2027/28	\$1,452,000
Library Construction	2028/29	\$1,296,614
RRRP Waste Facility Stage 2	2031/32	\$3,400,000
		\$34,598,213

The potential loan of \$2,966,000 will result liability & Capitalised Asset.

Debt Service Coverage Ratio (operating surplus before interest and depreciation divided by the debt service cost) is one of the ratios considered by the WATC. A Debt Service Coverage Ratio of equal or greater than 5 is considered an advanced standard, with a ratio of equal or greater than 2 considered a basic standard. The WATC requires a ratio of at least 3 for loan applications.

The Shire's Debt Service Coverage Ratio for 30 June 2023 was 12.08. Ratios are no longer considered within the annual financial report or audited. Prior financial ratios were within the audited financials and ratios for those years were 9.41 (2021), 15.8 (2020), 8.63 (2019), 11.93 (2018) and 7.05 (2017). Council's ability to service its loans is considered advanced by the WATC standard.

Based on the 2023/24 annual budget of the Shire, the Indebtedness Ratio (outstanding loans divided by operating revenue, \$44.1M) of the Shire is 17.4%. While the DLGSC has no benchmarking based on this ratio, the Victorian Auditor General indicated that Indebtedness ratio of less than 40% is low risk, above 40% is medium risk and 60% is high risk. While this reflects further on the Shire's financial capacity to borrow, it is not considered in the WATC assessment of capacity.

Sourcing a loan of \$2,966,000 at a 10-year fixed term rate with a semi annual WATC Indicative Local Government Interest Rate of 4.8% and semi annual repayments, loan and interest repayments, including the loan guarantee fees (GFEE) would be \$389,564 per annum.

This scenario would reduce the Shire's Debt Service Coverage Ratio to 7.50 in the 2024/25, compared to the 2024/25 forecast of 8.81 in the Shire's LTFP.

Officers do not believe that the requested Shire key worker housing loan will compete with the Shire's borrowing requirements. The Shire will continue to have low debt structure, sound financial position and sufficient capacity to borrow should the loan application be approved by Council. Additionally, the Shire will continue to meet the regulated borrowing limits as determined by WATC.

### Potential for grant funding

The current Shire housing portfolio previously has been acquired with contribution from the Country Local Government Fund (CLCF) Key Worker Housing Initiative. This funding program no longer exists.

No other grant funding is currently suitable or available. Accordingly, the acquisition of land and construction of dwellings would need to be acquired solely through Shire's borrowings, or operational income.

### RISK

New properties vs Established properties.	<p>There is a high risk that it may be perceived that purchasing an established dwelling will present greater value for money than the purchase of land and construction of new houses in-situ.</p> <p>The Shire believes that its broader economic and social values outweigh any value achieved by buying established properties. The Shire does not want to place additional pressure on the property market, especially where supply forecasts predict a shortfall of dwellings, and intends on providing support for the local construction industry when new dwelling construction is slowing.</p> <p>Furthermore, unless the Shire is able to purchase a newly built dwelling, it will be inheriting greater maintenance and refurbishment costs than a new build.</p>
Grant funding opportunities	<p>There is a risk that given the current housing rental supply issues in all regional areas of Western Australia the State and/or Federal Governments may in the future introduce additional grant funding for local government staff housing like the Country Local Government Fund (CLGF) which supported the Shire's previous staff housing acquisitions. This would represent an opportunity loss for the proposed construction of houses. However, as there are still six new properties and renewal opportunities for existing stock, the Shire will still be well placed to access any future grant opportunities.</p>
Delay In construction	<p>As mentioned above, building contractors are readily available. However, if the Shire is unable to proceed with the construction of the new dwellings it will continue to experience continued</p>

	attraction and retention issues, resulting in high staff turnover rates and very challenging recruitment conditions.
Increase in construction costs	Given the uncertainty around the cost of materials and inflation there is a continued risk that the construction costs may increase. The Shire could mitigate this risk by entering into fixed price contract builds and managing pre-build planning to avoid unnecessary variations.

## STRATEGIC ASPIRATIONS

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

**Outcome 10 - Appropriate infrastructure to support sustainable, economic growth**

**Objective** 10.1 Invest strategically in property to stimulate economic growth.

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

**Outcome 15 - An engaged and effective workforce that strives for service excellence**

**Objective** 15.1 Support employee wellness and foster a positive workplace culture.

## VOTING REQUIREMENTS

*Absolute Majority*

### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0823/026**

**Moved: Cr P Taylor**

**Seconded: Cr P Matsumoto**

**That Council:**

- 1. Endorses the Shire of Broome strategic intent of increasing Shire key worker housing stock from 8 to 18 properties;**
- 2. Endorses the approach to use the annual Long Term Financial Plan Housing Reserve allocation of \$250,000 for the purposes of loan repayments towards the construction of Shire key worker housing;**
- 3. Endorses the approach as contained within this report to purchase land and construct four (3x2) dwellings for the purposes of Shire key worker housing up to \$2,966,000;**
- 4. Authorises the Chief Executive Officer to borrow up to a maximum of \$2,966,000 from the Western Australian Treasury Corporation for a maximum period of 10 years;**
- 5. Requests that the Chief Executive Officer advertise the loan borrowings in accordance with section 6.20 (2) of the Local Government Act;**
- 6. Approves a budget amendment of \$2,966,000 to Income Account 10095900 and \$2,966,000 to Expense Account 095812;**
- 7. Requests the Chief Executive Officer reflect the addition of the loan in the next review and update of Shire's Long Term Financial Plan;**

- 8. Requests the Chief Executive Officer develop a Shire key worker housing renewal strategy for existing and new properties; and**
- 9. Requests the Shire President and Chief Executive Officer continue to advocate to the State Government to:**
  - (a) construct houses on development ready sites within Broome for Government Regional Officer Housing (GROH) to ease pressure on the private rental market; and**
  - (b) provide grant funding for Local Government key worker housing.**

**CARRIED BY ABSOLUTE MAJORITY 5/1**

**For: Cr Male, Cr Mitchell, Cr Matsumoto, Cr Rudeforth & Cr Taylor**

**Against: Cr Foy**

#### **Attachments**

1. Residential Land for Sale Broome August 2023
2. Confidential Opteon Property Group Pty Ltd Housing Market Broome (Confidential to Councillors and Directors Only)

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

## Residential Land For Sale August 2023

Broome North Stage 11					Roebuck Estate Stage 11c			Cable Beach			Broome		
(Sourced From DevelopmentWA Website)					(sourced realestate.com.au)			(sourced realestate.com.au)			(sourced realestate.com.au)		
Lot / Address	Land Size	Price	Status	Price	Sqm2	Address	Price	Sqm2	Address	Price	Sqm2	Address	
53 Shingoro St	665 sqm	-	Under Offer	17 \$	290,000	808 Lot 978, Dotterel Street	47 \$	260,000	745 20 Salleh Street, Cable Beach	53 \$	125,000	97 Vacation Village	
54 Shingoro St	480 sqm	-	Sold	18 \$	295,000	795 Lot 979 Jigal Drive	48 \$	435,000	758 Sunset Park	54 \$	125,000	755 5 Puettallano Drive	
56 Sariago Tce	727 sqm	-	Sold	19 \$	295,000	795 Lot 980 Jigal Drive	49 \$	455,000	782 2 Fox Court	55 \$	149,000	714 9 Sahanna Place,	
1 57 Sariago Tce	727 sqm	\$243,000	Available	20 \$	295,000	874 Lot 981 Lapwing Loop	50 \$	589,000	901 6 Frangipani Drive	56 \$	175,000	97 Vacation Village	
59 Sariago Tce	727 sqm	-	Sold	21 \$	295,000	711 Lot 1095, Lapwing Loop	51 \$	675,000	951 23 Frangipani Drive	57 \$	410,000	1018 58 Herbert Street	
2 60 Sariago Tce	727 sqm	\$243,000	Available	22 \$	307,000	823 Lot 1079, Lapwing Loop	52 \$	749,000	1000 12 Koolama Drive	58 \$	495,000	1006 54 Walcott Street	
61 Sariago Tce	727 sqm	\$243,000	Available	23 \$	305,000	759 Lot 1089, Lapwing Loop				59 \$	680,000	914 1 Demco Drive	
4 63 Shingoro St	654 sqm	\$228,000	Available	24 \$	300,000	842 Lot 983, Lapwing Loop				60 No Price Provided	465	54 Hamersley Street	
5 64 Tanami Dr	648 sqm	\$218,000	Available	25 \$	305,000	727 Lot 1081 Lapwing Loop				61 No Price Provided	915	A/51 Robinson Street	
65 Tanami Dr	648 sqm	-	Sold	26 \$	305,000	700 Lot 1082, Lapwing Loop							
67 Tanami Dr	648 sqm	-	Under Offer	27 \$	305,000	702 Lot 1083, Lapwing Loop							
6 68 Tanami Dr	648 sqm	\$218,000	Available	28 \$	305,000	738 Lot 1088, Lapwing Loop							
7 70 Tanami Dr	648 sqm	\$218,000	Available	29 \$	300,000	710 Lot 1092, Lapwing Loop							
8 71 Tanami Dr	645 sqm	\$218,000	Available	30 \$	330,000	700 Lot 1094, Lapwing Loop							
72 Tanami Dr	1,053 sqm	-	Under Offer	31 \$	305,000	800 Lot 1063, Lapwing Loop							
9 73 Tanami Dr	700 sqm	\$238,000	Available	32 \$	305,000	776 Lot 1064, Lapwing Loop							
10 75 Tanami Dr	630 sqm	\$218,000	Available	33 \$	305,000	739 Lot 1067, Lapwing Loop							
11 76 Tanami Dr	630 sqm	\$218,000	Available	34 \$	307,000	800 Lot 1068, Lapwing Loop							
12 77 Tanami Dr	630 sqm	\$218,000	Available	35 \$	307,000	779 Lot 1069, Lapwing Loop							
13 79 Tanami Dr	706 sqm	\$238,000	Available	36 \$	307,000	809 Lot 1070, Lapwing Loop							
14 80 Tanami Dr	784 sqm	\$248,000	Available	37 \$	307,000	834 Lot 1072, Lapwing Loop							
15 81 Yako Mall	750 sqm	\$240,000	Available	38 \$	307,000	819 Lot 1073, Lapwing Loop							
84 Yako Mall	714 sqm	-	Sold	39 \$	307,000	816 Lot 1074, Lapwing Loop							
16 85 Yako Mall	690 sqm	\$218,000	Available	40 \$	307,000	816 Lot 1075, Lapwing Loop							
				41 \$	307,000	819 Lot 1076, Lapwing Loop							
				42 \$	307,000	815 Lot 1077, Lapwing Loop							
				43 \$	307,000	814 Lot 1078, Lapwing Loop							
				44 \$	315,000	814 Lot 1090, Lapwing Loop							
						Other Djugun							
				45 \$	360,000	1348 2 Harrier Lane, Djugun							
				46 \$	790,000	1885 22 Dunnart Crescent							
						Local Centre Zoning. Group/Multiple dwellings permitted. Site impacted by easements. Under offer R50 Group Housing Site							

## 9.4 PERFORMANCE

### 9.4.1 COUNCIL POLICY REVIEWS

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	ADM28
<b>AUTHOR:</b>	Acting Manager Governance, Strategy & Risk
<b>CONTRIBUTOR/S:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### SUMMARY:

Three 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
23 September 2020	Item 9.4.1
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

#### **Rate Exemption – Charitable Use**

The policy has been amended to reflect the adopted Delegation 1.2.29 *Rate Record – Objections* whereby the Director Corporate Services and Manager Financial Services shall be responsible for reporting new exemptions to Council via the Councillor Information Bulletin.

The Coordinator Financial Operations shall be responsible for ensuring compliance with this policy and the Finance Officer - Rates shall be responsible for the day-to-day operations of the policy.

In addition, Appendix A *Shire of Broome – Application for Rate Exemption Local Government Act 1995, Section 6.26* form has been amended to remove the reference to the Council Decision and Date whereby the decision was made.

### **Attendance at Events**

Following the Ordinary Meeting of Council 23 September 2020, Council adopted the Attendance at Events Policy as per section 5.90A of the *Local Government Act 1995*.

The Attendance at Events Policy is intended to provide transparency and clarity around representation by Elected Members and the CEO at approved events. Further, where certain criteria are met the policy enables Elected Members and the CEO to represent the Shire without restricting their ability to participate in Council Meetings.

The Attendance at Events Policy has been reviewed and updated as follows:

- As a Shire sponsored event, the Shinju Matsuri Festival often requires Elected Members and the CEO to attend various events throughout the festival, however the cumulative value of these tickets often exceeds the \$300 approved value. It is proposed to add a clause whereby the individual or cumulative value of tickets for the Shinju Matsuri Festival can be pre-approved up to a value not exceeding \$1,200. This will enable the expected level of representation by Elected Members and the CEO at this important community event.
- New clauses have been added to provide for Elected Members or the CEO to invite one approved accompanying guest to approved events. Any expense to the Shire will need to be reimbursed by the Shire of Broome representative attending the event.
- A new section under 'Approval of Accompanying Guest' has been added to the policy to provide guidance on the approval of accompanying guests of an Elected Member or the CEO at approved events.
- A new section under 'Distribution of Tickets' has been added to the policy to provide guidance when an invitation or ticket is provided to an elected member or the CEO and they are unable to attend the event. This section outlines the options available to extend the ticket / invitation to other Elected Members or Shire staff under such circumstances.

Amends to this policy require an Absolute Majority decision as per the *Local Government Act 1995* section 5.90A.

### **Policies With No Recommended Changes**

#### **Employee Gratuity Payments**

As per the adopted Policy Framework, this policy review cycle will be amended administratively to every 4 years. This is considered an administrative change under Council's Policy Framework and therefore Council is not required to endorse the change.

### **Policies Recommended for Retirement**

#### **Consultation – Aboriginal Heritage**



Following the introduction of the new Act of State Parliament – *Aboriginal Cultural Heritage Act 2021* which came into effect as of 1 July 2023 it is recommended to retire this policy.

The act has a very clear tiered system and pathway regarding consultation process, exemptions and impact.

Whilst the *Aboriginal Cultural Heritage Act 2021* is in the process of being repealed it remains the current legislation. Following the repeal process a revised Policy may need to be tabled with Council for endorsement.

## **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.*

### **Local Government Act 1995 - SECT 5.90A**

5.90A .      *Policy for attendance at events*

##### *(3)      A local government may amend\* the policy.*

*\* Absolute majority required.*

### **Aboriginal Cultural Heritage Act 2021**

## **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 & value for everyone.**

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

**Objective** 11.2 Deliver best practice governance and risk management.

## VOTING REQUIREMENTS

*Simple Majority*

### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0823/027**

**Moved: Cr C Mitchell**

**Seconded: Cr P Taylor**

**That Council:**

- 1. Approves the Rate Exemption – Charitable Use Policy inclusive of recommended changes as contained in Attachment 1;**
- 2. Approves the Employee Gratuity Payments Policy with no change as per Attachment 3; and**
- 3. Retires the Consultation – Aboriginal Heritage Policy as contained in Attachment 4.**

**CARRIED UNANIMOUSLY 6/0**

## VOTING REQUIREMENTS

*Absolute Majority*

### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0823/028**

**Moved: Cr P Taylor**

**Seconded: Cr P Matsumoto**

**That Council approves the Attendance at Events Policy inclusive of recommended changes as contained in Attachment 2.**

**CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 6/0**

## Attachments

1. Rate Exemption - Charitable Use
2. Attendance at Events
3. Employee Gratuity Payments
4. Consultation - Aboriginal Heritage

## COUNCIL POLICY



### Rate Exemption – Charitable Use

#### Policy Purpose

The purpose of this policy is to identify a process to be followed when an organisation wishes to apply for an exemption of rates pursuant to Section 6.26(2)(g) of the *Local Government Act 1995* (LGA), where it is claimed the land is used exclusively for charitable purposes.

This Policy also provides an equitable basis to assess applications for rates exemptions that is compliant with legislation and provides an administrative framework for assessing any application for properties to be classified as not rateable land on the grounds of it being used for charitable purposes.

This policy applies to charitable and not-for-profit organisations that own land within the Shire of Broome and are liable for payment of rates.

#### Policy Statement

Section 6.26(2) of the LGA identifies a number of situations where land is not rateable. Most are clearly defined and straightforward to apply. However, Section 6.26(2)(g) is open to some interpretation and therefore, this policy seeks to clearly define under what basis, this section of the LGA is to be applied by Council.

Council is committed to adhering to the LGA and providing support and guidance to applicants who provide assistance to members of the public and as such, a benefit to the community. Claimants are required to evidence their right to an exemption, and demonstrate the land is used exclusively for charitable purposes.

##### **6.26.(2)(g) Rateable Land**

- (1) *Except as provided in this section all land within a district is rateable land.*
- (2) *The following land is not rateable land —*
  - (a) *land which is the property of the Crown and —*
    - (i) *is being used or held for a public purpose; or*
    - (ii) *is unoccupied, except —*
      - (I) *where any person is, under paragraph (e) of the definition of **owner** in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting licence held under the Mining Act 1978 in respect of land the area of which does not exceed 10 ha or a miscellaneous licence held under that Act; or*
      - (II) *where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of **owner** in section 1.4 occupies or makes use of the land;*

and

- (b) *land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and*
  - (c) *land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and*
  - (d) *land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and*
  - (e) *land used exclusively by a religious body as a school for the religious instruction of children; and*
  - (f) *land used exclusively as a non-government school within the meaning of the School Education Act 1999; and*
  - (g) ***land used exclusively for charitable purposes; and***
  - (h) *land vested in trustees for agricultural or horticultural show purposes; and*
  - (i) *land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the Financial Management Act 2006) by that co-operative and used solely for the storage of grain where that co-operative has agreed in writing to make a contribution to the local government; and*
  - (j) *land which is exempt from rates under any other written law; and*
  - (k) *land which is declared by the Minister to be exempt from rates.*
- (3) *If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that co-operative or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.*
- (4) *The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.*
- (5) *Notice of any declaration made under subsection (4) is to be published in the Gazette.*
- (6) *Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.*

The LGA does not define what a charitable purpose is therefore, the definition under Commonwealth Law may be applied.

**Section 12(1) of the Charities Act 2013**, a charitable purpose means any of the following:

- (a) *the purpose of advancing health;*
- (b) *the purpose of advancing education;*
- (c) *the purpose of advancing social or public welfare;*
- (d) *the purpose of advancing religion;*

- (e) *the purpose of advancing culture;*
- (f) *the purpose of promoting reconciliation, mutual respect and tolerance between groups of individuals that are in Australia;*
- (g) *the purpose of promoting or protecting human rights;*
- (h) *the purpose of advancing the security or safety of Australia or the Australian public;*
- (i) *the purpose of preventing or relieving the suffering of animals;*
- (j) *the purpose of advancing the natural environment;*
- (k) *any other purpose beneficial to the general public that may reasonably be regarded as analogous to, or within the spirit of, any of the purposes mentioned in paragraphs (a) to (j);*
- (l) *the purpose of promoting or opposing a change to any matter established by law, policy or practice in the Commonwealth, a State, a Territory or another country, if:*
  - (i) *in the case of promoting a change—the change is in furtherance or in aid of one or more of the purposes mentioned in paragraphs (a) to (k);*  
*or*
  - (ii) *in the case of opposing a change—the change is in opposition to, or in hindrance of, one or more of the purposes mentioned in those paragraphs.*

It must not be a disqualifying purpose under Section 11 of the *Charities Act 2013*.

*In this Act:*

*disqualifying purpose means:*

- (a) *the purpose of engaging in, or promoting, activities that are unlawful or contrary to public policy; or*
- (b) *the purpose of promoting or opposing a political party or a candidate for political office.*

Each application for the Rates Exemption – Charitable Use must be considered on its individual merits, and on its individual facts.

The applicant must demonstrate that its land satisfies each of the **3 elements of the test** in the LGA below.

- (a) the land must be currently used (or being currently developed for use) (**Use**);
- (b) the land must be used for a charitable purpose(s) (**Charitable Purpose**); and
- (c) the land must be used exclusively for that charitable purpose(s) (**Exclusivity**).

In other words, what must be assessed is:

- (a) how the land is being used;
- (b) what the purpose(s) of that use is and whether that purpose(s) is charitable, and
- (c) whether the land is only used for charitable purposes.

These elements are considered further in the section titled “Assessment Framework” in the Rates Exemption – Charitable Use procedure.

Rates exemptions are applied in a clear, transparent and equitable way to all eligible claimants, with relevant consideration given to the impact on other ratepayers and the sustainability of the Shire’s public finances.

**Applications made under Section 6.26(2)(g) of the *Local Government Act 1995*:**

- (a) All applications must be made in writing on the prescribed form (Attachment A to this Policy) and contain a declaration as to the accuracy of the information contained therein;
- (b) An application must be from the owner of the property on which rates are levied or a tenant liable for rates payment under a lease (if the property is leased, a copy of the lease is required with the application to establish if the lessee is liable for payment of the rates in the terms of the lease)
- (c) An application for exemption is only applicable to rates, and not to service charges nor the Emergency Services Levy;
- (d) An application will be required to be lodged every three years and will be assessed in accordance with this policy;
- (e) The Shire may request information from an organisation on a yearly basis if the Shire considers this appropriate;
- (f) The Shire may request additional information from an organisation making application if it considers it necessary to do so;
- (g) Information requested under paragraphs (e) or (f) above is not limited to, but typically includes copies of the Constitution of the organisation, recent financial statements of the organisation and information demonstrating precisely how any land subject to the application is used;
- (h) The Applicant must be a registered charity with Australian Charities and Not-for-Profits Commission (ACNC) or an incorporated Not-for-Profit organisation;
- (i) Rates and charges are still payable until a determination has been made. A refund will be made if the application is successful;
- (j) The applicant must not conduct any commercial operation from the property;
- (k) The applicant must not hold a liquor licence for the provision of alcohol for sale to the public for profit; [and](#)
- (l) For land to be treated as newly recognised not rateable land under section 6.26(2)(g) of the LGA, or if a new application for exemption is required under paragraphs (c) or (d) above, an application must be made 42 days after the service of the rates notice (or the date as outlined in the correspondence that is sent by the Shire) for the rating year to which the application relates.

**Grant of a Rates Exemption:**

- (a) An application will only be granted if the applicant has demonstrated they are eligible under the relevant legislation by completing the appropriate form and providing applicable supporting documentation.
- (b) Applicants will be notified in writing of the determination. Correspondence will include details of:
  - The date the exemption applies from,
  - The relevant section of the Act,
  - The review period; and,
  - The value of rates to which the exemption applies.
- (c) If the property has been used for the stated purpose as at July 1 of the relevant financial year, the exemption can be applied from that date and a refund given if rates have been paid prior to the determination;
- (d) Where the land use has changed during a financial year, any exemption granted is only applicable from the date of the change;
- (e) A partial exemption may be applied where only part of a defined lot is used for a charitable purpose; [and](#)

- (f) The granting of an exemption in any year does not guarantee an ongoing exemption.

### Rejected Applications

Where an application is declined, the applicant has options to challenge the determination.

1. Under Section 6.76 of the *Local Government Act 1995*;

#### **s.6.76(1)(a)(ii) Grounds of objection**

- (1) A person may, in accordance with this section, object to the rate record of a local government on the ground —
  - (a) that there is an error in the rate record —
    - (ii) on the basis that the land or part of the land is not rateable land;

or;

2. Under Section 6.77 of the *Local Government Act 1995*;

#### **s.6.77. Review of decision of local government on objection**

*Any person who is dissatisfied with the decision of a local government on an objection by that person under section 6.76 may, within 42 days (or such further period as the State Administrative Tribunal, for reasonable cause shown by the person, allows) after service of notice of the decision, apply to the State Administrative Tribunal for a review of the decision.*

### **s. 6.47 Concessions**

*Apply for a concession in accordance with this section. Such applications would be considered on a case by case basis and determined by Council.*

## Roles and Responsibilities

The Director Corporate Services [and Manager Financial Services as per Delegation 1.2.29 Rate Record – Objections](#) shall be responsible for ~~referring-reporting new exemptions~~ matters to Council [via the Councillor Information Bulletin](#) in regard to this policy. [Delegations exercised are to be recorded in the Attain Compliance System and any supporting information should be recorded in the Shire's document management system.](#)

The ~~Manager-Coordinator~~ Financial ~~Services-Operations~~ shall be responsible for ensuring compliance with this policy ~~and~~ ~~the~~ Finance Officer - Rates shall be responsible for the day to day operations of the policy.

## Definitions

**Charitable Organisation** is a not-for-profit organisation with objects stated for the promotion of a Charitable Purpose. Indicia of whether an organisation is charitable include:

- Registered with the Australian Charities and Not-for-profits Commission (ACNC),
- Tax concession status;
- Deductible Gift Recipient status; and
- Public benevolent institution status.



**Charitable Purpose** is a purpose that is a not-for-profit purpose to promote as defined in the *Charities Act 2013*:

- the relief of poverty, financial hardship, disadvantage, marginalisation, infirmity (for example: providing subsidised aged care, providing low income services, providing housing at substantially below market rates);
- education (for example: providing adult education services);
- the elderly;
- religion (for example: churches, other places of worship); or
- any other activity or because which is beneficial to the public.

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

**Exemption** is whereby it is determined that an exemption from rates is determined to be applicable in accordance with section 6.26(2)(g) of the *Local Government Act 1995*.

**Not-for-profit** organisations are organisations that provide services to the community and do not operate to make a profit.

**Owner** of land may be, as set out in, section 1.4 of the *Local Government Act 1995*:

- The freehold titleholder of the land;
- A person under a contract or arrangement with the Crown to possess the land with a right to purchase the land;
- A Crown lessee;
- A lessee or tenant where the land is not rateable in the hands of the landlord, but would be rateable land in the tenant's hand; or
- A mortgagee.

**Shire** means the Shire of Broome

**Waive** means to provide a special concession to a person or organisation that extinguishes a debt that would have been owed to the Shire. A waiver may be provided prior to, or subsequent to the date that the debt is incurred.

**Write Off** occurs following the realisation that the asset can no longer be converted into cash (e.g. a bad debt), can provide no further use to the Shire, or has no market value.

Document Control Box							
Document Responsibilities:							
Owner:	Director Corporate Services			Owner Business Unit:	Financial Services		
Reviewer:	Coordinator Financial Operations			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	<a href="#">Local Government Act 1996 Section 6.26(g) - Rateable land</a>						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Triennial	Next Due:	12/2023	Records Ref:	
Version #	Decision Reference:		Synopsis:				
1.	28 July 2016		Initial Adoption OMC				
2.	12 December 2019		Review and converted to new Policy Template				
3.	15 January 2021		Updated Policy & Application Template				
4.	18 November 2021		Updated logo				
5.	30 November 2022		Desktop Review - Minor amends				



## Appendix A:

### SHIRE OF BROOME - APPLICATION FOR RATE EXEMPTION LOCAL GOVERNMENT ACT 1995, SECTION 6.26

#### **Privacy**

The applicant for a Charitable Use Exemption is required to disclose all relevant details of the organisation and the activities conducted on the land the subject of the application. The Shire is bound by confidentiality provisions under Section 5.23 of the Act which means that any information specific to an applicant provided in accordance with these provisions cannot be disclosed to the public.

#### **Instructions**

Please print clearly in the spaces provided and fill out the attached checklist and declaration. This application form is to be used by organisations seeking a rates exemption, pursuant to Section 6.26 of the *Local Government Act 1995*. You will be advised of the outcome in due course. Please attach any additional documents requested, as failure to do so may result in the application being refused.

Property Details	
Assessment Number	
Address of Rated Property	
Property Owner Details	
Organisation Name	
Surname/Family Name	
Given Names	
Postal Address	
Town/Suburb	
State	
Postcode	
Contact Person	
Contact Number	
Email	
Applicant / Ratepayers Details (if different from above)	
Organisation Name	
Postal Address	
Town/Suburb	
State	
Postcode	
Contact Person	
Contact Number	
Email	

PLEASE ANSWER THE FOLLOWING QUESTIONS BY SELECTING	YES	or	NO
Is the applicant the owner or lessee/occupier of the land? <i>If lessee, please provide a copy of the lease agreement showing that the lessee is responsible for the payment of rates.</i>			
Is the organisation an incorporated body as per the Association Incorporated Act 1987? <i>If yes, please provide a copy of the Certificate of Incorporation</i>			
Is the organisation considered not for profit? <i>If yes, please state the purpose of the organisation's operations including but not limited to; the use and occupancy of the property, the type of service provided, frequency of the service, is payment received for service.</i>			
Is the organisation registered under the Australian Charities and Not for Profit Commission (ACNC) or a Public Benevolent Institution? <i>If yes, please provide evidence</i>			
Does the organisation receive a tax exemption from the Australian Taxation Office? <i>If yes, please provide taxation exemption certificate from ATO</i>			
Are commercial activities being conducted at the property address? <i>If yes, please provide details outlining the activities</i>			

	YES	NO
Does the organisation make a profit, which is not used for a charitable purpose from the operations?		
<i>If yes, please state how the profit is utilised or distributed by the organisation</i>		
Is the organisation exempt from the payment of the rates under legislation other than the Local Government Act 1995?		
<i>If yes, please provide evidence and details of the specific legislation</i>		
Does the organisation occupy the whole property?		
If you answered yes to the previous question, is the exemption claimed over the whole property?		
<i>If no, please provide copy of floor plans showing areas leased and/or areas claiming exemption.</i>		
Does the organisation have development (planning) approval for the land use of the property?		
<i>A site inspection maybe required before the application is processed</i>		
Does the Property hold a Liquor Licence?		
<i>If yes, please provide details on type currently held</i>		

SUPPORTING DOCUMENTATION CHECKLIST			
Lease Agreement		Tax Exemption Certificate	
Certificate of Incorporation		Organisation's constitution	
Floor plan of the area, if only part of the property is to be exempt			
Evidence that organisation is registered under the Australian Charities and Not for Profit Commission (ACNC) or a Public Benevolent Institution			
Evidence the organisation is exempt from the payment of the rates under legislation other than the Local Government Act 1995			
Current and prior years audited financial or other financial statements			

**AUTHORISATION**

By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.

I understand that Applications must be submitted in accordance with the timeframes determined by Council to be considered for the next three financial years. Applications lodged after this date may be considered for the second and third financial years only.

Organisations that are granted rates exemption by Council will be asked to reapply every financial year, if Council considers this appropriate.

I have read and understand the Council's Policy Rates Exemption for Charitable Organisations (Non-Rateable Land).

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY**

Rates Exemption Application Approved: Yes ☐ No ☐

Effective Financial Year for Exemption \_\_\_\_/\_\_\_\_ and \_\_\_\_/\_\_\_\_ and \_\_\_\_/\_\_\_\_

The decision to approve/ deny a Rates Exemption under section 6.26 of the *Local Government Act 1995* was approved / denied by the Shire on \_\_\_\_/\_\_\_\_/\_\_\_\_

Council Resolution Reference: \_\_\_\_\_

Date of Council Meeting: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**WESTERN AUSTRALIA**

*Oaths, Affidavits and Statutory Declarations Act 2005*

I, .....

.....

{name, address and occupation of person making the declaration}

Sincerely declare as follows:-

.....

.....

.....

.....

.....

.....

.....

{insert content of the statutory declaration; use numbered paragraphs if  
content is long}

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

at .....

{place}

.....

{date}

In the presence of –

by .....

{Signature of person making the declaration}

.....

{Signature of authorised witness}

.....

.....

{Name of authorised witness and qualification as such a witness\*\*}

**\*\*Important** This Declaration must be made before any of the following persons: -

Academic (post-secondary institution), Accountant, Architect, Australian Consular Officer, Australian Diplomatic Officer, Bailiff, Bank Manager, Chartered secretary, Chemist, Chiropractor, Company auditor or liquidator, Court officer (Judge, magistrate, registrar or clerk), Defence Force officer (Commissioned, Warrant or NCO with 5 years continuous service), Dentist, Doctor, Electorate Officer (State), Engineer, Industrial organisation secretary, Insurance broker, Justice of the Peace, Lawyer, Local government CEO or deputy CEO, Local government councilor, Loss adjuster, Marriage Celebrant, Member of Parliament (State or Commonwealth), Minister of religion, Nurse, Optometrist, Patent Attorney, Physiotherapist, Podiatrist, Police officer, Post Officer manager, Psychologist, Public Notary, Public Servant (State or Commonwealth), Real Estate agent, Settlement agent, Sheriff or deputy Sheriff, Surveyor, Teacher, Tribunal officer, Veterinary surgeon



Or,

Any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a Statutory Declaration may be made.

**NOTE:** From 1 January 2006 there is no provision for Commissioners for Declarations in the State of Western Australia.

## COUNCIL POLICY



### Attendance at Events (Elected Members and CEO)

#### Policy Objective

Representing the Shire of Broome (the Shire) at certain events is an important function for Elected Members and the Chief Executive Officer (CEO). This policy provides transparency about the attendance at such events, and where certain criteria are met, enables Elected Members and the CEO to represent the Shire without restricting their ability to participate in Council Meetings.

Section 5.90A of the *Local Government Act 1995* (Act) provides that a local government must prepare and adopt an Attendance at Events policy for Elected Members and the CEO.

#### Policy Scope

This policy applies to Elected Members and the CEO of the Shire.

#### Explanatory Notes

##### Gifts Overview

In accordance with the Act, Elected Members (section 5.87A) and CEOs (section 5.87B) are required to disclose gifts that are received in their capacity as an Elected Member or CEO and:

- are valued over \$300; or
- are of a cumulative value that exceeds \$300 where the gifts are received from the same donor in a 12-month period.

All such gifts must be disclosed within ten days of receipt: the CEO makes the disclosure to the Shire President; Elected Members make the disclosure to the CEO. The CEO must update the gifts register within 10 days and an up-to-date version of the register is required to be published on the Shire's website.

As a result of such a disclosure, the gift giver becomes a *closely associated person* and the Elected Member (section 5.65), or the CEO (section 5.71A) is required to disclose an interest (either financial or indirect financial) in instances where:

- a matter involving the closely associated person comes before Council; and
- it is reasonable to expect that the matter will, if dealt with by the Council in a particular way, result in a financial gain, loss, benefit or detriment to either the closely associated person, the Elected Member or the CEO.

In such instances, Elected Members may not participate in any part of the meeting dealing with the matter unless approval is granted by Council (section 5.68(1)(a) \$300 - <\$1,000) or the Minister (section 5.69 >\$1,000).

### Gifts Excluded From the Interest Provisions

Section 5.62 (1B) of the Act specifies that a gift is **excluded** from the conflict of interest provisions of the Act if:

- the gift is a ticket to, or otherwise relates to the Elected Member or CEO's attendance at, an event as defined in section 5.90A(1); and
- the Council approves, in accordance with a policy formed under section 5.90A, attendance by the Elected Member or CEO at the event.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council.

Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

Where the value of the ticket exceeds \$300, receipt of the gift will still be required to be registered on the gift register.

## Policy Statement

Section 5.90A of the *Local Government Act 1995* defines an event as a:

- Concert;
- Conference;
- Function;
- Sporting Event;
- Occasions prescribed by the *Local Government (Administration) Regulations 1996*.

### Invitations

- a) All invitations or offers of tickets for an Elected Member or CEO to attend an event must be in writing, addressed to the CEO, Shire of Broome and sent by mail to PO Box 44, Broome WA 6725 or by e-mail to [shire@broome.wa.gov.au](mailto:shire@broome.wa.gov.au)
- b) Any invitation or offer of tickets that is not addressed to the CEO, Shire of Broome is not captured by this policy and must be disclosed in accordance with the gift and interest provisions.

### Pre-Approved Events

The Council approves attendance at the following events by Elected Members and the CEO, including one approved accompanying guest each, provided the value of the tickets does not exceed the \$300 threshold individually or cumulatively over 12 months as per sections 5.87A and 5.87B.

Tickets provided to Elected members and the CEO to attend events as part of the Shire sponsored Shinju Matsuri Festival traditionally exceed the \$300 threshold due to the large number of events held over the 2-week festival and the high ticket value of some events. To ensure appropriate representation of Council the maximum cumulative value of Shinju Matsuri Festival tickets over a 12-month period is \$1,200.

Shinju Matsuri Festival tickets with an annual cumulative value exceeding \$1,200 require express approval as per the process outlined below.

Shinju Matsuri Festival tickets with a value greater than \$300 individually or cumulatively must be recorded in the gift register.

~~Any ticket~~All other tickets with a value greater than \$300 individually or cumulatively requires express approval as per the process outlined below and must be recorded in the gift register.

- Meetings of clubs or organisations within the Shire of Broome;
- Any free event held in the Shire of Broome;
- Australian or West Australian Local Government events;
- Events hosted by Clubs or Not for Profit Organisations within the Shire of Broome to which the Shire President, Elected Member or CEO have been officially invited including but not limited to;
  - Broome Sporting Association – Sports Star of the Year Awards
- Shire hosted ceremonies and functions;
- Shire run tournaments or events;
- Shire sponsored functions or events including but not limited to -
  - ~~Shinju Matsuri Festival~~
  - Cable Beach Polo
  - Saltwater Country Rhythm and Ride;
- Community cultural events or festivals within the Shire;
- Events run by a State or Federal Government agency;
- Events run by schools, universities or educational institutions;
- Events hosted by major professional bodies associated with local government including but not limited to –
  - Western Australian Local Government Association (WALGA);
  - Local Government Professionals WA;
  - Regional Capitals Alliance; and
  - Western Australian Regional Capitals Alliance
- Opening or launch of an event or facility within the Shire of Broome;
- Events where the Shire President, Elected Member or CEO representation has been officially invited.

## Approval of Attendance

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval no later than five business days prior to the event for approval as follows:

- Events for the Shire President will be approved by the Deputy Shire President;
- Events for Elected Members will be approved by the Shire President; and
- Events for the CEO will be approved by the Shire President.

Considerations for approval of the event attendance are to include:

- a) Who is providing the invitation or ticket to the event;
- b) The location of the event in relation to the Shire;
- c) The role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
- d) Whether the event is sponsored by the Shire;
- e) The benefit of Shire representation at the event;
- f) The number of invitations / tickets received; and
- g) The cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

### **Approval of Accompanying Guest**

Where attendance at an event is approved in accordance with this Policy, Elected Members and the CEO may invite one accompanying guest each to the event. The accompanying guest must be approved no later than five business days prior to the event as follows:

- The Shire President's accompanying guest will be approved by the Deputy Shire President;
- An Elected Members accompanying guest will be approved by the Shire President; and
- The CEO's accompanying guest will be approved by the Shire President.

Tickets for accompanying guests must be included in the consideration of the total cumulative value of tickets, and if tickets have a value greater than \$300 individually or cumulatively, they must be recorded in the gift register.

### **Payments in Respect of Attendance**

Where attendance at an event is approved in accordance with this Policy, the Shire of Broome may pay for, or contribute to, the cost of attendance by the Shire's representative and approved accompanying guest including ~~and any~~ reasonable expenses such as travel, and accommodation associated with attendance.

Where partners of an authorised Shire of Broome representative attend an event, any tickets or expenses for that person, if paid for by the Shire, must be reimbursed by the representative unless expressly authorised by the Council.

### **Distribution of Tickets**

Where an invitation to attend a pre-approved ticketed event is extended to the Shire of Broome and addressed to the Shire President, the Shire President has the right to accept, decline or with the consent of the event organiser, distribute the invitation or ticket to the Deputy President in the first instance, or another Elected Member.

Where an invitation to attend a pre-approved ticketed event is extended to a specific Elected Member, the Elected Member has the right to accept, decline or with the consent of the event organiser, distribute the invitation or ticket to another Elected Member.

Where an invitation to attend a pre-approved ticketed event is extended to the CEO, the CEO has the right to accept, decline or with the consent of the event organiser, distribute the ticket to another nominated Shire of Broome officer.

### **Non-Approved Events**

Any event attendance that is not pre-approved, is not submitted through the approval process, or is received personally is considered a non-approved event.

If the event is a free event to the public, no action is required.

If the event is ticketed and the Elected Member or CEO pays the full ticketed price and does not seek reimbursement, then no action is required.

If the event is ticketed and the Elected Member or CEO pays a discounted rate or is provided with a free ticket in their capacity as an Elected Member or CEO, then the recipient must disclose in accordance with the gift provisions within 10 days if the gift declaration threshold of \$300 is exceeded.

### Events Not Covered by this Policy

The following events are specifically excluded from this policy as they are not considered Council business. Any Elected Member or CEO attending such events are attending in their personal capacity:

- a) Party political events and fundraisers;
- b) Social events;
- c) Entertainment events with no link to the Shire;
- d) Events that primarily benefit Elected Members or CEO in a personal capacity or in a role other than their role at the Shire.

Conferences, seminars and training are specifically excluded from this policy as attendance is considered part of Elected Members and CEO's professional development.

## Roles and Responsibilities

The Manager Governance, Strategy and Risk is responsible for implementing and maintaining this policy.

Document Control Box							
Document Responsibilities:							
Owner:	Director Corporate Services			Owner Business Unit:	Governance		
Reviewer:	Manager Governance, Strategy & Risk			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	<a href="#">Local Government Act 1995 Section 5.90A - Policy for attendance at events</a> <a href="#">Local Government Act 1995 Section 5.87A - Council members to disclose gifts</a> <a href="#">Local Government Act 1995 Section 5.87B - CEOs to disclose gifts</a> <a href="#">Local Government Act 1995 Section 5.89A - Register of gifts</a> <a href="#">Local Government Act 1995 Section 5.62(1B) - Closely associated persons - Excluded gifts</a> <a href="#">Local Government (Admin) Regulations 1996 Reg20A - Amounts related to gifts prescribed</a>						
Industry:	<a href="#">DLGSC Operational Guideline Dec 2019 - Attendance at events policy</a> <a href="#">DLGSC Operational Guideline Dec 2019 - Disclosure of gifts and interests relating to gifts</a>						
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Triennial	Next Due:	12/2023	Records Ref:	
Version #	Decision Reference:		Synopsis:				

1.	23 September 2020	OMC Original Adoption
2.	18 November 2021	Updated logo and desk top review.

## COUNCIL POLICY



### Employee Gratuity Payments

#### Policy Objective

To set out circumstances when an employee who is ceasing employment with the Shire of Broome may be paid an amount in addition to their entitlements under an award, workplace agreement or contract of employment.

To meet the requirements of Section 5.50 of the *Local Government Act 1995*.

#### Policy Scope

This Policy shall only be applicable to permanent employees of the Shire of Broome.

#### Eligibility for Gratuity Payments

When an employee's services are ceasing with the Shire of Broome for any of the reasons identified below, the employee may be entitled to a gratuity payment as outlined within this policy, based on completed years of service:

- Resignation (not as a result of any performance management or investigation being conducted by the Local Government);
- Retirement; or
- Redundancy

The Gratuity Payment identified within this policy does not apply to an employee who has been dismissed by the Local Government for any reason other than redundancy.

#### Prescribed Amounts for Gratuity Payments

Number of Years of Service	Amount of Gratuity
Continuous service less than 5 years	A Statement of Service
Continuous Service greater than 5 years, but less than 10 years	<p>A Statement of Service and a gift or contribution towards a gift of \$20 for each year of service.</p> <p>Items to be presented to the employee by the Chief Executive Officer or nominated representative at a time and place determined to be suitable by the Chief Executive Officer.</p>



Continuous Service greater than 10 years but less than 15 years.	<p>A Statement of Service and a gift or contribution towards a gift of \$30 for each year of service.</p> <p>Items to be presented to the employee by the Shire President or nominated representative at a time and place determined to be suitable by the Chief Executive Officer.</p>
Continuous Service greater than 15 years but less than 20 years	<p>A Statement of Service and a gift or contribution towards a gift of \$40 for each year of service.</p> <p>Items to be presented to the employee by the Shire President or nominated representative at a time and place determined to be suitable by the Chief Executive Officer.</p>
Over 20 Years of Services	<p>A Statement of Service and a gift or contribution towards a gift of \$50 for each year of service.</p> <p>Items to be presented to the employee by the Shire President or nominated representative at a time and place determined to be suitable by the Chief Executive Officer.</p>

The Local Government (Administration) Regulations 1996 Part 4 19A limits the monetary value of gratuities paid to employees who are finishing employment with a Local Government to \$5,000.

### Determining Service

For the purpose of this policy, continuous service shall deem to include:

- Any period of absence from duty of annual leave, long service leave, paid bereavement leave, accrued paid personal leave and public holidays.
- Any period of authorised paid absence from duty necessitated by sickness or injury to the employee but only to the extent of three months in each calendar year but not including leave without pay or parent leave.
- Any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of one year.

For the purpose of this policy, continuous service shall not include:

- Any period of unauthorised absence from duty unless the Local Government determines otherwise.
- Any period of unpaid leave unless the Local Government determines otherwise.

- Any period of absence from duty on Parental Leave unless the Local Government determines otherwise.

## Final Determination

The Chief Executive Officer shall make the final determination with respect to whether an employee will receive and the form of the gratuity to be made, taking into account the employee's performance over the period of service.

## Financial Liability for Taxation

The employee accepts full responsibility for any taxation payable on the Gratuity Payment and agrees to fully indemnify the Local Government in relation to any claims or liabilities for taxation in relation to the Gratuity Payment.

## Payments in Addition to this Policy

The Shire of Broome will not make any payments in addition to those contained within this policy, until the Policy has been amended to reflect the varied amount and public notification has been given of the variation.

The Shire of Broome acknowledges that at the time of the policy's introduction they were fully aware of the financial implications associated with this policy and these had been investigated based on the current workforce position.

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.5.50 Local Government Act 1995</a> <a href="#">R.19A Local Government (Administration) Regulations 1996</a>						
Industry:							
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Triennial	Next Due:	12/2022	Records Ref:	
Version #	Decision Reference:		Synopsis:				
1.	7 June 2007		OMC Initial Adoption				
2.	12 December 2019		Reviewed and converted to new policy template				
3.	7 November 2021		Desktop review and updated logo				

## COUNCIL POLICY



### Consultation – Aboriginal Heritage

#### Policy Objective

The Shire of Broome undertakes a number of functions which could potentially interact with Aboriginal heritage, this includes:

- Preparation of strategic land use plans or development strategies (Development Strategies);
- Undertaking of Public Works; and
- Undertaking development.

The Shire of Broome acknowledges the importance of Aboriginal heritage and therefore proposes to have a clear policy to guide the Shire while performing the above functions.

#### Policy Scope

- 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.

#### Policy Statements

##### 1.0 Preparation of Development Strategies

While Development Strategies themselves do not propose to undertake works, they do identify future development opportunities or concepts to improve an area.

The most important element of undertaking consultation at this stage is to inform the preparation of the Development Strategy and to ensure that an Aboriginal Heritage Site or areas of Aboriginal Cultural Significance are identified, considered and avoided where possible.

- 1.1 The Shire of Broome (or consultants engaged by the Shire) prior to preparing a Development Strategy will forward details of the land area proposed to be covered by

the Development Strategy and a copy of the key objectives to the following organisations:

- a) Determined Native Title Holders for the area; or
- b) Registered Native Title claimants for the area.

The Shire will also review any heritage reports previously prepared and that are publicly available for the Development Strategy area.

- 1.2 The Shire will arrange a workshop with representatives of the above organisations, to discuss the project and any Aboriginal Heritage Sites or areas of Aboriginal Cultural Significance that may exist within the area of the Development Strategy.

- 1.3 In undertaking this consultation, the Shire will request information on:
- a) any Aboriginal Heritage Sites;
  - b) particular areas within the proposed Development Strategy area boundaries that are known to have Aboriginal Cultural Significance; and
  - c) a description of the significance (if culturally appropriate).

The Shire will provide a minimum 30 day period in which the above information can be provided and the workshop is to be held. Following this period, the Shire will progress with the preparation of the Development Strategy.

- 1.4 The outcomes from the consultation (both written and verbal) will be incorporated into the Development Strategy as far as practicable and will identify ways to avoid impacts upon Aboriginal Heritage Sites or areas of Aboriginal Cultural Significance.
- 1.5 As these planning instruments do not involve ground disturbing works or activities, the Shire will not undertake an Aboriginal heritage survey. However, the Shire will review and incorporate any relevant considerations for an identified Aboriginal Heritage Site that may exist in the Development Strategy area.
- 1.6 Following a draft of the Development Strategy being adopted, organisations consulted with in accordance with clause 1.1 of this policy will be forwarded a copy of the draft and invited to provide comments.
- 1.7 A further opportunity will be provided for a workshop to be held between the Shire and representatives of the organisations mentioned in clause 1.1.
- 1.8 Any comments or submissions received will be tabled as a part of a report seeking the final adoption of the Development Strategy.

## 2.0 Shire of Broome Public Works or Shire Development

For the Shire of Broome to be able to deliver services to the community the Shire is required to undertake a number of different Public Works or Shire Development. This could include (but is not limited to) items such as:

- Road construction and maintenance, including grading of shoulders and drainage offshoots;
- Installation and maintenance of drainage;
- Footpaths and development of public recreation facilities;

- Bridges;
- Cemeteries;
- Redevelopment of Shire owned/managed land or buildings;
- Quarries or works for procuring stone, earth or any other material required for the construction of a public work.

The Crown, the Governor, or the State government may also undertake Public Works including works such as railways, public housing, court houses, provision of water, public schools, etc.

Public Works and Shire Development can have the potential to impact upon Aboriginal Heritage Sites. The provisions below will establish the Shire's procedure for determining whether a Public Work or Shire development may impact upon Aboriginal Heritage Sites.

- 2.1 The Shire of Broome will not undertake consultation on behalf of other government authorities or agencies undertaking Public Works. This is the responsibility of the government authority or agency undertaking the works.
- 2.2 The provisions below apply to the Shire of Broome's activities only.
- 2.3 The Shire will not undertake any consultation or notification for activities or works which meet the definition of Low Ground Disturbance Activity.

#### Concept Phase

- 2.4 For Public Works or Shire Development which is not Low Discretion Works, at the concept design phase of the project the Shire will refer the proposal to:
  - a) Determined Native Title Holders for the area; or
  - b) Registered Native Title claimants for the area,

and provide a 30 day period in which comments are to be provided on any Aboriginal Heritage Sites or Aboriginal Heritage Significance that exists within the area.

For any works which are Low Discretion Works, the consultation will be undertaken in accordance with clause 2.6.
- 2.5 From the comments received the Shire will:
  - a) If the concept plan has been identified as impacting upon an Aboriginal Heritage Site(s), as far as practicable the concept plan will be amended to avoid impacts upon the Aboriginal Heritage Site(s); and
  - b) Subject to design and budgetary considerations, attempt to:
    - (i) alter the design of the proposed works or activity to avoid impacts on elements of Aboriginal Cultural Significance that exists within the area of the works or activity; and/or
    - (ii) incorporate interpretative or design elements to promote awareness of elements of Aboriginal Cultural Significance that exists within the area of works or activity.

#### Design Phase

- 2.6 If a proposed Public Work or Shire Development which is not a Low Ground Disturbance Activity falls within an Aboriginal Heritage Site, the Shire of Broome will forward a copy of the proposal to the DAA to enquire if:
- a) the Public Work or Shire Development proposed will disturb an Aboriginal Heritage Site;
  - b) whether a Section 18 Notice is required; and
  - c) who should be consulted prior to the lodgment of the section 18 Notice.
- 2.7 If the DAA advises that the proposed Public Works or Shire Development does fall within the area the subject of an Aboriginal Heritage Site, the Shire of Broome will consult with those persons or organisations advised by the DAA.
- 2.8 In undertaking this consultation, the Shire will:
- a) Forward to the persons or organisations advised by the DAA in accordance with clause 2.7:
    - (i) written notification advising of the proposed Public Works or Shire Development;
    - (ii) details of estimated commencement and completion dates; and
    - (iii) copies of the designs of the proposed works (if available); and
  - b) Request that comments be provided within 30 days on whether the proposed works would impact upon any Aboriginal Heritage Sites and if the proposed works could be modified to avoid or minimise impacts upon Aboriginal Heritage Sites.
- 2.9 If the DAA advises that there is 'insufficient information' to determine if the *Aboriginal Heritage Act 1972* applies, the Shire of Broome will:
- a) forward the information outlined in clause 2.8 a) to any determined native title holders or any registered native title claimant groups; and
  - b) provide a 30 day period in which any comments are requested to be forwarded to the Shire.

*Please refer to **Attachment No 1 – Public Works or Shire Development Flow Chart** which provides a visual representation of the above processes.*

- 2.10 For all other land which does not fall within a registered Aboriginal Heritage Site, the Shire of Broome will follow the principles and process set out in the Aboriginal Heritage Due Diligence Guidelines.
- 2.11 If consultation is deemed to be required following a review of the Due Diligence Guidelines, then it will be carried out in accordance with clause 2.6.

*Please refer to **Attachment No 2 – The Aboriginal Heritage Risk Matrix** which provides a summary of the risk assessment process provided within the Due Diligence Guidelines.*

- 2.12 As part of the consultation carried out in accordance with clauses 2.8, 2.9 and 2.11, the Shire will only adjust how it intends to undertake the proposed Public Works or Shire Development if comments are received that the works would impact upon an Aboriginal Heritage Site. Any other comments received that do not relate directly to Aboriginal Heritage Site(s) will be considered as part of any wider community engagement process, if required in accordance with Council's Community Engagement Policy.

#### Aboriginal Heritage Monitors

- 2.13 If the Shire receives comments following consultation under clauses 2.8, 2.9 or 2.11 requesting that a heritage monitor is engaged, the Shire will agree to engage a heritage monitor in the following circumstances:
- a) the works are being undertaken in an area which has previously not been subject to ground disturbing activities; and
  - b) the comments received following consultation demonstrate reasonable grounds exist to conclude that the presence of a heritage monitor is required to mitigate the risk of harm to Aboriginal heritage;
- 2.14 If doubt exists as to whether the engagement of a heritage monitor is required or regarding the selection of an appropriate heritage monitor for a particular location, then the Shire will seek advice from the DAA.
- 2.15 If:
- a) the Shire engages a heritage monitor in accordance with Clause 2.13; or
  - b) consent to proceed with the works granted in accordance with Section 18 of the *Aboriginal Heritage Act 1972* is conditioned on a heritage monitor being required while the ground disturbing works are being undertaken,
- the Shire of Broome adopts the principles contained within the Department of Premier and Cabinet's Guidelines for the Engagement of Aboriginal Heritage Monitors.

#### Aboriginal Heritage Surveys

- 2.16 Aboriginal heritage surveys will be undertaken for proposed Public Works or Shire Development in the following circumstances:
- a) A person or an organisation consulted under clauses 2.8, 2.9 or 2.11 can demonstrate that an Aboriginal heritage survey is required to identify an Aboriginal Heritage Site; or
  - b) Advice is received from the DAA that a survey is required to support the Section 18 Notice application.
- Notwithstanding the above, the Shire may decline to undertake an Aboriginal heritage survey if a survey has previously been prepared for the area or the works.
- 2.17 When undertaking an Aboriginal heritage survey, the Shire adopts the principles contained within the Government Standard Heritage Agreement and will request that the registered Native Title claimants or determined Native Title holders enter into such agreement with the Shire.



## Definitions

**‘Aboriginal Cultural Significance’** means an area that displays aesthetic, historic, scientific, social or spiritual value for past, present or future generations of Aboriginal people.

**‘Aboriginal Heritage Due Diligence Guidelines’** means the guidelines published by the Department of Premier and Cabinet of WA and amended from time to time.

**‘Aboriginal Heritage Site’** means a place to which the Aboriginal Heritage Act applies by operation of section 5 of the Aboriginal Heritage Act.

**‘Consultation’** is the open exchange of information between the Shire and the person/s being consulted, to promote awareness of the Shire’s activities and to enable the person/s to have meaningful input in the Shire’s decision-making process.

**‘DAA’** means the WA Department of Aboriginal Affairs administered by the Minister of Aboriginal Affairs.

**‘Development Strategy’** means a land use strategy, development strategy or other land use planning document that identifies aspirations for future land use or development for an area/precinct. Examples of documents that would be considered Development Strategies for the purposes of this definition include:

- Local Planning Strategy;
- Old Broome Development Strategy;
- Chinatown Development Strategy;
- Tourism Strategy;
- Recreation Strategies.

**‘Government Standard Heritage Agreement’** means the Government Standard Heritage Agreement published by the Department of Premier and Cabinet of WA.

**‘Low Discretion Works’** are Public Works or Shire Development in which there is limited discretion available to the Shire as to how or where the works can be carried out (for example, the extension of a footpath, road or drain).

**“Low Ground Disturbance Activity”** means any activity that is undertaken on land which has previously been disturbed or an activity that does not involve major or significant ground disturbance, including the following:

- (a) field mapping, including cadastral surveys, not involving the permanent disturbance of soil and vegetation;
- (b) sampling, including removing soil, rock and flora samples using hand methods (including hand augering) from the natural surface;
- (c) remote sensing, biological, environmental or conservation surveys, including installing monitoring plots and marker posts;
- (d) establishing temporary lay-down areas, where the establishment of the lay-down area does not require the removal of trees or shrubs and does not require any earthworks in areas which have not previously been disturbed;
- (e) reconnaissance and patrol in light vehicles;
- (f) drilling using hand held rig or rig mounted on 4 wheel vehicle, using existing access and without the construction of new roads and tracks (and where use of the existing roads or tracks involves no disturbance to plant roots);
- (g) digging pitfall traps and temporary trenches for small animals



- (h) baiting and installation of temporary fences and nest boxes;
- (i) collecting and removing loose rocks, firewood, flora or fauna;
- (j) conducting tests for water, site contamination, or other scientific or conservation purposes;
- (k) maintaining and refurbishing existing facilities, including recreation and camping facilities, water points, signs and other structures;
- (l) maintaining existing roads, drains, culverts, bridges, trails, tracks, fence lines and firebreaks;
- (m) erecting signage and barriers using hand and mechanical augers;
- (n) revegetating of degraded areas, including fencing areas of vegetation;
- (o) rehabilitating previously disturbed areas, including ripping, scarifying, matting, brushing, seeding and planting;
- (p) carrying out species recovery programs;
- (q) erosion control activities around existing roads, infrastructure or facilities;
- (r) weed control using hand, mechanical and chemical methods of control;
- (s) any other use of hand-held tools, not referred to in the preceding paragraphs;
- (t) the laying of temporary water pipelines across the ground where no excavation is required; and
- (u) electrical works associated with existing infrastructure in previously disturbed areas.

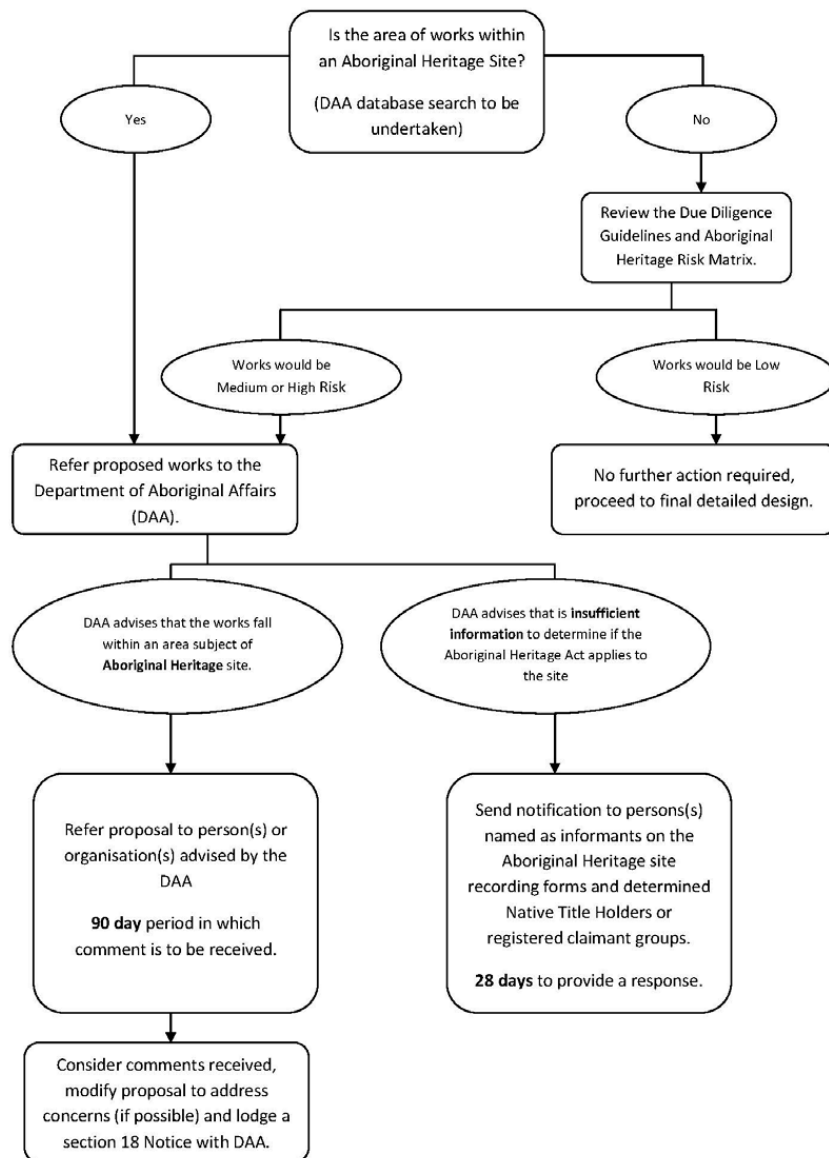
'Public Work' has the meaning given in the *Public Works Act 1902*.

'Section 18 Notice' means a notice lodged in accordance with section 18 of the *Aboriginal Heritage Act 1972* (WA) for consent to use land which may impact an Aboriginal heritage site.

'Shire Development' means a development, other than public works, that is undertaken by the Shire which involves the carrying out on the land of any excavations or other ground disturbing works.

Document Control Box							
Document Responsibilities:							
Owner:	Director Development Services			Owner Business Unit:	Development Services		
Reviewer:	Manager Planning and Building			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	<a href="#">Aboriginal Heritage Act 1972</a>						
Industry:	<a href="#">Aboriginal Heritage Inquiry System</a>						
	<a href="#">Aboriginal Heritage Due Diligence Guidelines</a>						
	<a href="#">Government Standard Heritage Agreement</a>						
Organisational:							
Document Management:							
Risk Rating:	Low	Review Frequency:	Triennial	Next Due:	12/2022	Records Ref:	
Version #	Decision Reference:		Synopsis:				
1.	23 February 2017		OMC Initial Adoption				
2.	12 December 2019		Review and converted to new Policy Template				
3.	22 January 2021		Desktop review with minor changes to improve clarity.				
4.	18 November 2021		Desktop review with minor changes to logo and org structure				

### Attachment No 1 – Public Works and Shire Development Flow Chart



Department of Aboriginal Affairs &amp; Department of the Premier and Cabinet

## Attachment No 2 - The Aboriginal Heritage Risk Matrix

## SCHEDULE 2 – THE ABORIGINAL HERITAGE RISK MATRIX

Previous Land Use

LAND ACTIVITIES – CATEGORIES 1-5		1. Negligible disturbance	2. Minimal disturbance	3. Moderate disturbance	4. Significant disturbance	5. Major disturbance
Built Environment - e.g. urban environment, towns, metropolitan region.	Low	Low	Low	Low	Low	Medium
Significantly Altered Environment - e.g. cultivated and cleared land.	Low	Low	Low	Low	Medium	High
Moderately Altered Environment - e.g. partially cleared lands, re-vegetated landscape.	Low	Low	Low	Medium	Medium	High
Minimally Altered Environment - e.g. urban bush land, regrowth areas	Low	Medium	Medium	Medium	High	High
Unaltered Environment - e.g. protected areas or pristine environment.	Low	Medium	High	High	High	High
Risk Assessment		Actions				
Low Risk (Review)		Review the landscape and proposed activity (see sections 2.4 - 2.8 - assessing the landscape and the activity). Refer to the AHIS.				
Medium Risk (Review / Exercise Caution)		Review the landscape and proposed activity (as above). The precautionary principle (see page 2) applies. Refer to the AHIS and contact the DAA. A range of actions may be recommended, including: no action, consultation with the relevant Aboriginal people, an Aboriginal heritage survey or modification of the proposed activity to avoid or minimise site impact.				
High Risk (Consult / Survey / Approvals)		Refer to the AHIS. Consult with the DAA and the relevant Aboriginal people. Dependent on consultation outcomes you may need to include: an Aboriginal heritage survey, modification of the proposed activity to avoid or minimise (see sections 2.24 - 2.28) impact to the site and/or other heritage management strategies. The land user may also need to apply for approval or consent (see section 2.26) to the activity.				
For major development projects refer to sections 2.10 - 2.12 for further advice.						

*These Guidelines and the Aboriginal Heritage Risk Matrix are for general assistance only. Land users should always obtain independent advice on the application of the AHA to their particular circumstances and if doubt exists the land user should contact the DAA.*

**9.4.2 MONTHLY PAYMENT LISTING - JULY 2023**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	FRE02
<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:**

This report recommends that Council receives the list of payments made under delegated authority, as per the attachment to this report, for July 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 July 2023.

Credit card transactions are managed through a separate portal, which requires evidence and approval within timeframes and parameters set through the Transaction Cards policy. In instances where unauthorised transactions have been identified, credit cards have been cancelled immediately and a claim lodged with the bank for reimbursement. Generally these are small transactions, and are identified within a week. The reimbursement presents either within that month or the following statement month, depending on the timing of the transaction. There are also transaction limits on all cards to minimise the potential risk of unauthorised transactions.

**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.

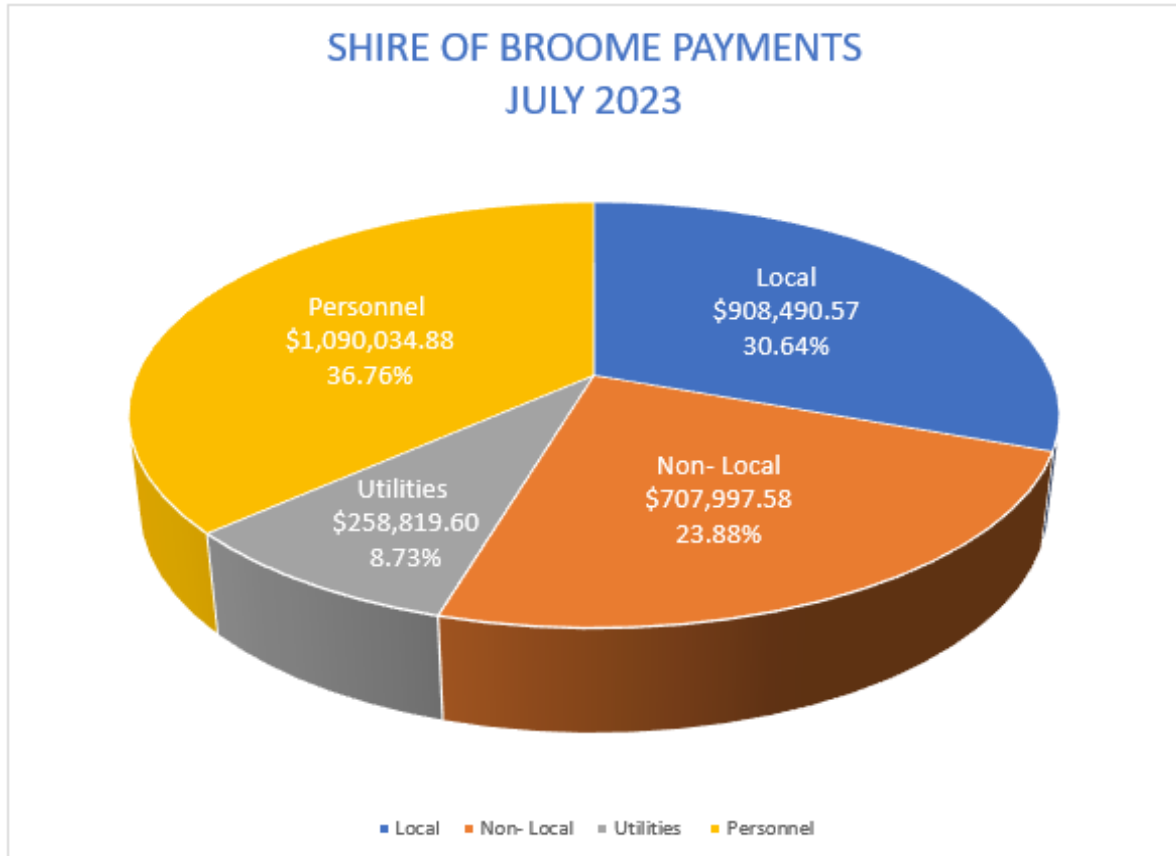
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
  - (a) for each account which requires council authorisation in that month —
    - (i) the payee's name; and
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction; 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

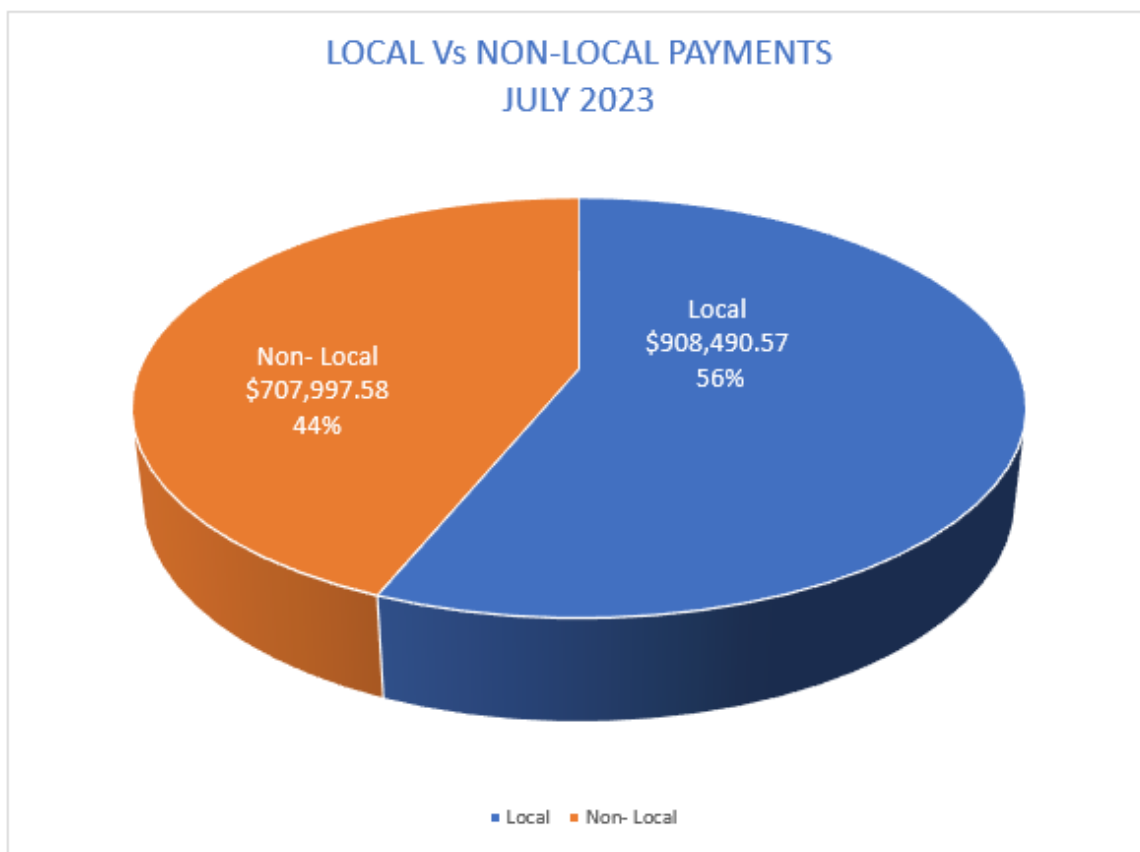
Purchasing  
Transaction Cards

## 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).



The above graph shows the percentage of local spend in comparison to non-local and recoupable spend for July 2023 after \$1,090,034.88 in personnel payments, \$258,819.60 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-23	\$ 1,441.39	\$ 2,026,138.15	\$ 157,064.40	\$ 31,160.48	\$ -	\$ 749,538.21	\$ 2,965,342.63
<b>TOTAL</b>	<b>\$ 1,441.39</b>	<b>\$ 2,026,138.15</b>	<b>\$ 157,064.40</b>	<b>\$ 31,160.48</b>	<b>\$ -</b>	<b>\$ 749,538.21</b>	<b>\$ 2,965,342.63</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*

### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0823/029**

**Moved: Cr C Mitchell**

**Seconded: Cr D Male**

**That Council:**

- 1. Receives the list of payments made from the Municipal and Trust Accounts in July 2023 totalling in \$2,965,342.63 (Attachment 1) per the requirements of Regulation 12 of the Local Government (Financial Management) Regulations 1996 covering:**
  - a) EFT Vouchers EFT 70707 – EFT 70998 totalling \$2,057,298.63;**
  - b) Municipal Cheque Vouchers 57813 - 57816 totalling \$1,441.39;**
  - c) Trust Cheque Vouchers 0000 - 0000 totalling \$0.00; and**
  - d) Municipal Direct Debits DD32293.1 – DD32396.9 including payroll totalling \$906,602.61.**
- 2. Notes the local spend of \$908,490.57 included in the amount above, equating to 56% of total payments excluding personnel, utility and other external sole supplier costs.**

**CARRIED UNANIMOUSLY 6/0**

## Attachments

1. MONTHLY PAYMENT LISTING - JULY 2023

## PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS &amp; DIRECT DEBITS - JULY 2023

## PRESENTED TO ORDINARY COUNCIL MEETING 31 AUGUST 2023

PAYMENT #	Date	Name	Description	Amount	DEL AUTH
MUNICIPAL & TRUST ELECTRONIC TRANSFERS - JULY 2023					
EFT70707	03/07/2023	BRUCE JOSEPH RUDEFORTH JNR	Monthly Councillor Sitting Fee and Allowances	\$ 2,314.17	MFS
EFT70708	03/07/2023	CHRISTOPHER RALPH MITCHELL	Monthly Councillor Sitting Fee and Allowances	\$ 3,687.40	MFS
EFT70709	03/07/2023	DESIREE MAGDOLNA MALE	Monthly Councillor Sitting Fee and Allowances	\$ 8,493.75	MFS
EFT70710	03/07/2023	ELSTA REGINA FOY	Monthly Councillor Sitting Fee and Allowances	\$ 2,314.17	MFS
EFT70711	03/07/2023	HAROLD NORMAN TRACEY	Monthly Councillor Sitting Fee and Allowances	\$ 2,314.17	MFS
EFT70712	03/07/2023	PETER JOHN TAYLOR	Monthly Councillor Sitting Fee and Allowances	\$ 2,314.17	MFS
EFT70713	03/07/2023	PHILLIP FRANCIS MATSUMOTO	Monthly Councillor Sitting Fee and Allowances	\$ 2,314.17	MFS
EFT70714	06/07/2023	ANSER GROUP PTY LTD	Haynes Oval Lighting- BRAC	\$ 1,056.00	MFS
EFT70715	06/07/2023	BIDFOOD	Kiosk Supplies- BRAC	\$ 2,066.52	MFS
EFT70716	06/07/2023	BROOME CLEANAWAY	Empty Yellow Recycle Bins- WMF	\$ 1,554.30	MFS
EFT70717	06/07/2023	BROOME TREE & PALM SERVICE	Storage Hire- Surf Club	\$ 4,180.00	MFS
EFT70718	06/07/2023	CABLE BEACH ELECTRICAL SERVICE	Electrical Repairs- P&G	\$ 462.00	MFS
EFT70719	06/07/2023	CABLE BEACH PAINTING SERVICES PTY LTD	Painting Services- BRAC	\$ 6,933.00	MFS
EFT70720	06/07/2023	CARPET PAINT & TILE CENTRE	Flooring Repairs- Montessori Childcare	\$ 4,532.00	MFS
EFT70721	06/07/2023	CATALYSE RESEARCH & STRATEGY	Employee Scorecard- People and Culture	\$ 3,850.00	MFS
EFT70722	06/07/2023	COAST & COUNTRY ELECTRICS	Supply Generator- BRAC	\$ 10,884.50	MFS
EFT70723	06/07/2023	COLIN WILKINSON DEVELOPMENTS PTY LTD	Construction Works- Broome Life Saving Club Building	\$ 110,054.48	MFS
EFT70724	06/07/2023	CORAL COAST DISTRIBUTORS / URBAN RAMPAGE	Youth Forum Shirts- YAC	\$ 404.45	MFS
EFT70725	06/07/2023	ELECO SERVICES	Investigate Carpark Lights- BRAC	\$ 264.00	MFS
EFT70726	06/07/2023	ELIZABETH LOUISE FRENCH	Reimbursement- 2023 Wellness Program	\$ 125.00	MFS
EFT70727	06/07/2023	FIRE & SAFETY SERVICES	Alarm Maintenance- Kimberley Regional Office	\$ 1,303.50	MFS
EFT70728	06/07/2023	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Cleaning- Various	\$ 1,466.30	MFS
EFT70729	06/07/2023	FREEDOM FAIRIES	Freedom Fairies Children's Activities- Cable Beach Foreshore Engagement Event	\$ 1,320.00	MFS
EFT70730	06/07/2023	HAMES SHARLEY	Consultancy Fees (RFQ 20-03)- Town Planning	\$ 6,466.90	MFS
EFT70731	06/07/2023	HERBERT SMITH FREEHILLS	Legal Costs Variation of Deed (7 Barker St)- Property	\$ 1,656.90	MFS
EFT70732	06/07/2023	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Admin	\$ 24,939.50	MFS
EFT70733	06/07/2023	HUTCHINSON REAL ESTATE	Rates refund	\$ 7,259.64	MFS
EFT70734	06/07/2023	JAPANESE TRUCK AND BUS SPARES PTY LTD	Reversal of Inv. (Due to being entered incorrectly)	\$ 211.00	MFS
EFT70735	06/07/2023	JEREMY JAMES HALL	Reimbursement Expense- Infrastructure	\$ 2,000.00	MFS
EFT70736	06/07/2023	KENNARDS HIRE	Signage Hire- Infrastructure	\$ 1,930.00	MFS
EFT70737	06/07/2023	KIMBERLEY ARTS NETWORK INC	Indigenous Community Program- Community Development	\$ 2,695.00	MFS
EFT70738	06/07/2023	KMART AUSTRALIA LIMITED	Storytime Equipment- Library	\$ 163.00	MFS
EFT70739	06/07/2023	LENORE BATT	Compost Subsidy- Infrastructure	\$ 95.00	MFS
EFT70740	06/07/2023	MB INDUSTRIES	Supply & Delivery Precast Concrete (RFT-23/03)- Cable Beach Foreshore Redevelopment Stage 1	\$ 136,012.04	MFS
EFT70741	06/07/2023	MODERN TEACHING AIDS PTY LTD	Little Bubba Program- Library	\$ 1,964.83	MFS
EFT70742	06/07/2023	NORTH WEST COAST SECURITY	Security Services- Civic Centre	\$ 442.75	MFS
EFT70743	06/07/2023	NORTHERN RURAL SUPPLIES PTY LTD	Fertiliser- P&G	\$ 2,180.20	MFS
EFT70744	06/07/2023	OFFICE NATIONAL BROOME	Office Equipment- Admin	\$ 590.41	MFS
EFT70745	06/07/2023	RIMPA (RECORDS AND INFORMATION MANAGEMENT PROFESSIONALS AUSTRALASIA)	Information Asset Register Training- Records	\$ 300.00	MFS
EFT70746	06/07/2023	SEEK LIMITED	Recruitment & Advertising- People & Culture	\$ 1,116.50	MFS
EFT70747	06/07/2023	SPORTS STAR TROPHIES	Fun Run Medals- BRAC	\$ 923.35	MFS
EFT70748	06/07/2023	STRATAGREEN (FORMERLY GREENWAY ENTERPRISES)	Gardening Tools- P&G	\$ 503.25	MFS
EFT70749	06/07/2023	STREETER & MALE PTY MITRE 10	Newspaper Supplies- Library	\$ 81.60	MFS
EFT70750	06/07/2023	SUSHI ICHIBAN BROOME	Catering Fishing Competition 23- July School Holiday	\$ 800.00	MFS
EFT70751	06/07/2023	THINK WATER BROOME	Reticulation Parts- P&G	\$ 1,232.83	MFS
EFT70752	06/07/2023	TRUSTEES OF THE DIOCESE OF NORTH WA	Rates refund	\$ 2,982.09	MFS
EFT70753	06/07/2023	WEI SU	Fitness Classes- BRAC	\$ 300.00	MFS
EFT70754	06/07/2023	WESTERN DIAGNOSTIC PATHOLOGY	Urine Drug & Alcohol Tests- People & Culture	\$ 1,607.54	MFS
EFT70755	07/07/2023	ABLE ELECTRICAL (WA) PTY LTD	Electrical Repairs- Nipper, Father McMahon & Haynes Oval Lighting	\$ 11,176.00	MFS
EFT70756	07/07/2023	BRADLEY DOUGLAS	Relocation Reimbursement- People & Culture	\$ 1,238.82	MFS
EFT70757	07/07/2023	CLAIRE ANTHEA BOWMAN	Fitness Instructor- BRAC	\$ 300.00	MFS
EFT70758	07/07/2023	COAST & COUNTRY ELECTRICS	Lighting Checks- Engineering	\$ 1,980.00	MFS
EFT70759	07/07/2023	CORSIGN WA PTY LTD	Rail Stickers- Works	\$ 1,029.16	MFS
EFT70760	07/07/2023	DEWA'S MOBILE KITCHEN	Catering Sporting Chance- Activation & Engagement	\$ 2,350.00	MFS
EFT70761	07/07/2023	FIRST NATIONAL REAL ESTATE BROOME	Electricity Charges- Property	\$ 23.32	MFS
EFT70762	07/07/2023	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight- Depot	\$ 604.73	MFS
EFT70763	07/07/2023	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Depot	\$ 2,854.16	MFS
EFT70764	07/07/2023	JACQUELINE BERKELEY	Reimbursement- 2023 Wellness Program	\$ 125.00	MFS
EFT70765	07/07/2023	KIRILY PRIEST	Reimbursement- 2023 Wellness Program	\$ 125.00	MFS
EFT70766	07/07/2023	KIRSTEN MASTROLEMBO	Reimbursement- 2023 Wellness Program	\$ 125.00	MFS
EFT70767	07/07/2023	MARK HUBBARD	Reimbursement- BRAC	\$ 297.18	MFS
EFT70768	07/07/2023	SHIRE OF ASHBURTON	Long Service Leave- Payroll	\$ 7,359.83	MFS
EFT70769	07/07/2023	TNT AUSTRALIA PTY LTD	Freight Charges- Health	\$ 194.89	MFS
EFT70770	07/07/2023	WATER CORPORATION	Disconnect Service- Port St Roundabout	\$ 1,204.62	MFS
EFT70773	13/07/2023	AFGR EQUIPMENT AUSTRALIA PTY LTD	Various parts - Mowers, Grader	\$ 13,834.46	MFS



## PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS &amp; DIRECT DEBITS - JULY 2023

## PRESENTED TO ORDINARY COUNCIL MEETING 31 AUGUST 2023

PAYMENT #	Date	Name	Description	Amount	DEL AUTH
EFT70774	13/07/2023	AUSTRALIA DAY COUNCIL OF WESTERN AUSTRALIA (INC)	Auspire Gold Membership Subscription- Marketing	\$ 720.00	MFS
EFT70775	13/07/2023	AVERY AIRCONDITIONING PTY LTD	Airconditioning Maintenance- Library	\$ 697.03	MFS
EFT70776	13/07/2023	BLACKWOODS	PPE Uniforms- Depot	\$ 268.75	MFS
EFT70777	13/07/2023	BROOME BOLT SUPPLIES WA PTY LTD	Tools- Works	\$ 1,812.80	MFS
EFT70778	13/07/2023	BROOME CLEANAWAY	Skip Empty- Shire Admin	\$ 691.53	MFS
EFT70779	13/07/2023	BROOME PLUMBING & GAS	Install Washing Machine Tap- Workshop	\$ 220.00	MFS
EFT70780	13/07/2023	BROOME PROGRESSIVE SUPPLIES	Milk Supplies- Depot	\$ 30.23	MFS
EFT70781	13/07/2023	CABLE BEACH ELECTRICAL SERVICE	Supply Electrical Pit- BRAC	\$ 3,597.00	MFS
EFT70782	13/07/2023	CABLE BEACH PAINTING SERVICES PTY LTD	Painting Services- Library	\$ 755.00	MFS
EFT70783	13/07/2023	CATALYSE RESEARCH & STRATEGY	Community Scorecard- Community Strategic Plan	\$ 990.00	MFS
EFT70784	13/07/2023	COAST & COUNTRY ELECTRICS	Investigate Light Faults- Various Locations	\$ 9,052.71	MFS
EFT70785	13/07/2023	COATES HIRE OPERATIONS PTY LTD	Digger for Drain Repairs- Roebuck Estate	\$ 990.53	MFS
EFT70786	13/07/2023	DC DATA COMMS	Satellite Phone- Depot	\$ 2,462.90	MFS
EFT70787	13/07/2023	EASY ELECTRICAL	Supply & Replace 2 Led Lights- Air Raid Memorial Town Beach	\$ 2,244.00	MFS
EFT70788	13/07/2023	FIRE & SAFETY SERVICES	Rectification Works- Depot	\$ 3,093.80	MFS
EFT70789	13/07/2023	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Cleaning- Various	\$ 18,996.59	MFS
EFT70790	13/07/2023	G. BISHOPS TRANSPORT SERVICES PTY LTD	Freight- WMF	\$ 160.12	MFS
EFT70791	13/07/2023	GPC ASIA PACIFIC PTY LTD T/AS REPCO	Suspension Lift Kit- Infrastructure	\$ 950.00	MFS
EFT70792	13/07/2023	HERBERT SMITH FREEHILLS	Preparation of Lease & Loan Facility Agreement- Broome Surf Life Saving Club	\$ 5,127.22	MFS
EFT70793	13/07/2023	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Street Lighting	\$ 66,088.64	MFS
EFT70794	13/07/2023	IANNELLO DESIGN	Artwork Design- Governance	\$ 2,508.00	MFS
EFT70795	13/07/2023	KARRATHA ASPHALT (CORPS & MANNING PAVEMENT SERVICES PTY LTD )	Road Patching Repairs Emulsion- Various Locations	\$ 3,080.00	MFS
EFT70796	13/07/2023	KIMBERLEY WASHROOM SERVICES	Sanitary Disposal- Various Locations	\$ 1,096.00	MFS
EFT70797	13/07/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Regional Management Challenge- People & Culture	\$ 8,745.00	MFS
EFT70798	13/07/2023	MARKETFORCE	Advertising- Cable Beach Foreshore Upgrade	\$ 2,869.76	MFS
EFT70799	13/07/2023	MCMULLEN NOLAN GROUP PTY LTD (MNG)	New Lease Plan- Broome Surf Life Saving Club	\$ 2,794.00	MFS
EFT70800	13/07/2023	NORTH WEST COAST SECURITY	Security Services- Various Locations	\$ 12,655.68	MFS
EFT70801	13/07/2023	NORTH WEST LOCKSMITHS	Changing Ablution Locks-Town Beach	\$ 2,917.00	MFS
EFT70802	13/07/2023	OFFICE NATIONAL BROOME	Stationery- Shire Admin	\$ 1,198.25	MFS
EFT70803	13/07/2023	OPTIC SECURITY GROUP- NORWEST	Replace Cables to Sensor- BRAC	\$ 923.98	MFS
EFT70804	13/07/2023	POOL WISDOM	Pool Chemicals- Town Beach	\$ 295.36	MFS
EFT70805	13/07/2023	QUEEN TIDE CREATIVE	Photography- Youth Forum (YAC) 2023	\$ 1,760.00	MFS
EFT70806	13/07/2023	ROEBUCK TREE SERVICE	Grind Stump- Cygnet Park	\$ 275.00	MFS
EFT70807	13/07/2023	SECUREX SECURITY PTY LTD	Security Alarm & Card Activation Fee- People & Culture	\$ 66.00	MFS
EFT70808	13/07/2023	SOUTHERN CROSS AUSTERO (SCA)	Advertising- Marketing	\$ 1,355.20	MFS
EFT70809	13/07/2023	ST JOHN AMBULANCE AUSTRALIA (WA) INC	Staff Training- People & Culture	\$ 150.00	MFS
EFT70810	13/07/2023	STANTEC AUSTRALIA PTY LTD	Safety Audit- Various	\$ 14,630.00	MFS
EFT70811	13/07/2023	TACKLE WORLD	School Holiday Program Equipment- Community Engagement	\$ 138.00	MFS
EFT70812	13/07/2023	TELSTRA	Service & Equipment Rental- IT	\$ 1,959.96	MFS
EFT70813	13/07/2023	TNT AUSTRALIA PTY LTD	Freight- Health	\$ 158.38	MFS
EFT70814	13/07/2023	WEST AUSTRALIAN NEWSPAPERS	Advertising- Marketing	\$ 4,122.00	MFS
EFT70815	13/07/2023	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION ( WALGA )	State Employment Law Essentials- People & Culture	\$ 948.00	MFS
EFT70816	14/07/2023	AUSTRALIAN SERVICES UNION - WA BRANCH	Payroll Deductions/Contributions	\$ 715.50	MFS
EFT70817	14/07/2023	AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions	\$ 129,330.00	MFS
EFT70818	14/07/2023	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll Deductions/Contributions	\$ 640.00	MFS
EFT70819	14/07/2023	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll Deductions/Contributions	\$ 810.00	MFS
EFT70820	14/07/2023	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	\$ 1,719.14	MFS
EFT70821	14/07/2023	EASISALARY PTY LTD T/A EASI	Payroll Deductions/Contributions	\$ 11,369.29	MFS
EFT70822	14/07/2023	LGRCEU	Payroll Deductions/Contributions	\$ 110.00	MFS
EFT70823	14/07/2023	SPA SALARY PACKAGING AUSTRALIA	Payroll Deductions/Contributions	\$ 1,479.10	MFS
EFT70827	19/07/2023	ACURIX NETWORKS PTY LTD	Wi-Fi Access Service- Library	\$ 490.60	MFS
EFT70828	19/07/2023	ALLPEST (BROOME PEST CONTROL)	Ant infestation Treatment- Depot	\$ 250.00	MFS
EFT70829	19/07/2023	AUSSIE BROADBAND LIMITED	NBN Connection- IT	\$ 877.80	MFS
EFT70830	19/07/2023	AVERY AIRCONDITIONING PTY LTD	Airconditioning Maintenance & Repairs- BVC	\$ 3,018.45	MFS
EFT70831	19/07/2023	BLACKWOODS	Consumables- Depot	\$ 1,621.44	MFS
EFT70832	19/07/2023	BOAB FENCING	Garrison Fencing Gates- BRAC	\$ 7,315.00	MFS
EFT70833	19/07/2023	BP AUSTRALIA PTY LTD - FUEL	Diesel- Depot	\$ 19,321.38	MFS
EFT70834	19/07/2023	BROOME ALI WORX	Supply & Install Checker Plate Ramp- BRAC Tennis Space	\$ 3,348.40	MFS
EFT70835	19/07/2023	BROOME CLEANAWAY	Kerbside Recycling Collection (CON 14/01)- WMF	\$ 97,694.99	MFS
EFT70836	19/07/2023	BROOME PLUMBING & GAS	Plumbing Maintenance- Haynes Oval Pavilion	\$ 938.00	MFS
EFT70837	19/07/2023	BROOME PROGRESSIVE SUPPLIES	Drinking Water- Depot	\$ 277.84	MFS
EFT70838	19/07/2023	BROOME REGIONAL VOLUNTEER BUSHFIRE BRIGADE	Mitigation Burning- Rangers	\$ 2,820.00	MFS

## PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS &amp; DIRECT DEBITS - JULY 2023

## PRESENTED TO ORDINARY COUNCIL MEETING 31 AUGUST 2023

PAYMENT #	Date	Name	Description	Amount	DEL AUTH
EFT70839	19/07/2023	BROOME SCOOTERS PTY LTD (KIMBERLEY MOWERS & SPARES)	Brushcutter Parts- Works	\$ 88.00	MFS
EFT70840	19/07/2023	BROOME SMALL ENGINE SERVICES	Equipment Replacement Brushcutter Bushranger- P&G	\$ 1,614.01	MFS
EFT70841	19/07/2023	BROOME TOYOTA	Spare Wheel Cover- Office of the CEO	\$ 722.44	MFS
EFT70842	19/07/2023	BROOME VETERINARY HOSPITAL	Impounds Fees & Vet Costs- Rangers	\$ 8,072.60	MFS
EFT70843	19/07/2023	BROOMECECRETE	Cracker Dust- Surf Club	\$ 2,156.00	MFS
EFT70844	19/07/2023	BT EQUIPMENT PTY LTD (TUTT BRYANT)	Parts Bomag Compactor- WMF	\$ 2,301.40	MFS
EFT70845	19/07/2023	BWS LIQUOR (ENDEAVOUR GROUP)	Bar Stock- Civic Centre	\$ 2,290.30	MFS
EFT70846	19/07/2023	CLOBBER & STITCH	Shirts- Sporting Chance Promotion Launch	\$ 1,100.00	MFS
EFT70847	19/07/2023	COAST & COUNTRY ELECTRICS	Supply & Install Solar Head Luminaires to Light Poles- Cable Beach Carpark	\$ 15,627.70	MFS
EFT70848	19/07/2023	CORSIGN WA PTY LTD	Signage- Blue & White Directional Signs	\$ 94.16	MFS
EFT70849	19/07/2023	DIRECTCOMMS PTY LTD	Annual Maintenance Fee (June 23)- Library	\$ 25.08	MFS
EFT70850	19/07/2023	DORMA AUTOMATICS PTY LTD	Repairs Front Door Alarm- Broome Visitor Centre	\$ 578.66	MFS
EFT70851	19/07/2023	ECOSCAPE AUSTRALIA PTY LTD	Consultants Fees- Infrastructure	\$ 9,636.72	MFS
EFT70852	19/07/2023	ELEMENT ADVISORY PTY LTD	Various Works- Arts & Culture Strategy	\$ 11,000.00	MFS
EFT70853	19/07/2023	ELGAS LTD	Fork Lift Gas Bottles- Depot	\$ 145.20	MFS
EFT70854	19/07/2023	EVENTPRO SOFTWARE	Monthly Subscription Fee- Civic Centre	\$ 1,479.50	MFS
EFT70855	19/07/2023	FIELD AIR CONDITIONING & AUTO ELECTRICAL PTY LTD	Electrical Repairs to Emergency Lights & Beacons- Ranger Vehicle	\$ 5,729.05	MFS
EFT70856	19/07/2023	FIRE & SAFETY SERVICES	Fire Equipment Repairs- BRAC	\$ 1,972.30	MFS
EFT70857	19/07/2023	FOOTPRINT CLEANING (EMPOWER3 PTY LTD)	Rubbish Bags- Cleaning Crew	\$ 11,867.24	MFS
EFT70858	19/07/2023	GO GO MEDIA	Monthly Radio Licence- BRAC	\$ 198.00	MFS
EFT70859	19/07/2023	GPC ASIA PACIFIC PTY LTD T/AS REPCO	Ramps for Trucks- Workshop	\$ 1,941.90	MFS
EFT70860	19/07/2023	GREAT NORTHERN LOGISTICS PTY LTD	Skip Bin Service- Pensioners	\$ 25,245.00	MFS
EFT70861	19/07/2023	HARMONY HORTICULTURE	Weed Spraying Broome North- P&G	\$ 7,936.50	MFS
EFT70862	19/07/2023	HARVEY NORMAN AV/IT SUPERSTORE BROOME	Kitchen Scales & Dyson- Broome Library	\$ 924.98	MFS
EFT70863	19/07/2023	HOLDFAST FLUID POWER NW PTY LTD	Volvo Loader Parts- Works	\$ 1,875.54	MFS
EFT70864	19/07/2023	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- BRAC Oval	\$ 5,941.97	MFS
EFT70865	19/07/2023	IANNELLO DESIGN	Graphic Design Work- Disability Access & Inclusion Plan	\$ 55.00	MFS
EFT70866	19/07/2023	INDUSTRIAL AUTOMATION GROUP	Sim & Support Charges- BRAC	\$ 5,993.90	MFS
EFT70867	19/07/2023	INTEGRITY MANAGEMENT SOLUTIONS PTY LTD	Software Annual Subscription 2023/24- IT	\$ 9,900.00	MFS
EFT70868	19/07/2023	IPROPERTY EXPRESS PTY LTD	Iproperty Express Paperless - Staff Housing	\$ 1,491.60	MFS
EFT70869	19/07/2023	JAYE SMOKER ( UNBOUND SOUND )	Technician Services- Civic Centre	\$ 247.50	MFS
EFT70870	19/07/2023	JD RETIC AND GARDEN CARE	Labour for Loading Tyres- WMF	\$ 1,880.00	MFS
EFT70871	19/07/2023	JOSH BYRNE & ASSOCIATES	Final payment - Cable Beach Foreshore Redevelopment detailed design - Contract 21/3	\$ 55,000.00	MFS
EFT70872	19/07/2023	KENNARDS HIRE	2 x Variable Message Sign Boards- Port Drive/Guy Street Roundabout Project	\$ 1,930.00	MFS
EFT70873	19/07/2023	KIMBERLEY AUTO CARE	Vehicle Maintenance- Workshop	\$ 770.00	MFS
EFT70874	19/07/2023	KIMBERLEY CONTRACTING	Dailly Posi-shell Cover- WMF	\$ 33,000.00	MFS
EFT70875	19/07/2023	KIMBERLEY FITNESS & SUPPORT SERVICES	Group Fitness Program- BRAC	\$ 1,440.00	MFS
EFT70876	19/07/2023	KIMBERLEY FUEL & OIL SERVICES	Oil Consumables- Workshop	\$ 2,250.82	MFS
EFT70877	19/07/2023	KIMBERLEY TREE CARE	Firebreak- P&G	\$ 8,745.00	MFS
EFT70878	19/07/2023	KWAME FRIMPONG DWIRA	Reimbursement- WMF	\$ 485.00	MFS
EFT70879	19/07/2023	LOCK & LOAD LASER TAG	Laser Tag- Civic Centre	\$ 1,732.50	MFS
EFT70880	19/07/2023	WEST COAST WATER SAFETY	Lifeguard Service - Beach	\$ 52,926.92	MFS
EFT70881	21/07/2023	CHARTER PROPERTY GROUP PTY LTD	Staff Rent- August 2023	\$ 3,457.72	MFS
EFT70882	21/07/2023	FIRST NATIONAL REAL ESTATE BROOME	Staff Rent- August 2023	\$ 11,728.68	MFS
EFT70883	21/07/2023	FIRST NATIONAL REAL ESTATE BROOME - COMMERCIAL TRUST	Staff Rent- August 2023	\$ 300.00	MFS
EFT70884	21/07/2023	HUTCHINSON REAL ESTATE	Staff Rent- August 2023	\$ 2,546.43	MFS
EFT70885	21/07/2023	PRD NATIONWIDE	Staff Rent- August 2023	\$ 14,339.28	MFS
EFT70886	21/07/2023	RAY WHITE BROOME (STAFF RENTAL PAYMENTS)	Staff Rent- August 2023	\$ 9,059.82	MFS
EFT70887	21/07/2023	FOCUS NETWORKS (PROGRESSIVE CREATIVE SOLUTIONS)	Managed Network Service- IT	\$ 60,239.85	MFS
EFT70888	21/07/2023	HARMONY HORTICULTURE	Weed Spraying- WMF	\$ 500.50	MFS
EFT70889	21/07/2023	RAY WHITE BROOME (STAFF RENTAL PAYMENTS)	Repairs- Property	\$ 1,102.89	MFS
EFT70890	25/07/2023	WATER CORPORATION	Water Service Charges- 7 Orr Street	\$ 3,072.45	MFS
EFT70891	27/07/2023	BEST IT & BUSINESS SOLUTIONS PTY LTD	Monthly Printer Copies- IT	\$ 226.46	MFS
EFT70892	27/07/2023	CBRE PTY LTD	Consultancy Fee- Town Beach Cafe Redevelopment	\$ 4,950.00	MFS
EFT70893	27/07/2023	CHADSON ENGINEERING PTY LTD	Pool Tablets- BRAC	\$ 804.10	MFS
EFT70894	27/07/2023	COAST & COUNTRY ELECTRICS	Electrical Works- Outdoor Courts BRAC	\$ 4,146.43	MFS
EFT70895	27/07/2023	COCA COLA AMATIL (HOLDINGS) LTD	Stock- BRAC Kiosk	\$ 884.61	MFS
EFT70896	27/07/2023	CS LEGAL	Debt Collection Fees- 2022/2023 FY	\$ 919.40	MFS
EFT70897	27/07/2023	CUTTING EDGES REPLACEMENT PARTS PTY LTD	Parts for Loader- Works	\$ 827.64	MFS
EFT70898	27/07/2023	DELL AUSTRALIA PTY LTD	Computer Repairs- IT	\$ 189.15	MFS
EFT70899	27/07/2023	FIT2WORK	Police Clearance Checks 2023	\$ 1,155.00	MFS
EFT70900	27/07/2023	FORMS EXPRESS PTY LTD	Notices And Instalments Printing- 23/24 Rates	\$ 2,004.75	MFS
EFT70901	27/07/2023	GENERATORS & OFF GRID ENERGY	Installation of Solar System (RFQ-22/26)- BRAC	\$ 148,171.30	MFS

## PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS &amp; DIRECT DEBITS - JULY 2023

## PRESENTED TO ORDINARY COUNCIL MEETING 31 AUGUST 2023

PAYMENT #	Date	Name	Description	Amount	DEL AUTH
EFT70902	27/07/2023	HOLDFAST FLUID POWER NW PTY LTD	Bomag Parts- WMF	\$ 10,589.59	MFS
EFT70903	27/07/2023	HORIZON POWER (ELECTRICITY USAGE)	Electricity Charges- Various	\$ 20,138.72	MFS
EFT70904	27/07/2023	INFOCOUNCIL PTY LTD	Annual Software Licencing- IT	\$ 12,556.50	MFS
EFT70905	27/07/2023	JD RETIC AND GARDEN CARE	Drain Slashing- P&G	\$ 512.00	MFS
EFT70906	27/07/2023	JUST RECYCLE IT PTY LTD	Mulching- WMF	\$ 26,887.85	MFS
EFT70907	27/07/2023	KIMBERLEY ARTS NETWORK INC	Indigenous Community Festival Participation Program- Community	\$ 1,750.00	MFS
EFT70908	27/07/2023	LANDGATE	GRV Schedules- Rates	\$ 1,926.84	MFS
EFT70909	27/07/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LG Membership- Office of CEO	\$ 531.00	MFS
EFT70910	27/07/2023	LOCK & LOAD LASER TAG	Laser Tag School Holiday Program- BRAC	\$ 660.00	MFS
EFT70911	27/07/2023	MARKETFORCE	Advertising- Rates	\$ 700.43	MFS
EFT70912	27/07/2023	MCCORRY BROWN EARTHMOVING PTY LTD	Footpath Construction- Spoonbill Avenue	\$ 33,019.87	MFS
EFT70913	27/07/2023	MCINTOSH & SON	Loader Filters- WMF	\$ 1,067.44	MFS
EFT70914	27/07/2023	MCMULLEN NOLAN GROUP PTY LTD (MNG)	Survey Consultants- Hamersley St	\$ 30,668.00	MFS
EFT70915	27/07/2023	MITCHELL FRANKLYN-FOWLER	Technician Services- Civic Centre	\$ 150.00	MFS
EFT70916	27/07/2023	NATURE PLAY WA	Advertising- Explore Broome App	\$ 770.00	MFS
EFT70917	27/07/2023	NORTH WEST COAST SECURITY	Security- Library	\$ 3,378.38	MFS
EFT70918	27/07/2023	NORTH WEST LOCKSMITHS	Replacement Roller Door Lock- BRAC	\$ 190.00	MFS
EFT70919	27/07/2023	NORTHERN RURAL SUPPLIES PTY LTD	Silvan Prograde Sprayers- P&G	\$ 792.00	MFS
EFT70920	27/07/2023	OAKTEC ELECTRICAL	Additional Power Outlets- Town Beach Cafe	\$ 1,683.00	MFS
EFT70921	27/07/2023	OFFICE NATIONAL BROOME	Toner- IT	\$ 3,274.43	MFS
EFT70922	27/07/2023	OFFICE OF THE AUDITOR GENERAL	Annual Audit Fee- Year ended 30/6/22	\$ 143,880.00	MFS
EFT70923	27/07/2023	PALADIN RISK MANAGEMENT SERVICES	Risk Management Consultancy Services- Governance	\$ 11,000.00	MFS
EFT70924	27/07/2023	POOL WISDOM	Sodium Hypochlorite- BRAC	\$ 2,153.56	MFS
EFT70925	27/07/2023	PROBAX PTY LTD	Cloud Storage- IT	\$ 1,657.67	MFS
EFT70926	27/07/2023	PUSH MY BUTTONS AUSTRALIA LIMITED	Marketing Subscriptions- Annual Renewal	\$ 1,842.50	MFS
EFT70927	27/07/2023	REDFISH TECHNOLOGIES PTY LTD	License Maintenance & Support- IT	\$ 6,468.00	MFS
EFT70928	27/07/2023	SAI GLOBAL LIMITED (SUBSCRIPTIONS)	Australian Standards Subscription (23-24)- Infrastructure	\$ 4,203.12	MFS
EFT70929	27/07/2023	SEAT ADVISOR PTY LTD	Ticket Sales Costs- Civic Centre	\$ 114.07	MFS
EFT70930	27/07/2023	SECUREPAY PTY LTD	Security for Ticket Sales- Civic Centre	\$ 25.41	MFS
EFT70931	27/07/2023	SECUREX SECURITY PTY LTD	Security Alarm & Card Activation Fee- People & Culture	\$ 132.00	MFS
EFT70932	27/07/2023	SEEK LIMITED	Recruitment & Advertising- People & Culture	\$ 847.00	MFS
EFT70933	27/07/2023	SHIRE OF ASHBURTON	Temporary Staff- Rangers	\$ 28,006.00	MFS
EFT70934	27/07/2023	SPACETOCO PTY LTD	Licences- PartnerPro Bundle	\$ 165.00	MFS
EFT70935	27/07/2023	SPORTSPOWER BROOME	Equipment- A Sporting Chance	\$ 498.00	MFS
EFT70936	27/07/2023	TEAM GLOBAL EXPRESS PTY LTD (TOLL PRIORITY)	Freight- Workshop	\$ 2,786.00	MFS
EFT70937	27/07/2023	THINK WATER BROOME	Reticulation- P&G	\$ 1,437.36	MFS
EFT70938	27/07/2023	TITANWOOD HOLDINGS	History Consultant- Library	\$ 4,708.00	MFS
EFT70939	27/07/2023	TJALLARA BUILDING COMPANY PTY LTD	Drainage- Carnarvon Street	\$ 8,170.80	MFS
EFT70940	27/07/2023	TNT AUSTRALIA PTY LTD	Pathwest- Health	\$ 316.41	MFS
EFT70941	27/07/2023	TOTALLY WORKWEAR	Staff Uniforms- PPE	\$ 1,243.30	MFS
EFT70942	27/07/2023	TYRECYCLE PTY LTD	Tyre Disposal (RFT 19/04)- WMF	\$ 38,457.80	MFS
EFT70943	27/07/2023	WA CONTRACT RANGER SERVICES PTY LTD	Labour & Travel - Ranger Services	\$ 9,773.50	MFS
EFT70944	27/07/2023	WEST COAST ON HOLD (ON HOLD ONLINE)	Messages on Hold Systems- Marketing	\$ 77.00	MFS
EFT70945	27/07/2023	WILLIAM TREDINNICK	MC Services- A Sporting Chance	\$ 650.00	MFS
EFT70946	28/07/2023	AUSTRALIAN SERVICES UNION - WA BRANCH	Payroll Deductions/Contributions	\$ 715.50	MFS
EFT70947	28/07/2023	AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions	\$ 138,384.00	MFS
EFT70948	28/07/2023	BROOME SHIRE INSIDE STAFF SOCIAL CLUB	Payroll Deductions/Contributions	\$ 640.00	MFS
EFT70949	28/07/2023	BROOME SHIRE OUTDOOR STAFF SOCIAL CLUB	Payroll Deductions/Contributions	\$ 840.00	MFS
EFT70950	28/07/2023	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	\$ 1,719.50	MFS
EFT70951	28/07/2023	EASISALARY PTY LTD T/A EASI	Payroll Deductions/Contributions	\$ 8,188.39	MFS
EFT70952	28/07/2023	LGRCEU	Payroll Deductions/Contributions	\$ 110.00	MFS
EFT70953	28/07/2023	SPA SALARY PACKAGING AUSTRALIA	Payroll Deductions/Contributions	\$ 1,417.36	MFS
MUNICIPAL ELECTRONIC FUNDS TRANSFER TOTAL:				\$ 2,026,138.15	

MUNICIPAL CHEQUES - JULY 2023					
57813	17/07/2023	JAMES GOW	Rates refund	\$ 141.00	MFS
57814	17/07/2023	REBECCA LEE SMITH	Rates refund	\$ 710.18	MFS
57816	26/07/2023	SHIRE OF BROOME	Petty Cash- Administration	\$ 590.21	MFS
MUNICIPAL CHEQUES TOTAL:				\$ 1,441.39	

TRUST CHEQUES - JULY 2023					
TRUST CHEQUES TOTAL:				-	

## PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS &amp; DIRECT DEBITS - JULY 2023

## PRESENTED TO ORDINARY COUNCIL MEETING 31 AUGUST 2023

PAYMENT #	Date	Name	Description	Amount	DEL AUTH
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PAYROLL - JULY 2023					
	13/07/2023	Payroll	FE 11/07/2023	\$ 365,543.13	MFS
	27/07/2023	Payroll	FE 25/07/2023	\$ 383,995.08	MFS
PAYROLL TOTAL:				\$ 749,538.21	

MUNICIPAL CREDIT CARD PAYMENTS - JULY 2023					
X0000000000000001776	16/06/2023	WILSON PARKING AUSTRALIA	Transaction to be refunded	\$ 6.00	MFS
X0000000000000001944	05/07/2023	MISCELLANEOUS CREDIT	Unauthorised Transaction Refund	-\$ 600.00	MFS
X0000000000000001945	05/07/2023	MISCELLANEOUS CREDIT	Unauthorised Transaction Refund	-\$ 2.00	MFS
X0000000000000001946	05/07/2023	MISCELLANEOUS CREDIT	Unauthorised Transaction Refund	-\$ 6.00	MFS
X0000000000000001943	12/07/2023	NORTH REGIONAL TAFE	Skills training	\$ 620.00	MFS
EFT70975	18/07/2023	Admin Officer - Health, Rangers & Events	Payment	\$ 18.00	MFS
X0000000000000001786	21/06/2023	SP BRONTE COMPANY	School Holiday Program Rashies- BRAC	\$ 1,263.60	MFS
X0000000000000001822	28/06/2023	WOOLWORTHS	Kiosk supplies- BRAC	\$ 68.90	MFS
X0000000000000001823	28/06/2023	WOOLWORTHS	Kiosk supplies- BRAC	\$ 57.50	MFS
X0000000000000001844	03/07/2023	Office National Broome	BRAC- Receipt Rolls	\$ 60.60	MFS
X0000000000000001873	05/07/2023	BUNNINGS	School holiday program- BRAC	\$ 55.01	MFS
X0000000000000001874	05/07/2023	KMART	School holiday program- BRAC	\$ 55.75	MFS
X0000000000000001875	05/07/2023	SMS Broadcast Pty Ltd	SMS system- BRAC	\$ 143.00	MFS
EFT70976	18/07/2023	BRAC Operations Supervisor	Payment	\$ 1,704.36	MFS
X0000000000000001791	26/06/2023	MOBILE ENERGY AUSTRALIA	Compressor pump- P4816	\$ 1,113.17	MFS
X0000000000000001884	05/07/2023	BUNNINGS	Consumables- Workshop	\$ 4.79	MFS
X0000000000000001885	05/07/2023	REPCO	Wingmirror- P19222	\$ 75.00	MFS
X0000000000000001958	13/07/2023	BDH	R12 Relay Valve ABC 102277	\$ 86.53	MFS
EFT70977	18/07/2023	Business Support Officer	Payment	\$ 1,279.49	MFS
X0000000000000001838	29/06/2023	COLES	Batteries	\$ 13.75	MFS
X0000000000000001840	29/06/2023	COLES	Soda Water	\$ 33.00	MFS
X0000000000000001839	01/07/2023	COLES	Cleaning products	\$ 14.19	MFS
X0000000000000001841	04/07/2023	BROOME COURT-Department Of Justice	Occasional Liquor licence	\$ 114.50	MFS
X0000000000000001900	07/07/2023	Betta Home Living	Dryer- Civic Centre	\$ 644.00	MFS
X0000000000000001954	12/07/2023	BUNNINGS	Fertiliser	\$ 13.79	MFS
X0000000000000001955	15/07/2023	Spotify	Spotify- Civic Centre	\$ 11.99	MFS
EFT70978	18/07/2023	Civic Centre Coordinator	Payment	\$ 845.22	MFS
X0000000000000001887	22/06/2023	The Aarli	Dinner & Refreshments ACEO Management Catalyse	\$ 263.90	MFS
X0000000000000001886	23/06/2023	ZANDERS AT CABLE BEACH	Refreshments- Lotterywest Meeting	\$ 24.50	MFS
X0000000000000001947	11/07/2023	MICROSOFT	Monthly MS Azure O365 Licensing	\$ 676.41	MFS
EFT70979	18/07/2023	Director Corporate Services	Payment	\$ 964.81	MFS
X0000000000000001924	29/06/2023	QANTAS AIRWAYS LIMITED	Councillor Travel Expenses	\$ 928.76	MFS
X0000000000000001925	29/06/2023	CORPORATE TRAVEL MANAGEMENT	Booking fee - Councillor Travel Expenses	\$ 5.46	MFS
X0000000000000001936	05/07/2023	COLES	Items for depot kitchen	\$ 83.50	MFS
EFT70980	18/07/2023	Director Infrastructure	Payment	\$ 1,017.72	MFS
X0000000000000001733	19/06/2023	INTNL TRANSACTION FEE	Intl Transaction Fee	\$ 0.08	MFS
X0000000000000001961	19/06/2023	TRAVEL CHAMPS INC.	Unauthorised Transaction	\$ 3.09	MFS
X0000000000000001959	22/06/2023	TRAVEL CHAMPS INC.	Refund Unauthorised Transaction	-\$ 3.18	MFS
X0000000000000001921	23/06/2023	COLES	Citizenship Ceremony Afternoon tea	\$ 95.00	MFS
X0000000000000001922	23/06/2023	COLES	Citizenship Ceremony Afternoon tea	\$ 68.15	MFS
X0000000000000001923	04/07/2023	MISCELLANEOUS CREDIT	Reimbursement- Travel Champs CBA	-\$ 3.09	MFS
X0000000000000001843	04/07/2023	INTNL TRANS FEE REFUND	Trans Fee Refund	-\$ 0.08	MFS
X0000000000000001920	06/07/2023	KIMBERLEY BOOKSHOP	Gifts- Consulate GM	\$ 50.00	MFS
X0000000000000001905	12/07/2023	CORPORATE TRAVEL MANAGEMENT	Broome Time Accommodation - 18 June 2023	\$ 438.00	MFS
X0000000000000001906	12/07/2023	CORPORATE TRAVEL MANAGEMENT	Broome Time Accommodation - 18 June 2023	\$ 11.02	MFS
X0000000000000001907	12/07/2023	CORPORATE TRAVEL MANAGEMENT	Broome Time Accommodation - 18 June 2023	\$ 5.59	MFS
X0000000000000002016	14/07/2023	CORPORATE TRAVEL MANAGEMENT	Broome Time Accommodation - 14 June 2023	\$ 438.00	MFS
X0000000000000002017	14/07/2023	CORPORATE TRAVEL MANAGEMENT	Broome Time Accommodation - 14 June 2023	\$ 11.02	MFS
X0000000000000002018	14/07/2023	CORPORATE TRAVEL MANAGEMENT	Broome Time Accommodation CTM - Service Fee	\$ 5.59	MFS
X0000000000000002015	15/07/2023	BROOME FLORIST	Flower Delivery	\$ 90.00	MFS
X0000000000000002013	16/07/2023	COLES	Councillor & Exec trip Bidadanga	\$ 24.23	MFS
EFT70981	18/07/2023	Executive Officer to the CEO	Payment	\$ 1,233.42	MFS
X0000000000000001747	19/06/2023	FACETs Connecting	Connecting the Tourism Industry with Local Gov.	\$ 83.90	MFS
X0000000000000001748	20/06/2023	COLES	Morning Tea for LEMC and BFAC meetings	\$ 6.50	MFS
X0000000000000001824	28/06/2023	CORPORATE TRAVEL MANAGEMENT	Flights for Temporary Ranger	\$ 679.00	MFS
X0000000000000001941	11/07/2023	DEFT LEGAL PAYMENTS	Legal Advice- Paspaley Plaza Toilets Matter	\$ 473.00	MFS
EFT70982	18/07/2023	Executive Support Officer - Development Services	Payment	\$ 1,242.40	MFS
X0000000000000001957	16/06/2023	NWH Solution Pty Ltd	Cam lock alloy for water cart works- P84222	\$ 29.44	MFS
X0000000000000001740	19/06/2023	BUNNINGS	Seedlings for depot nursery	\$ 98.46	MFS
X0000000000000001742	19/06/2023	J BLACKWOOD & SON P/L	Fabrication bay- Welding supplies	\$ 399.49	MFS

## PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS &amp; DIRECT DEBITS - JULY 2023

## PRESENTED TO ORDINARY COUNCIL MEETING 31 AUGUST 2023

PAYMENT #	Date	Name	Description	Amount	DEL AUTH
X0000000000000001728	20/06/2023	RAPID CLEAN NORTHWEST	Cleaning supplies- Depot	\$ 25.90	MFS
X0000000000000001738	20/06/2023	Kimberley Fuel Oil	Hydraulic oils- Oil storage container	\$ 501.35	MFS
X0000000000000001739	20/06/2023	BUNNINGS	Cleaning supplies- Depot	\$ 15.39	MFS
X0000000000000001970	22/06/2023	WOOLWORTHS	Consumables- Depot	\$ 31.25	MFS
X0000000000000001817	22/06/2023	KMART	Bread knives- P&G	\$ 40.00	MFS
X0000000000000001881	23/06/2023	BUNNINGS	Safety mesh	\$ 76.00	MFS
X0000000000000001794	26/06/2023	BROOME BOLT SUPPLIES	Tools & Equipment- Low loader	\$ 15.40	MFS
X0000000000000001968	26/06/2023	FIELD AIRCONDITIONING	Consumables- Workshop	\$ 379.05	MFS
X0000000000000001818	26/06/2023	BROOME BOLT SUPPLIES	Drill bitt-Low loader	\$ 54.23	MFS
X0000000000000001819	26/06/2023	BROOME BOLT SUPPLIES	Nuts and washers- Low loader	\$ 23.10	MFS
X0000000000000001820	26/06/2023	FIELD AIRCONDITIONING	Floodlight	\$ 389.00	MFS
X0000000000000001793	27/06/2023	FIELD AIRCONDITIONING	Housing bearing unit and belt- Ransome mower	\$ 297.90	MFS
X0000000000000001815	27/06/2023	BROOME BOLT SUPPLIES	Bosch holesaw- Workshop	\$ 23.93	MFS
X0000000000000001816	27/06/2023	PMK WELDING N METAL	Flat bar- Low loader	\$ 55.00	MFS
X0000000000000001821	27/06/2023	Kimberley Fuel Oil	Filters- Case loader P419	\$ 265.38	MFS
X0000000000000001828	27/06/2023	REPCO	Consumables- Workshop	\$ 180.55	MFS
X0000000000000001808	28/06/2023	BDH	Parts- CCC truck	\$ 68.62	MFS
X0000000000000001810	28/06/2023	BROOME BOLT SUPPLIES	Impact adaptor too- Workshop	\$ 32.56	MFS
X0000000000000001811	28/06/2023	BROOME BOLT SUPPLIES	Nuts bolts and chain for loader P419	\$ 83.55	MFS
X0000000000000001812	28/06/2023	BUNNINGS	Wet dry vacuum- Workshop	\$ 79.99	MFS
X0000000000000001813	28/06/2023	J BLACKWOOD & SON P/L	Consumables- Workshop	\$ 29.79	MFS
X0000000000000001814	28/06/2023	NWH Solution Pty Ltd	Consumables- Workshop	\$ 89.37	MFS
X0000000000000001807	29/06/2023	Kimberley Fuel Oil	Filters - Case loader P419	\$ 190.27	MFS
X0000000000000001809	29/06/2023	BROOME BOLT SUPPLIES	Parts- CCC truck	\$ 14.19	MFS
X0000000000000001827	30/06/2023	Autopro Broome	Speakers- CCC truck	\$ 65.00	MFS
X0000000000000001880	03/07/2023	Autopro Broome	Consumables- Fuel treatment	\$ 18.95	MFS
X0000000000000001826	03/07/2023	J BLACKWOOD & SON P/L	Fabrication bay- Welding supplies	\$ 148.35	MFS
X0000000000000001845	04/07/2023	TRADELINK	Trap and plastic- Workshop trough	\$ 9.78	MFS
X0000000000000001870	04/07/2023	BDH	Hub seal and axle- P17821	\$ 87.72	MFS
X0000000000000001871	04/07/2023	BUNNINGS	Consumables- Workshop	\$ 62.19	MFS
X0000000000000001872	04/07/2023	HOWARD PORTER	Rod and latch- Supalift	\$ 398.42	MFS
X0000000000000001966	05/07/2023	Kimberley Fuel Oil	Filters- Case loader	\$ 287.38	MFS
X0000000000000001846	05/07/2023	FIELD AIRCONDITIONING	Lamp clearance light- Hooklift	\$ 33.10	MFS
X0000000000000001878	06/07/2023	BDH	Hose joiner- Hooklift P17821	\$ 21.69	MFS
X0000000000000001879	06/07/2023	BROOME BOLT SUPPLIES	Black snips tool- Workshop	\$ 35.75	MFS
X0000000000000001938	06/07/2023	BUNNINGS	Storage boxes- Workshop	\$ 22.50	MFS
X0000000000000001942	06/07/2023	HOLDFAST FLUID POWER	Fittings- Workshop	\$ 21.52	MFS
X0000000000000001965	07/07/2023	BUNNINGS	Seedlings for depot nursery	\$ 53.11	MFS
X0000000000000001888	10/07/2023	FIELD AIRCONDITIONING	Battery- P2916	\$ 30.80	MFS
X0000000000000001937	11/07/2023	Kimberley Fuel Oil	Filter kit- Toro ride on mower	\$ 210.12	MFS
EFT70983	18/07/2023	Fleet/Store Administrator	Payment	\$ 4,995.54	MFS
X0000000000000001737	18/06/2023	SP KOORI CURRICULUM	Consumables- Little Bubba Yarns Storytime	\$ 1,991.80	MFS
X0000000000000001730	19/06/2023	AP BROOME POST SHOP	Purchase mailing bags for inter-library loans	\$ 6.26	MFS
X0000000000000001800	22/06/2023	My Post Business/POST	Postage charge for interlibrary loan	\$ 9.70	MFS
X0000000000000001860	05/07/2023	FINISHING WA	Binding of Broome Advertiser & rebinding book	\$ 687.50	MFS
X0000000000000001861	05/07/2023	AUSPOST ONLINE SHOP	Purchase post packs for interlibrary loans	\$ 153.00	MFS
X0000000000000001862	05/07/2023	BIRDLIFE AUSTRALIA	Purchase Birdlife magazine library subscription	\$ 79.00	MFS
X0000000000000001859	06/07/2023	DYMOCKS ONLINE	Purchase book for the collection	\$ 38.98	MFS
X0000000000000001901	11/07/2023	My Post Business/POST	Interlibrary loan postal charge	\$ 10.60	MFS
X0000000000000001902	11/07/2023	My Post Business/POST	Interlibrary loan postal charge Dianella Library	\$ 10.60	MFS
X0000000000000001903	11/07/2023	My Post Business/POST	Interlibrary loan postal charge	\$ 10.60	MFS
EFT70984	18/07/2023	Library Coordinator	Payment	\$ 2,998.04	MFS
X0000000000000001745	21/06/2023	WOOLWORTHS	Supplies- BRAC kiosk	\$ 27.20	MFS
X0000000000000001782	22/06/2023	WOOLWORTHS	Battery for equipment- BRAC	\$ 20.00	MFS
X0000000000000001825	27/06/2023	WOOLWORTHS	Kiosk supplies- Kimberley Cup	\$ 145.49	MFS
X0000000000000001926	12/07/2023	AP BROOME POST SHOP	Postage for returning of failed electrical components	\$ 12.19	MFS
EFT70985	18/07/2023	Manager - Community Facilities	Payment	\$ 204.88	MFS
X0000000000000001803	28/06/2023	NORTH REGIONAL TAFE	Staff TAFE Enrolment	\$ 1,110.00	MFS
X0000000000000001835	28/06/2023	Sportspower Broome	10k step challenge winners gift vouchers	\$ 225.00	MFS
X0000000000000001836	28/06/2023	KMART	Uniform racks and hangers	\$ 113.00	MFS
X0000000000000001899	06/07/2023	AP BROOME POST SHOP	CEO Award - Gift Card	\$ 105.95	MFS
EFT70986	18/07/2023	Manager People & Culture	Payment	\$ 1,553.95	MFS
X0000000000000001725	17/06/2023	CALTEX PORT HEDLAND	Diesel	\$ 74.06	MFS
X0000000000000001727	19/06/2023	CALTEX PORT HEDLAND	Diesel	\$ 122.41	MFS
X0000000000000001789	22/06/2023	AMPOL BROOME	WMF - staff meeting refreshments	\$ 18.00	MFS
X0000000000000001790	22/06/2023	GINREAB THAI	Catering - Waste Management Facility Meeting	\$ 332.23	MFS
EFT70987	18/07/2023	Manager Waste Services	Payment	\$ 546.70	MFS
X0000000000000001729	16/06/2023	SP JB Hi-Fi ONLINE	Nikon Coolpix P1000 - JB HiFi receipt	\$ 1,169.39	MFS
X0000000000000001847	28/06/2023	CAMPAIGN MONITOR	Campaign Monitor Monthly Invoice	\$ 152.90	MFS
X0000000000000001848	04/07/2023	Canva	Canva Invoice July 4	\$ 20.99	MFS
X0000000000000001953	13/07/2023	WANEWSDTI	Monthly subscription	\$ 14.00	MFS
EFT70988	18/07/2023	Marketing & Communications Coordinator	Payment	\$ 1,357.28	MFS



## PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS &amp; DIRECT DEBITS - JULY 2023

## PRESENTED TO ORDINARY COUNCIL MEETING 31 AUGUST 2023

PAYMENT #	Date	Name	Description	Amount	DEL AUTH
X00000000000000001960	16/06/2023	COLES GROUP LIMITED	Unauthorised Transaction to be Refunded	\$ 257.00	MFS
X00000000000000001967	16/06/2023	WILSON PARKING AUSTRALIA	Unauthorised Transaction to be Refunded	\$ 6.00	MFS
X00000000000000001889	10/07/2023	KMART	Small cooker/BBQ for remote work	\$ 83.50	MFS
X00000000000000001952	17/07/2023	REPCO	Floor mats and deodoriser for vehicle	\$ 59.00	MFS
EFT70989	18/07/2023	Operations Coordinator	Payment	\$ 405.50	MFS
X00000000000000001724	16/06/2023	BUNNINGS	Anti-vandal tap	\$ 23.98	MFS
X00000000000000001752	20/06/2023	WOOLWORTHS	C2032 button batteries	\$ 10.00	MFS
X00000000000000001753	21/06/2023	REPCO	2000kg Trolley Jack	\$ 249.00	MFS
X00000000000000001877	26/06/2023	HARVEY NORMAN AV/IT	Portable 1TB SSD drive	\$ 118.00	MFS
X00000000000000001792	27/06/2023	NORTRUSS BUILDING SUPPLIES	Metal Angle and Cutting Charge	\$ 51.65	MFS
X00000000000000001876	28/06/2023	BROOME BOLT SUPPLIES	Torx Security Screws	\$ 45.65	MFS
X00000000000000001940	11/07/2023	Office National Broome	Ring binder folders and suspension file crates	\$ 90.70	MFS
X00000000000000001951	18/07/2023	BROOME CRETE	General purpose cement	\$ 21.45	MFS
EFT70990	18/07/2023	Parks Supervisor	Payment	\$ 610.43	MFS
X00000000000000001971	13/07/2023	COLES	Coles A Sporting Chance Food Shop	\$ 328.10	MFS
X00000000000000001972	14/07/2023	Tenderspot Meat Company	Tenderspot A Sporting Chance Food Shop	\$ 44.17	MFS
EFT70991	18/07/2023	Place Activation & Engagement Officer	Payment	\$ 372.27	MFS
X00000000000000001788	19/06/2023	BUNNINGS	Galvanised wire & eye bolts	\$ 26.79	MFS
X00000000000000001787	19/06/2023	BUNNINGS	Hex tool kit	\$ 26.98	MFS
X00000000000000001911	21/06/2023	STREETEER & MALE HARD	Rust converter, filler and sandpaper	\$ 85.45	MFS
X00000000000000001799	27/06/2023	BUNNINGS	Eyebolt & galvanised spray	\$ 39.55	MFS
X00000000000000001801	27/06/2023	BUNNINGS	Epoxy & grinding disks	\$ 96.94	MFS
X00000000000000001802	27/06/2023	BUNNINGS	Line marking paint	\$ 58.46	MFS
X00000000000000001908	29/06/2023	BUNNINGS	Grinding disks and glue	\$ 33.33	MFS
X00000000000000001909	29/06/2023	STREETEER & MALE HARD	Coax cable	\$ 9.99	MFS
X00000000000000001912	03/07/2023	BUNNINGS	Key cutting	\$ 23.82	MFS
X00000000000000001910	04/07/2023	BUNNINGS	Respirator Mask	\$ 15.50	MFS
X00000000000000001913	04/07/2023	PAYPAL *PROSTORE	JD Mac hand dryers	\$ 1,298.00	MFS
X00000000000000001915	04/07/2023	BROOME BOLT SUPPLIES	Struts for work toolbox	\$ 76.78	MFS
X00000000000000001916	04/07/2023	BROOME BOLT SUPPLIES	Wire brushes & cleaning disks	\$ 66.44	MFS
X00000000000000001917	05/07/2023	BUNNINGS	Wire wheels & flap disks etc	\$ 87.67	MFS
X00000000000000001914	10/07/2023	PAYPAL *PROSTORE	Freight	\$ 100.01	MFS
X00000000000000001918	10/07/2023	BUNNINGS	P trap	\$ 16.30	MFS
X00000000000000001919	11/07/2023	BUNNINGS	GU10 Globes	\$ 85.37	MFS
X00000000000000002000	11/07/2023	BUNNINGS	Taps & saddles	\$ 33.40	MFS
EFT70992	18/07/2023	Property Maintenance Officer	Payment	\$ 2,180.78	MFS
X00000000000000001795	27/06/2023	Roebuck Bay Hotel	Restock Council Fridge	\$ 55.96	MFS
X00000000000000001796	27/06/2023	COLES	Refreshments for Function Room	\$ 58.72	MFS
X00000000000000001797	27/06/2023	NORTH WEST LOCKSMITH	Key Cut for Council	\$ 5.00	MFS
X00000000000000001798	27/06/2023	BK SIGNS	3 x Engraved Plaques for Council Chambers	\$ 407.52	MFS
X00000000000000001806	28/06/2023	SEC*ACMA	Broadcasting/Retransmission License Renewal	\$ 58.00	MFS
X00000000000000001842	04/07/2023	LOCAL GOVERNMENT MANA	LG Professional Procurement Webinar	\$ 50.00	MFS
X00000000000000001849	04/07/2023	MR SAIGON	Catering OMC 29 June 2023	\$ 262.47	MFS
X00000000000000001948	11/07/2023	BP BROOME	Catering for workshop 11.07.23	\$ 7.50	MFS
X00000000000000001956	13/07/2023	OASIS EATERY PTY LTD	Catering for Workshop 11.07.23	\$ 179.50	MFS
EFT70993	18/07/2023	Senior Administration & Governance Officer	Payment	\$ 1,084.67	MFS
X00000000000000001771	21/06/2023	Office National Broome	Pack of keyrings	\$ 39.45	MFS
X00000000000000001772	21/06/2023	COLES	Tea for Staff	\$ 6.75	MFS
X00000000000000001773	22/06/2023	WOOLWORTHS	Tea for Staff	\$ 16.00	MFS
X00000000000000001805	27/06/2023	Office National Broome	A3 paper	\$ 72.00	MFS
X00000000000000001804	29/06/2023	DEPARTMENT OF TRANSPORT	Shire Number plate	\$ 200.00	MFS
X00000000000000001882	30/06/2023	DEPARTMENT OF TRANSPORT	Shire Number plates	\$ 200.00	MFS
X00000000000000001978	10/07/2023	DEPARTMENT OF TRANSPORT	Shire Number plates	\$ 200.00	MFS
X00000000000000001977	17/07/2023	COLES	Tea, Coffee & dishwashing liquid	\$ 66.28	MFS
EFT70994	18/07/2023	Senior Customer Service Officer	Payment	\$ 800.48	MFS
X00000000000000001754	16/06/2023	HARVEY NORMAN AV/IT	Freezer- BRAC	\$ 392.00	MFS
X00000000000000001757	16/06/2023	BUNNINGS	Barbecue Gas- BRAC	\$ 30.87	MFS
X00000000000000001834	23/06/2023	WOOLWORTHS	Catering- BRAC	\$ 172.59	MFS
X00000000000000001830	25/06/2023	WOOLWORTHS	Kiosk Supplies- BRAC	\$ 12.40	MFS
X00000000000000001829	27/06/2023	WOOLWORTHS	Catering- BRAC	\$ 27.85	MFS
X00000000000000001831	27/06/2023	WOOLWORTHS	Catering- BRAC	\$ 20.55	MFS
X00000000000000001832	29/06/2023	BUNNINGS	Barbecue Gas- BRAC	\$ 30.87	MFS
X00000000000000001833	29/06/2023	WOOLWORTHS	Kiosk Supplies- BRAC	\$ 27.00	MFS
X00000000000000001866	29/06/2023	CLARK RUBBER BROOME	Pool Acid	\$ 39.56	MFS
X00000000000000001949	03/07/2023	BUNNINGS	Product was returned and refunded	\$ 39.98	MFS
X00000000000000001950	03/07/2023	BUNNINGS	Product was returned and refunded	\$ 39.98	MFS
X00000000000000001863	03/07/2023	STRATCO BROOME	Fence brackets	\$ 14.99	MFS
X00000000000000001867	03/07/2023	WOOLWORTHS	Kiosk Supplies- BRAC	\$ 19.40	MFS
X00000000000000001868	04/07/2023	KMART	School holiday program supplies	\$ 54.00	MFS
X00000000000000001869	04/07/2023	WOOLWORTHS	Items for SHP activities	\$ 173.49	MFS
X00000000000000001864	05/07/2023	WOOLWORTHS	Kiosk Supplies- BRAC	\$ 6.00	MFS
X00000000000000001865	05/07/2023	WOOLWORTHS	Kiosk Supplies- BRAC	\$ 8.20	MFS

## PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS &amp; DIRECT DEBITS - JULY 2023

## PRESENTED TO ORDINARY COUNCIL MEETING 31 AUGUST 2023

PAYMENT #	Date	Name	Description	Amount	DEL AUTH
X00000000000000001931	06/07/2023	WOOLWORTHS	Kiosk Supplies- BRAC	\$ 183.62	MFS
X00000000000000001933	09/07/2023	BUNNINGS	Wire brush	\$ 7.20	MFS
X00000000000000001932	10/07/2023	WOOLWORTHS	Kiosk Supplies- BRAC	\$ 6.20	MFS
X00000000000000001928	11/07/2023	KMART	SHP activity supplies	\$ 60.00	MFS
X00000000000000001930	11/07/2023	WOOLWORTHS	SHP activity supplies	\$ 10.00	MFS
X00000000000000001929	12/07/2023	WOOLWORTHS	Kiosk Supplies- BRAC	\$ 9.30	MFS
X00000000000000001934	12/07/2023	CARPET PAINT AND TILE	Spray paint	\$ 58.50	MFS
EFT70995	18/07/2023	Sport & Recreation Facility Coordinator	Payment	\$ 1,364.59	MFS
X00000000000000001779	21/06/2023	HARVEY NORMAN AV/IT	Replacement freezer	\$ 292.00	MFS
X00000000000000001778	22/06/2023	AMPOL BROOME	Fuel for pressure wash & ice for staff	\$ 48.47	MFS
X00000000000000001935	26/06/2023	HOLDFAST FLUID POWER	Replaced hose for Volvo FEL	\$ 208.07	MFS
X00000000000000001892	29/06/2023	BUNNINGS	Batteries and consumables- Waste store	\$ 436.15	MFS
X00000000000000001891	04/07/2023	HOLDFAST FLUID POWER	Hydraulic couplings for grab bucket	\$ 250.32	MFS
X00000000000000001890	05/07/2023	BOC LIMITED	Argon gas for welder	\$ 64.47	MFS
EFT70996	18/07/2023	Waste Supervisor	Payment	\$ 1,299.48	MFS
X00000000000000001783	19/06/2023	NWH Solution Pty Ltd	Fitting for water cart	\$ 77.32	MFS
X00000000000000001784	19/06/2023	BUNNINGS	Ear muffs for slashing Cold mix for pot hole	\$ 192.90	MFS
X00000000000000001785	22/06/2023	BUNNINGS	Pot hole repair	\$ 173.80	MFS
X00000000000000001837	29/06/2023	OHM ELECTRONICS PTY LT	Dust case for our Sat phone	\$ 84.90	MFS
X00000000000000001904	13/07/2023	KENNARDS HIRE SYDNEY	Water pump for Manari rd. works	\$ 260.84	MFS
X00000000000000001939	14/07/2023	CARPET PAINT AND TILE	Paint for grab rails	\$ 302.00	MFS
EFT70997	18/07/2023	Works Supervisor	Payment	\$ 1,091.76	MFS
X00000000000000001736	20/06/2023	COLES	Workshop- Catering youth Services	\$ 70.06	MFS
X00000000000000001850	27/06/2023	COLES	Refreshments- Meeting	\$ 22.40	MFS
X00000000000000001883	28/06/2023	Office National Broome	Stationery- A Sporting Chance	\$ 88.48	MFS
X00000000000000001851	28/06/2023	KIMBERLEY CAMP/OUTBC	Handlines for fishing competition	\$ 100.00	MFS
X00000000000000001852	28/06/2023	KIMBERLEY CAMP/OUTBC	Handlines for fishing competition	\$ 83.20	MFS
X00000000000000001853	30/06/2023	COLES	Gift vouchers for A Sporting Chance	\$ 200.00	MFS
X00000000000000001854	30/06/2023	COLES	Gift vouchers for A Sporting Chance	\$ 200.00	MFS
X00000000000000001855	01/07/2023	BUNNINGS	Camping Chairs for Fishing Competition	\$ 71.88	MFS
X00000000000000001856	01/07/2023	COLES	Fishing Competition Equipment	\$ 134.53	MFS
X00000000000000001857	01/07/2023	HARVEY NORMAN AV/IT	Speaker and microphone- A Sporting Chance	\$ 444.00	MFS
X00000000000000001858	01/07/2023	WOOLWORTHS	Refreshments- Fishing competition	\$ 93.55	MFS
X00000000000000001893	07/07/2023	COLES	Snacks- A Sporting Chance	\$ 117.36	MFS
X00000000000000001894	07/07/2023	KMART	Tie Dye Activity- A Sporting Chance	\$ 70.20	MFS
X00000000000000001897	07/07/2023	Tenderspot Meat Company	Catering- A Sporting Chance	\$ 99.62	MFS
X00000000000000001898	07/07/2023	Tenderspot Meat Company	Catering- A Sporting Chance	\$ 56.57	MFS
X00000000000000001895	10/07/2023	BROOME PROGRESSIVE SU	Paper Cups- A Sporting Chance	\$ 29.61	MFS
X00000000000000001896	12/07/2023	RED DOT STORES BROOM	Craft Activities- A Sporting Chance	\$ 29.00	MFS
X00000000000000001927	12/07/2023	KMART	Equipment and Games- A Sporting Chance	\$ 78.25	MFS
EFT70998	18/07/2023	Youth & Community Development Officer	Payment	\$ 1,988.71	MFS
MUNICIPAL CREDIT CARD TOTAL:				\$ 31,160.48	

## MUNICIPAL DIRECT DEBIT - JULY 2023

DD32293.1	19/07/2023	WATER CORPORATION	Water and Service Charges- Various	\$ 3,431.92	MFS
DD32293.2	20/07/2023	WATER CORPORATION	Water and Service Charges- Various	\$ 223.76	MFS
DD32293.3	21/07/2023	WATER CORPORATION	Water and Service Charges- Various	\$ 30,142.76	MFS
DD32360.1	24/07/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan Guarantee fee- July 2023	\$ 24,444.82	MFS
DD32396.1	03/07/2023	WATER CORPORATION	Water and Service Charges- Various	\$ 1,781.69	MFS
DD32396.10	25/07/2023	WATER CORPORATION	Water Use And Service Charge- Various	\$ 241.81	MFS
DD32396.11	20/07/2023	WATER CORPORATION	Water Use And Service Charge- Various	\$ 7,372.89	MFS
DD32396.12	24/07/2023	WATER CORPORATION	Water Use And Service Charge- Various	\$ 474.83	MFS
DD32396.13	13/07/2023	WATER CORPORATION	Water And Service Charge- Various	\$ 13.99	MFS
DD32396.14	11/07/2023	WATER CORPORATION	Water Use And Service Charge- Various	\$ 13.99	MFS
DD32396.15	27/07/2023	WATER CORPORATION	Water Use And Service Charge- Various	\$ 18,946.26	MFS
DD32396.16	28/07/2023	WATER CORPORATION	Water Use And Service Charge- Various	\$ 5,169.05	MFS
DD32396.2	05/07/2023	WATER CORPORATION	Water and Service Charges - Various	\$ 10,614.62	MFS
DD32396.3	07/07/2023	WATER CORPORATION	Water and Service Charges- Various	\$ 4,553.51	MFS
DD32396.4	10/07/2023	WATER CORPORATION	Water and Service Charges- Various	\$ 4,478.48	MFS
DD32396.5	12/07/2023	WATER CORPORATION	Water Use And Service Charge- Various	\$ 13,724.53	MFS
DD32396.6	14/07/2023	WATER CORPORATION	Water Use And Service Charge- Various	\$ 15,095.41	MFS
DD32396.7	19/07/2023	WATER CORPORATION	Water Use And Service Charge- Various	\$ 2,494.92	MFS
DD32396.8	18/07/2023	WATER CORPORATION	Water And Service Charge- Various	\$ 7,398.07	MFS
DD32396.9	17/07/2023	WATER CORPORATION	Water Use And Service Charge- Various	\$ 6,447.09	MFS
MUNICIPAL DIRECT DEBIT TOTAL:				\$ 157,064.40	

## PAYMENTS BY EFT, CHEQUE, PAYROLL, TRUST, CREDIT CARDS &amp; DIRECT DEBITS - JULY 2023

## PRESENTED TO ORDINARY COUNCIL MEETING 31 AUGUST 2023

PAYMENT #	Date	Name	Description	Amount	DEL AUTH
			MUNICIPAL ELECTRONIC TRANSFER TOTAL \$	2,026,138.15	
			MUNICIPAL CHEQUES TOTAL \$	1,441.39	
			PAYROLL TOTAL \$	749,538.21	
			TRUST CHEQUE TOTAL \$	-	
			MUNICIPAL CREDIT CARD TOTAL \$	31,160.48	
			MUNICIPAL DIRECT DEBIT TOTAL \$	157,064.40	
			TOTAL PAYMENTS JULY 2023 \$	2,965,342.63	

Key for Delegation of Authority:

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



**9.4.3 MONTHLY STATEMENT OF FINANCIAL ACTIVITY REPORT - JULY 2023**

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

**SUMMARY:**

Council is required by legislation to consider and adopt the Monthly Statement of Financial Activity Report for the period ended 31 July 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 Nature and Type.

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

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

**COMMENT**

The 2023/24 Annual Budget was adopted at the Special Meeting of Council on 11 July 2023. The following are key indicators supporting the year to-date budget position with respect to the Annual Forecast Budget:

Budget Year elapsed	8.47%
Total Rates Raised Revenue	100% (of which 9.49% has been collected)
Total Other Operating Revenue	26%
Total Operating Expenditure	5%
Total Capital Revenue	2%
Total Capital Expenditure	3%
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.

Based on the 2023/24 Annual Budget presented at the Special Meeting of Council on 11 July 2023, Council adopted a balanced budget to 30 June 2024.

It should be noted that the account balances reflected in this report do not represent the actual 2022/23 end-of-year position. Currently, the Shire is still in the process of determining the 2022/23 final end-of-year position. As these processes are underway, this report is presented as a snapshot of the Shire's position to the end of July 2023 at the date of preparation of this report and, in no way represents the Shire's final position which will likely be different to what is presented.

The 2022/23 end-of-year position can only be determined upon completion of the end-of-year processes and will be presented to Council as part of the 2022/23 Annual 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**

The adoption of the Monthly Financial Report is retrospective. Accordingly, the financial implications associated with adopting the Monthly Financial Report are nil.

The final 30 June 2023 position, or opening position for the 2023/24 financial year, is subject to change post end of year accrual and non-cash adjustments. The final closing position and statements will be presented as the audited annual financial report.

## **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 & 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

**Objective** 13.2 Improve real and perceived value for money from rates.

### ***Outcome 14 - Excellence in organisational performance and service delivery***

**Objective** 14.3 Monitor and continuously improve performance levels.

## **VOTING REQUIREMENTS**

*Simple Majority*

### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0823/030**

**Moved: Cr P Matsumoto**

**Seconded: Cr P Taylor**

***That Council receives the Monthly Financial Activity Statement Report for the period ended 31 July 2023 as attached.***

**CARRIED UNANIMOUSLY 6/0**

## **Attachments**

1. Monthly Statement of Activity July 2023

**SHIRE OF BROOME**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 31 July 2023**

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

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**Shire of Broome**  
**Compilation Report**  
For the Period Ended 31 July 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 July 2023 of \$33,694,414.

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

### Preparation

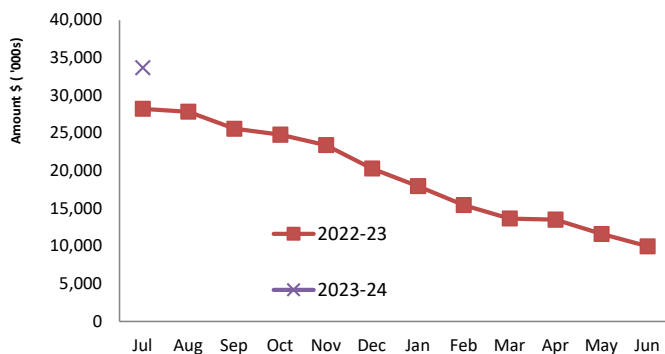
Prepared by: S Santoro  
Reviewed by: E French  
Date prepared: 22/08/2023

### Summary by date

#### Monthly Summary Information

For the Period Ended 31 July 2023

Liquidity Over the Year (Refer Note 3)



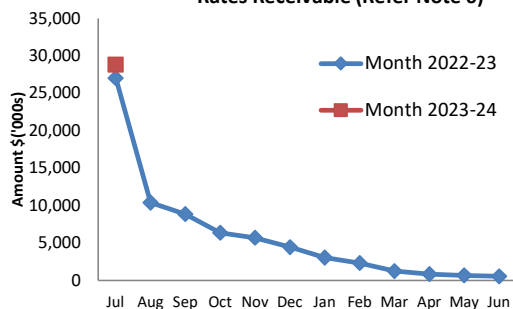
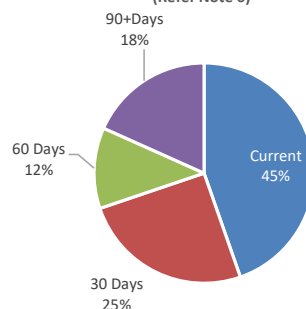
#### Cash and Cash Equivalents as at period end

Unrestricted	\$ 16,327,624
Restricted	\$ 35,160,470
	<u>\$ 51,488,094</u>

#### Receivables

Rates	\$ 24,552,144
Other	\$ 864,429
	<u>\$ 25,416,573</u>

Rates Receivable (Refer Note 6)

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

#### Comments

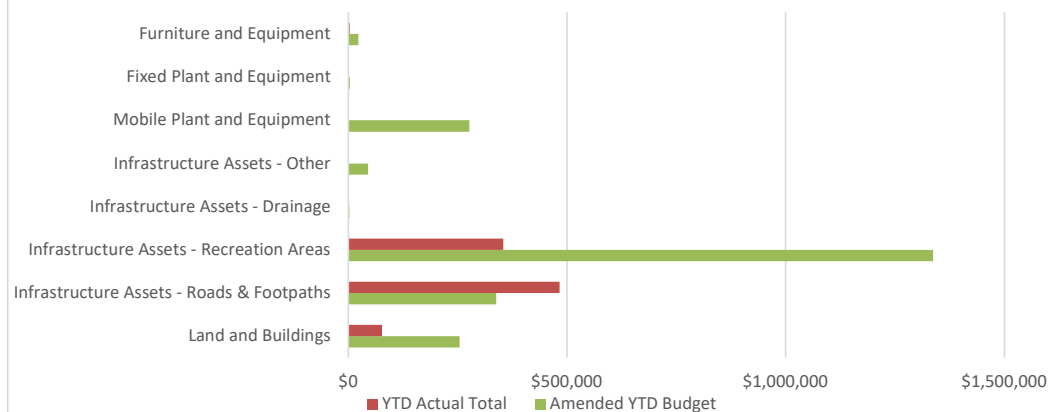
1. Liquidity refers to the Shire of Broome's ability to meet its financial obligations within the current year. Liquidity increased at the start of the financial year by \$23.713M due mainly to the issuance of rates. Liquidity is a combination of unrestricted cash, Current Debtors (including Rates), 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 \$26.47M with total outstanding rates YTD at \$24.55M.

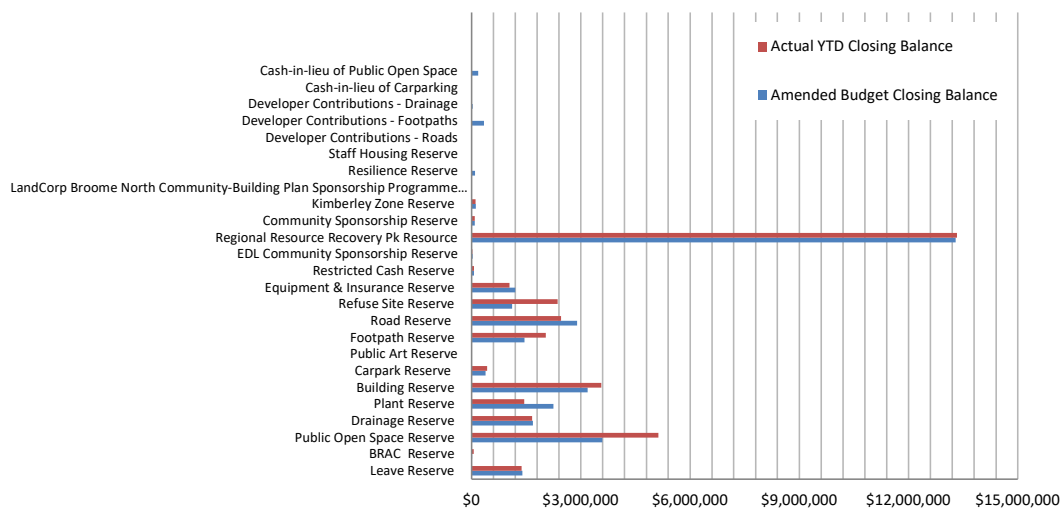
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**Shire of Broome**  
**Monthly Summary Information**  
For the Period Ended 31 July 2023

**Capital Expenditure Program YTD (Refer Note 12)**



**Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)**



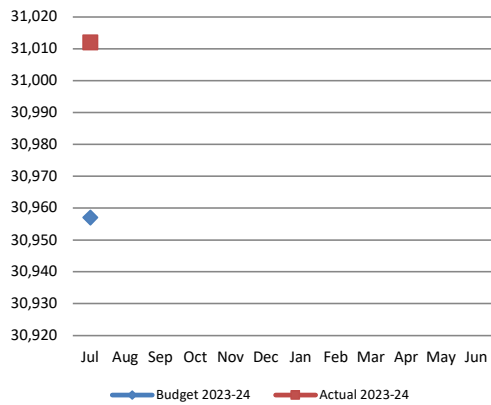
**Comments**

\*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.

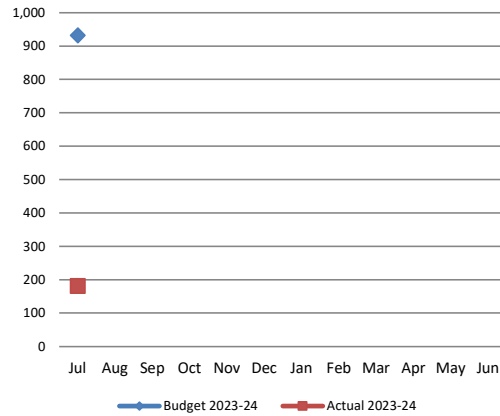
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**Shire of Broome**  
**Monthly Summary Information**  
For the Period Ended 31 July 2023

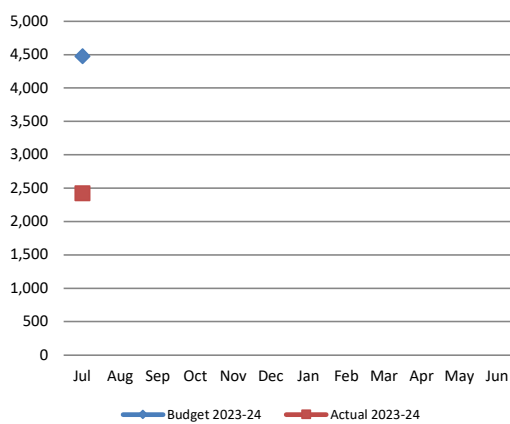
**Budget Operating Revenues -v- Actual (Refer Note 2)**



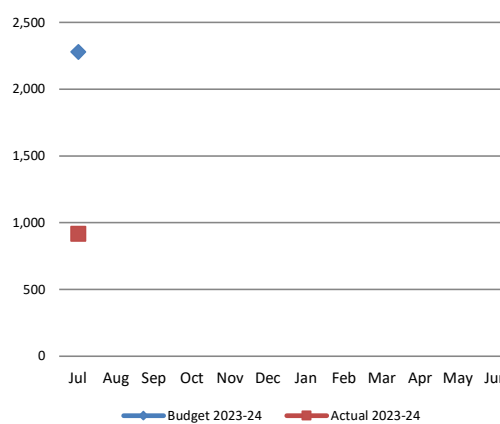
**Budget Capital Revenue -v- Actual (Refer Note 2)**



**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 July 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		228,739	2,392	145		(2,247)	(93.94%)	
General Purpose Funding - Rates	9	26,999,750	26,504,137	26,493,761		(10,376)	(0.04%)	
General Purpose Funding - Other		1,859,543	-	0		0		
Law, Order and Public Safety		154,693	12,880	7,458		(5,422)	(42.10%)	
Health		190,650	15,878	11,409		(4,469)	(28.15%)	
Education and Welfare		83,000	6,913	0		(6,913)	(100.00%)	
Housing		706,013	58,805	46,908		(11,897)	(20.23%)	▼
Community Amenities		6,710,466	3,799,401	3,899,370		99,969	2.63%	
Recreation and Culture		1,625,445	162,417	205,099		42,682	26.28%	▲
Transport		995,367	10,852	3,353		(7,499)	(69.10%)	
Economic Services		1,999,840	166,580	123,809		(42,771)	(25.68%)	▼
Other Property and Services		2,606,056	217,058	220,628		3,570	1.64%	
Total Operating Revenue		44,159,562	30,957,313	31,011,940	26%	54,627		
<b>Operating Expense</b>								
Governance		(2,864,553)	(333,614)	(288,059)		45,555	13.66%	▲
General Purpose Funding		(530,092)	(44,155)	(15,902)		28,253	63.99%	▲
Law, Order and Public Safety		(1,658,589)	(138,135)	(90,517)		47,618	34.47%	▲
Health		(672,714)	(56,031)	(52,356)		3,675	6.56%	
Education and Welfare		(860,522)	(71,677)	(58,754)		12,923	18.03%	▲
Housing		(816,762)	(68,033)	(54,824)		13,209	19.42%	▲
Community Amenities		(10,152,163)	(845,577)	(406,135)		439,442	51.97%	▲
Recreation and Culture		(15,475,832)	(1,288,811)	(759,457)		529,354	41.07%	▲
Transport		(11,011,698)	(917,175)	(282,352)		634,823	69.22%	▲
Economic Services		(3,329,156)	(277,318)	(132,517)		144,801	52.21%	▲
Other Property and Services		(5,234,355)	(435,869)	(286,113)		149,756	34.36%	▲
Total Operating Expenditure		(52,606,436)	(4,476,395)	(2,426,986)	5%	2,049,409		
Non-cash amounts excluded from operating activities		15,464,253	1,288,156	0				
Adjust Provisions and Accruals		0	0			0		
<b>Net Cash from Operations</b>		<b>7,017,379</b>	<b>27,769,074</b>	<b>28,584,954</b>		<b>2,104,036</b>		
<b>Capital Revenues</b>								
<b>Grants, Subsidies and Contributions</b>								
Recreation and Culture		10,650,596	872,426	180,587		(691,839)	79.30%	▲
Transport		9,714,946	794,487	180,587		(613,900)	77.27%	
Proceeds from Disposal of Assets	8	935,650	77,939	0		(77,939)	100.00%	
		718,644	59,857	0	0%	(59,857)	100.00%	▼
Total Capital Revenues		11,369,240	932,283	180,587	2%	(751,696)		

**SHIRE OF BROOME**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 July 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 and Buildings	12	(3,049,207)	(253,993)	(77,025)		176,968	69.67%	▲
Infrastructure Assets - Roads & Footpaths	12	(4,057,625)	(337,997)	(482,734)		(144,737)	(42.82%)	▼
Infrastructure Assets - Recreation Areas	12	(16,348,298)	(1,337,253)	(354,244)		983,009	73.51%	▲
Infrastructure Assets - Drainage	12	(25,000)	(2,082)	0		2,082	100.00%	▲
Infrastructure Assets - Other	12	(540,695)	(45,035)	0		45,035	100.00%	▲
Mobile Plant and Equipment	12	(3,318,921)	(276,461)	0		276,461	100.00%	▲
Fixed Plant and Equipment	12	(43,025)	(3,583)	0		3,583	100.00%	▲
Furniture and Equipment	12	(273,599)	(22,787)	(2,852)		19,935	87.48%	▲
Total Capital Expenditure		(27,656,370)	(2,279,191)	(916,854)	3%	1,362,337		
<b>Net Cash from Capital Activities</b>								
		(16,287,130)	(1,346,908)	(736,267)		610,641		
<b>Financing</b>								
Proceeds from New Borrowings		2,350,507	0	0		0		
Payments for financial assets at amortised cost - self supporting loans			0	0		0		
Self-Supporting Loan Principal		96,154	8,009	0		(8,009)	100.00%	
Transfer from Reserves	7	6,130,711	510,734	0		(510,734)	100.00%	▲
Advances to Community Groups		0	0	0		0		
Repayment of Borrowings	10	(454,874)	(37,888)	0		37,888	100.00%	▲
Repayment of Self Supporting Loan		(96,154)	(8,009)	0		8,009	100.00%	▲
Transfer to Reserves	7	(4,445,042)	(353,629)	(23,309)		330,320	93.41%	▲
Net Cash from Financing Activities		3,581,302	119,217	(23,309)		(142,526)		
<b>Net Operations, Capital and Financing</b>								
		(5,688,449)	26,541,383	27,825,378		2,572,151		
<b>Opening Funding Surplus(Deficit)</b>								
	3	5,869,036	5,869,036	5,869,036		0		
<b>Closing Funding Surplus(Deficit)</b>								
	3	180,587	32,410,419	33,694,414		2,572,151		

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 July 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	26,561,200	26,467,607	26,467,524		(83)	(0.00%)	
Grants, Subsidies and Contributions		3,997,267	98,058	10,583		(87,475)	(89.21%)	▼
Fees and Charges		10,948,495	4,170,716	4,290,715		119,999	2.88%	
Service Charges		0	0	0		0		
Interest Earnings		1,273,202	106,048	95,746		(10,302)	(9.71%)	
Other Revenue		1,275,664	106,245	147,618		41,373	38.94%	▲
Profit on Disposal of Assets	8	103,734	8,638	0		(8,638)	(100.00%)	
<b>Total Operating Revenue</b>		<b>44,159,562</b>	<b>30,957,312</b>	<b>31,012,186</b>	<b>26%</b>	<b>54,874</b>		
<b>Operating Expense</b>								
Employee Costs		(18,076,183)	(1,505,540)	(1,310,593)		194,947	12.95%	▲
Materials and Contracts		(13,728,416)	(1,238,223)	(891,481)		346,742	28.00%	▲
Utility Charges		(2,243,536)	(186,829)	(148,995)		37,834	20.25%	
Depreciation on Non-Current Assets		(15,510,953)	(1,292,044)	0		1,292,044	100.00%	▲
Finance Costs		(279,008)	(23,235)	0		23,235	100.00%	▲
Insurance Expenses		(879,464)	(73,236)	0		73,236	100.00%	▲
Other Expenditure		(1,831,842)	(152,538)	(76,257)		76,281	50.01%	▲
Loss on Disposal of Assets	8	(57,034)	(4,750)	0		4,750	100.00%	▲
<b>Total Operating Expenditure</b>		<b>(52,606,436)</b>	<b>(4,476,395)</b>	<b>(2,427,326)</b>	<b>5%</b>	<b>2,049,069</b>		
Non-cash amounts excluded from operating activities		15,464,253	1,288,156	0			(100.00%)	
<b>Net Cash from Operations</b>		<b>7,017,379</b>	<b>27,769,073</b>	<b>28,584,860</b>		<b>2,103,943</b>		
<b>Capital Revenues</b>								
Grants, Subsidies and Contributions		10,650,596	872,426	180,587		(691,839)	(79.30%)	▼
Proceeds from Disposal of Assets		718,644	59,857	0	0%	(59,857)	(100.00%)	▼
<b>Total Capital Revenues</b>		<b>11,369,240</b>	<b>932,283</b>	<b>180,587</b>	<b>2%</b>	<b>(751,696)</b>		
<b>Capital Expenses</b>								
Land and Buildings	12	(3,049,207)	(253,993)	(77,025)		176,968	69.67%	▲
Infrastructure Assets - Roads & Footpaths	12	(4,057,625)	(337,997)	(482,734)		(144,737)	(42.82%)	▼
Infrastructure Assets - Recreation Areas	12	(16,348,298)	(1,337,253)	(354,244)		983,009	73.51%	▲
Infrastructure Assets - Drainage	12	(25,000)	(2,082)	0		2,082	100.00%	▲
Infrastructure Assets - Other	12	(540,695)	(45,035)	0		45,035	100.00%	▲
Mobile Plant and Equipment	12	(3,318,921)	(276,461)	0		276,461	100.00%	▲
Fixed Plant and Equipment	12	(43,025)	(3,583)	0		3,583	100.00%	▲
Furniture and Equipment	12	(273,599)	(22,787)	(2,852)		19,935	87.48%	▲
<b>Total Capital Expenditure</b>		<b>(27,656,370)</b>	<b>(2,279,191)</b>	<b>(916,854)</b>	<b>3%</b>	<b>1,362,337</b>		
<b>Net Cash from Capital Activities</b>		<b>(16,287,130)</b>	<b>(1,346,908)</b>	<b>(736,267)</b>		<b>610,641</b>		
<b>Financing</b>								
Proceeds from New Borrowings		2,350,507	0	0		0		
Transfer from Reserves	7	6,130,711	510,734	0		(510,734)	(100.00%)	▼
Repayment of Borrowings	10	(454,874)	(37,888)	0		37,888	100.00%	▲
Repayment of Self Supporting Loan		(96,154)	(8,009)	0		8,009	100.00%	▲
Transfer to Reserves	7	(4,445,042)	(353,629)	(23,309)		330,320	(93.41%)	
<b>Net Cash from Financing Activities</b>		<b>3,581,302</b>	<b>119,217</b>	<b>(23,309)</b>		<b>(142,526)</b>		
<b>Net Operations, Capital and Financing</b>		<b>(5,688,452)</b>	<b>26,541,382</b>	<b>27,825,284</b>		<b>2,572,058</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>5,869,036</b>	<b>5,869,036</b>	<b>5,869,036</b>		<b>0</b>		
<b>Closing Funding Surplus(Deficit)</b>	3	<b>180,587</b>	<b>32,410,419</b>	<b>33,694,414</b>		<b>2,572,058</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.

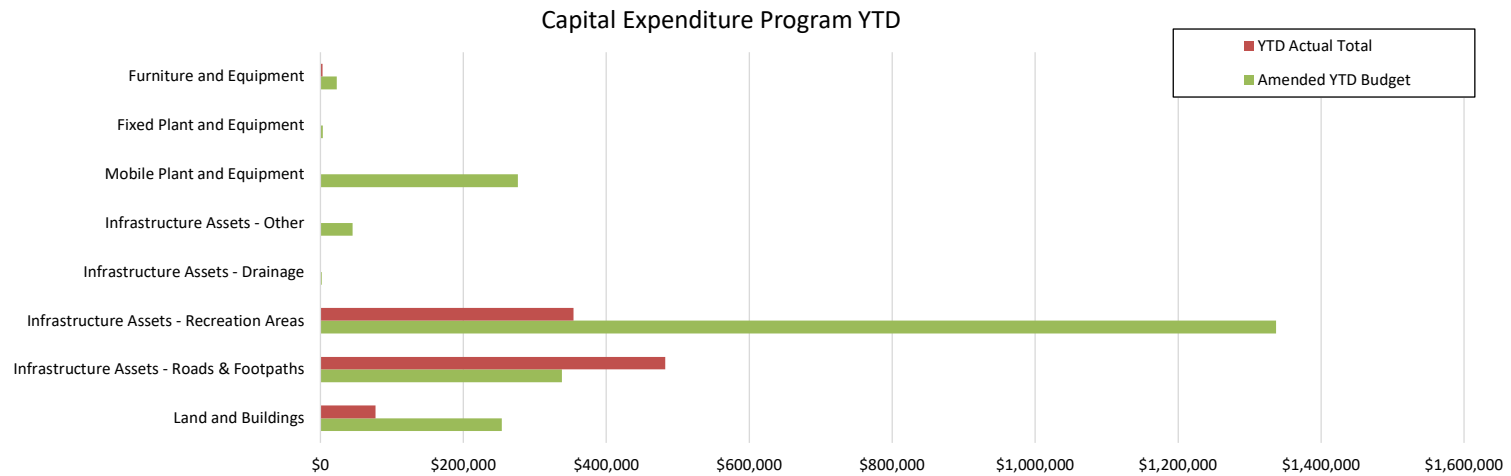
**SHIRE OF BROOME**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 31 July 2023

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	74,405	2,620	77,025	253,993	3,049,207	(176,968)
Infrastructure Assets - Roads & Footpaths	12	470,947	11,787	482,734	337,997	4,057,625	144,737
Infrastructure Assets - Recreation Areas	12	354,244	0	354,244	1,337,253	16,348,298	(983,009)
Infrastructure Assets - Drainage	12	0	0	0	2,082	25,000	(2,082)
Infrastructure Assets - Other	12	0	0	0	45,035	540,695	(45,035)
Mobile Plant and Equipment	12	0	0	0	276,461	3,318,921	(276,461)
Fixed Plant and Equipment	12	0	0	0	3,583	43,025	(3,583)
Furniture and Equipment	12	2,852	0	2,852	22,787	273,599	(19,935)
Other Non Current Liabilities	12	0	0	0	0	0	0
Capital Expenditure Totals		902,448	14,406	916,854	2,279,191	27,656,370	(1,362,337)

**Funded By:**

Capital Grants and Contributions	180,587	872,426	10,650,596	(691,839)
Borrowings	0	0	2,350,507	0
Other (Disposals & C/Fwd)	0	59,857	718,644	(59,857)
Total Own Source Funding - Reserve Accounts	0	510,734	(6,130,711)	(510,734)
Own Source Funding - Operations	736,267	836,174	20,067,334	(99,907)
Capital Funding Total	916,854	2,279,191	27,656,370	(1,362,337)

**SHIRE OF BROOME**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
**For the Period Ended 31 July 2023**



**SHIRE OF BROOME**  
**STATEMENT OF BUDGET AMENDMENTS**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 July 2023**

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget (a)
<b>Operating Revenues</b>	\$	\$	\$
Governance	228,739	0	228,739
General Purpose Funding - Rates	26,999,750	0	26,999,750
General Purpose Funding - Other	1,859,543	0	1,859,543
Law, Order and Public Safety	154,693	0	154,693
Health	190,650	0	190,650
Education and Welfare	83,000	0	83,000
Housing	706,013	0	706,013
Community Amenities	6,710,466	0	6,710,466
Recreation and Culture	1,625,445	0	1,625,445
Transport	995,367	0	995,367
Economic Services	1,999,840	0	1,999,840
Other Property and Services	2,606,056	0	2,606,056
<b>Total Operating Revenue</b>	<b>44,159,562</b>	<b>0</b>	<b>44,159,562</b>
<b>Operating Expense</b>			
Governance	(2,864,553)	0	(2,864,553)
General Purpose Funding	(530,092)	0	(530,092)
Law, Order and Public Safety	(1,658,589)	0	(1,658,589)
Health	(672,714)	0	(672,714)
Education and Welfare	(860,522)	0	(860,522)
Housing	(816,762)	0	(816,762)
Community Amenities	(10,152,163)	0	(10,152,163)
Recreation and Culture	(15,475,832)	0	(15,475,832)
Transport	(11,011,698)	0	(11,011,698)
Economic Services	(3,329,156)	0	(3,329,156)
Other Property and Services	(5,234,355)	0	(5,234,355)
<b>Total Operating Expenditure</b>	<b>(52,606,436)</b>	<b>0</b>	<b>(52,606,436)</b>
<b>Funding Balance Adjustments</b>			
Non-cash amounts excluded from operating activities	15,464,253	0	15,464,253
Adjust Provisions and Accruals	0	0	0
<b>Net Cash from Operations</b>	<b>7,017,379</b>	<b>0</b>	<b>7,017,379</b>
<b>Capital Revenues</b>			
Grants, Subsidies and Contributions	10,650,596	0	10,650,596
Proceeds from Disposal of Assets	718,644	0	718,644
Proceeds from Sale of Investments	0		0
<b>Total Capital Revenues</b>	<b>11,369,240</b>	<b>0</b>	<b>11,369,240</b>

**SHIRE OF BROOME**  
**STATEMENT OF BUDGET AMENDMENTS**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 July 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	(3,049,207)	0	(3,049,207)
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	(4,057,625)	0	(4,057,625)
Infrastructure Assets - Recreation Areas	(16,348,298)	0	(16,348,298)
Infrastructure Assets - Drainage	(25,000)	0	(25,000)
Infrastructure Assets - Other	(540,695)	0	(540,695)
Mobile Plant and Equipment	(3,318,921)	0	(3,318,921)
Fixed Plant and Equipment	(43,025)	0	(43,025)
Furniture and Equipment	(273,599)	0	(273,599)
<b>Total Capital Expenditure</b>	<b>(27,656,370)</b>	<b>0</b>	<b>(27,656,370)</b>
<b>Net Cash from Capital Activities</b>	<b>(16,287,130)</b>	<b>0</b>	<b>(16,287,130)</b>
<b>Financing</b>			
Proceeds from New Borrowings	2,350,507	0	2,350,507
Payments for financial assets at amortised cost - self supporting loans	0	0	0
Self-Supporting Loan Principal	96,154	0	96,154
Transfer from Reserves	6,130,711	0	6,130,711
Purchase of Investments	0	0	0
Advances to Community Groups	0	0	0
Repayment of Borrowings	(551,028)	0	(551,028)
Transfer to Reserves	(4,445,042)	0	(4,445,042)
<b>Net Cash from Financing Activities</b>	<b>3,581,302</b>	<b>0</b>	<b>3,581,302</b>
<b>Net Operations, Capital and Financing</b>	<b>(5,688,449)</b>	<b>0</b>	<b>(5,688,449)</b>
<b>Opening Funding Surplus(Deficit)</b>	<b>5,869,036</b>		<b>5,869,036</b>
<b>Closing Funding Surplus(Deficit)</b>	<b>180,587</b>	<b>0</b>	<b>180,587</b>

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 July 2023

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	(2,247)	(93.94%)			
General Purpose Funding - Rates	(10,376)	(0.04%)			
General Purpose Funding - Other	0				
Law, Order and Public Safety	(5,422)	(42.10%)			
Health	(4,469)	(28.15%)			
Education and Welfare	(6,913)	(100.00%)			
Housing	(11,897)	(20.23%)	▼	Timing	Various rental and recoupment income has not been received
Community Amenities	99,969	2.63%			
Recreation and Culture	42,682	26.28%	▲	Permanent / Timing	Haynes Oval income for the previous year has been received, BRAC kiosk sales are more than anticipated
Transport	(7,499)	(69.10%)			
Economic Services	(42,771)	(25.68%)	▼	Permeant	Grant for Sanctuary Road received in 2022/23, budget will be amended upon finalisation of carry overs and the annual financial report
Other Property and Services	3,570	1.64%			
<b>Operating Expense</b>					
Governance	45,555	13.66%	▲	Timing	Less expenditure on specialised consultancy services, community sponsorship and salary
General Purpose Funding	28,253	63.99%	▲	Timing	Admin cost allocation less than budgeted
Law, Order and Public Safety	47,618	34.47%	▲	Timing	Salaries and Admin cost allocation less than budgeted, higher than budgeted relief staff for rangers
Health	3,675	6.56%			
Education and Welfare	12,923	18.03%	▲	Timing	Salaries and Admin cost allocation less than budgeted, Fewer staff have taken up staff housing through salary sacrificing
Housing	13,209	19.42%	▲	Timing	than budgeted
Community Amenities	439,442	51.97%	▲	Timing	Lower expenditure than budget on kerb side collection and recycling, salary, contaminated site remediation, asset rehabilitation obligation of the WMF and drainage maintenance
Recreation and Culture	529,354	41.07%	▲	Timing	Due to audit not yet finalised fixed asset depreciation has not been run, parks and ovals maintenance less expense in comparison to budget
Transport	634,823	69.22%	▲	Timing	Less expenditure on urban and rural road maintenance, street lighting, road operating expenses and depreciation not yet run
Economic Services	144,801	52.21%	▲	Timing	BVC annual subsidy expense not yet recognised, Sanctuary road detailed design not started, salary and admin allocation costs less than budgeted
Other Property and Services	149,756	34.36%	▲	Timing	Organisational training, prestart, salary, IT cost allocation and admin cost allocation less than budgeted, depreciation yet to be run
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(691,839)	79.30%	▲	Timing	Cable beach Stage 1, Black Spot and BRAC general works not yet carried out
Proceeds from Disposal of Assets	(59,857)	100.00%	▼	Timing	Disposals to be carried out throughout the year as per the asset replacement plan



**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 July 2023

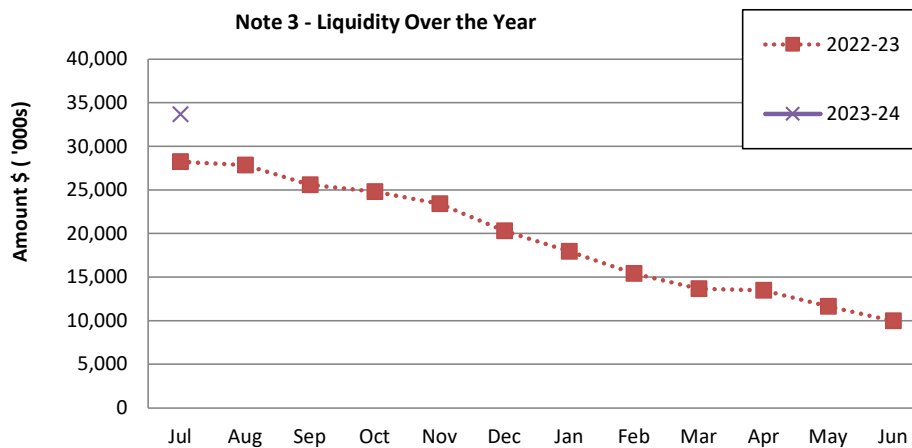
**Note 2: EXPLANATION OF MATERIAL VARIANCES**

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	176,968	69.67%	▲	Timing	Town Beach Café Redevelopment and Civic Centre building renewal are yet to commence. BRAC design and works at the Surf Club are continuing
Infrastructure Assets - Roads & Footpaths	(144,737)	(42.82%)	▼	Timing	Construction of a roundabout at the intersection of Port Drive and Guy Street
Infrastructure Assets - Recreation Areas	983,009	73.51%	▲	Timing	Works not yet started on Cable Beach Stage 1, BRAC Ovals and General upgrades.
Infrastructure Assets - Drainage	2,082	100.00%	▲	Timing	Drainage upgrades not yet started
Infrastructure Assets - Other	45,035	100.00%	▲	Timing	Various assets across the Shire have not yet started being replaced
Mobile Plant and Equipment	276,461	100.00%	▲	Timing	New vehicles will be purchased thought the year as per the plant replacement
Fixed Plant and Equipment	3,583	100.00%	▲	Timing	New corporate advertising signage to be placed at KRO complex have not yet commenced
Furniture and Equipment	19,935	87.48%	▲	Timing	No major furniture has been purchased
<b>Financing</b>					
Proceeds from New Borrowings	0				
Transfer from Reserves	(510,734)	100.00%	▲	Timing	Transfer to be done at the end of the financial year
Advances to Community Groups	0				
Loan Principal	37,888	100.00%	▲	Timing	Principal payments will be made later in the year
Repayment of Self Supporting Loan	8,009	100.00%	▲	Timing	Self supporting loan payments are made later in the year
Transfer to Reserves	330,320	93.41%	▲	Timing	Transfer to be done at the end of the financial year

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 July 2023

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Jul 2023	30 Jun 2023	YTD 31 Jul 2022
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	16,327,624	15,340,088	6,553,946
Cash Restricted	4	35,160,470	35,137,161	32,798,261
Receivables - Rates	6	24,552,144	659,704	23,027,514
Receivables - Rates Other		4,272,045	(108,731)	3,999,674
Receivables - Debtors	6	706,301	604,821	909,777
Receivables - Other		(433,371)	(280,197)	(6,266)
Other Assets		88,857	88,857	105,684
Inventories		27,673	30,292	30,024
		80,701,743	51,471,994	67,418,614
<b>Less:</b>				
Current Liabilities		(10,733,063)	(9,364,919)	(6,516,042)
Borrowings		0	0	(444,162)
		(10,733,063)	(9,364,919)	(6,960,204)
Less: Reserve Accounts	7	(35,160,470)	(35,137,161)	(32,798,261)
Adjustments to net current assets		(1,113,797)	(1,046,185)	
<b>Net Current Funding Position</b>		<b>33,694,414</b>	<b>5,923,730</b>	<b>27,660,149</b>

**Comments - Net Current Funding Position**

The budget was adopted at the Special Meeting held on 11 July 2023. It was presented to Council with a predicted carried forward surplus of \$5,646,738.

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 July 2023**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Bank Account	3.60%	6,429,221			6,429,221	CommBank	At Call
Business Online Saver	4.15%	10,202,754			10,202,754	CommBank	At Call
BRAC Bank Account	3.60%	0			0	CommBank	At Call
BPAY Bank Account	0.00%	0			0	CommBank	At Call
Reserve Bank Account	4.15%		31,787,122		31,787,122	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>Total</b>		<b>16,636,175</b>	<b>35,160,470*</b>	<b>206,771‡</b>	<b>52,003,416</b>		
<b>Adjustments</b>							
Payment Timing Adjustments**		308,551					
<b>Total</b>		<b>16,327,624</b>	<b>35,160,469.71</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 July 2023

Note 5: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

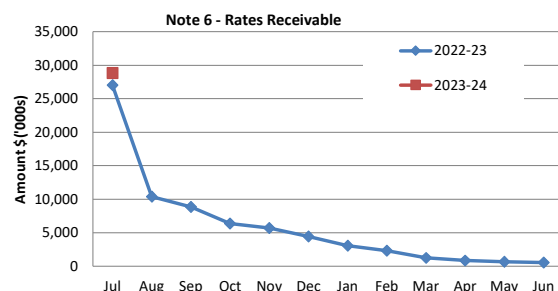
No budget amendments have been adopted in this financial year

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 July 2023

**Note 6: RECEIVABLES**

Receivables - Rates Receivable

	YTD 31 Jul 2023	30 Jun 2023
	\$	\$
Opening Arrears Previous Years	659,704	755,425
Levied this year	26,467,524	24,990,045
Less Collections to date	(2,575,084)	(25,085,766)
Equals Current Outstanding	24,552,144	659,704
<b>Net Rates Collectable</b>	<b>24,552,144</b>	<b>659,704</b>
% Collected	9.49%	97.44%



**Comments/Notes - Receivables Rates**

\* NOTE - Rates were raised on 18 July 2022 and are due on 24 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

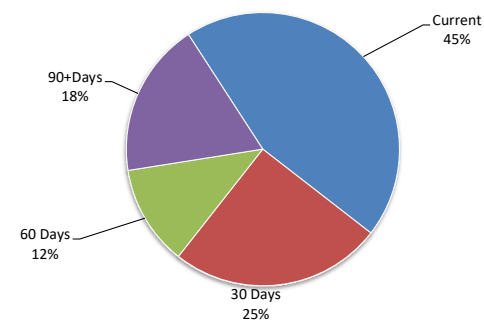
	Credit*	Current	30 Days	60 Days	90+Days
		\$	\$	\$	\$
Receivables - General	(132,950)	364,800	205,129	97,039	149,632

**Total Receivables General Outstanding**

**683,651**

Amounts shown above include GST (where applicable)

**Receivables - General**



**Comments/Notes - Receivables General**

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

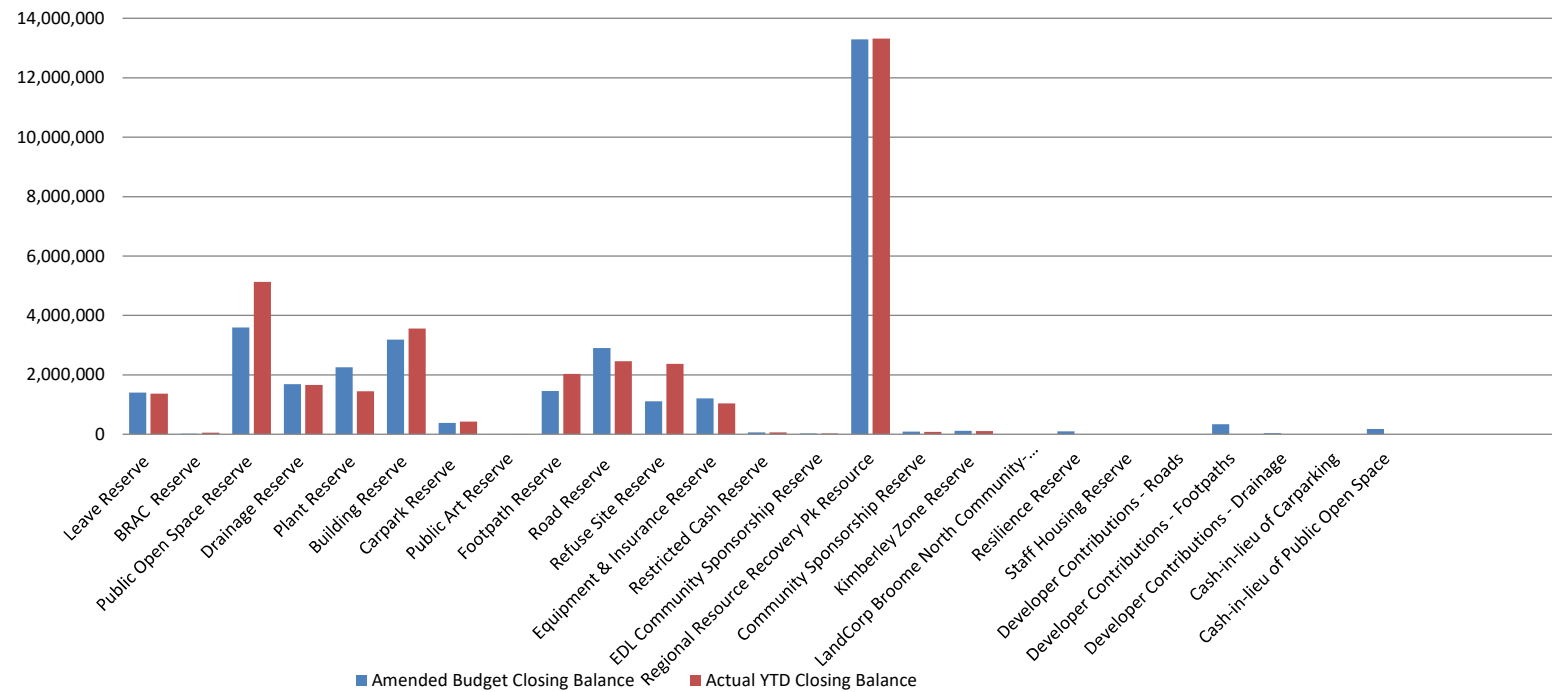
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2023-24		Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
Name	Opening Balance								
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	1,367,316	33,708	909	0	(0)	0	0	1,401,024	1,368,225
BRAC Reserve	60,541	1,494	40	0	0	41,114	0	20,921	60,581
Public Open Space Reserve	5,126,978	96,451	3,407	0	0	1,629,053	0	3,594,376	5,130,385
Drainage Reserve	1,659,384	41,411	1,103	22,692	(0)	34,423	0	1,689,064	1,660,487
Plant Reserve	1,446,090	36,730	961	1,123,338	0	353,284	0	2,252,874	1,447,051
Building Reserve	3,556,699	83,720	2,364	572,010	0	1,024,819	0	3,187,610	3,559,063
Carpark Reserve	424,719	9,960	282	56,187	0	105,188	0	385,678	425,001
Public Art Reserve	6,428	159	4	0	0	0	0	6,587	6,432
Footpath Reserve	2,032,606	47,184	1,351	135,294	(0)	760,528	0	1,454,556	2,033,957
Road Reserve	2,451,865	48,153	1,630	632,384	0	231,981	0	2,900,421	2,453,495
Refuse Site Reserve	2,367,508	65,521	1,573	0	0	1,321,141	0	1,111,888	2,369,081
Equipment & Insurance Reserve	1,039,887	23,834	691	139,000	0	0	0	1,202,721	1,040,578
Restricted Cash Reserve	65,000	0	0	0	0	0	0	65,000	65,000
EDL Community Sponsorship Reserve	28,133	1,584	19	0	(0)	0	0	29,717	28,152
Regional Resource Recovery Pk Resource	13,313,641	198,903	8,848	200,000	0	419,180	0	13,293,364	13,322,489
Community Sponsorship Reserve	84,289	2,080	56	0	0	0	0	86,369	84,345
Kimberley Zone Reserve	106,077	10,075	71	0	0	0	0	116,152	106,148
LandCorp Broome North Community-Building Plan Spon	0	0	0	0	0	0	0	0	0
Resilience Reserve	0	0	0	96,465	0	0	0	96,465	0
Staff Housing Reserve	0	0	0	0	0	0	0	0	0
Developer Contributions - Roads	0	0	0	0	0	0	0	0	0
Developer Contributions - Footpaths	0	0	0	551,696	0	210,000	0	341,696	0
Developer Contributions - Drainage	0	0	0	34,423	0	0	0	34,423	0
Cash-in-lieu of Carparking	0	0	0	0	0	0	0	0	0
Cash-in-lieu of Public Open Space	0	0	0	180,587	0	0	0	180,587	0
	35,137,161	700,967	23,308	3,744,075	1	6,130,711	0	33,451,492	35,160,470

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 2023**

**Note 7: Reserve Accounts**



**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 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 P4614 HINO 3 WAY SIDE TIPPER (1EUV239)	(25,707)	0	0
				0 P10518 John Deere Ride on Mower 1585 with Cab - 1GOK099	(8,409)	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 P13616 Hino 300 Series 921 XXlong Auto Truck Crew Cab Caged Tipper (CFC) (1GEU286) (Replaced	(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
				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
				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 P16108 Generator (standby) mega - gen DVAS 165E	15,000	0	0
				0 P11419 Isuzu DMax 4x4 SX Single Bed with Dog Pod - Rangers	6,566	0	0
				0 P7620 Prado GX Toyota - Director Infrastructure	50,000	0	0
				0 P8202 Scraper CAT 613B 8.4m3 (Purchased second hand (1992)) BM9112	7,061	0	0
				0 P83085 Trailer Howard Porter Supalift (refer 8812 for P-mover) 6RN827	0	0	0
				0 P81579 Trailer Bosich Low Loader (refer 8803 for P-mover) 6TP829	0	0	0
				0 P1719 Isuzu D-MAX 4x4 SX Crew Cab Utility	6,638	0	0
				0 P11418 Holden Colorado - Depot Stores	125	0	0
				0 P1917 UD Nissan 8T Tipper Truck	(13,989)	0	0
				0 P16713 Ransome MTD5 5 Gang Reel Mower (Tractor Mounted) (P&Gs)	10,000	0	0
				0 P88518 Trimax Stealth 340 Series 3 Mower	(4,475)	0	0
				0 P7901 Aerator Tractor Mounted	3,000	0	0



SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 July 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 P1016 Hardi NK600 Spray Unit	(157)	0	0
				0 P218 Holden Colorado Retic 3 1GLT640	5,343	0	0
				0 P12616 Hino 2630 500 series Truck with OHR IT20 Hooklift	(38,413)	0	0
0	0	0	0		(19,684)	0	0

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 2023**

Note 9: RATING INFORMATION		Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Total Revenue \$
<b>RATE TYPE</b>										
<b>Differential General Rate</b>										
<u>Gross Rental Valuations</u>										
GRV -	Residential	8.7268	5,095	165,274,307	14,423,585	150,000	14,573,585	14,573,585		14,573,585
GRV -	Residential - Vacant	18.4795	161	2,895,550	535,082		535,082	535,082		535,082
GRV -	Commercial/Industrial	11.8501	558	59,709,080	7,075,589		7,075,589	7,075,589		7,075,589
GRV -	Tourism	14.1405	577	21,759,799	3,076,935		3,076,935	3,076,935		3,076,935
<u>Unimproved Value Valuations</u>										
UV -	Rural	0.8510	54	17,809,000	151,563		151,563	151,563		151,563
UV -	Mining	14.3945	39	1,400,067	201,532		201,532	201,532		201,532
UV -	Commercial Rural	3.5580	22	10,810,860	384,653		384,653	384,653		384,653
<b>Sub-Totals</b>			6,506	279,658,663	25,848,939	150,000	25,998,938	25,998,939	0	25,998,939
<b>Minimum Payment</b>		<b>Minimum \$</b>								
<u>Gross Rental Valuations</u>										
GRV -	Residential	1,268	45	588,460	57,060		57,060	57,060		57,060
GRV -	Residential - Vacant	1,268	154	701,738	195,272		195,272	195,272		195,272
GRV -	Commercial/Industrial	1,268	22	153,862	27,896		27,896	27,896		27,896
GRV -	Tourism	1,268	247	782,931	313,196		313,196	313,196		313,196
<u>Unimproved Value Valuations</u>										
UV -	Rural	1,268	4	191,300	5,072		5,072	5,072		5,072
UV -	Mining	520	20	37,669	10,400		10,400	10,400		10,400
UV -	Commercial Rural	1,268	1	3,300	1,268		1,268	1,268		1,268
<b>Sub-Totals</b>			493	2,459,260	610,164	0	610,164	610,164	0	610,164
<b>Charitable Concessions</b>							26,609,103			26,609,103
<b>Totals</b>							(47,903)			(47,903)
							<b>26,561,200</b>			<b>26,561,200</b>

**Comments - Rating Information**

NOTE - This note represents the budgeted rating and back rating revenue expected for the 2023/24 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 July 2023**

**10. INFORMATION ON BORROWINGS**

## (a) Borrowing Repayments

Particulars	Principal 01-Jul-23	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		0	90,419	1,276,291	1,185,872	0	18,829
Loan 196 - Chinatown Revitalisation Loan	1,223,136		0	168,163	1,223,136	1,054,973	0	19,207
Loan 198 - Chinatown Revitalisation Stage 2	1,681,479		0	107,618	1,681,479	1,573,861	0	30,209
Loan 201- China Town Contingency	1,800,000		0	88,674	1,800,000	1,711,326	0	80,524
Loan 200 - Cable Beach Stage 1	0	2,350,507	0	0	0	0	0	0
<b>Self Supporting Loans</b>								
Loan 199 - Broome Golf Club	1,250,000		0	96,154	1,250,000	1,153,846	0	23,955
Broome Surf Life Saving Club	1,000,000		0	0	1,000,000	1,000,000	0	47,843
	8,230,907	2,350,507	0	551,028	8,230,907	7,679,879	0	220,567

All borrowing repayments were financed by general purpose revenue.

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 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 23	Amount Received	Amount Paid	Closing Balance 31-Jul-23
	\$	\$	\$	\$
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 THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 July 2023

**Note 12: CAPITAL ACQUISITIONS**

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	YTD 31 Jul 2023				
					Amended Annual Budget	Amended YTD Budget	YTD Actual	Project Variance Under/(Over)	YTD Actual (Renewal Exp)
		<b>Governance</b>							
0%	○	Vehicle & Mobile Plant Renewal (Replacement) Cap Exp - Other Gov	0023571		60,000	4,998	0	60,000	0
0%	○	<b>Governance Total</b>			<b>60,000</b>	<b>4,998</b>	<b>0</b>	<b>60,000</b>	<b>0</b>
		<b>Law, Order And Public Safety</b>							
2%	○	Surf Club Building Upgrade (Inc Plant & Furniture) Cap Exp-Law Ord & PS	53239		255,769	21,305	4,926	250,843	0
2%	○	<b>Law, Order And Public Safety Total</b>			<b>255,769</b>	<b>21,305</b>	<b>4,926</b>	<b>250,843</b>	<b>0</b>
		<b>Housing</b>							
0%	○	Staff housing 8 & 11/ 6 Ibis Way - fit out- Cap Ex	0095810	095810	22,919	1,910	0	22,919	0
0%	○	<b>Housing</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>Community Amenities</b>							
0%	○	Town Beach Toilet Block Renewal Inc Furn & Services - Build Cap Exp	0107666	107765	8,000	666	0	8,000	0
0%	○	Mobile Garbage Bin Replacement - Cap Exp - San Gen Refuse	0101550	101552	207,011	17,243	0	207,011	0
0%	○	WMF - Sea Container & Dome Work Area Shade	0101555	101559	33,968	2,829	0	33,968	0
0%	○	Furniture & Equip New Cap Exp - San Gen Refuse	0102556		97,500	8,121	0	97,500	0
1%	○	Community Recycling Centre - RRP - Cap Exp	101896	101897	138,554	11,541	1,820	136,734	0
No Budget	☒	RRRP Waste Facility - Yr 1 CRC	101896	101898	0	0	1,410	(1,410)	0
0%	○	Vehicle & Mobile Plant Renewal (Replacement) Cap Exp - Dev Services	0106184		242,698	20,215	0	242,698	0
0%	○	Mobile Plant & Equipment Renewal (Replacement) - Cap Exp - Sanitation	1042510		448,000	37,318	0	448,000	0
0%	○	Other							
0%	○	Drainage Grate Improvements	104600	104796	25,000	2,082	0	25,000	0
0%	○	Japanese Cemetery New Infra by P & G - Cap Exp	107550	107550	49,768	4,145	0	49,768	0
0%	○	<b>Community Amenities Total</b>			<b>1,250,499</b>	<b>104,160</b>	<b>3,230</b>	<b>1,247,269</b>	<b>0</b>

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 July 2023

**Note 12: CAPITAL ACQUISITIONS**

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	YTD 31 Jul 2023				
					Amended Annual Budget	Amended YTD Budget	YTD Actual	Project Variance Under/(Over)	YTD Actual (Renewal Exp)
		<b>Recreation And Culture</b>							
7%	○	BRAC Gym and Fitness Facility - Detailed Design / Tender Package- Cap Ex	0117024	117025	918,707	76,527	66,248	852,459	0
0%	○	BRAC Building Renewal - Cap Exp - BRAC Dry	0117315	117316	104,400	8,696	0	104,400	0
0%	○	Civic Centre Building Renewal (Inc Plant & Furn) - Cap Exp - Public Halls	0113755		155,000	12,911	0	155,000	0
0%	○	Museum Building Renewal- Cap Exp - Other Cult	0116201		92,600	7,713	0	92,600	0
0%	○	Town Beach Redevelopment - Catalina Boat Ramp - Cap Exp	1181403		182,500	15,202	0	182,500	0
0%	○	Cable Beach Stage 1 - Other	0113131	CB02	812,270	67,689	143	812,127	0
0%	○	Bme Civic Centre Other Infrastructure Renewal - Cap Exp	0116119	116120	35,000	2,915	0	35,000	0
0%	○	Tennis Court Surface Renewal Expenditure	0117397	TC01	298,221	24,841	0	298,221	0
0%	○	Parks & Gardens Works Renewal Infra - Cap Exp	0113551	113795	261,065	21,746	0	261,065	0
0%	○	Haynes Oval Infra Upgrade Const by P&G - Cap Exp - Pks & Ovl	0113552	113617	15,000	1,249	0	15,000	0
0%	○	BRAC Oval Upgrade of Infra - Cap Exp	0117450	117452	339,565	28,285	0	339,565	0
0%	○	RUBBERISED MATS - Cap Exp	0113551	133796	117,300	9,771	0	117,300	0
0%	○	Cable Beach Stage 1 RTR/RPG Grant Expenditure - Cable Beach Road West	0113131	CB01	1,276,000	106,290	0	1,276,000	0
2%	○	Cable Beach Foreshore Upgrade	1181425	1181426	278,809	23,224	4,194	274,615	0
0%	○	MOLA Mapping	1181425	1181428	50,000	4,165	0	50,000	0
0%	○	Cable Beach Waterpark Detailed Design 23-24 Expenditure	1181425	WD02	300,000	0	0	300,000	0
0%	○	BRAC Outdoor Court Scoreboard - Cap Ex	117399	117422	41,114	3,424	0	41,114	0
0%	○	Tennis Court Lighting Renewal- Cap Ex	114105	114105	44,659	3,720	0	44,659	0
0%	○	Cape Leveque Tourist Bay and Signage	116125	116132	70,000	5,830	0	70,000	0
127%	●	Cable Beach Redevelopment (Construction) - Cap Exp	1181427		275,610	22,958	349,908	(74,298)	0
0%	○	Skatepark New Infrs Const - Cap Exp - Other Rec & Sport	113027	113029	15,894	1,323	0	15,894	0
11%	○	BRAC Grid Solar Connection	117399	117420	25,226	2,101	2,852	22,374	0
0%	○	Broome Public Library - Kitchen Fit Out- Cap Ex	115460	115460	20,000	1,666	0	20,000	0
0%	○	Cable Beach Stage 1 PACP Grant Expenditure	113131	CB03	1,000,000	83,333	0	1,000,000	0
0%	○	Cable Beach Stage 1 BBRF Grant Expenditure	113131	CB04	4,182,803	348,567	0	4,182,803	0
0%	○	Cable Beach Stage 1 LRCI Grant Expenditure	113131	CB05	1,225,872	102,156	0	1,225,872	0
0%	○	Cable Beach Stage 1 Lotterywest Grant Expenditure	113131	CB06	1,000,000	83,333	0	1,000,000	0
0%	○	Cable Beach Stage 1 "TBC" Grant Expenditure	113131	CB07	750,000	62,500	0	750,000	0

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 July 2023

**Note 12: CAPITAL ACQUISITIONS**

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	YTD 31 Jul 2023				
					Amended Annual Budget	Amended YTD Budget	YTD Actual	Project Variance Under/(Over)	YTD Actual (Renewal Exp)
0%	<input type="radio"/>	Cable Beach Stage 1 Loan Expenditure	113131	CB08	2,350,507	195,876	0	2,350,507	0
0%	<input type="radio"/>	Cable Beach Stage 1 Reserve Expenditure	113131	CB09	1,754,722	146,227	0	1,754,722	0
2%	<input type="radio"/>	<b>Recreation And Culture Total</b>			<b>17,992,845</b>	<b>1,474,238</b>	<b>423,344</b>	<b>17,569,501</b>	<b>0</b>
		<b>Transport</b>							
5%	<input type="radio"/>	Broome North Subdivision - New Footpath construction	0125140	125277	251,874	20,981	11,601	240,273	0
0%	<input type="radio"/>	Various Footpath Renewals - Cap Exp	0125300	VARPATH	186,727	15,554	0	186,727	0
0%	<input type="radio"/>	Street Lighting at Various Locations - Renewal	0125225	125232	57,140	4,759	0	57,140	0
0%	<input type="radio"/>	Urban Maint Reseals Renewal Works Cap Exp	0121101	121549	834,414	69,506	0	834,414	0
No Budget	<input checked="" type="checkbox"/>	Capital Works Program Projects - Upgrade (stewart St)- Cap Ex	121101	121562	0	0	0	(11,787)	11,787
0%	<input type="radio"/>	De Marchi Road Black Spot - Cap Exp	0121100	RU229	339,765	28,302	0	339,765	0
47%	<input checked="" type="radio"/>	Port Drive – Guy Street Intersection Upgrade	121100	121716	918,730	76,530	430,070	488,660	0
0%	<input type="radio"/>	State Blackspot - Frederick Street off-street carpark Cap (Broome SHS) Exp	125000	125045	1,284,915	107,033	5,099	1,279,816	0
0%	<input type="radio"/>	Footpaths - Various	125140	125172	58,700	4,889	0	58,700	0
12%	<input type="radio"/>	<b>Transport Total</b>			<b>3,932,265</b>	<b>327,554</b>	<b>446,770</b>	<b>3,473,707</b>	<b>11,787</b>
		<b>Economic Services</b>							
0%	<input type="radio"/>	Visitor Centre Renewal (Inc plant & Furn) - Cap Bldg Exp	0132129		110,000	9,163	0	110,000	0
0%	<input type="radio"/>	Sam Male Lugger Restoration- Cap EX	0132142	132143	55,200	4,598	0	55,200	0
0%	<input type="radio"/>	Broome Visitor Centre - Packaged Plant Cap Ex	132029	132040	66,576	5,545	0	66,576	0
0%	<input type="radio"/>	<b>Economic Services Total</b>			<b>231,776</b>	<b>19,306</b>	<b>0</b>	<b>231,776</b>	<b>0</b>

**SHIRE OF BROOME**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 July 2023

**Note 12: CAPITAL ACQUISITIONS**

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	YTD 31 Jul 2023				
					Amended Annual Budget	Amended YTD Budget	YTD Actual	Project Variance Under/(Over)	YTD Actual (Renewal Exp)
		<b>Other Property &amp; Services</b>							
0%	○	Town Beach Cafe Redevelopment - Cap Exp	0147057		590,163	49,160	0	590,163	0
0%	○	BOSCCA Building Renewal (Inc Plant & Furn) - Cap Exp - Com Fac Leased	0146662		4,400	366	0	4,400	0
0%	○	KRO1 Building Renewal - Cap Exp - Office Prop Leased	0147374		98,600	8,213	0	98,600	0
5%	○	Depot Building Const Renewal - Cap Exp - Depot Operations	0148003	148007	42,000	3,498	0	39,966	2,034
0%	○	KRO2 Fixed Plant & Equip Upgrade - Cap Exp - Office Properties Leased	0147376		40,000	3,332	0	40,000	0
0%	○	Mobile Plant & Equipment New - Eng Office - Cap Exp	0148108		16,500	1,374	0	16,500	0
0%	○	Equip & H'Ware > \$5000 Cap Exp - IT	0146120		18,000	1,499	0	18,000	0
0%	○	Town Beach Kiosk Cap Build New Const-Cap Exp-Other Build Lea	112057	112057	100,000	8,330	0	100,000	0
0%	○	Software Cap Exp - IT (dont use)	0146122		56,194	4,680	0	56,194	0
0%	○	Vehicle & Mobile Plant New -Cap Exp- Corp Gov	0142550		122,642	10,215	0	122,642	0
0%	○	Vehicle & Mobile Plant New - Cap Exp - Depot Ops	0148021		220,000	18,326	0	220,000	0
0%	○	Vehicle & Plant Renewal(Replacement) - Cap Exp - P&G Operations	0143610		961,985	80,133	0	961,985	0
0%	○	Vehicle & Mobile Plant Renewal(Replacement)- Cap Exp - Eng Office	0148004		235,000	19,575	0	235,000	0
0%	○	Vehicle & Mob Plant Renewal(Replacement) - Cap Exp - Works Ops	0148611		1,012,096	84,307	0	1,012,096	0
0%	○	Admin Building - Packaged Plant- Cap Ex	147100	147100	349,727	29,132	0	349,727	0
0%	○	KRO 1 & 2 Security Screens- Cap Exp	147354		35,565	2,962	0	35,565	0
0%	○	KRO 2 - air-conditioning units- Cap Ex	147350	1482447	3,025	251	0	3,025	0
0%	○	<b>Other Property &amp; Services Total</b>			<b>3,905,897</b>	<b>325,353</b>	<b>0</b>	<b>3,903,863</b>	<b>2,034</b>
3%	○	<b>GRAND TOTAL</b>			<b>27,651,970</b>	<b>2,278,824</b>	<b>878,271</b>	<b>26,759,878</b>	<b>13,821</b>



SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 July 2023

Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	YTD 31 Jul 2023				
					Amended Annual Budget	Amended YTD Budget	YTD Actual	Project Variance Under/(Over)	YTD Actual (Renewal Exp)
6%	○	Land & Buildings - New			1,180,180	98,308	69,478	1,110,702	0
2%	○	Land & Buildings - Upgrade			309,737	25,800	4,926	304,811	0
0%	○	Land & Buildings - Renewal			1,554,890	129,518	0	1,552,856	2,034
		Works in Progress Land & Buildings			0	0	0	0	0
<b>3%</b>	<b>○</b>	<b>Land &amp; Buildings - Total</b>			<b>3,044,807</b>	<b>253,626</b>	<b>74,405</b>	<b>2,968,368</b>	<b>2,034</b>
2%	○	Recreation Areas Infrastructure - New			15,612,053	1,275,926	354,244	15,257,808	0
0%	○	Recreation Areas Infrastructure - Upgrade			15,000	1,249	0	15,000	0
0%	○	Recreation Areas Infrastructure - Renewal			721,245	60,078	0	721,245	0
		Works In Progress Recreation Areas Infrastructure			0	0	0	0	0
<b>2%</b>	<b>○</b>	<b>Recreation Areas Infrastructure - Total</b>			<b>16,348,298</b>	<b>1,337,253</b>	<b>354,244</b>	<b>15,994,054</b>	<b>0</b>
1%	○	Roads, F/Paths & Bridges Infrastructure - New			1,777,989	148,105	16,700	1,761,289	0
34%	○	Roads, F/Paths & Bridges Infrastructure - Upgrade			1,258,495	104,832	430,070	828,425	0
1%	○	Roads, F/Paths & Bridges Infrastructure - Renewal			1,021,141	85,060	0	1,009,354	11,787
		Works in Progress - Rds, F/Paths & Bridges			0	0	0	0	0
<b>11%</b>	<b>○</b>	<b>Roads, F/Paths &amp; Bridges Infrastructure - Total</b>			<b>4,057,625</b>	<b>337,997</b>	<b>446,770</b>	<b>3,599,068</b>	<b>11,787</b>
		Drainage Infrastructure - New			0	0	0	0	0
0%	○	Drainage Infrastructure - Upgrade			25,000	2,082	0	25,000	0
		Drainage Infrastructure - Renewal			0	0	0	0	0
		Works in Progress Drainage Infrastructure			0	0	0	0	0
<b>0%</b>	<b>○</b>	<b>Drainage Infrastructure - Total</b>			<b>25,000</b>	<b>2,082</b>	<b>0</b>	<b>25,000</b>	<b>0</b>
0%	○	Other Infrastructure - New			186,344	15,520	0	186,344	0
		Other Infrastructure - Upgrade			0	0	0	0	0
0%	○	Other Infrastructure - Renewal			354,351	29,515	0	354,351	0
		Works In Progress Other Infrastructure			0	0	0	0	0
<b>0%</b>	<b>○</b>	<b>Other Infrastructure - Total</b>			<b>540,695</b>	<b>45,035</b>	<b>0</b>	<b>540,695</b>	<b>0</b>
0%	○	Mobile Plant & Equip New			359,142	29,915	0	359,142	0
		Mobile Plant & Equip Upgrade			0	0	0	0	0
0%	○	Mobile Plant & Equipment Renewal (Replacement)			2,959,779	246,546	0	2,959,779	0
<b>0%</b>	<b>○</b>	<b>Mobile Plant &amp; Equip - Total</b>			<b>3,318,921</b>	<b>276,461</b>	<b>0</b>	<b>3,318,921</b>	<b>0</b>
		Fixed Plant & Equipment - New			0	0	0	0	0

SHIRE OF BROOME  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 July 2023

Note 12: CAPITAL ACQUISITIONS

% of Completion	Level of Completion Indicator	Infrastructure Assets	Acct	Job	YTD 31 Jul 2023				
					Amended Annual Budget	Amended YTD Budget	YTD Actual	Project Variance Under/(Over)	YTD Actual (Renewal Exp)
0%	<input type="radio"/>	Fixed Plant & Equipment - Upgrade			43,025	3,583	0	43,025	0
		Fixed Plant & Equipment - Renewal			0	0	0	0	0
0%	<input type="radio"/>	<b>Fixed Plant &amp; Equipment - Total</b>			<b>43,025</b>	<b>3,583</b>	<b>0</b>	<b>43,025</b>	<b>0</b>
1%	<input type="radio"/>	Furniture & Equipment - New			273,599	22,787	2,852	270,747	0
1%	<input type="radio"/>	<b>Furniture &amp; Equipment - Total</b>			<b>273,599</b>	<b>22,787</b>	<b>2,852</b>	<b>270,747</b>	<b>0</b>
		Other Non Current Liabilities			0	0	0	0	0
		<b>Other Non Current Liabilities</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
3%	<input type="radio"/>	<b>Capital Expenditure Total</b>			<b>27,651,970</b>	<b>2,278,824</b>	<b>878,271</b>	<b>26,759,878</b>	<b>13,821</b>

Level of Completion Indicators

- 0% ☐
- 20% ☐
- 40% ☐
- 60% ☒
- 80% ☐
- 100% ☐
- No Budget ☒

**SHIRE OF BROOME**  
**Monthly Statement of Financial Activity**  
**For the Period Ending 31 July 2023**

**Appendix A: SUPPLEMENTARY NOTES TO THE MONTHLY REPORT**

**NOTES TO THIS MONTH'S REPORT**

**OVERVIEW**

For the period ended 31 July 2023, the following are key indicators supporting the year to-date budget position with respect to the Annual Forecast Budget:

Budget Year elapsed	8.47%
Total Rates Raised Revenue	100% (of which 9.49% were collected)
Total Other Operating Revenue	26%
Total Operating Expenditure	5%
Total Capital Revenue	2%
Total Capital Expenditure	3%
Total Sale of Assets Revenue	0%

The budget was adopted at the Special Meeting on 11 July 2023. Council adopted a balanced annual budget, which included net carried over projects totalling \$8.38M and are funded by \$2.73M from various funding sources, plus \$2,643,234 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 July 2023, the current position stands at \$33.7M

**Cash**

Total Cash Assets are now \$51.4M being \$1M increase from prior month.

The major collections this month include receipt of:

- \$2.79M Various rates
- \$180K Roebuck Estate Development
- \$41K Sims Metal Ltd

The major expenditure items this month include payments of:

- \$148K Solar Installation – Generator & Off Grid Energy
- \$143K Audit Fee – Office of the Auditor General
- \$136K Precast Concrete, Cable Beach Foreshore Redevelopment – MJB Industries

### **Receivables**

Sundry debtors including GST refundable stand at \$272K.

Rates and rubbish debtors stand at \$28.8M. Annual rates were raised on 18th July 2023 with due date of 24 August 2023. 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 \$116K having a \$76K increase since the previous month.

### **Cash Liabilities**

These stand at \$551K. This represents our obligation on our outstanding loans in 23/24.

### **Creditors and Payables**

Sundry Creditors are \$2.2M, 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 \$4.1M.

### **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 2023-2024 year.

<b>10.      REPORTS OF COMMITTEES</b>
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There are no reports in this section.

<b>11. NOTICES OF MOTION WITH NOTICE</b>
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Nil.

<b>12. NOTICE OF MOTION WITHOUT NOTICE</b>
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Nil.

**13. BUSINESS OF AN URGENT NATURE**

Nil.

**14. MEETING CLOSED TO PUBLIC**

**COUNCIL RESOLUTION:**

***Minute No. C/0823/031***

***Moved: Cr P Taylor***

***Seconded: Cr E Foy***

***That the meeting be closed to the public at 5:49pm.***

***CARRIED UNANIMOUSLY 6/0***

***This item and any attachments are confidential in accordance with section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(ii)) as it contains “a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government”, and section 5.23(2)(c) as it contains “a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting”.***

#### **14.1 RFT23/10 CABLE BEACH FORESHORE REDEVELOPMENT STAGE A1**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	RFT23/10
<b>AUTHOR:</b>	Manager Engineering
<b>CONTRIBUTOR/S:</b>	Project Engineer
<b>RESPONSIBLE OFFICER:</b>	Director Infrastructure
<b>DISCLOSURE OF INTEREST:</b>	Nil

#### **SUMMARY:**

This report considers the submissions received for RFT23/10 Cable Beach Foreshore Redevelopment Stage A1 and seeks Council's adoption of the recommendation contained within the attached confidential Evaluation Report.

#### **VOTING REQUIREMENTS**

*Simple Majority*

#### **COUNCIL RESOLUTION:**

**(REPORT RECOMMENDATION)**

**Minute No. C/0823/032**

**Moved: Cr C Mitchell**

**Seconded: Cr P Taylor**

**That Council:**

- Note the recommendation in the Evaluation Report for RFT 23-10 Cable Beach Foreshore Redevelopment Stage A1 as presented in Attachment 1;***
- Accepts the Tender provided by Roadline Contracting Pty Ltd as the most advantageous Respondent from which to form a Contract, after final contract negotiations to a maximum value of \$2,423,824 excluding GST.***
- Authorises the Chief Executive Officer to negotiate and sign the contract documentation following final contract negotiations and the appropriate financial due diligence, and negotiate minor contract variations during the works/project if necessary;***
- If a Contract cannot be executed, authorises the Chief Executive Officer to negotiate with the second preferred tenderer and sign the contract documentation following final contract negotiations and the appropriate financial due diligence, and negotiate minor contract variations during the contract if necessary.***

**CARRIED UNANIMOUSLY 6/0**

- RFT 23/10 EVALUATION 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)(c) as it contains “a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting”, and section 5.23(2)((e)(ii)) as it contains “a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government”.***

**COUNCIL RESOLUTION:**

***Minute No. C/0823/033***

***Moved: Cr P Taylor***

***Seconded: Cr P Matsumoto***

***That the Meeting again be open to the public at 5:50pm.***

***CARRIED UNANIMOUSLY 6/0***

***The Council chambers were opened and it was noted that two members of the public returned to the Chambers.***

***The Chair read aloud the resolution passed behind closed doors.***

**15. MEETING CLOSURE**

There being no further business the Chairperson declared the meeting closed at 5:52pm.